



and Associates

PLANNING, LAND USE  
AND DEVELOPMENT SERVICES

## Memorandum

**Date:** September 29, 2016  
**To:** Project Management Team, Shoreline Master Program Updates  
**From:** Bill Stalzer, Project Team Leader  
**Re:** Year 3 Ecology Grant Budget Status

Included with this memorandum is a spreadsheet of the estimated status of the year 3 grant budget as of August 31<sup>st</sup>. As I mentioned in my memorandum discussed at the June meeting, June charges for Watershed Company's and my work were as I expected: over \$4,000 for Watershed (\$5,069) and about \$2,500 for me. Given the May 31<sup>st</sup> grant balance of \$6,467, the result was a deficit of \$1,125.43 at the end of June. Costs to submit the final drafts of all SMPs in July and related project coordination costs in July and August came to approximately \$2,400, resulting in an August 31<sup>st</sup> deficit of \$3,577 which, while not insignificant, is substantially less than projected in May. Charges in September for follow-up with Jeremy Sikes on public comments received by Ecology and preparation for and staffing of the October meeting should be about \$700 resulting in a projected deficit of approximately \$4,300 on October 5<sup>th</sup>.

Section 7.1.3 of The Intergovernmental Agreement for Cooperative Shoreline Master Programs Updates provides that the project management team recommend a cost allocation to the parties if the cost of meeting the requirements of the Shoreline Management Act exceeds the grant funding and the initial funding in Section 7.1.1 of The Intergovernmental Agreement (initial costs not covered by the grant agreement. These funds were used for the consultant selection process.) While I have provided a detailed accounting of my time in each monthly invoice to the County since the beginning of the project, the charges have been grouped by tasks in the grant agreement and not by jurisdiction. Consequently, I would recommend that the project management team allocate the deficit by the allocations called for in Section 7.1.3 of the Intergovernmental Agreement.

Based on an estimated deficit of \$4,300 on October 5<sup>th</sup> and the allocations in Section 7.1.3, each party's share of the deficit would be as shown in the table below:

Jurisdiction	Allocation	Obligation
Walla Walla County	45%	\$1,935.00
City of Prescott	9%	\$387.00
City of Waitsburg	23%	\$989.00
City of Walla Walla	23%	\$989.00
Totals	100%	\$4,300.00

Prior to the meeting on Tuesday I expect to receive copies of the public comments on the four SMPs received by Ecology during the 30-day public comment period that ended September 27<sup>th</sup>. I included an item on the meeting agenda to summarize the comments and discuss the responsibilities for responding to them.