



**Washington State
Public Works Board**
Post Office Box 42525
Olympia, Washington 98504-2525

PUBLIC WORKS BOARD MEETING NOTES
January 16, 2013

Department of Commerce (Olympia, WA)

Board Members		Guests Present:	Staff Present:
Present:	Absent:		
Stan Finkelstein, Chair	Don Montfort	Bob Bandarra, Public Works Superintendent of Operations, City of Bellingham	Myra Baldini
Kathryn Gardow, Vice Chair		Larry Barrows	Ann Campbell
Frank Abart		Pat Brommer, Department of Ecology	Cyndi Chavez
JC Baldwin		Dave Dunn, Department of Ecology	Terry Dale
Jerry Cummins		Arlene Escobar, Department of Commerce	Steve Dunk
Tom Fitzsimmons			Dawn Eychaner
Ed Hildreth		Shelia Lee Johnson, Department of Commerce	Christina Gagnon
Scott Hutsell		Karen Klocke, Department of Health	Cecilia Gardener
Mark "Bubba" Scott		John Kounts, Washington Public Utilities District Association	Isaac Huang
Darwin Smith		Karen Larkin, Department of Commerce	Lynn Kohn
Steve Stuart		Steve Misuriak, City of Gig Harbor	Bruce Lund
Larry Waters		Cathi Read, Small Communities Initiative	Jennifer Motteler
			Matt Ojennus
			Rodney Orr
			Jacki Skaught
			Kenny Spain

ADMINISTRATION

- a) Call to order: Tom Fitzsimmons as acting Chair convened the meeting at 8:50 a.m.
- b) Welcome and introductions
 - Board members introduced themselves. It was noted that several members were temporarily absent due to legislative meetings and would be joining the meeting later in the morning; however a quorum of 7 voting members was established.
 - Staff introduced themselves; Bruce Lund introduced Kenny Spain, a new Client Services Representative.

- Guests introduced themselves.
- c) Approve Agenda
- Frank Abart moved to approve the agenda; Steve Stuart seconded the motion. **ACTION: Motion approved (7-0) (Abart, Cummins, Fitzsimmons, Scott, Smith, Stuart, Waters).**
- d) November 2, 2012 Meeting Minutes
- Frank Abart moved to approve the November 2, 2012 meeting minutes; Steve Stuart seconded the motion. **ACTION: Motion approved. (7-0) (Abart, Cummins, Fitzsimmons, Scott, Smith, Stuart, Waters).**
- e) December 4, 2012 Meeting Minutes
- Frank Abart abstained due to having not been present for the December 4, 2012 meeting.
 - Steve Stuart moved to approve the December 4, 2012 minutes subject to the inclusion of handouts for material referenced in the notes; Jerry Cummins seconded the motion. Frank Abart abstained. **ACTION: Motion approved (6-0) (Cummins, Fitzsimmons, Scott, Smith, Stuart, Waters).** Larry Waters clarified that members absent for a meeting can and should still vote on minutes.
- f) 2013 Board Meeting Dates
- Cecilia Gardener referenced the list of proposed Board meeting dates for 2013 included on page 15 of the Board meeting packet, noting that the proposed schedule keeps Friday as the regular meeting day. *(See attachment 1)*
 - Frank Abart noted that it's difficult to predict schedules eight months away but that it is convenient to put the dates on calendars in advance. Frank Abart moved to approve the proposed 2013 Board meeting schedule as presented; Darwin Smith seconded the motion. **ACTION: Motion approved. (7-0) (Abart, Cummins, Fitzsimmons, Scott, Smith, Stuart, Waters).**

COMMITTEE REPORTS

- a) Executive Committee:
- Jerry Cummins reported that the committee has been working on the timeline for the selection of a new Executive Director. Jerry noted that the committee would like to begin the process by February 1, 2013 and are hoping that there will be some overlap with the new Executive Director and outgoing Executive Director John LaRocque, who is planning to leave August 1, 2013.
 - Jerry reported that the committee has been discussing how to get money reinstated to the Public Works Trust Fund (PWTF) for projects that the Board had previously approved for 2014 Construction Loans, noting the effect that the funds could have on the jurisdictions that have applied for them, and the job creation power of the PWTF.

b) Steve Stuart added that beyond the \$700 million Construction Loan List the total request is \$950 million, which includes administration of the program and funding for other programs. Steve Stuart noted that the administrative budget was reduced by \$1.2 million by Governor Gregoire in her proposed budget, expressing that more discussion is needed around all of the pieces of the budget puzzle, including funding for Growth Management and the Community Economic Revitalization Board (CERB).

c) Communications Committee:

- Cecilia Gardener referred to page 19 of the meeting packet, presenting the notes from the last communications committee meeting. Cecilia noted that the committee opted to not meet today, but instead spent the time preparing for their legislative meetings. *(See attachment 2)*
- Cecilia Gardener reported that the committee is working on a new website for the Board, explaining that the structure has been approved, and content is now being developed. Cecilia Gardener reported that the anticipated publish date for the new site is March 1, 2013.
- Tom Fitzsimmons asked if there was an update on the stand alone website versus having it being part of the Commerce website. Cecilia Gardener answered that the website is currently going to be housed within the Commerce structure but with its own address.
- Rodney Orr clarified that the Board website is going to be hosted on the Commerce server with its own address and will use the same structure and templates as Commerce, easing the construction dramatically. Rodney Orr noted this will result in the website taking 3 months to construct, where it took Commerce 9 months. Rodney Orr reported that the development structure and the home page are being built. Rodney Orr noted that he will present the new web site to the full Board at the March 1, 2013, meeting.
- Mark "Bubba" Scott asked why the current website is not being updated. Rodney Orr answered that it was decided a year ago to keep it more current, and that the responsibility of keeping pages current were assigned to staff, then the data needed to be provided to him so he could update the pages. Larry Waters asked when the site would be updated with information. Rodney answered March 1, 2013. Mark "Bubba" Scott added that the minutes/agendas need updating on the current website. Cecilia Gardener answered that this information will be updated by Monday.
- Tom Fitzsimmons directed that staff get the current website updated and report to the Board about it by the next meeting.

d) Policy Committee:

- Tom Fitzsimmons explained that the policy committee did not meet today and at the last committee meeting they spent most of their attention on the policy bill, which was already reported to the full board Tom Fitzsimmons noted that the committee will bring their committee charter as a proposed consideration to the full board in the future, as well as the bylaws.

e) Technical Assistance (TA) Committee:

- Steve Stuart referred the handout, presenting the notes from the last communications committee meeting. (*See attachment 3*) Steve Stuart reported that they had a discussion about the academies and where future events will be held. Steve reported that the committee discussed that Client Service Representatives have recently increased from 5 staff to 7 staff, noting that the Board has adopted a TA strategy of enhancing technical assistance work in communities.

i. **Technical Assistance Plan:**

- Bruce Lund passed around a copy of the Client Services Representatives (CSR) map (*see attachment 4*), noting that CSRs are looking at taking a 4 prong approach: establishing system assessment tools, expanding the Board's existing regional approach, increasing from 5 CSRs to 7, significantly increasing the focus on training and education, and creating special expertise and knowledge focus areas to help communities take advantage of things now in play in the 21st century. **Kathryn Gardow, Ed Hildreth, and Scott Hutsell joined the meeting.**
- Steve Stuart noted that the TA plan is establishing performance metrics to show success, track rate structures and stability, financial integrity, readiness to proceed, etc. and to demonstrate the results of the program. Darwin Smith moved to approve the Technical Assistance plan as outlined in the Board packet (*see attachment 5*) and recommended by the TA Committee, Jerry Cummins seconded the motion. **ACTION:** Motion approved. **(10-0) (Abart, Cummins, Fitzsimmons, Gardow, Hildreth, Hutsell, Scott, Smith, Stuart, Waters).**

ii. **Small Communities Initiative (SCI)**

- Dave Dunn with the Department of Ecology asked about the Board's operating budget proposal, noting that the Small Communities Initiative (SCI) is to the Departments of Health and Ecology a valuable part of statewide technical assistance. Dave Dunn asked if the budget proposal for Fiscal Year 14 includes funding for SCI staff. Cecilia Gardner answered no, but that funding for SCI has been proposed in another vehicle. Kathryn Gardow asked whether this was an oversight, Cecilia answered that it was not, explaining that cuts to the operating budget prevented the Board from allocating resources to the program. Tom Fitzsimmons asked whether the restored operating budget would cover SCI, Cecilia explained that when the budget was presented to the Board for approval, SCI was not an included component. Tom Fitzsimmons asked if the other agency contributors included funding for SCI in their budgets. Dave Dunn explained that historically the other agencies have funded one position, and the board funded the other.
- Darwin Smith noted that SCI dovetails very nicely in getting the Board's job done and projects out the door. Darwin Smith expressed his feeling that the Board should financially support either CERB or SCI.
- Tom Fitzsimmons asked if there was a desire on the part of the Board to look at this more closely at the next Board meeting. The Board agreed. Cecilia Gardener noted that staff will bring it back to the February 1, 2013, meeting. Bruce Lund suggested

that Cathi Read with SCI present the Board with information on SCI services that would be lost without funding, Cathi Read agreed and Cecilia Gardener noted that Board staff will work with Cathi Read to prepare something.

- Tom Fitzsimmons asked if this should go to the TA committee first. Steve Stuart agreed that the committee should discuss it first and bring it forward to the full Board at the next meeting.

Kathryn Gardow assumed duties of the Chair from Tom Fitzsimmons.

CONTRACTING

a) Drinking Water State Revolving Fund

Bruce Lund presented the three extension requests on page 29 of the Board packet (*See attachment 6*). Bruce also referenced the Contract Administration Unit (CAU) status report on page 31 of the Board packet (*See attachment 7*). Bruce introduced Arlene Escobar and Sheila Lee Johnson to the Board; they are with the CAU at the Department of Commerce.

a. City of Sunnyside

Bruce Lund presented the City of Sunnyside's extension request of one- year. Darwin Smith moved to approve staff's recommendation for an extension, Scott Hutsell seconded. **ACTION:** Motion approved. **(10-0) (Abart, Cummins, Fitzsimmons, Gardow, Hildreth, Hutsell, Scott, Smith, Stuart, Waters).**

b. City of Toppenish

Bruce Lund presented the City of Toppenish's request for an extension of 16 months. Frank Abart moved to approve the extension, Ed Hildreth seconded. **ACTION:** Motion approved. **(10-0) (Abart, Cummins, Fitzsimmons, Gardow, Hildreth, Hutsell, Scott, Smith, Stuart, Waters).**

c. Hideaway Mobile Home Park Update

Steve Dunk updated the Board, noting that staff met with Katherine Wyatt, Assistant Attorney General, and passed along the contract information to her, explaining why and how the client went into bankruptcy. Steve Dunk reported that Kathryn Wyatt is looking into it and expects to get back to staff early next week. Kathryn Gardow requested that Katherine Wyatt present her findings to the Board at the next meeting in order to make their final decision whether to pursue the loan balance.

b) Public Works Trust Fund

a. Grays Harbor County Water District #1

Bruce Lund presented Grays Harbor County Water District #1's extension request of one- year. Frank Abart moved to approve staff's recommendation for an extension, Darwin Smith seconded the motion. **ACTION:** Motion approved. **(10-0) (Abart, Cummins, Fitzsimmons, Gardow, Hildreth, Hutsell, Scott, Smith, Stuart, Waters).**

BREAK

JC Baldwin arrived, Darwin Smith, Steve Stuart, and Mark “Bubba” Scott left the meeting to attend legislative appointments.

PROGRAM DEVELOPMENT/IMPLEMENTATION UPDATES

a) 2015 Public Works Trust Fund Loan Terms

Cecilia Gardener reviewed the memo on page 35 of the Board packet (*See attachment 8*); noting staff recommends no changes to the loan terms except for the loan limit, which is recommended to be a reduced loan amount to a maximum of \$2 million due to funding constraints. Cecilia Gardener explained that staff anticipates approximately \$200 million will be available for the 2015 application cycle.

- Kathryn Gardow noted the importance of the Board developing a method to prioritize a list and asked whether staff is considering this. Cecilia Gardener answered that the material presented is for loan terms, not project selection criteria and that staff will bring a proposal to the Board in February for project prioritization options for the 2015 cycle.
- Scott Hutsell asked when non-traditional projects might be brought into the mix. Cecilia Gardener answered that these would not be considered until calendar year 2014 if the policy bill is enacted. Frank Abart asked how certain the \$200 million expected to be available is. Myra Baldini replied that it is estimated using the predictive model and that staff has a high level of comfort that at least this amount will be available, barring any unforeseen changes. Jerry Cummins asked if there would be preferential consideration to projects that were originally approved for the 2014 Construction Loan List but were removed or reduced. Cecilia Gardener answered that they are not excluded from applying for the 2015 list but that no preferential treatment is recommended. Kathryn Gardow said that \$2 million seems very low to her. Cecilia Gardener noted that \$4.6 million has been the average loan request for the past few years.
- Tom Fitzsimmons moved that the Board approves the terms as outlined in the memo with the exception that the per-jurisdiction loan limit be set at \$5 million, Jerry Cummins seconded the motion. **ACTION: Motion approved. (10-0) (Abart, Cummins, Fitzsimmons, Gardow, Hildreth, Hutsell, Scott, Smith, Stuart, Waters).**
- Tom Fitzsimmons noted that he would like to have the Board consider further how to handle projects that were removed from the 2014 list.

Stan Finkelstein arrived at the meeting.

b) PWB Academy Update

- Lynn Kohn advised the Board that the next academy is scheduled for February 20, 2013, in Mt. Vernon at the Cottontree Inn and Convention Center. Lynn explained

that the plan is to make the academy very similar to the Southwest Academy recently held in Vancouver, with a few changes. Lynn noted that the agenda includes a discussion about the Federal fiscal cliff and how that impacts infrastructure funding, an update on the 2013 legislative session, which Stan Finkelstein has agreed to do, a presentation on the flow of money at the local level and a demonstration tech team with a real life project review. Lynn noted that after the February academy staff will work to schedule an academy in the Southeast and then in the Yakima Valley.

INFORMATION AND OTHER ITEMS

- Terry Dale updated the Board on the Pre-Construction Loan Program, noting that the applications are under review and staff anticipates being able to award the entire \$3 million available.
- Myra Baldini passed around a spreadsheet that was created at the request of Senate staff, noting that over the history of the Public Works Assistance Account more than \$1 billion has been diverted for other uses. *(See attachment 9 & 10)*
- Stan Finkelstein raised three administrative issues brought to his attention by Board members:
 - The timeliness of the Board packet is a problem. Stan Finkelstein directed staff to send out the Board packet at least one week in advance of the meeting. Jerry Cummins and Bubba Scott expressed their preference for hard copies to be mailed, the rest of the Board members present prefer to receive their packets electronically with blank pages removed to ease printing.
 - The timeliness of the minutes is an issue. Stan Finkelstein directed staff to email the Board members electronic minutes within one week of the Board meeting.
 - The web page does not have accurate information. Stan Finkelstein directed staff to update the current web page by the following week.
- Stan Finkelstein reported that his meetings with legislators were very positive. Kathryn Gardow and Ed Hildreth noted that their meetings also went very well.
- Kathryn Gardow asked about the social media policy and whether the new web site is still on track to launch in March. Rodney Orr answered yes. Rodney Orr replied that he made several tweets throughout December and several Facebook entries. Rodney Orr noted that staff is not making weekly entries, as outlined in the policy, but they are being made as often as the Board has newsworthy information.

Jerry Cummins moved to adjourn the meeting. Larry Waters seconded the motion. **ACTION:** Motion approved. **(10-0) (Abart, Cummins, Fitzsimmons, Gardow, Hildreth, Hutsell, Scott, Smith, Stuart, Waters).**

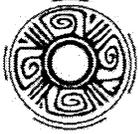
Meeting adjourned at: 10:58 a.m.



DATE: January 11, 2013
TO: Public Works Board
FROM: Cecilia Gardener, Policy and Program Development Manager
SUBJECT: Proposed meeting dates for 2013

The Public Works Board will be holding regularly scheduled meetings on the following dates at 9:00 a.m.

- January 16, 2013
 - Legislative meetings
- February 1, 2013
- March 1, 2013
 - Approve Contract Boilerplate
 - Launch 2015 PWTF Construction Cycle
- April 5, 2013
- May 3, 2013
 - End of Legislative Session
- June 7, 2013
 - Policy Retreat
- July 12, 2013
 - DWSRF Tier One List Approval
- August 2, 2013
 - 2015 PWTF Loan List Approval
- September 6, 2013
 - DWSRF Tier Two List Approval
- October 4, 2013
- November 1, 2013
- December 6, 2013
 - Public Hearing for DWSRF Loan Fee
 - Approve Loan Terms for 2015 PWTF Construction Cycle



Date: January 10, 2013
To: Public Works Board
From: Cindy Chavez, Board Staff
Subject: PWB Communications Committee Notes for December 4, 2012

7:30-8:45

Attendees:

Board Members

Kathryn Gardow
Ed Hildreth
Scott Hutsell

Staff

Rodney Orr
Cindy Chavez
Cecilia Gardner

The November 2, 2012 meeting notes and the Agenda for December 2, 2012 meeting were approved.

Communication Document: The 4 page Communications document was reviewed and changes were suggested. Staff will make the necessary changes and send the document out for review via email.

Web Site: Rodney Orr presented the latest version of the specs for the website and indicated his intentions to have the basic form viewable at the end of the month. Then staff will work on getting the information to populate the different tabs. Rodney will be meeting with the Rebecca Stillings, Commerce lead on the SharePoint project in Commerce as to exactly what the Commerce IS Department is willing to support. The project is still on target to be completed by March, 2013. The Portal for the next loan list was discussed and Rodney commented that SharePoint was not ready for the interface so this will need to happen thru PWEB.

Social Media: Social Media Policy was discussed and the biggest concern for the agency is the records retention. PWB is ready for this aspect as Rodney has created a database where all the Facebook posts and Tweets and RSS feeds are stored. The Agency is very close to finalizing their Social Media Policy so the Board agreed to wait until next meeting before discussing the specifics further.

PWB Academy: The Academy was well received by the attendees. It was suggested that Council Members should be targeted and possibly getting on the AWA Conference for some sessions.

KEY	
→	Item needs follow-up action
<u>Name</u>	Person responsible for the assignment

→ 4-Pager Communication document

Staff needs to update the 4-pager per changes requested by the committee and decisions coming from the December Board meeting and email document to committee members - Cecilia/Dawn

Agenda Items for next meeting

- Website review
- Social Media Policy

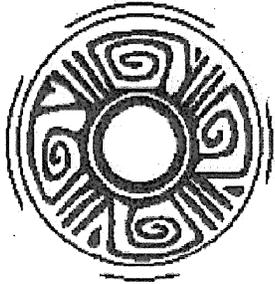
**D R A F T Public Works Board
 Technical Assistance Committee Meeting Notes
 December 4, 2012**

In Attendance:

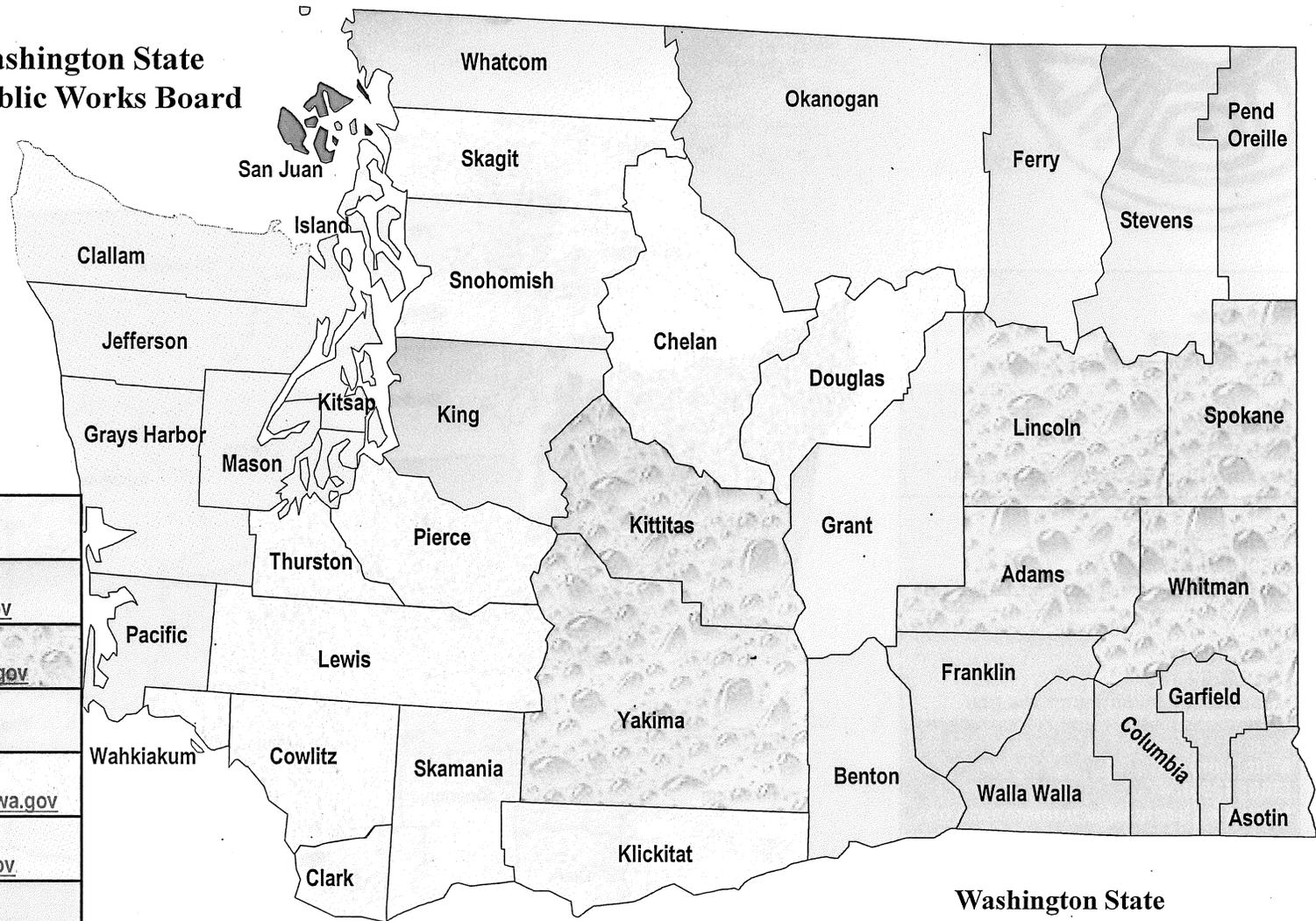
- Stan Finkelstein – Board Chair
- Steve Stuart – TA Committee Chair, Board Member
- Bubba Scott – Board Member
- Darwin Smith – Board Member
- Larry Waters – Board Member
- John LaRocque – Executive Director, Public Works Board (PWB)
- Cathi Read – Small Communities Initiative, Commerce
- Myra Baldini – PWB Staff
- Steve Dunk – PWB Staff
- Lynn Kohn – PWB Staff
- Bruce Lund – PWB Staff
- Jacki Skaught – PWB Staff
- Terry Dale – PWB Staff
- Chris Gagnon – PWB Staff

Notes

Item:	Next Steps:
November 2nd meeting notes: <ul style="list-style-type: none"> • Approved 	
Debrief on Southwest Academy: <ul style="list-style-type: none"> • The event was successful, good opportunity to partner with other agencies, associations, and the new agency transition • The committee suggested staff consideration for doing more than four academies per year • The next academy is being planned for late February in NW area (Whatcom, Snohomish, Skagit, Island, San Juan counties) • Palouse, Yakima, NE academies to follow 	Staff brief committee on evaluation results for SW Academy Staff recommendation on number of academies to offer Staff update on NW Academy: Date, location, agenda, speakers
Draft TA Proposal: <ul style="list-style-type: none"> • Bruce presented the proposal, which utilizes existing staff and funding. • It will be good for PWB to present the proposal at stakeholders conferences and workshops to determine areas that PWB can assist with. • When connecting with agencies and stakeholders, identify gaps, partnerships with existing work, and avoid stepping on toes. • Add a column for training that CSRs will need to carry out the work. 	Add a column for staff training Bring proposal to full board in January
Committee Charter: <ul style="list-style-type: none"> • Tabled 	
Next Meeting: <ul style="list-style-type: none"> • 7:30 a.m., prior to January 16 board meeting 	



**Washington State
Public Works Board**



Field Staff

Terry Dale – (360) 725-3155 Terry.Dale@commerce.wa.gov
Isaac Huang – (360) 725-3162 Isaac.Huang@commerce.wa.gov
Steve Dunk – (360) 725-3155 Stephen.Dunk@commerce.wa.gov
Lynn Kohn – (360) 725-3042 Lynn.Kohn@commerce.wa.gov
Matt Ojennus – (360) 725-4047 Matthew.Ojennus@commerce.wa.gov
Kenny Spain – (360) 725-4050 Kenny.Spain@commerce.wa.gov
Jacki Skaught – (360) 725-3161 Jacki.Skaught@commerce.wa.gov
Bruce Lund – (360) 725-3163 Bruce.Lund@commerce.wa.gov Client Svcs. Manager

Effective January 2013

**Washington State
Public Works Board**
1011 Plum Street SE
P.O. Box 42525
Olympia, WA 98504-2525



Date: January 14, 2013
To: Public Works Board
From: Steve Stuart, Chair, PWB Technical Assistance Committee
Bruce Lund, Client Services Manager
Subject: PWB Technical Assistance Strategy

Background:

The Technical Assistance Committee is pleased to present its proposal for strengthening technical assistance services. The proposed strategy enhances the Boards' commitment to help a community to increase the financial and managerial sustainability of its infrastructure systems, and to create a visible presence within communities that demonstrates the Board's commitment to local infrastructure priorities. The Board enjoys a reputation of providing extraordinary service to its clients. This strategy builds upon that reputation to do more for our local governments in addition to financing critical local projects. The Board will do this in four ways:

1. Establish a methodology for systems to assess their strengths and weaknesses, and identify ways to minimize those weaknesses and build upon their strengths;
2. Expand and strengthen the Board's existing regional service approach;
3. Significantly enhance the Training and Education focus; and
4. Create focus areas of special expertise and knowledge that will assist systems take advantage of existing and emerging 21st century tools and techniques.

Each approach is discussed in more detail below:

Create assessment tools for public works systems to use to determine ways to improve their management and financial capabilities.

PWB staff, working in collaboration with other organizations, will develop assessment tools that public works system can use to detect management and financial issues and develop a plan to remedy those issues.

Expected Performance Outcomes: Increased system financial and management capacity; *Performance*

Benchmarks: Number of recommendations implemented by systems

Expand and strengthen the Board's existing regional service approach.

In meeting the Board's goal of continuing to provide timely and highly useful client services, staff will be assigned between five and seven counties to serve as the Board's primary point of contact for its financial and technical services. The number of staff assigned with regional responsibilities increases from five to seven, while the number of counties served per person generally decreases, which will allow more individual attention from staff and allow staff to focus on additional technical assistance activities. Staff will either provide or facilitate the provision of services based on the actual infrastructure needs and priorities of clients within that region. These include, but are not limited to:

- Issue Resolution/Mediation
- Program Marketing of PWB and partner funding and technical assistance services
- Respond to emergency requests for assistance
- Acquiring data that fulfill Board and Legislative needs

- Inform legislators about infrastructure successes and opportunities that exist within the region
- Assess Infrastructure and related needs
- Ensure that communities have a high level of satisfaction with Board programs and services
- Connect the Board to issues and opportunities that exist within the region
- Convene and participate in tech teams
- Assist with meeting PWB Academy logistics needs
- Assist a community to carry out needed public participation activities
- Project Scoping and Development

Depending on existing resources, staff may provide these services, or facilitate the provision of these services, either by referring to other available resources or help clients to acquire needed resources

Expected Performance Outcomes: Better projects; More projects ready to proceed; *Performance Benchmarks:* Number of communities assisted; Number of projects assisted that receive funding from any source ; amount of progress made by a community while working towards implementing a project

Significantly enhance the Training and Education Focus.

Until recently, the Board's training and education focus has consisted primarily on locating and securing project specific financing and contract management. By establishing the statewide series of Regional Academies, the Board has already increased its commitment to providing a broader, more holistic training and education curriculum. . However, by using new technology tools, such as webinars, and by partnering with others who provide relevant training programs, the opportunity for an even more robust T&E program exists.

The Board's training program, whose specific curriculum has yet to be identified and developed, will be an important component to increasing a community's capacity to provide sustainable infrastructure systems to their residents. However, in addition to the academies, the Board will make available to Washington communities regularly scheduled workshops targeting financial and system management and implementing high priority infrastructure projects. It would not be the intention of the Board to provide training that is already being provided by other organizations, but to support that training by making it available to others who may not have access to it.

Expected Performance Outcomes: Increased system financial and management capacity; *Performance Benchmarks:* Number of trainings provided; Number of participants trained; Percentage of positive evaluations returned by participants

Create focus areas of special expertise and knowledge that will assist communities and their infrastructure systems to take advantage of existing and emerging 21st century tools and techniques.

The Technical Assistance Committee and staff have identified seven special focus areas that will be an important piece of the Board's TA services:

1. Local funding tools and techniques that are readily available but are underused. An example of this is the LOCAL program offered by the State Treasurer's office.
2. E-Tools that have been underused or are now emerging that communities can use to increase their system and project management activities. Examples of this include EZ View (formerly known as IPRMT) and the Board's PWeB Contract Management system.
3. Assess, evaluate, and promote new technologies, processes and materials that are considered innovative and emerging. An example of this is a mini modular wastewater treatment system.

4. Capital Facilities Planning that provide the basis for determining high priority infrastructure projects
Capital Facilities Planning that provide the basis for determining high priority infrastructure projects.
Examples of this include the Capital Facilities Planning template that Growth Management Services offers online and RCAC's Asset Management Program.
5. Carbon footprint reduction and green infrastructure services that could decrease system costs and result in environmental benefits. The use of energy and water efficiency audits is an example.
6. Training and Education that was described above
7. Assessment Tools to increase system sustainability that was described above.

The implementation plans for all of these are still in process and under review by the Technical Assistance Committee. However, all will use a training and education element, the Board's website, and partnerships with other organizations to create a learning environment around each of these focus areas.

Expected Performance Outcomes: Increased system financial and management capacity; *Performance Benchmarks:* Number of training activities offered around each of these areas; Increase in use of technology tools by PWB clients; number of projects applying for PWB funding with carbon reduction and/or green infrastructure components.

Additional Duties

In addition to these key activities, staff will continue to support existing program demands, participate in new program development and implementation activities, actively represent the Board in interagency organizations such as the IACC, conduct bill analyses on legislative proposals, and serve as liaisons with other agencies.

Recommendation

The Technical Assistance Committee and Staff recommend that the Board adopt this technical assistance strategy, and authorize staff, with oversight from the Board's Technical Assistance Committee, to undertake implementation of the strategy.

Service Provided	Kenny	Isaac	Jacki	Lynn	Matt	Steve	Terry	Available Tools
% of Time as CSR	100%	100%	65%	100%	100%	100%	100%	One on One
Financial/Resource Management Tools								Conferences
Project Specific	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Documents
Systemwide								Tech Teams
Managerial Excellence Tools								Skype/Phone
Project Specific	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Blogs
Systemwide	Lead					Lead		Social Media
Program Specific Assistance	CERB	PWTF Construcion	CERB/Float	PWTF Planning- Emergency	0505-106/Direct Approp.	EWE/IGEA/GHG/D WSRF	PWTF PreCon	Website - Other
WEBSITE Page	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Bill Analysis	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
New Program Desig /Redesign/mkting	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Regional Liaison Services								
Number of Counties ??	5	7	5	2	7	6	7	
Issue Resolution/Mediation	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Program Marketing	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Emergency Response	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Data Acquisition	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Legislative Contact	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Assessment of Needs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Customer Satisfaction Check	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Board Connection	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Tech Team	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Academy Logistics	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Public Participation	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Inter- and intra-agency participation	IACC-as available	IACC Conference	IACC-as available	Resource Team	Environmental Clearinghouse	IACC-as available	IACC	
Training & Development	Yes	Yes	Yes	Coordinator	Yes	Yes	Yes	
Special Services	Financial/Mgmt. Assessment Tools- Lead	Local Funding Lead - etool assist	Innovative - Asst	CFP&Education and Trg Lead	E-Tools - Lead alternative \$	Carbon Footprint - Lead	Innovative - Lead	
Agency/Dept Liaison	Ecology/RD	TIB/CRAB/FMSIB	Stakeholders	GMA	DAHP/ORR	Health	TIB/CRAB/FMSIB	



DATE: December 19, 2012
 TO: Public Works Board
 FROM: Bruce Lund, CAU Managing Director
 SUBJECT: Project Completion Extension Requests

STAFF RECOMMENDATION

Staff recommends extending the contract project completion dates as follows:

Program	Client	Contract No.	Project	Loan/Grant Amount	Available to Draw	Original Closeout Date	Current Closeout Date	Proposed Closeout Date
DWSRF	City of Sunnyside	04-65104-035	Sunnyside Water Source Development Project	\$4,040,000	\$1,503,286.33	09/02/08	01/01/13	01/01/14
Reason for Extension Request: An earlier change in scope required a re-evaluation of the environmental review. The review took longer than anticipated due to significant changes in City and Engineering staffing. Additional time is needed to complete the final phase of construction. Project is 85% complete.								
DWSRF	City of Toppenish	DM07-952-031	Well No. 9	\$2,891,327	\$1,947,646.09	8/18/11	02/18/13	05/31/14
Reason for Extension Request: Testing determined the well drilled did not meet project contract specifications. The well has been re-drilled. Additional time is needed to construct the pump house. Project is 50% complete.								
PWTF	Grays Harbor County Water District No 1	PW-07-962-012	Water System Rehabilitation Project	\$6,717,575	\$2,015,272.50	05/29/11	5/31/13	05/31/14
Reason for Extension Request: Unforeseen County road improvements have triggered the need to stabilize the main distribution artery between the reservoir and the pump house. Additional time is needed to complete design and construction. Project is 90% complete.								

BACKGROUND

The clients have requested extension to their project completion dates. Staff evaluated the requests through a staff peer review process. DOH has been consulted and agrees with extending the DWSRF projects.



DATE: January 7, 2013
TO: Public Works Board
FROM: Bruce Lund, CAU Managing Director
SUBJECT: CAU Contract Status Report

Beginning October 2012, we began providing a quarterly report to the Public Works Board that offers a snapshot of common activities carried out by CAU. We hope this gives the Board a better understanding of the work that occurs after contract execution.

Number of Contracts Received from PWB from 10/1/2012 – 12/31/2012

PWTF	16
DWSRF	16
Other PWB Programs	<u>5</u>
Total	37

Number of Contracts in Open Status as of 12/31/2012

PWTF	158
DWSRF	130
Other PWB Programs	<u>16</u>
Total	304

Number of Projects Completed 10/1/2012 - 12/31/2012

PWTF	6
DWSRF	7
Other PWB Programs	<u>3</u>
Total	16

Dollars distributed to Clients 10/1/2012 - 12/31/2012

PWTF	\$23,234,181
DWSRF	\$ 5,310,493
Other PWB Programs	<u>\$ 133,221</u>
Total	\$28,677,895



Date: January 16, 2013
 To: Public Works Board
 From: Cecilia Gardener, Policy and Program Development Manager
 Subject: Proposed Loan Terms for FY 2015

BACKGROUND: Loan terms are reviewed annually for relevance and effectiveness. Loan terms are approved by the Public Works Board (Board) prior to the commencement of the Construction review cycle.

STATUS UPDATE: Board staff propose keeping the same rates and terms as last cycle as identified in the table below.

LOAN TERMS (PROPOSED)		
Loan Limit:	\$2 million per jurisdiction Applicants that applied and received funding in the FY 2014 cycle will be eligible to apply.	
Local match requirement:	None	
Interest terms & rates:	The following table represents the terms available. Interest rates are set by the term.	
		<u>Term</u> <u>Interest rate</u>
		10 years 0.5%
		15 years 0.75%
		20 years 1%
		25 years 1.5%
	30 years 2%	
Adjustment available to the above interest rates:	Loan recipients may "buy-down" the above interest rates under the following conditions: (Note: Per Board policy, no loan may have an interest rate of less than 0.25%)	
	1. Loan recipients with an Affordability Index (AI) of 2.01% to 2.5% may reduce their interest rate by 0.25%	<u>Example:</u> A town with an AI of 2.3% wants a 25-year loan. They qualify to have the interest rate reduced to 1.25%. (25 years at 1.5% Less 0.25% = <u>25 year term at 1.25%</u>)
	2. Loan recipients with an AI of 2.6% or more may reduce their interest rate by 0.50%	<u>Example:</u> A town with an AI of 2.3% wants a 25-year loan. They qualify to have the interest rate reduced to 1.25%. (25 years at 1.5% less 0.25% = <u>25 year term at 1.25%</u>)

LOAN PARAMETERS	AI of 2% or less		AI from 2.01% to 2.5%	AI of 2.51% or more
Local Match Minimum	None		None	None
Interest terms & rates:	Term in years (length of Loan)	Interest Rate		
	10 years	0.5%		
	15 years	0.75%		
	20 years	1%		
	25 years	1.5%		
	30 years	2%		

INCENTIVE DEVICES (PROPOSED)

NOTE: Clients have a 60-month (5 years) window to complete the scope of work outlined in their contract documents.

	Completion timeframe	Incentive
Project completed early:	48 months	Repayment period (after contract execution) is increased by 2 years*
	OR	
	36 months	3. Interest rate is decreased by 0.25%** Repayment period is increased by 5 years* - OR - Interest rate is decreased by 0.5%**
	<p>*The repayment period cannot exceed the life of the asset being constructed. **The Board adopted a minimum interest rate of 0.25% during the loan rate and term discussions in Spring 2011.</p> <p>Achievements upon project completion:</p> <ol style="list-style-type: none"> 1. Leadership in Energy and Environmental Design (LEED) certification <ul style="list-style-type: none"> • Buildings/structures <u>qualify</u> for LEED certification • Buildings/structures <u>receive</u> LEED <i>Silver</i> certification • Buildings/structures <u>receive</u> LEED <i>Gold</i> certification • Buildings/structures <u>receive</u> LEED <i>Platinum</i> certification 2. Quality of effluent/biosolids upon project completion/system in use is Class A 3. Increase in connection capacity (infilling and existing area rather than expanding) 4. Local government assumes control/ownership of a private system 5. Documented reduction in either water use or water loss 6. Implementation of IGEA recommendations 7. Project results in a regionalized system <p>4.</p>	

HISTORICAL PWAA FUNDS DIVERTED/TRANSFERRED

Biennium	Recipient of Funds and Description	Actual Amount Transferred/Diverted	SubTotal
1998-2007	DOH - DWSRF 20% State Match	(\$42,091,660)	
1985-06/2005	STATE - Interest Earnings transferred from PWAA to State Operating (Fund 001) (Approx)	(\$20,000,000)	
Sub-Total			(\$62,091,660)
1991-93		\$0	
Sub-Total			\$0
1993-95	CERB - Regional Program (ESHB 1529)	(\$2,000,000)	
	CERB - Timber Program (ESHB 1530)	(\$2,000,000)	
	DOE - Flood Control (SSB 5968)	(\$4,000,000)	
	STATE - Operating Transfer (Fund 001)	(\$35,000,000)	
Sub-Total			(\$43,000,000)
1995-97	CERB - Traditional/RNR (SB 3596)	(\$4,000,000)	
	COMMERCE - Growth Management Act - Environmental Review	(\$3,000,000)	
	DOE - Flood Control (ESHB 1410)	(\$10,030,000)	
Sub-Total			(\$17,030,000)
1997-99	CERB - Regional Program (SSB 6063)	(\$4,000,000)	
Sub-Total			(\$4,000,000)
1999-01	DOE - Centennial Program (EHB 2487)	(\$10,450,000)	
	LEAP	(\$500,000)	
Sub-Total			(\$10,950,000)
2001-03	CERB - 12% of PWAA Timber and Rural Nat'l Resources Programs (HB 2425)	(\$2,266,893)	
	CERB - 22% of PWAA Timber and Rural Nat'l Resources Programs (HB 2425)	(\$4,155,970)	
Sub-Total			(\$6,422,863)
2003-05	CERB - 22% of PWAA Timber and Rural Nat'l Resources Programs (HB 2425)	(\$8,311,940)	
Sub-Total			(\$8,311,940)
2005-07	City/County Assistance Fund	(\$27,967,105)	
	CERB - Job/Economic Development Grants (Section 138) (ESHB 2765)	(\$47,200,000)	
	CERB - Job Development Fund - Operating	(\$430,000)	
	CERB - 22% of PWAA Timber and Rural Nat'l Resources Programs (HB 2425)	(\$8,311,940)	
	CERB - PWAA Account Interest Earnings. Begins July 1, 2005. (SB 5363)	(\$8,014,981)	
	OFM - Infrastructure Study Funding (ESSB 6386)	(\$200,000)	
	STATE - Operating - Redirected a portion of the percentage of the Real Estate Excise Tax dedicated to the PWAA. This is a permanent redirect. (ESHB 6050)	(\$25,000,000)	
Sub-Total			(\$117,124,026)
2007-09	CERB - Job Development Fund - Capital	(\$50,000,000)	
	CERB - Belfair Job Development Grant	(\$4,800,000)	
	CERB - PWAA Account Interest Earnings. Begins July 1, 2005. (SB 5363) (Approx)	(\$5,000,000)	
	DOH - DWSRF 20% State Match	(\$7,021,400)	
	COMMERCE - Housing Trust Fund	(\$2,800,000)	
	OFM - Infrastructure Investment System (GCLM) (ESHB 2765)	(\$490,000)	
	OFM - Infrastructure Study Funding	(\$176,340)	
	STATE - 2005-07 Redirected a portion of the percentage of the Real Estate Excise Tax dedicated to the PWAA. This is a permanent redirect. (ESHB 6050) (Approx)	(\$25,000,000)	
Sub-Total			(\$95,287,740)
2009-2011	City/County Assistance Fund	(\$10,000,000)	
	CERB - PWAA Account Interest Earnings. Begins July 1, 2005. (SB 5363)	(\$2,513,889)	
	DOH - DWSRF 20% State Match	(\$10,422,800)	
	DOH - Capital Budget Section 2035 (Greywater)	(\$100,000)	
	DOE - Water Pollution Control State Match	(\$1,400,000)	
	PWB - Interest Rate Buy Down Grant	(\$9,504,501)	
	STATE - Operating Transfer (Fund 001), Section 805	(\$339,508,000)	
	STATE - Operating Transfer (Fund 001) \$1:\$1 Bond SWAP	(\$95,640,000)	
	STATE - Operating Transfer (Fund 001) \$1:\$1 Bond SWAP	\$95,640,000	
	STATE - 2011 Solid Waste, PUT and REET Revenues redirected to Fund 001 (ESHB 1497) (approx)	(\$73,784,774)	
	STATE - 2005-07 Redirected a portion of the percentage of the Real Estate Excise Tax dedicated to the PWAA. This is a permanent redirect. (ESHB 6050) (Approx)	(\$25,000,000)	
Sub-Total			(\$472,233,964)
2011-2013	CERB - Jobs Bill	(\$16,000,000)	
	CERB - PWAA Account Interest Earnings. Begins July 1, 2005. (SB 5363) (Approx)	(\$575,000)	
	DOE - Water Pollution Control State Match	(\$15,500,000)	
	DOH - DWSRF 20% State Match	(\$14,808,800)	
	PWB - Mainstreet Grants	(\$800,000)	
	STATE - Operating Budget Transfer (Fund 001)	(\$80,000,000)	
	STATE - 100% Solid Waste Redirected to Fund 001	(\$64,162,479)	
	STATE - 2005-07 Redirected a portion of the percentage of the Real Estate Excise Tax dedicated to the PWAA. This is a permanent redirect. (ESHB 6050) (Approx)	(\$25,000,000)	
Sub-Total			(\$216,846,279)
TOTAL		(\$1,053,298,472)	(\$1,053,298,472)

Recipient of Funds and Description	Actual Amount Transferred/Diverted
CERB Timber and Rural Nat'l Resources Programs (HB 2425)	(\$25,046,743)
CERB Traditional	(\$26,103,870)
CERB Economic and Belfair Development Fund	(\$102,430,000)
CERB Jobs Bill	(\$16,000,000)
City/County Assistance Fund	(\$37,967,105)
DOE - Flood Control (SSB 5968)	(\$14,030,000)
DOE - Centennial Program (EHB 2487)	(\$10,450,000)
DOE Water Pollution Control State Match	(\$16,900,000)
DOH - DWSRF 20% State Match	(\$74,444,660)
COMMERCE - Growth Management	(\$3,000,000)
COMMERCE - Housing Trust Fund	(\$2,800,000)
LEAP	(\$500,000)
OFM	(\$866,340)
PWB Grants	(\$10,304,501)
State Operating Budget	(\$712,455,253)
TOTAL	(\$1,053,298,472)

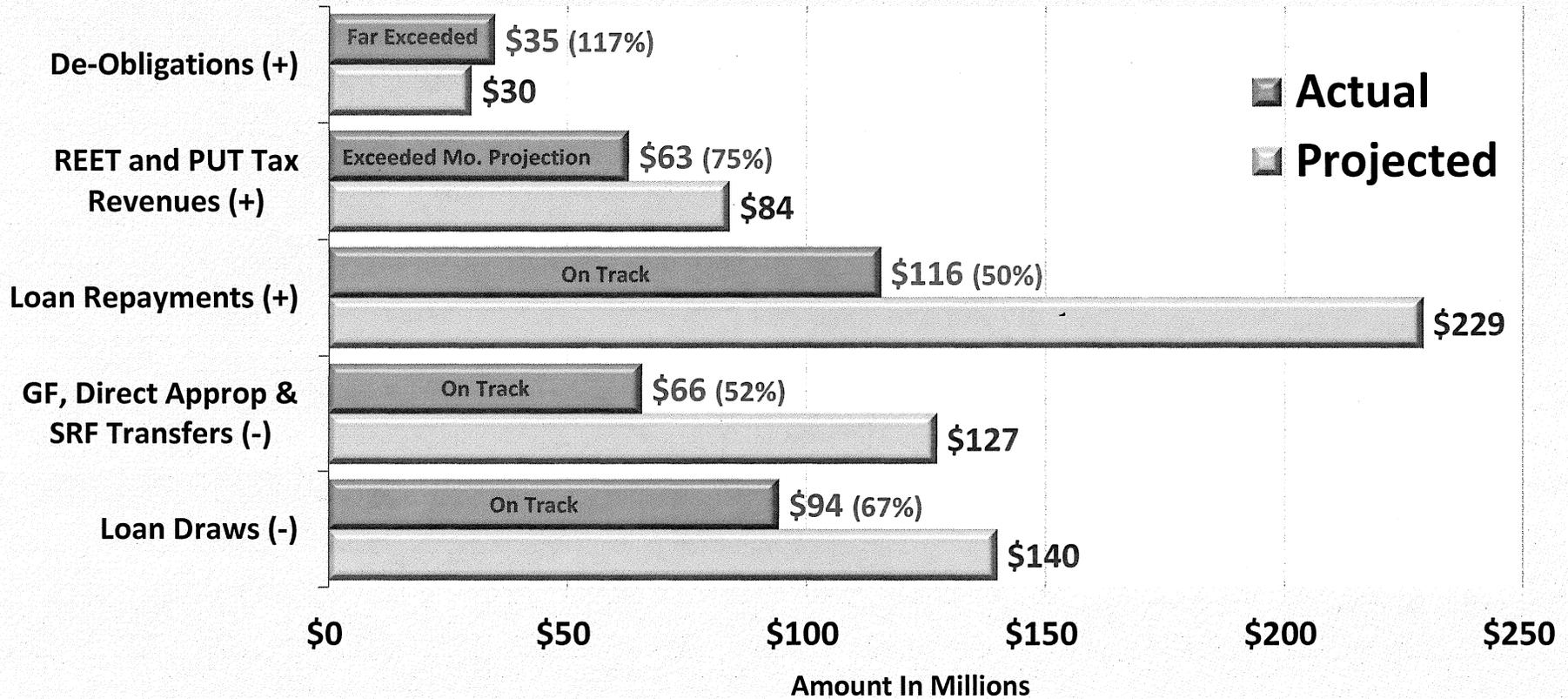
Public Works Assistance Account Predictive Model Data for 2011-13 Biennium

(Fiscal Years Beginning July 1, 2011 through June 30, 2013)

Model Updated on January 7, 2013

BIENNIAL KEY FACTOR	TYPICAL PROJECTION	OUR NUMBER	ACTUAL 12/31/2012	% (Actual VS Typical)
De-Obligations (+)	\$30,000,000	\$28,000,000	\$34,965,130	117%
Tax Revenues (+)	\$83,970,701	\$79,186,335	\$62,947,255	75%
Loan Repayments (+)	\$229,122,222	\$229,122,222	\$115,630,298	50%
GF, Direct Approp & SRF Transfers (-)	\$127,300,000	\$127,300,000	\$65,710,090	52%
Loan Draws (-)	\$140,000,000	\$151,201,994	\$94,374,100	67%

Tracking Predictive Model Key Factors: Projected VS. Actual with Six Months Left on the 2011-13 Biennium



ESTIMATED CASH BALANCE AT THE END OF THE BIENNIUM:

\$30,400,000