

BASWG Executive Committee Meeting Minutes

November 16, 2016

1:00 – 3:00 pm

Attendees: Belle Ryder, Scott Wilkerson, Patrick Decker, and Doug Hill. Facilitator: Brenda Zollitsch. Brian Bernosky (unavailable to attend due to illness).

Development of Draft 2017-2018 (PY5) Budget

- The ExecComm discussed the specific funding needs for PY5.
- Several line items may be able to be reduced; reducing the overall budget
- Brenda Z. will revise the draft budget to reflect the following:
 - Regional coordination --- flat funded at \$13,750
 - Website hosting/domain name --- flat funded at \$100
 - Financial audit/tax preparation --- flat funded at \$200
 - Grant writing --- stay same or reduce to \$1,000 (use contingency fund if other opportunities)
 - Statewide Salt Collaboration Participation --- Flat funded at \$1,000 (involved in statewide efforts on BMPs and voluntary certification program)
 - Education and outreach --- A lot of discussion on this. May want to reduce if costs for the statewide outreach campaign reduce in PY5. Minimum would be \$15,000-\$17,000 for BASWG internal E&O projects + statewide costs (expected to be \$2,400)
 - Contingency fund --- No additional funding, as contingency fund does not need to grow further. Any unexpected legal or additional grant writing fees would come from the existing contingency fund.
- Brenda Z. will provide a spreadsheet that includes three alternatives. The most expensive (\$42,240 will reflect the same budget as PY4, i.e. status quo; a middle of the road budget (same as last year - \$38,400), reflecting some reductions; the lowest budget \$31,050 reflecting the above changes, including reductions to E&O, grant writing and the contingency fund contribution.

Developing a budget projection for Next Permit Cycle

- Although BASWG does not know what the next permit will look like, once it is available, would like to develop a five-year projected budget that shows how expenses will fluctuate (media buy years, etc.)
- Brenda Z. will develop a spreadsheet showing how expenses have fluctuated over the last permit cycle.

Who Can Vote for MS4s and Conflict of Interest Issues

- The ExecComm discussed the challenge of having consultants participate in decision making about group projects, budgets and contracts, where there could potentially be a conflict of interest.
- Belle R. made a proposal:
 - If a consultant is allowed to vote for an MS4 as their consultant during BASWG meetings, they cannot be under contract with BASWG.
- Other ExecComm members expressed concerns that several MS4s rely on their consultants to participate and vote on their behalf at various times. This is an essential role for them.
- There were concerns that the BASWG has a limited number of contractors that are qualified and knowledgeable to serve as contractors to the BASWG for regional work. Eliminating them from being able to contract with the BASWG may result in the BASWG unable to resource itself effectively over time.
- The BASWG would currently lose the ability to contract with either SEE or CES, who are key consulting organizations that also provide services to individual MS4s in the BUA.
- Brenda Z. mentioned that MS4s in the ISWG contract with the CCSWCD and also hire the CCSWCD to do work for the entire group.
- The ExecComm members were not in agreement among its members to support this proposal. More information about options to address conflict of interest issues needs to be gathered before a decision can be made. The group seeks to develop alternatives to consider.
- The ExecComm members decided to bring this issue to the larger group for discussion.

Executive Committee Members – Status for February Election

- Chair – Belle R. is willing to serve as chair for another year, but willing to step aside if anyone is interested in the chair position
- Vice Chair – Brian B. will serve his second year of his term.
- Second Vice Chair – Scott W. will serve his second year of his term
- Secretary – Doug H. is confirming if he has approval to serve a second year (interim status)
- Treasurer - Patrick D. is willing to serve another year as Secretary (not committing to a new 2-year term at this time)

Ex Officio Representative(s)

The BASWG has had Ex Officio representation on the BASWG Executive Committee Board. When the BASWG was formed, many of the members of the Executive Committee (MS4s) were not at all familiar with stormwater regulations and management issues. For this reason a non-voting, ex-officio position was developed to assist the board with technical issues. Today, MS4s have a greater understanding of issues and consultants are contracted by the BASWG for various purposes. Decision: The ExecComm will recommend to the full membership that they vote to eliminate the ExOfficio position as it is not in the bylaws, is not necessary to resource the group, and currently poses a conflict of interest having a consultant involved in planning and budget decisions of the group.

Bylaws and Procurement Policy

The BASWG will continue to review organizational documents and policies to have any edits ready for voting at the February BASWG Annual Meeting.