



WASHINGTON STATE  
**PUBLIC WORKS BOARD**

1011 PLUM ST SE / PO Box 42525  
OLYMPIA, WA 98504-2525  
PWB.WA.GOV

Meeting Notice

Public Works Board

March 15, 2024, 8:30 AM – 11:00 AM

Hybrid Meeting with TVW Live Stream

Via Zoom: [Join Zoom Meeting](#)

Via Phone: (253) 215-8782 Meeting ID: 854 8749 7791 Password: 175033

The public may join the meeting at the Department of Commerce building at 1011 Plum Street SE in Olympia

*"To empower Washington communities to build and maintain sustainable infrastructure"*

Topic	Action	Page	Time
<b>A. CALL TO ORDER</b>			
1. Call to order, <i>Gardow</i> 2. Roll call, <i>Jawad</i>	Verbal		8:30
<b>B. CONSENT AGENDA</b>			
1. Approve March 15, 2024 agenda, <i>Gardow</i> 2. Approve February 2, 2024 meeting notes, <i>Gardow</i> 3. Approve combining technical assistance and communications committee, <i>Jawad</i>	Decision	1 3 9	8:35
<b>C. BUSINESS ITEMS</b>			
1. Public Comment	Verbal		8:40
2. Public Disclosure	Verbal		8:45
3. Traditional Committee	Verbal		
<b>a. Committee update, <i>Snyder, Richardson</i></b>	Verbal		
<b>b. Construction projects</b>			
1. Basin City Water and Sewer District Scope Change, <i>Richardson</i>	Decision	10	
2. Town of Metaline Falls Bid Set-aside Request, <i>Mitchell</i>	Decision	11	
<b>c. Emergency projects</b>			
1. City of Omak, <i>Mitchell</i>	Decision	13	
2. City of Electric City, <i>Mitchell</i>	Decision	15	8:50
3. Town of Winthrop, <i>Gombosky</i>	Decision		
<b>d. Policies to open cycle</b>			
1. Hardship Methodology update (data only), <i>Jawad</i>	Decision	17	
2. Use of Grants Policy affirmation, <i>Wedding</i>	Decision	18	
3. Traditional Application Scoring Methodology Policy update, <i>Wedding</i>	Decision	19	
4. Traditional Application Policy update, <i>Wedding</i>	Decision	21	
5. FY25 Traditional programs interest rates, <i>Wedding</i>	Decision	40	
<b>e. Action to open cycle, <i>Richardson</i></b>	Decision	41	
<b>BREAK</b>			<b>10:15</b>
<b>D. INFORMATION ITEMS AND UPDATES</b>			
1. Committee Updates			
a. Executive Committee, <i>Gardow, Jawad</i>	Verbal		
1. PFAS Litigation Hold		43	10:30
b. Broadband Committee, <i>Stern, Richardson</i>	Verbal		
c. Technical Assistance Committee, <i>Wedding, Stevie</i>	Verbal		
d. Finance Workgroup, <i>Jawad</i>	Verbal		
2. SYNC update, <i>Jawad</i>	Verbal		10:45
3. Department of Commerce Update, <i>Barkley</i>	Verbal		10:50
4. Lobbyist Update, <i>Sullivan</i>	Verbal		10:55
5. Executive Director Update, <i>Jawad</i>	Verbal		
a. <i>Strategic plan materials &amp; plan for May retreat</i>		44	11:10
<b>E. FOR THE GOOD OF THE ORDER</b>			
1. Closing Comments, <i>Gardow</i>	Verbal		11:25
<b>ADJOURN</b>			<b>11:30</b>



# WASHINGTON STATE PUBLIC WORKS BOARD

1011 PLUM ST SE / PO Box 42525  
OLYMPIA, WA 98504-2525  
PWB.WA.GOV

## Meeting Notice

Public Works Board

March 15, 2024, 8:30 AM – 11:00 AM

Hybrid Meeting with TVW Live Stream

Via Zoom: [Join Zoom Meeting](#)

Via Phone: (253) 215-8782 Meeting ID: 854 8749 7791 Password: 175033

The public may join the meeting at the Department of Commerce building at 1011 Plum Street SE in Olympia

*"To empower Washington communities to build and maintain sustainable infrastructure"*

F. INFORMATION AND OTHER ITEMS IN AGENDA PACKET <i>(written only)</i>			
1.	PWB Committees Notes	Written	52
2.	Lobbyist Report	Written	68
3.	Quarterly budget report	Written	
4.	PWB 2024 Planning Calendar	Written	69

### UPCOMING BOARD MEETINGS:

#### May 2, 8:30 AM – 1:00 PM BOARD RETREAT

Hybrid meeting with online ZOOM and in-person participation options.

The public may join this meeting at the City of Bellingham Operations Center

2221 Pacific Street, Bellingham, WA 98229

#### May 3, 2024, 8:30 AM – 2:00 PM BOARD MEETING

Hybrid meeting with online ZOOM and in-person participation options.

The public may join this meeting at the City of Bellingham Operations Center

2221 Pacific Street, Bellingham, WA 98229

Contact for further information: [Public Works Board](#) at [pwbliaison@commerce.wa.gov](mailto:pwbliaison@commerce.wa.gov) or 564.669.1788.

This publication is available in alternative format upon request.

Accessibility accommodations may be arranged for PWB meetings with 10-day notice.

#### ZOOM Tools & Tips:

Remember to mute your microphone when not speaking and to use your video when speaking if possible.

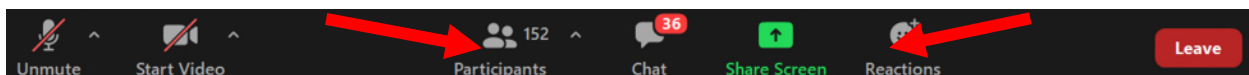
If joining by phone: dial \*6 to mute/unmute and \*9 to raise your hand.

If you have a question or comment during the meeting, use the one of following options to raise your hand:

At the bottom of the Zoom meeting screen, click on either:

- **Participants** → At the bottom of the Participants list, then click the *Raise Hand* button OR
- **Reactions** → Then click the *Raise Hand* icon.

Wait for the moderator to call on you. When finished speaking, click the *Lower Hand* icon from the same location.





# BOARD MEETING NOTES

## February 2, 2024

**Hybrid meeting: online via Zoom and in person in the Department of Commerce Headquarters  
 (Columbia Room, 1011 Plum St SE, Olympia, WA 98504)**

ATTENDANCE: 27 meeting attendees present.

Board Members		Guests Present:	PWB Staff Present:
Present:			
Kathryn Gardow, PE Chair	Darlene McHenry	Chris McCord, MD, COM	Maria Jawad, Interim ED
Kelly Snyder	Gary Rowe, PE	Mark Barkley, AD, COM	Cindy Chavez
Justin Clary, PE	Matt Stevie	Dawn Cortez, AAG	Sheila Richardson
Rob Jammerman	Sharon Trask	Brandy DeLange, AWC	Tammy Mastro
Monica Santos-Pinacho	Lora Petso	Stefany Zelepuza, WPUA	Max Wedding
Ed Stern	Jerome Delvin	Jeff Nejedly, ECY	Alison Mitchell
Matt Stevie*		TVW Broadcasting	Ava Gombosky
Absent:			
Jeralee Anderson, PE			
Lora Petso			

ACTION ITEM RECAP: See board meeting notes and agenda packet for more information.

Consent Agenda	<b>ACTION:</b> Approve February 2, 2024 agenda <b>ACTION:</b> Approve January 19, 2023 meeting notes <b>ACTION:</b> Town of Nespalem extension request
Business Items	<b>ACTION:</b> De-obligation policy <b>ACTION:</b> Amend set-aside policy <b>ACTION:</b> Pre-construction awards

**Chair Gardow called the meeting to order at 8:34am. Quorum established with 10 members present. The meeting adjourned at 9:33am.**

**\*Member Stevie joined at 8:57am.**



WASHINGTON STATE  
**PUBLIC WORKS BOARD**  
INFRASTRUCTURE IS FUNDAMENTAL

MEETING NOTES:

A. CALL TO ORDER

1. Call to order: *Gardow*
2. Roll call: *Jawad*

B. CONSENT AGENDA

1. Approve February 2, 2024 agenda, *Gardow*
2. Approve January 19, 2023 meeting notes, *Gardow*
3. Town of Nespelem extension request for PG22-96103-005, *Wedding*

Vice-Chair Rowe proposed an amendment to the agenda to add an item 'Amend allocation of funds' before the item C.3.d.

**ACTION: Jerome Delvin moved to approve the amended consent agenda as presented. Justin Clary seconded the motion. MOTION APPROVED 9-0 (Aye: Clary, Delvin, Jammerman, McHenry, Rowe, Santos-Pinacho, Snyder, Stern, Trask. Nay: none. Abstain: none.)**

C. BUSINESS ITEMS

1. Public Comment: none
2. Public Disclosure: Member Jammerman recused himself from the item C.3.e
3. Traditional Committee
  - a. Committee Update, *Trask, Richardson*
    - i. Two actions brought to the board have been reviewed by the Traditional Committee. These two action item reflect the decision of the board and the committee.
  - b. De-obligation policy, *Richardson*
    - i. During the meeting the board made it clear that the board has to decide when moving the funds from one account to another and not to leave it to staff's decision.
    - ii. New amended policy offers a combined solution to meet both requests.
    - iii. De-obligated funds are unspent awarded funds due to declined awards, terminated contracts or left over after the project close out.
    - iv. Currently there is no de-obligation policy in place, except a direction in the set-aside policy from 2019, mentioning that de-obligated funds are used to fund a set-aside account and if not



WASHINGTON STATE  
**PUBLIC WORKS BOARD**  
INFRASTRUCTURE IS FUNDAMENTAL

used by the end of the biennium, it will be rolled into next funding cycle for construction loans.

- v. Per 2021 amendment, unused set-aside funds remain in the set-aside account and are not being rolled to the construction awards.
- vi. New policy simplifies accounting and tracking process and gives flexibility to the board and to the staff. Whenever there is a need to move funds (e.g. pre-construction awards), staff must bring the motion for the board's consideration.

**ACTION: Gary Rowe moved to adopt a de-obligation policy directing staff to leave de-obligated funds in their respective programs until which time there is a need to move funds to a different program by means of Board action. Jerome Delvin seconded the motion. MOTION APPROVED 9-0 (Aye: Clary, Delvin, Jammerman, McHenry, Rowe, Santos-Pinacho, Snyder, Stern, Trask. Nay: none. Abstain: none.)**

- c. Amend set-aside policy, *Richardson*
  - i. Amendment is recommended as the language is no longer necessary due to adoption of a new de-obligation policy.

**ACTION: Justin Clary moved to amend the traditional program Bid Set-aside policy to remove language related to how de-obligated funds are allocated. Darlene McHenry seconded the motion. MOTION APPROVED 9-0 (Aye: Clary, Delvin, Jammerman, McHenry, Rowe, Santos-Pinacho, Snyder, Stern, Trask. Nay: none. Abstain: none.)**

- d. Amend fund allocation to include capital facilities planning, *Vice-Chair Rowe*
  - i. Board needs to amend the policy adopted in May 2023 to allocate funds to pre-construction *and* capital facilities planning funding.

**ACTION: Gary Rowe moved to approve the action taken by the Board in May 2023 to allocate the funds for the pre-construction to include capital facilities planning projects. Robert Jammerman seconded the motion. MOTION APPROVED 9-0 (Aye: Clary, Delvin, Jammerman, McHenry, Rowe, Santos-Pinacho, Stern, Snyder, Trask. Nay: none. Abstain: none.)**

- e. Pre-construction awards, *Wedding*
  - i. The transfer of de-obligated funds will allow an award of all six projects.

Member Jammerman recused himself from this item.



WASHINGTON STATE  
**PUBLIC WORKS BOARD**  
INFRASTRUCTURE IS FUNDAMENTAL

Discussion:

Member Clary: Two projects from City of Mount Vernon are awarded - one qualifies as distressed, another as non-distressed. It was explained by the staff, that one project is located in a specific 'pocket' area, which meets the distressed criteria. The question raised by Member Petso was, what diligence has the staff done regarding the costs of City of Mount Vernon's sewer plans? Can they justify why the required funding is so high?

Wedding: Current sewer plant is twenty years out of date. In addition, a lot of modeling is required and they do not have much of a useful data as part of a sewer system. The funding will cover the costs of the internal research and preparation to do the plan.

ED Jawad: Application spoke to future development, this is a good example of challenges highlighted in the conversation from last meeting about the demand on infrastructure to meet housing needs.

**ACTION: Gary Rowe moved to transfer \$168,630 of de-obligated funds to the FY24 Pre-construction program. Sharon Trask seconded the motion. MOTION APPROVED 9-0-1 (Aye: Clary, Delvin, McHenry, Rowe, Santos-Pinacho, Snyder, Stern, Stevie, Trask. Nay: none. Abstain: Jammerman.)**

**ACTION: Gary Rowe moved to award \$3,075,000 to six pre-construction applications meeting the minimum threshold score of 65 out of 100 as conditional awards, pending the applicants meet other eligibility requirements, with \$530,000 awarded as grants to five projects meeting distressed and severely distressed criteria. Sharon Trask seconded the motion. MOTION APPROVED 9-0-1 (Aye: Clary, Delvin, McHenry, Rowe, Santos-Pinacho, Snyder, Stern, Stevie, Trask. Nay: none. Abstain: Jammerman.)**

- ii. Next pooling of applications is March 29. There are two interested jurisdictions so far likely to apply. After today's award, there are no dollars left for current FY. For this reason, available de-obligated funds need to be moved to pre-construction fund in order to open next funding cycle. If this motion is moved, there will be \$2.7M remaining in de-obligated funds.

**ACTION: Jerome Delvin moved to re-capitalize the FY24 pre-construction program with \$2,000,000 in de-obligated funds. Darlene McHenry seconded the motion. MOTION APPROVED 10-0 (Aye: Clary, Delvin, Jammerman, McHenry, Rowe, Santos-Pinacho, Snyder, Stern, Stevie, Trask. Nay: none. Abstain: none.)**

- iii. Timeline for next cycle:
  - 1. March 15 - board will act to open FY25 construction funding cycle on April 15, 2024
  - 2. Construction cycle closes on June 28, 2024



WASHINGTON STATE  
**PUBLIC WORKS BOARD**  
INFRASTRUCTURE IS FUNDAMENTAL

3. Construction and pre-construction awards on August 2, 2024

D. INFORMATION ITEMS AND UPDATES

1. Committee Updates
  - a. Executive Committee Updates, *Gardow, Jawad*
    - i. Discussion on legislative updates and recommendations around engagement.
2. SYNC Update, *Clary, Jawad*
  - a. SCI: Infrastructure Coordinating Council is revising how income survey guidance is done. IACC has decided to form a workgroup to look into it.
  - b. ECY: Clean Water SRF \$314M awarded, \$386K for other programs.
  - c. DOH: Drinking water SRF awarding \$92M and \$76M for emerging contaminant program, \$2.6M for planning.
  - d. TIB: Federal Climate Commitment Act funds of \$19M to complete street programs.
  - e. Discussion around assisting the water and wastewater system consolidation, possibility of larger system taking over a smaller one in order of keeping up with infrastructure needs; desire to establish a workgroup.
  - f. Discussion around the Hardship Methodologies and use of MHI
    - i. Self-sufficiency standard – new perspective on measuring affordability.
  - g. Federal EPA leading technical assistance – opportunity for us to engage

Discussion:

Member Stern: Where is the SYNC data dashboard effort at? Can we have as fine a granularity as TIB's data dashboard?

ED Jawad: We are utilizing Geoportal 2.0 and working behind the scenes to put together the data from other agencies. We will present the progress during March or May meeting.

Member Snyder: Expressed an appreciation for an effective collaboration of agencies in funding and supporting the struggling communities around the state.

Chair Gardow: Next year SYNC will have to be re-authorized – to add to legislative agenda.

3. Department of Commerce Update, *Barkley*
  - a. Budgets are coming out around February 15
  - b. There is a parallel SYNC around the fish habitat. Suggestion for the staff to give more information to the Board and involve in collaboration.
  - c. A lot of traction around the housing study, understanding the impact not only on the community, but also on economic development level.
4. Lobbyist update, *Chair Gardow*



WASHINGTON STATE  
**PUBLIC WORKS BOARD**  
*INFRASTRUCTURE IS FUNDAMENTAL*

- a. Utility Relocation Study report requested to have deadline extended to January 6, 2025.

E. FOR THE GOOD OF THE ORDER

1. Closing comments, *Gardow*
  - a. Next meeting – March 15
  - b. There is no meeting in April
  - c. May 2 meeting is in person in Bellingham
    - i. Detailed agenda has been outlined and will be sent next week
      1. May 2, Thursday – retreat and tour
      2. May 3, Friday – the PWB meeting.





**DATE:** March 15, 2024

**TO:** Public Works Board

**FROM:** Maria Jawad, Executive Director

**SUBJECT:** Combining Technical Assistance and Communications Committees

<b>Briefing</b> <input checked="" type="checkbox"/>	<b>Discussion</b> <input type="checkbox"/>	<b>Decision</b> <input checked="" type="checkbox"/>
---	--	---

**Staff Recommended Action**

An action to combine the technical assistance committee and communications committee into one: technical assistance and communications committee, and removing Member Snyder from the technical assistance committee.

**Background**

The Public Works Board bylaws specify the full PWB affirming committee assignments and creating work groups. With this action, Member Snyder leaves the Technical Assistance Committee and Member Delvin and Member Stevie co-chair the Technical Assistance and Communications Committee. The Lead Staff will be Program Manager, Max Wedding.

By combining committees there will be increased synergies between staff and board member expertise in the area of technical assistance and communications.

**Proposed Committee and Workgroup Structure**

Representing	Executive Committee	PWB Traditional Program and Planning	PWB Broadband Program and Planning	Technical Assistance and Communications
	Standing Cmte (Thurs. 11am-12pm)	Standing Cmte (3 <sup>rd</sup> Friday 9-10am)	Standing Cmte (3 <sup>rd</sup> Friday 11am-12pm)	Standing Cmte TBD
Chair	Kathryn Gardow*	PWB Chair is ex-officio on other committees of the PWB.		
Vice Chair	Gary Rowe			
Counties	Sharon Trask	Kelly Snyder	Sharon Trask	Jerome Delvin*
Cities	Ed Stern	Rob Jammerman	Ed Stern* Jeralee Anderson	Ed Stern Jeralee Anderson
Special Purpose Districts	Lora Petso	Lora Petso	Matt Stevie	Justin Clary Matt Stevie*
General Public	(Gary Rowe)	Darlene McHenry Gary Rowe	Monica Santos-Pinacho	Darlene McHenry
Lead staff	Maria Jawad	Sheila Richardson	Sheila Richardson	Program manager- <i>Max Wedding</i> Equity & communications lead: <i>vacant</i>

PWB Liaison to SYNC: Justin Clary; lead staff: Maria Jawad

PWB representatives to CARB: Jeralee Anderson (primary); Rob Jammerman (alternate)

After Action Review (AAR) Workgroup: Gary Rowe, Kelly Snyder, Justin Clary, Rob Jammerman

Finance Work Group: Kathryn Gardow, Gary Rowe, Kelly Snyder, Justin Clary



**DATE:** March 15, 2024

**TO:** Public Works Board

**FROM:** Sheila Richardson, Programs Director and Tribal Liaison

**SUBJECT:** Scope Change Request from Basin City Water and Sewer District – Basin City Water Meter Project, PC20-96103-040

<b>Briefing</b>	<input type="checkbox"/>	<b>Discussion</b>	<input type="checkbox"/>	<b>Decision</b>	<input checked="" type="checkbox"/>
-----------------	--------------------------	-------------------	--------------------------	-----------------	-------------------------------------

**Staff Recommended Action**

- An action to modify the scope of work for the Basin City Water and Sewer District’s Basin City Water Meter Project PC20-96103-040 with a reduced Scope of Work.

**Scope Change Request**

“Design and engineer the installation” ~~Installing~~ of 80-100 automated water meters district-wide and purchase pertinent equipment for installation.

**Background**

The scope change request will reduce the scope to ‘design and engineer the installation’ rather than ‘installing’ 80-100 automated water meters district-wide and purchase pertinent equipment for installation. The reason for the scope change request is to allow the close out of the contract based on work already completed.

Since submitting their 2020 application for funding, costs have increased. The district contacted PWB staff with a bid set-aside request as they needed additional funding to complete the project.

With underwriting concerns for the additional request, staff advised the district to apply for our FY2024 construction cycle to help secure more favorable financing. The district was awarded conditional funding on October 27, 2023. Following the award, staff conducted underwriting based on their award with 15% grant funding, as the project area is considered distressed. Staff plan to execute a contract with special terms and conditions to address underwriting recommendations once the 2020 project is closed out.

If the PWB approves this scope change and the district provides necessary documentation showing the special terms and conditions of that contract have been met, the PWB can close out the 2020 contract and execute the 2023 PWB award.



**DATE:** March 15, 2024

**TO:** Public Works Board

**FROM:** Alison Mitchell, Project Manager

**SUBJECT:** Town of Metaline Falls funding request from the bid set-aside account

<b>Briefing</b> <input type="checkbox"/>	<b>Discussion</b> <input type="checkbox"/>	<b>Decision</b> <input checked="" type="checkbox"/>
--	--	---

**Staff Recommended Action**

An action to award \$108,380.14 for the Town of Metaline Falls, Emergency Repair Metaline Falls Lift Station project, PE24-96103-005, as an exception to the Public Works Board (PWB) bid set-aside account policy based on the difference between the original engineer’s estimate and the actual work necessary for project completion.

**Background**

The PWB awarded an Emergency loan/grant combo of \$400,000.00 to the Town of Metaline Falls (Town) on December 6, 2023. The project included the emergency repair of the eroding slope adjacent to the Metaline Falls pump station, which conveys all the community’s stormwater and wastewater to the Metaline Falls wastewater plant.

Constricts of winter maneuverability and discovery of further destabilized areas of the slope upon the start of the repair means that the Town needs additional funding to complete the stabilization of the slope. The contractor, Wesslen Construction, Inc. performed as much work as possible in December and the immediate emergency has been averted, but additional material, construction, and engineering need to be completed this spring in order to fully resolve the emergency.

RCW 43.155.060 (3) states, “All local public works projects aided in whole or in part under the provisions of this chapter shall be put out for competitive bids, except for emergency public works under RCW 43.155.065 for which the recipient jurisdiction shall comply with this requirement to the extent feasible and practicable.”

The PWB’s Bid Set-Aside Account Policy (PWB-T-0005) is silent regarding additional funding for Emergency projects that waive the competitive bidding requirement to meet an urgent or emergent need, as was the case for this project. This recommended action does not propose amending PWB-T-0005 but seeks an exception due to the below unforeseeable circumstances of the Metaline Falls emergency lift station repair.

The original engineer's estimate for the construction work was \$400,000. With a corresponding increase in equipment, materials, construction administration and contingency costs due to the unforeseeable circumstances, the new project cost is \$508,380.14. The Town requests an additional \$108,380.14 to fully-fund the project.

During underwriting, the PWB staff determined that a loan of \$254,190.07 results in a Debt Service Coverage Ratio (DSCR) of 1.27%. The industry standard considers any DSCR above 1.2% to be strong, while a DSCR above 1.5% is very strong.

### **Bid Set-Aside Account**

The PWB adopted the [bid set-aside account policy](#) on July 12, 2019. The use of the funds is specific to bid cost overruns, not project cost overruns, and is limited to \$500,000 per project. As of March 15, 2024, the balance available is **\$1,609,696**.



**DATE:** March 15, 2024  
**TO:** Public Works Board  
**FROM:** Alison Mitchell, Project Manager  
**SUBJECT:** Emergency Loan Request, City of Omak

<b>Briefing</b> <input type="checkbox"/>	<b>Discussion</b> <input type="checkbox"/>	<b>Decision</b> <input checked="" type="checkbox"/>
--	--	---

**Staff Recommended Action**

An action to approve a \$1,000,000.00 emergency award to the City of Omak to replace a sewer line across the Okanogan River with \$500,000 as a loan with a reduced interest rate of 0.86% and \$500,000 (50%) as grant.

**Background**

**Current Situation:**

On September 5, 2023, the City of Omak declared an emergency as dye tests indicated multiple failures of the 8" sewer line running across the bottom of the Okanogan River near the Omak Ave Bridge, a state highway. The City capped the line and used trucks to convey sewage from the lift station for the remainder of the 2023 season. This line services the City of Omak's Carl Precht Memorial RV Park, City Pool, ball fields, and most notably, the Omak Stampede & Rodeo. The line is currently not in service, as restarting service using the current line would discharge raw sewage into the river and risk further failure.

**Solution:**

This project will install a temporary sewer line across the Omak Ave Bridge; construct a new lift station, and conveyance pipe to the new lift station. The City is currently working with their engineering firm, WSDOT, WA Dept. of Ecology, and Fish & Wildlife on feasibility, design, and permitting. Adding complexity, the Omak Ave Bridge is scheduled for reconstruction in 2027. The PWB staff are working closely with the City, providing technical assistance, to ensure that the PWB funded asset extends through the life of the loan and that the solution will meet all regulatory requirements. The total estimated cost of the work needed is approximately \$3.5 million.

**PWB Emergency Construction Program**

The emergency construction program is an "open cycle" application awarded on a first come, first serve basis, until funds are exhausted. There is a maximum \$1 million dollar award per project, with a loan term of 20 years or the life of the improvement, whichever is less.

Emergency awards may be up to a 100% grant with no maximum award restriction for applicants experiencing catastrophic conditions if funding is available. Emergency awards that do not qualify for catastrophic conditions follow the Traditional Program’s Hardship Policy enacted on May 5, 2023.

The City of Omak, located in Okanogan County, meets the Severely Financially Distressed criteria of the PWB’s [Hardship Policy Methodology and Criteria](#) adopted by the Board on May 5, 2023. The city is eligible for a reduced interest rate of 50% of the standard rate and up to 50% grant.

The Emergency Construction program focuses on the activities that repair, replace, and/or reconstruct a facility that will restore essential services. Eligible projects are a public works project made necessary by a natural disaster, or an immediate and emergent threat to the public health and safety due to unforeseen or unavoidable circumstances.

**Other Considerations**

The Community Development Block Grant (CDBG) Economic Opportunity Fund and local funding are additional sources of potential funding for the project. The WA Dept. of Ecology funding may also be available.

**Total Funding Available**

2023-25 biennium emergency funding applications to-date summaries are below:

Jurisdiction	County	Primary System	Project Name	Requested Funding	Project Area Financial Distress	FY24 Award	FY24 Available: \$7,275,000
City of Tacoma	Pierce	Bridge	Union Avenue Bridge Emergency Fire Damage Repair	\$1,000,000	Distressed	\$564,455*	\$6,710,545
City of George	Grant	Domestic Water	Emergency Well Improvements	\$601,000	Severely Distressed	\$601,000**	\$6,410,045
City of Leavenworth	Chelan	Domestic Water	Pine Street Water Main Replacement: Titus Road to Fir Street	\$400,000	Distressed	\$400,000**	\$6,350,045
City of East Wenatchee	Douglas	Storm Water	North Baker Avenue Emergency Stormwater Repairs	\$175,000	Distressed	\$175,000**	\$6,323,795
City of Bingen	Klickitat	Domestic Water	East Steuben Waterline Replacement – Section 1	\$600,000	Distressed	\$600,000**	\$6,233,795
Town of Metaline Falls	Pend Oreille	Storm Water	Lift Station Emergency Repair	\$400,000	Severely Distressed	\$400,000**	\$6,033,795
City of Tacoma	Pierce	Bridge	Hylebos Bridge Fender Repair	\$1,000,000	Non-distressed	\$1,000,000**	\$5,574,623
City of Omak	Okanogan	Sanitary Sewer	Emergency Sewer River Crossing	\$1,000,000	Severely Distressed	\$1,000,000	\$4,574,623

\*Client de-obligated partial award upon project completion.

\*\*Partially funded with remaining 2017-2019 funds.

Prior to this action, the balance of the emergency account is \$5,574,623. After this action by the PWB, the emergency account balance is \$4,574,623.



**DATE:** March 15, 2024  
**TO:** Public Works Board  
**FROM:** Alison Mitchell, Project Manager  
**SUBJECT:** Emergency Loan Request, City of Electric City

<b>Briefing</b> <input type="checkbox"/>	<b>Discussion</b> <input type="checkbox"/>	<b>Decision</b> <input checked="" type="checkbox"/>
--	--	---

**Staff Recommended Action**

An action to approve a \$999,680.00 emergency award to the City of Electric City for a sewer line repair. City of Electric City is within a census tract of Grant County that qualifies as severely distressed and eligible for \$499,840 is a loan at a reduced interest rate of 0.86% and \$499,840 (50%) as grant.

**Background**

**Current Situation:**

Rehabilitation is needed of approximately 7,800 linear feet of 10-inch to 15-inch sewer mains along Banks Lake Reservoir that was installed in 1967. In early 2021, Evergreen Rural Water of Washington (ERWOW) performed a closed circuit television inspection within the city’s collection network and several areas were identified that required attention and repair.

The City has been attempting to secure funding to address the deteriorating main, but has been unsuccessful due to capacity constraints. This sewer main, which connects Electric City’s sewer collection system to Grand Coulee’s sewer system where the wastewater is treated, has remained in service, but has continued to deteriorate. The continued deterioration and the risk of failure increases year after year and poses a public health and safety risk if any leakage goes into the Banks Lake Reservoir.

**Solution:**

Throughout the three years the city has been searching for funding, the city developed 90% design plans. The deteriorating pipes will be lined utilizing a Cured-in-Place Pipe (CIPP) process, using existing manholes with minimal or no excavation required.

**PWB Emergency Construction Program**

The emergency construction program is an “open cycle” application awarded on a first come, first serve basis, until funds are exhausted. There is a maximum \$1 million dollar award per project, with a loan term of 20 years or the life of the improvement, whichever is less.

Emergency awards may be up to a 100% grant with no maximum award restriction for applicants experiencing catastrophic conditions if funding is available. Emergency awards that do not qualify for catastrophic conditions follow the Traditional Program’s Hardship Policy enacted on May 5, 2023.

The City of Electric City is within Census Tract 101 of Grant County that meets the Severely Financially Distressed criteria of the PWB’s [Hardship Policy Methodology and Criteria](#) adopted by the Board on May 5, 2023. The city is eligible for a reduced interest rate of 50% of the standard rate and up to 50% grant.

The Emergency Construction program focuses on the activities that repair, replace, and/or reconstruct a facility that will restore essential services. Eligible projects are a public works project made necessary by a natural disaster, or an immediate and emergent threat to the public health and safety due to unforeseen or unavoidable circumstances.

**Total Funding Available**

2023-25 biennium emergency funding applications to-date summaries are below:

Jurisdiction	County	Primary System	Project Name	Requested Funding	Project Area Financial Distress	FY24 Award	FY24 Available: \$7,275,000
City of Tacoma	Pierce	Bridge	Union Avenue Bridge Emergency Fire Damage Repair	\$1,000,000	Distressed	\$564,455*	\$6,710,545
City of George	Grant	Domestic Water	Emergency Well Improvements	\$601,000	Severely Distressed	\$601,000**	\$6,410,045
City of Leavenworth	Chelan	Domestic Water	Pine Street Water Main Replacement: Titus Road to Fir Street	\$400,000	Distressed	\$400,000**	\$6,350,045
City of East Wenatchee	Douglas	Storm Water	North Baker Avenue Emergency Stormwater Repairs	\$175,000	Distressed	\$175,000**	\$6,323,795
City of Bingen	Klickitat	Domestic Water	East Steuben Waterline Replacement – Section 1	\$600,000	Distressed	\$600,000**	\$6,233,795
Town of Metaline Falls	Pend Oreille	Storm Water	Lift Station Emergency Repair	\$400,000	Severely Distressed	\$400,000**	\$6,033,795
City of Tacoma	Pierce	Bridge	Hylebos Bridge Fender Repair	\$1,000,000	Non-distressed	\$1,000,000**	\$5,574,623
City of Omak	Okanogan	Sanitary Sewer	Emergency Sewer River Crossing	\$1,000,000	Severely Distressed	\$1,000,000	\$4,574,623
City of Electric City	Grant	Sanitary Sewer	Sewer Main Lining	\$999,680	Severely Distressed	\$999,680	\$3,574,943

\*Client de-obligated partial award upon project completion.

\*\*Partially funded with remaining 2017-2019 funds.

Prior to this action, the balance of the emergency account is \$4,574,623. After this action by the PWB, the emergency account balance is \$3,574,943.





**DATE:** March 15, 2024  
**TO:** Public Works Board  
**FROM:** Maria Jawad, Executive Director  
**SUBJECT:** Hardship Methodology

<b>Briefing</b> <input type="checkbox"/>	<b>Discussion</b> <input type="checkbox"/>	<b>Decision</b> <input checked="" type="checkbox"/>
--	--	---

**Staff Recommended Action**

An action to affirm the traditional program [Traditional Program Hardship Methodology](#) update, PWB-T-0014.

**Background**

In preparation for the upcoming FY25 funding cycles, the data for the traditional program hardship methodology assessment is updated to reflect the 2022, American Community Survey (ACS) Median Household Income (5-year est.) and the 2022 Employment Security Division (ESD) three-year average for county unemployment rates.

The updated figures for MHI and unemployment rates result in the following changes:

	<b>FY24 cycle</b>	<b>FY25 cycle</b>
<b>Grant County</b>	Distressed	Severely Distressed
<b>Kittitas County</b>	Not Distressed	Distressed
<b>Walla Walla</b>	Not Distressed	Distressed

Recommend affirming the policy update as written.



**DATE:** March 15, 2024  
**TO:** Public Works Board  
**FROM:** Max Wedding, Programs Manager  
**SUBJECT:** Use of Grants Policy Affirmation

<b>Briefing</b> <input type="checkbox"/>	<b>Discussion</b> <input type="checkbox"/>	<b>Decision</b> <input checked="" type="checkbox"/>
--	--	---

---

**Staff Recommended Action**

An action to affirm the traditional program [Use of Grants policy](#), PWB-T-0016.

**Background**

In preparation for the upcoming FY25 funding cycles, the After-Action Review Workgroup and Traditional Committee reviewed the Use of Grants policy. Both groups recommend affirming the policy as written without amendments and continuing to collect data on its implementation through FY25.

The Board initially approved the PWB Use of Grants policy on May 5, 2023.



**DATE:** March 15, 2024  
**TO:** Public Works Board  
**FROM:** Max Wedding, Programs Manager  
**SUBJECT:** Scoring Criteria Policy Update

<b>Briefing</b> <input type="checkbox"/>	<b>Discussion</b> <input type="checkbox"/>	<b>Decision</b> <input checked="" type="checkbox"/>
--	--	---

**Staff Recommended Action**

An action to update the Traditional Application Scoring Methodology Policy, PWB-T-0001, by replacing the policy statement as described below.

**Background**

At the February 2, 2018 meeting, the PWB authorized use of a Traditional program application scoring methodology that has been in use since then. During the After Action Review process after the FY24 Construction cycle, the AAR Workgroup set guidelines for staff to use in drafting an updated scoring methodology. Those guidelines include:

- Leveling the playing field for all of our applicants and system types;
- Creating transparency and reducing perceived system bias; and,
- Leaning into equity by recommending improvements that move the needle.

Using those guidelines as well as feedback from both the AAR Workgroup and the Traditional Committee, staff updated the scoring criteria accordingly.

**Policy Statement**

There are 100 total points possible for the application. The minimum score to meet funding threshold is 65 points.

The proposed scoring methodology is divided into the following categories:

- **Project Overall Need:** Maximum of 70 points.
  - *Existing Impacts* – Maximum of 40 points.
    - High Impact – 40 points.
    - Moderate Impact – 35 points.
    - Low Impact – 30 points.
  - *Project Outcomes* – Maximum of 20 points.
  - *Documentation of Situation* – Maximum of 10 points.
- **Readiness to Proceed and Local Management Effort** - Maximum of 30 points.

## **Project Overall Need**

The *Existing Impacts* score accounts for the risk associated with not completing the project and assesses the consequence of the status quo.

The *Project Outcomes* score assigns points across board priorities, and a project that is able to show there are outcomes across more than one priority will receive more points. The proposed outcomes are:

- 1) Public health and safety: mitigates or solves a public health and safety issue (e.g., documentation of road safety hazards, drinking or ground water contamination, flooding, etc.)
- 2) Environmental health: contributes to the State's goals for sustainability and environmental health (e.g., salmon passage, effluent cleaning, CO2 reduction, 6PPD mitigation, etc.)
- 3) System performance: addresses a failing or failed system, lack of service or extends the life of a system or asset in a cost effective way.
- 4) Economic development: enables or increases imminent business opportunities, economic vitality or known future growth.
- 5) Equity: Project includes positive environmental justice impacts in a) an area identified in the Environmental Health Disparities Map as having a high index of health disparity; b) an overburdened community as described by the Environmental Justice Council; and/or, c) the communities or lands of a federally-recognized Tribe.

The *Documentation of Situation* score assigns points when the project application provides clear documentation of regulatory orders, negotiated letter of agreement, new permitting requirements, letters of support, evidence of community engagement, and project-specific documentation that supports the rationale for the project.

## **Readiness to Proceed and Local Management Effort**

This score assigns points for project readiness and the local management efforts of the applicant based on the following criteria:

1. Design timeline.
2. Construction start date.
3. Project funding.
4. Evidence that the applicant can manage the asset, the associated system(s), and their own organization.



**DATE:** March 15, 2024

**TO:** Public Works Board

**FROM:** Max Wedding, Programs Manager

**SUBJECT:** Traditional Application Policy Update

<b>Briefing</b> <input type="checkbox"/>	<b>Discussion</b> <input type="checkbox"/>	<b>Decision</b> <input checked="" type="checkbox"/>
--	--	---

**Staff Recommended Action**

An action to update the Traditional Application Policy, PWB-T-0002, by replacing the policy statement as described below and revising the application questions to reflect the updated Traditional Application Scoring Methodology Policy.

**Background**

At the February 2, 2018 meeting, the PWB authorized use of ZoomGrants as the Traditional program application tool, which replaced the former paper process. The PWB has updated its application questions regularly in anticipation of its funding cycles since then, including most recently in 2023.

Per RCW 43.155.068 (2), Construction and Pre-construction applications must use the same form. There is no such mandate for Emergency applications, and the revised policy allows for flexibility in the use of online platforms for that program.

During the After Action Review following the FY24 Construction funding cycle, staff updated the applications questions to align with the updates to the Traditional Application Scoring Methodology Policy, remain within the requirements outlined by RCW43.155.070, and provide greater clarity and transparency for applicants.

**Policy Statement**

The Public Works Board accepts applications for its Construction and Pre-construction programs online through ZoomGrants. The Emergency program may accept applications through the same application process as the Construction and Pre-construction programs or through an alternative method as approved by the Board.

The application process uses RCW 43.155.070 and the Board-designated priorities as the guidance for the application questions.

# PWB Policy

**Title:** Traditional Application Policy

**Program:** Traditional

**Policy Number:** PWB-T-0002

**Effective Date:** 01/16/2018

**Reviewed Date:** 05/05/2023

**Policy Update Due:** Bi-annually.

**Purpose or Change:** To adopt application questions that reflect the updated Traditional Application Scoring Methodology Policy, and support overall intent to level the playing field for applicants and project types, create transparency and reduce perceived system bias in the methodology, and lean into equity.

**RCW or WAC reference:**

*RCW 43.155.068 (2) Projects receiving loans or grants for preconstruction activities under this section must be evaluated using the priority process and factors in RCW 43.155.070. The receipt of a loan or grant for preconstruction activities does not ensure the receipt of a construction loan or grant for the project under this chapter. Construction loans or grants for projects receiving a loan or grant for preconstruction activities under this section are subject to legislative appropriation under RCW 43.155.070(7). The board shall adopt a single application process for local governments seeking both a loan or grant for preconstruction activities under this section and a construction loan for the project.*

*RCW 43.155.070 (4)(a) The board must develop a process to prioritize applications and funding of loans and grants for public works projects submitted by local governments. The board must consider, at a minimum and in any order, the following factors in prioritizing projects:*

- (i) Whether the project is critical in nature and would affect the health and safety of many people;*
- (ii) The extent to which the project leverages other funds;*
- (iii) The extent to which the project is ready to proceed to construction;*
- (iv) Whether the project is located in an area of high unemployment, compared to the average state unemployment;*
- (v) Whether the project promotes the sustainable use of resources and environmental quality, as applicable;*

- (vi) Whether the project consolidates or regionalizes systems;*
- (vii) Whether the project encourages economic development through mixed-use and mixed income development consistent with chapter 36.70A RCW;*
- (viii) Whether the system is being well-managed in the present and for long-term sustainability;*
- (ix) Achieving equitable distribution of funds by geography and population;*
- (x) The extent to which the project meets the following state policy objectives:*
  - (A) Efficient use of state resources;*
  - (B) Preservation and enhancement of health and safety;*
  - (C) Abatement of pollution and protection of the environment;*
  - (D) Creation of new, family-wage jobs, and avoidance of shifting existing jobs from one Washington state community to another;*
  - (E) Fostering economic development consistent with chapter 36.70A RCW;*
  - (F) Efficiency in delivery of goods and services and transportation; and*
  - (G) Reduction of the overall cost of public infrastructure;*
- (xi) Whether the applicant sought or is seeking funding for the project from other sources; and*
- (xii) Other criteria that the board considers necessary to achieve the purposes of this chapter.*

**Policy Statement:**

The Public Works Board accepts applications for its Construction and Pre-construction programs online through ZoomGrants. The Emergency program may accept applications through the same application process as the Construction and Pre-construction programs or through an alternative method as approved by the Board.

The application process uses RCW 43.155.070 and the Board-designated priorities as the guidance for the application questions.

## **Application Questions**

### **Basic Information**

Requestor:

Project Title:

Amount Requested:

Submitted:

Project Contact:

Project Contact Email:

Project Contact Tel:

Additional Contacts:

Street Address:

Applicant Contact Title:

Applicant Contact Name:

Applicant Contact Email:

Applicant Contact Telephone:

Applicant Contact Fax:

Website:



## **Application Summary**

### General Applicant Information

1. Type of PWB Loan:

*Select one. If you have more than one application for a different type, select Open Programs above and select Apply Again.*

<input type="checkbox"/>	Construction
<input type="checkbox"/>	Emergency
<input type="checkbox"/>	Pre-Construction/Planning

2. Primary System:

*Select the type of system for which you are seeking PWB funding.*

<input type="checkbox"/>	Stormwater
<input type="checkbox"/>	Solid Waste/Recycling/Organics
<input type="checkbox"/>	Roads/Streets
<input type="checkbox"/>	Bridges
<input type="checkbox"/>	Domestic Water
<input type="checkbox"/>	Sanitary Sewer

3. Secondary System(s):

*Select any other system(s) that this project also impacts. You may select all that apply.*

<input type="checkbox"/>	Stormwater
<input type="checkbox"/>	Solid Waste/Recycling/Organics
<input type="checkbox"/>	Roads/Streets
<input type="checkbox"/>	Bridges
<input type="checkbox"/>	Domestic Water
<input type="checkbox"/>	Sanitary Sewer

4. Statewide Vendor Number and Unified Business Identifier (if applicable):

*A SWV number is required at the time a contract is awarded. If you don't have one, put zeros in this field. Statewide Vendor Number Search: <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup>*

Statewide Vendor Number (SWV)	
Unified Business Identifier (UBI)	

5. Project Site Location Information. Please include ALL of the following: a) Approximate project street address, b) City, c) County, d) Zip Code, and e) Latitude & Longitude:

6. Legislative and Congressional Districts of Project Area:

If your project crosses multiple districts, please note each one. You can find the district of your project site address(es) here: <https://app.leg.wa.gov/DistrictFinder/>

Legislative District(s)	
Congressional District(s)	

7. Describe the scope and deliverables of the project that would be funded by PWB. If the proposed project is part of multiple phases or part of a larger project, please briefly summarize the other phases/parts of the project and clearly identify which portions would be funded by PWB with this application.

8. Rank the System Impact Categories your project addresses from highest impact (1) to lowest impact (4):

If any of these categories do not apply, leave blank. Disregard the "Total" generated by this field.

Public Health & Safety	
Environmental Health	
Economic Development/Growth	
System Performance	

9. Please explain how this project fits your selections for System Impact Categories:

10. Project funding will be used to:

Please select all that apply.

<input type="checkbox"/>	Construct new infrastructure
<input type="checkbox"/>	Replace/repair/enhance existing infrastructure
<input type="checkbox"/>	Prepare for future project(s)

11. Does this project complete or continue a previous preconstruction loan from the PWB?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

12. Does the requested amount complete the funding package for this project?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

13. If there are any other past, confirmed or anticipated sources of funding for this project, please list those below (including local funds).

14. Does your jurisdiction currently have an open case with the Growth Management Hearings Board? Note: If yes, your jurisdiction is NOT ELIGIBLE for PWB funds until the Hearings Board closes the case.

*To check your jurisdiction's compliance with GMA, please review the GMA Status Report linked in the Library above.*

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Not Applicable

15. Is your Periodic Update overdue? Note: If yes, your jurisdiction will have 5 months from the date of award to resolve the overdue Periodic Update.

*To check your jurisdiction's compliance with GMA, please review the GMA Status Report linked in the Library above.*

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Not Applicable

**Archaeological and Cultural Resources**

1. In accordance with the Governor's Executive Order 21-02, PWB conducts the archaeological and cultural resources review and Tribal Consultation prior to any ground-disturbing activities, land acquisition, demolition, or construction. Please do not submit the EZ-1 or EZ-2 form to DAHP. ALL APPLICANTS must complete a NEW EZ-1 form as a part of their application regardless of GEO 21-02 or Section 106 completion. Completion of NEPA or SEPA does not necessarily constitute GEO 21-02 completion.

*Has a Section 106 or GEO 21-02 review already been completed? If yes, please upload that documentation to sections C, D, and E below.*

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Documents Requested	Required?	Attached Documents
A) EZ-1 Form download template	Yes	
B) Project area shape files (if available) or PDF map of project area		
C) Section 106 or GEO 21-02 Completion Letter, if applicable		
D) Evidence of tribal notification for completed Section 106 or GEO 21-02 process, if applicable		
E) Map showing the Area of Potential Effect (APE) of completed Section 106 or GEO 21-02 process, if applicable		

**Community Financial Profile**

1. Select the loan repayment fund dedicated for loan security. This info will be incorporated into the contract if awarded.

*If the loan security will be a special assessment district, please include the district's name in this application.*

	General Obligation: This loan is a general obligation of the LOCAL GOVERNMENT.
	Revenue Obligation: This option may be used only if the entire project is a domestic water, sanitary sewer, storm sewer or solid waste utility project. Applicants performing a storm sewer project that have not created a storm sewer utility or a combined sanitary sewer/storm sewer utility may not use this option. Projects providing for a mixture of bridge, road, domestic water, sanitary sewer, and storm sewer activities may not use this option.
	Local Improvement District: This loan is payable from special assessments collected from a Local Improvement District, Local Utility District or any other similar special assessment district created to for the purpose of making the improvements financed by this loan.

2. Has the local government experienced severe fiscal distress resulting from a natural disaster or emergency public works need in the past 3 years?

*If yes, please explain.*

	Yes, please explain:
	No

3. Utility Rates: (if applicable)

*Answers are limited to 10 characters. Abbreviate if necessary and use "n/a" if not applicable.*

	What is the number of Equivalent Residential Units (ERU's)?
	What is the current base monthly fee for a single-family household paid by residential customers of your facility/system?
	Additional residential rate per 100 cubic feet (CF)?
	When was the last time rates were increased?
	How frequently do you review your utility rates?
	TOTAL

4. Number of people in your jurisdiction:

	Number of people
	TOTAL

5. Number of people served by the system in the last calendar year:

	Number of people
	TOTAL

6. Percentage of the system affected by this project:

	Number of people
	TOTAL

**Project Narrative:**

7. What is the problem/opportunity being addressed?

*Please upload any supporting documentation such as a compliance letters, monitoring reports, data or technical reports, award letters, etc.*

8. Please describe how this project addresses the problem/opportunity and if future work will be required to fully resolve it.

9. If applicable, please describe how this project addresses a failing or failed system, lack of service, or extends the life of a system or asset in a cost-effective way

10. If applicable, please describe how this project enables or increases business opportunities, economic vitality, or known future growth.

11. If applicable, please describe how this project contributes to the State's goals for sustainability and environmental health (e.g. salmon passage, effluent cleaning, CO2 reduction, limiting priority toxic chemicals such as 6PPD, etc.)

12. If applicable, please describe how this project mitigates or solves a public health and safety issue (e.g. documentation of road safety hazards, drinking or groundwater contamination, flooding, etc.)

13. How has community engagement influenced the project's design and/or selection?

*If you have any documents showing your community engagement efforts, please upload those to the Documents tab.*

14. What is the "compelling case" for this project? Why should the PWB consider funding this project?

## **Local Management Effort**

15. How will you achieve long-term sustainability of the finished project and its associated outcomes?
  
16. Please describe below how you maintain and sustainably operate the system(s) for which you are applying. (e.g., Asset Management Plan, Pavement Management System, Leakage Detection Program, Scheduled Chip Sealing, update Water System Plan or Solid Waste Management Plan, etc...)
  
17. Please describe below how your organization ensures the administrative, financial, or planning stability of the system(s). (e.g., Disaster Resiliency Plan, Emergency Plan, Rate Study, Income Survey, Annual Budgeting, etc.)
  
18. Please describe 3 examples that show evidence of your ability to complete capital projects or activities for this system. (e.g. Project Specific Title, etc.)

*If you are unable to give three examples, please explain why.*



**Fact-finding Questions**

19. Are there any barriers or time constraints restricting or delaying the completion of this project? If yes, please explain.

20. When this project is complete, what will be the approximate life of the asset(s) in years?

21. If this project will be completed in partnership with other organizations, agencies, or regionalized efforts, please list those partnerships below and describe the role of each partner.

*Letters of support or negotiated letters of agreement from major partners should be attached to this application.*

22. Does this project require coordination with other infrastructure projects, either internal or external? For example, a water main replacement project that coincides with a transportation improvement project or a bridge construction project that is connected to a stormwater project.

*If yes, please describe/explain and provide documentation under the Documents tab of the other connected infrastructure project(s) and construction schedule(s).*

<input type="checkbox"/>	Yes, please describe:
<input type="checkbox"/>	No

23. Does this project impact any communities or lands of a federally-recognized tribe? If so, describe how your jurisdiction has engaged with that Tribe and what the outcomes of that engagement were.

*If yes, please include a letter of support or similar correspondence with the affected Tribe.*

24. Please identify when your jurisdiction last updated the below planning documents. If there is a relevant part of a particular plan below that references this project, please upload that document to this application.

*If your jurisdiction does not complete a listed document, please put "n/a" in the "last updated" box.*

Planning Document	Last Updated (in MM/YY)
Capital Facilities Plan	
Capital Improvement Plan	
General Water Plan (or similar)	
General Sewer Plan (or similar)	
General Road/Street Plan (or similar)	
General Stormwater Plan (or similar)	
Solid Waste/Recycling/Organics Management Plan (or similar)	
Asset Management Plan	
Comprehensive Plan	

25. Has a State Environmental Policy Act (SEPA) Checklist been completed for this project and submitted to the Washington Department of Ecology? If yes, please include that documentation in this application.

*PWB does not require SEPA completion, but the documentation is helpful for additional context if available.*

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Not Applicable

26. Does this project encourage economic development through mixed-use and mixed income development?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

27. Does this project create new, family-wage jobs, and avoid shifting existing jobs from one Washington state community to another?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

**Unscored Questions**

28. What potential climate change impacts did your jurisdiction consider when selecting and designing this project? How does your jurisdiction plan to address or mitigate impacts that climate change may have on this asset?

29. Will this project reduce waste product(s), create energy efficiencies, or reduce carbon emissions? If yes, please describe.

30. Does this project connect water, sewer, or stormwater services to a new affordable housing development as defined by RCW 36.70A.030 (5)?

See <https://app.leg.wa.gov/RCW/default.aspx?cite=36.70A.030> for reference.

	Yes
	No

31. Does your project area overlap an area that may include any other jurisdictions' assets? If so, how have you coordinated with those jurisdictions to address any potential impacts to their assets that this project may cause?

**Tables**

Estimated Project Schedule/Cost/Readiness to Proceed

<b>Activity</b>	<b>Current Status</b>	<b>Percent Complete</b>	<b>Completion Date</b>	<b>Total Project Amount</b>	<b>PWB Requested Amount</b>
30% design					
60% design					
90% design					
100% design					
Cultural and Historical Resources Review (Section 106 or Executive Order 21-02)					
Environmental Review					
Land/Right-of-Way Acquisition/Site-control					
Permits					
Community Engagement					
Award Construction Contract					
Construction Start (Pre-construction identify target date)					
Construction Complete (Pre-construction identify target date)					
Project In Use					
Investment Grade Efficiency Audit (if applicable)					
Contingencies					
<b>Total</b>					

Project Funding - Attempts

<b>Type of Funding (Grant, Loan, Local)</b>	<b>Identify Source</b>	<b>Amount</b>	<b>Outcome</b>	<b>Date</b>
1.				
2.				
3.				
4.				
5.				

Project Funding – Secured

<b>Type of Funding (Grant, Loan, Local)</b>	<b>Identify Source</b>	<b>Amount</b>	<b>Status (Budgeted, Planned, Applied, Awarded)</b>	<b>Date Approved</b>	<b>Contract No.</b>
1.					
2.					
3.					
4.					
5.					
<b>Total</b>					

Financial Health

<b>Item Description</b>	<b>Totals</b>
Operating Income	
Operating & Maintenance Expense	
Total Assets	
Total Debt	
Current Assets (cash & cash equivalents)	
Current Liabilities (debt, etc. to be paid w/in 1 year)	

**Documents**

<b>Documents Requested</b>	<b>Required?</b>	<b>Attached Documents</b>
Threshold Checklist Download template	Yes	
Applicant Certification Download template	Yes	
Greenhouse Gas Policy	Yes	
Project Site/Asset Photos	Yes	
Project contact list Download template	Yes	
Primary System – Domestic Water Projects ONLY Download template		
Primary System – Sanitary Sewer Projects ONLY Download template		
Primary System – Storm Water Projects ONLY Download template		
Primary System – Road Street and Bridge Projects ONLY Download template		
Primary System – Solid Waste/Recycling Projects ONLY Download template		
Preparers Certification (if applicable) Download template		
Balance Sheet Statements for current year if available		
Income Statements for current year if available		
Optional: Income Survey (See Guidelines)		
For Rate-Based Systems include *Estimated per connection rate increase for debt service coverage. If no rate increase anticipated, provide explanation for debt service coverage strategy; *Adopted rate structure		
SEPA Checklist (if applicable)		
Regulatory order, negotiated letter of agreement, court order or evidence of new requirement to be met (if applicable)		
Letter(s) of Support (e.g. from affected residents, businesses, interested organizations, major partners, Tribes, etc.)		
Evidence of community engagement work (e.g. fliers, meeting minutes, social media posts, etc.)		
Project-specific documentation (e.g. references in CIP/WSP/etc., reports, data, etc.)		
Emergency Applications Only – Emergency Declaration Documentation		
Other Misc. Documents		

**Policy History:**

Fiscal Year 2024 Traditional Programs Application Scoring and Questions – 5/5/23

[Public Works Board Application and Key – 01/16/18](#)

**Lead Reviewer(s):** Max Wedding, Sheila Richardson, Maria Jawad, Alison Mitchell, Ava Gombosky, Izabela Kocan, Chris McCord



**DATE:** March 15, 2024

**TO:** Public Works Board

**FROM:** Max Wedding, Programs Manager

**SUBJECT:** Fiscal Year 2025 (FY25) Traditional Programs Interest Rates

**Briefing**  **Discussion**  **Decision**

**Staff Recommended Action**

An action to approve the traditional program interest rates in accordance with statute for FY25.

<b>Fiscal Year 2025 – PWB Traditional Programs – Interest Rates</b>			
<b>Loan Term</b>	<b>Non-distressed Rate</b>	<b>Distressed Rate</b>	<b>Severely Distressed Rate</b>
5 years or less <i>(Pre-construction and Planning awards)</i>	0.86%	0.68%	0.43%
>5 to 20 years <i>(Construction and Emergency awards)</i>	1.71%	1.37%	0.86%

**Background**

Per RCW 43.155.060, staff conducts the analysis on interest rates using the Average Daily Market Rate (ADMR) for tax-exempt municipal bonds for the 60-to-30-day period prior to the start of each application cycle.

Guidance from the Assistant Attorney General confirmed that statute does not authorize the PWB to maintain the interest rates established prior to the opening of the FY24 application cycle for the FY25 cycle, and that the interest rates apply to all FY25 construction, preconstruction and emergency program awards.

The interest rates for loans with terms over 5 years, which include loans from our Construction and Emergency programs, are set at 50% of the ADMR. Loans with terms of 5 years or less, which include loans from our Pre-construction/Planning program, are set at 25% of the ADMR.

Projects that serve an area meeting the financially distressed criteria as described by our [Hardship Policy Methodology and Criteria](#) are eligible for 80% of the non-distressed interest rate. Projects that serve an area meeting the severely distressed criteria are eligible for 50% of the non-distressed rate.





**DATE:** March 15, 2024

**TO:** Public Works Board

**FROM:** Sheila Richardson, Programs Director

**SUBJECT:** Actions Opening Fiscal Year 2025 Traditional Programs Funding Cycle

<b>Briefing</b>	<input type="checkbox"/>	<b>Discussion</b>	<input type="checkbox"/>	<b>Decision</b>	<input checked="" type="checkbox"/>
-----------------	--------------------------	-------------------	--------------------------	-----------------	-------------------------------------

**Staff Recommended Action**

- An action opening the Fiscal Year 2025 (FY25) cycle for the Public Works Board (PWB) traditional programs on April 8, 2024. The traditional construction program will close on June 28, 2024 with \$147,880,000 available for funding. The pre-construction program is a competitive program open continuously beginning April 8, 2024 with quarterly funding of award until all allocated funds are exhausted. The emergency program remains open continuously until all allocated funds are exhausted.
- An action setting the schedule for the second construction funding cycle of the 2023-2025 biennium. The proposed 110 day (15 weeks and 5 day) cycle duration is as follows:

April 8, 2024	Funding cycle opens
June 28, 2024	Funding cycle closes at 11:59 PM
August 2, 2024	PWB awards funds to qualifying projects

**Background**

The PWB received \$400M appropriation for the 23-25 biennium. This is a large appropriation comparative to past years where appropriations were in the range of \$120-\$130M. As such, the board made a decision to put 60% of the appropriation (\$221M) out for the FY24 construction cycle and the remaining 40% (\$148M) for FY25 construction cycle during its May 5, 2023 Board meeting.

The interest rates set as adopted for the fiscal year, shall apply to construction, pre-construction, and emergency programs awards beginning April 8, 2024.

**Current Practice**

The opening of the traditional programs and the setting of interest rates for the fiscal year for all traditional programs align with current practices. The timing and the length of the cycle is with consideration of its timing with SYNC funding partners as to provide flexibility and predictability for local jurisdictions seeking financing.

The PWB utilizes ZoomGrants as its online application portal and plan several technical assistance opportunities by means of webinars and guidance and FAQ documentation.

The PWB will practice continuous improvement by incorporating the FY25 cycle as part of the ongoing after-action review process with relevant committees and workgroup.

### **Guiding legislation, rules and policies**

[RCW 43.155.070\(4\)\(c\)](#) caps the maximum available funds from the Public Works Board to \$10 million per jurisdiction per biennium

[RCW 43.155.050](#) allows for:

- Up to 20% of appropriations for Pre-Construction (includes Capital Facilities Planning, Asset Management, Value Planning, etc.) and Emergency
- Up to 10% of biennial appropriation may be dedicated to grants.
- Grant funds can be used for either construction or non-construction purposes.

[WAC 399-30-045\(3\)](#) states the amount of Emergency funding shall not exceed five percent of the total amount appropriated from this account in any biennium.

The policies related to the PWB traditional programs have been reviewed by the Traditional Committee in advance of today's actions.



**DATE:** March 15, 2024

**TO:** Public Works Board

**FROM:** Maria Jawad, Executive Director

**SUBJECT:** PFAS Litigation Hold Notice for the Public Works Board

<b>Briefing</b> <input checked="" type="checkbox"/>	<b>Discussion</b> <input type="checkbox"/>	<b>Decision</b> <input type="checkbox"/>
---	--	--

**Briefing**

The Attorney General’s Office issued a PFAS Litigation Hold, requiring the retention of all material related to PFAS contamination to all agencies, including the Department of Commerce. The PWB leadership met with the Attorney General Office (AGO) and the PWB Assistant Attorney General (AAG) to clarify responsibilities of the PWB members and staff.

Commerce has created a drive/folder where PWB members can put any PFAS-related state records (i.e., records created in the context of their work for the PWB) to ensure they are retained. The PWB has so far not been asked to consider any PFAS-related projects. If the PWB were to be asked to consider PFAS-related projects in the future, Commerce staff would be responsible for putting together materials for the PWB to review/consider. As such, all materials would be contained and saved per the Commerce PFAS-related state records hold.

**PWB Board Member Responsibility**

The PWB board members, to the extent that members have or will develop their own records (including email or text message communications) in the context of their work for the PWB, are responsible for ensuring records are shared with the PWB Board Liaison or Executive Director to ensure the materials can be saved per the PFAS-state records requirements.

It is understood that the PWB board members are unlikely to have any relevant records beyond what Commerce staff provides to them and what is publicly available on the website.



**DATE:** March 15, 2024  
**TO:** Public Works Board  
**FROM:** Maria Jawad, Executive Director  
**SUBJECT:** PWB Strategic Planning & May Board Retreat Expectations

<b>Briefing</b> <input checked="" type="checkbox"/>	<b>Discussion</b> <input type="checkbox"/>	<b>Decision</b> <input type="checkbox"/>
---	--	--

**Briefing**

The May Retreat in Bellingham is scheduled **May 2<sup>nd</sup> 2024 from 8:30am-1:00pm.**

A primary objective of the May Retreat is to use the goals, objectives and key results to prioritize our efforts going into the summer and fall around decision packages, legislative requests, and rulemaking to support needed policy and program development for 2025-2027.

As such, an important step is to finalize the goals, objectives, key results, strategies and metrics developed in the October 2023 retreat and refined during the January 2024 meeting. The goal is to transition this work into a strategic plan that communicates where we are and where we want to be. This work is iterative and should be reviewed and refined at each board retreat.

Determining most appropriate metrics within this document is ongoing. Finalizing metrics and beginning to report on them is reliant on the staff team’s analytical capacity and contingent on three new management analyst (MA) hires and involve other consulting resources, as needed.

**Next steps:**

**By March 29:** Review the objectives, key results and strategies and activities with accountability, status/priority listed. Communicate any critical insights to the staff team.

**April 9<sup>th</sup>:** the PWB After Action Review (AAR) workgroup will finalize short and long-term improvement recommendations. Staff will incorporate into strategic planning document.

**April 11-19<sup>th</sup>:** Committee discussions (Broadband, Traditional, Executive & Technical Assistance and Communications) on relevant short and long-term priorities.

**April 19<sup>th</sup>:** the PWB staff send out a planning kit with semi-final strategic plan to help prioritize the legislative and policy actions needed to achieve key results.

**May 2<sup>nd</sup>:** Board members and staff prioritize actions that have legislative, rule or policy impact in the 25-27 biennium.

# Goal 1: Financial Predictability

Revenues into the PWAA enable **continuity** of infrastructure assistance to meet the infrastructure financing demand of Washington communities.

## Key Results:

- Protect/limit sweeps or diversions
- Maximize funding available in the PWAA, ensuring consistent cycles
- Grant resources available to clients

Strategic Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>1.1: Continuous monitoring of predictive model performance.</b>	PWB Staff	Quarterly	High Priority

### Key Performance Indicators

1. Projected Cash Balance vs Actual Cash Balance: (within 15% of projected – green, 15-25% yellow, more than 25% red).

Tactical Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>1.1.a: Establish profiles of infrastructure system readiness</b>	PWB programs staff	June	High Priority
<b>1.1.b: Finance workgroup dedicated to monitoring expenses, diversions and transfers from the PWAA</b>	PWB analyst & budget analyst	Initiated February 2024	On track
<b>1.1.c: Monitor and optimize use of grants</b>	PWB staff	Ongoing	On track

Strategic Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>1.2: Advocacy for financial predictability</b>	Board Chair & Lobbyist	Ongoing	High Priority

### Key Performance Indicators

1. Percent of PWAA appropriations administered by the PWB as part of the revolving loan and grant program for local government infrastructure financing
2. 50% of board members participate in Day on the Hill

Tactical Level			
Activities	Accountable/Responsible	Schedule	Status /Priority
<b>1.2.a: Day on the Hill planning and delivery</b>	Board members & Lobbyist		On track
<b>1.2.b: Coordinating with projects for ribbon cuttings &amp; Legislator &amp; Board Member participation</b>	Board members & Lobbyist with support from staff & communications		
<b>1.2.c: Stakeholder engagement activities</b>	PWB leadership		

## Goal 2: Climate Resiliency

*PWB's investments are sustainable and designed to withstand changes in climate conditions.*

### Key Results:

- Empower communities to be ready for a changing climate, including avoid or mitigate future impacts where possible.
- Incentivize innovative and efficient solutions (including dig-once approaches).

Strategic Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>2.1: Incentivize innovative and inter-sectional solutions</b>	PWB Board and Staff		High Priority
<b>Key Performance Indicators</b> 1. % of PWB funding that supports innovative solutions (dig-once approaches, circular economy, multi-modal transportation, clean energy and other state-wide resilience strategies.) 2. % of appropriation leveraged with new funding.			
Tactical Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>2.1.a: Evaluate and consider funding priority directed to innovative solutions on an annual or bi-annual basis</b>	PWB Board	May	High Priority
<b>2.1.b: Leverage new funding (Climate Commitment Act (CCA), Federal grant, philanthropic) for pilot programming.</b>	PWB Board and Staff		
<b>2.1.c: Integrate themes and strategies from commerce programming into the funding strategies and technical assistance opportunities. For example new housing development, industrial symbiosis, etc.</b>	PWB Staff		
<b>2.1.d: Understand risk factors or partner with other infrastructure funders as appropriate</b>	PWB Staff / SYNC		

Strategic Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>2.2: Infrastructure funded by the PWB is climate resilient</b>	PWB Board & Staff		Medium
<b>Key Performance Indicators</b> 1. % of projects that incorporate equitable and resilient infrastructure (how does this apply across all systems and communities?)			
Tactical Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>2.2.a: Track and prioritize assets that contribute to climate mitigation (not exacerbating the problems of water supply, carbon emission, etc.)</b>			

## Goal 2: Climate Resiliency (continued)

*PWB's investments are sustainable and designed to withstand changes in climate conditions.*

### Key Results:

- Empower communities to be ready for a changing climate, including avoid or mitigate future impacts where possible.
- Incentivize innovative and efficient solutions (including dig-once approaches).

Strategic Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>2.3: Adaptable and relevant emergency programs</b>	PWB Board & Staff	June	High Priority
<b>Key Performance Indicators</b> 1. % of emergencies approved relative to requested (traditional & broadband) 2. Timeliness of awards: Time period from application received to contract award.			
Tactical Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>2.3.a: Programmatic review of emergency program to ensure relevancy</b>	PWB Program staff	June	High Priority
<b>2.3.b: Programmatic review of broadband emergency program to ensure relevancy</b>	PWB Program staff	June	Medium Priority
<b>2.3.c: Communications strategies centered on Emergency Programs (traditional &amp; broadband)</b>	PWB Program staff	June	High Priority

Strategic Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>2.4: Educational programs focused on sustainable and resilient infrastructure performance</b>	PWB Technical Assistance & Communications Committee	Quarterly	High Priority
<b>Key Performance Indicators</b> 1. # of technical assistance events hosted (such as IACC). 2. # of applications with data on climate modelling used in design of asset 3. # of board members and key stakeholders or partners participate in technical assistance events			
Tactical Level			
Activities	Accountable/Responsible	Schedule	Status
<b>2.4.a: Clear communications that shows how the PWB supports climate resilience programming across the state</b>	PWB staff (technical assistance and communications committee)		Medium Priority

## Goal 3: Equity

*PWB programs serve diverse needs to build a safer, more accessible, and more resilient Washington.*

### Key Results:

- Investments balanced and coordinated across system types.
- PWB investments balanced across Washington communities.
- Technical assistance customized to serve diverse needs.
- Demonstrated commitment to Diversity, Equity, Inclusion and Belonging.

Strategic Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>3.1: Investments balanced and coordinated</b>	PWB Staff		High Priority

#### Key Performance Indicators

1. Number of projects funded with multiples systems.
2. % and \$ and per-capita of projects funded/applied by system type.
3. % projects funded in distressed or severely distressed communities with data on demographics of communities.
4. Projects funded have undergone community engagement that signals community support and optimized benefits of the infrastructure investment
5. Small communities with low capacity are provided the technical assistance needed to get successful funded applications.

Tactical Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>3.1.a: Build awareness and find the unknown barriers to entry by identifying communities have never accessed PWB funding and explore barriers to entry</b>	PWB Staff		High Priority

Strategic Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>3.2: Develop PWB Equity Implementation Plan</b>	PWB Staff	Ongoing	High Priority

#### Key Performance Indicators

1. All staff and board members engaged in training and development focused on principles of diversity, equity, inclusion and belonging.
2. Diversity of Board membership
3. # of communities receiving customized technical assistance

Tactical Level			
Activities	Accountable/Responsible	Schedule	Status /Priority
<b>3.2.a: Hiring and recruitment processes lean into a commitment to ensure staff and board members represent underrepresented communities.</b>	Board members & Lobbyist		High Priority



## Goal 3: Equity (continued)

*PWB programs serve diverse needs to build a safer, more accessible, and more resilient Washington.*

### Key Results:

- Investments balanced and coordinated across system types.
- PWB investments balanced across Washington communities.
- Technical assistance customized to serve diverse needs.
- Demonstrated commitment to Diversity, Equity, Inclusion and Belonging.

Strategic Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>3.3: Equity-focused review of statute, WAC and board policies relevant to funding cycles.</b>	PWB Board, Staff & Lobbyist		High Priority
<b>Key Performance Indicators</b> <ol style="list-style-type: none"> <li>1. All policies related to funding cycle affirmed prior to board action to open funding cycles (includes hardship methodology)</li> <li>2. Exclusionary language in statute, WAC and policy eliminated.</li> </ol>			
Tactical Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>3.3.a: Develop agency request legislation (ARL) to support allowing federally recognized tribes and small ports with public works infrastructure needs access to</b>	PWB Staff & Lobbyist	June-Sept	?
<b>3.3.b: Develop ARL to remove barriers in the broadband statute for hardship considerations in urban areas</b>	PWB Staff & Lobbyist		?

Strategic Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>3.4: Track outcomes in SYNC/PWB Data Dashboard</b>	PWB Staff	Ongoing	High Priority
<b>Key Performance Indicators</b> <ol style="list-style-type: none"> <li>1. Publish updates to infrastructure investments annually (close of FY)</li> </ol>			
Tactical Level			
Activities	Accountable/Responsible	Schedule	Status /Priority
<b>3.4.a: Remove the sunset date for SYNC's legislative mandate</b>	PWB staff, SYNC & board lobbyist	By June 2025	High Priority
<b>3.4.b: Review gap between equity and resilience indices and investments.</b>	PWB staff & SYNC	September	Medium

## Goal 4: Programmatic Excellence

*Aligning systems, processes, people and leadership to consistently and equitably deliver public health and safety investments to our Washington community.*

### Key Results:

- PWB board and staff culture is centered around constructive and adaptive leadership styles that promote programmatic excellence and continuous improvement.
- Optimization of PWB processes.
- The board is clear in identifying tolerance for risk and fiduciary expectations

Strategic Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>4.1: Leadership training and development for board members and staff.</b>	PWB Board & Staff		High Priority
<b>Key Performance Indicators</b>			
<ol style="list-style-type: none"> <li>1. 100% of PWB leadership and staff complete trainings</li> <li>2. 100% of PWB board leadership (committee chairs) participate in leadership development</li> </ol>			

Tactical Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>4.1.a: Curate infrastructure-focused leadership development program for PWB board members &amp; staff</b>	PWB Staff/Commerce		Medium

Strategic Level			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>4.2: Continuous improvement of PWB programming</b>	PWB Staff	Ongoing	High Priority
<b>Key Performance Indicators</b>			
<ol style="list-style-type: none"> <li>1. Number of lessons learned and positive testimonials from After Action Reviews.</li> <li>2. Annual review of MOU between Commerce and PWB shows alignment with objectives and experience.</li> </ol>			

Tactical Level			
Activities	Accountable/Responsible	Schedule	Status /Priority
<b>4.2.a: After Action Reviews of each cycle, including technical assistance strategies, method to prioritize funding and application cycle timing.</b>	PWB staff		High Priority
<b>4.2.b: Annual evaluation of position descriptions and staffing capacity to support PWB pillars of financial predictability, climate resiliency and equity.</b>	PWB staff		Medium Priority
<b>4.2.c: Consideration of new technologies and techniques that will help optimize processes and analysis (Artificial Intelligence).</b>	PWB staff		Low /Future Priority

## Goal 4: Programmatic Excellence (continued)

*Aligning systems, processes, people and leadership to consistently and equitably deliver public health and safety investments to our Washington community.*

### Key Results:

- PWB board and staff culture is centered around constructive and adaptive leadership styles that promote programmatic excellence and continuous improvement.
- Optimization of PWB processes.
- The board is clear in identifying tolerance for risk and fiduciary expectations.

<b>4.3: Reduce Staff Turnover</b>	PWB Staff	Ongoing	High Priority
<b>Key Performance Indicators</b>			
<ol style="list-style-type: none"> <li>1. Monitor staff turnover rates</li> <li>2. Annual review of leadership culture</li> </ol>			
<b>Tactical Level</b>			
Activities	Accountable/Responsible	Schedule	Status /Priority
<b>4.3.a: Health &amp; Equity review of employee experience</b>	PWB staff & Commerce		

<b>Strategic Level</b>			
Activities	Accountable/Responsible	Schedule	Status/Priority
<b>4.4: Celebrating Excellence</b>	PWB Board & Staff	Ongoing	
<b>Key Performance Indicators</b>			
<ol style="list-style-type: none"> <li>1. # of ribbon cuttings and other events that bring projects, communities and legislators together</li> </ol>			
<b>Tactical Level</b>			
Activities	Accountable/Responsible	Schedule	Status /Priority
<b>4.4.a: Branding and communications for the 40th anniversary showcases the current state of PWB! (celebrate the past and portray what we are doing into the future)</b>	PWB Board & Staff (PWB technical assistance and communications committee?)		High Priority
<b>4.4.b: Coordinate ribbon cuttings and meetings with Legislators per quarter</b>	PWB Board Members & Lobbyist		



**DATE:** March 15, 2024  
**TO:** Public Works Board  
**FROM:** Public Works Board team  
**SUBJECT:** Public Works Boards Committees notes

<b>Briefing</b> <input checked="" type="checkbox"/>	<b>Discussion</b> <input type="checkbox"/>	<b>Decision</b> <input type="checkbox"/>
---	--	--

**Staff Recommended Motion**

None. This memo is for information only.

**Background**

[Executive Committee](#)

**February 8, 2024 –11:00 AM – 12:00 PM**

**Committee members present:** Kathryn Gardow, Lora Petso, Sharon Trask, Gary Rowe

**Staff present:** Maria Jawad, Izabela Kocan, Cindy Chavez

**Other participants:** Chris McCord, Marie Sullivan

**Agenda:**

1. PFAS Litigation Hold – AAG request
  - a. Conversation was held in October 2023 about litigation hold, protocols need to be established for how to maintain the records
  - b. Request to use third party entity, conversation will take place with guidance and instructions about further procedures
  - c. Everything documented about PFAS will have to be sent to board liaison
  - d. Next week meeting with AAG office
  - e. MD McCord is having conversations to minimize the impact on the board members; August 2023 information has been submitted, additional information may be required
2. Technical Assistance solutions – priority to ‘level the playing field’
  - a. Vice-Chair Rowe focused on the issue of upcoming cycle in April and strategic plan; Wedding mentioned that parts of application were left out by

small organizations. Suggestion to provide a small grant of \$5-10K and workshops. Some organizations do not even have a capacity to participate in the workshops. We need to provide an assistance, so they have better chances competing with their projects. Something for Technical Committee to look into.

- b. Member Trask: Dep. Of Commerce reached out that grants are available for the grant writers. Research, so we can direct jurisdictions for help
  - c. Member Petso supports the idea to submit the applications earlier, so the staff can check if all the questions have been answered
  - d. ED Jawad: These aspects are being reviewed by AAR already. There is an opportunity to explore other grant opportunities in Commerce. There are also technical assistance programs. USDA offered and provided insights about federal programs like the federal TCTAC (The Environmental Justice Thriving Communities Technical Assistance Centers Program) housed with the UW Center for Environmental Health Equity TCTAC center. Technical assistance committee can help to provide strategy and plan
  - e. Vice-Chair Rowe: Evaluate and assess, give an opportunity to apply, people do not show up and do not apply because they lack of resources
  - f. MD McCord: PWB may have previously had agreements with Evergreen Rural Water of Washington (ERWOW) and with Rural Community Assistance Corporation (RCAC). If not, could we? This would allow us to enter into one or two agreements with known technical assistance providers, who work with communities the size of those likely needing assistance?  
Additionally, the Small Communities Initiative are working with some of our clients at the direction of Ecology and Health. Their work is limited to Water and Wastewater only. They have worked directly with several successful applicants. Especially now with the opportunity for loan/grant combo, they are sending more clients to the PWB for funding. Most of their clients are challenged both in managerial and financial capacity.
  - g. Member Trask: We have an opportunity to talk about things what we can provide. We have an opportunity to educate legislators and other users. 'Off season' is a good time for the outreach.
3. Retreat planning and logistics – any questions or concerns after seeing logistics email?
4. Legislative Update (Marie)
- a. Sen. Mullet releasing the budget next week
  - b. Still waiting for the House budget, not posted yet
  - c. Revenue forecast Feb.13
  - d. Cut off for policy committee Feb. 21
  - e. Fiscal cut off Feb. 26
  - f. Budgets are coming out at the same time and it is compressed

- g. Conversation Commission may still get \$100K from PWAA
  - h. CERB bill is moving
5. Planning vs Preconstruction Program Policies – clarification on any policy or funding limits
- a. ED Jawad presented chart to show historic tendency to award planning, which has stopped in 2009
  - b. Vice-Chair: Statue is not clear whether planning is a part of pre-construction. If staff considers that planning is a part of pre-construction, we have to be clear in the scope
  - c. Chair Gardow: We stopped planning projects 15 years ago, prices have increased significantly from that time
  - d. Member Petso: We should look at the loan term. We do not want to do long loans to exceed the time of the project
  - e. Chavez: Planning loans were 6 year long with 0% interest. Pre-construction is 5 year loan, which can be extended to 20 years, if construction award has been granted
  - f. ED Jawad: From statutory standpoint, it cannot be more than 20% of appropriation for pre-construction, planning includes variety of activities
  - g. Vice-Chair: Pre-construction narrows it down to a specific project
  - h. MD McCord: Planning, engineering and pre-construction are intertwined. We want to give money to solid applicants, and the fact that they planned is an indicator.

**February 15, 2024 –11:00 AM – 12:00 PM**

**Committee members present:** Kathryn Gardow, Lora Petso, Sharon Trask, Gary Rowe, Ed Stern

**Staff present:** Maria Jawad, Izabela Kocan, Cindy Chavez

**Other participants:** Chris McCord, Marie Sullivan

**Agenda:**

1. Legislative Update
  - a. Revenue Forecast Update
  - b. Timing of budget releases
    - i. House Capital Budget out on Monday and hearing on Tuesday
  - c. Utility Relocation Study deadline
    - i. Utility report was not in the budget
  - d. PWB:
    - i. No diversions, no transfers supported
    - ii. Loans/grants for broadband approved

- e. No money for state BEAD match - 25
- f. \$25M for equity grants
- g. \$1M for technical assistance
- h. Chair Gardow is testifying this afternoon
- 2. Update on Utility Relocation Study timing & overview of engagement strategy
  - a. Feb: Collect information and engagement with WASWD, WSAC, AWC
  - b. Mar: Facilitated session with WPUA, Steering Committee meeting
  - c. May: presentation to the board
  - d. Jun: SYNC Discussion, case studies, Steering Committee meeting
  - e. Jul: high-level recommendations
  - f. Aug: Board presentation
  - g. Sep: Engage steering committee with semi-final draft
  - h. Oct: Initiate Coms and OFM reviews
  - i. Nov: Final reviews COM/OFM
  - j. Dec: Presentation & talking points, publish
- 3. Follow up Instructions from AAG RE PFAS Litigation Hold
  - a. Any conversation between board members has to be preserved and forwarded to Board Liaison
- 4. PWB Board Member emails – Example: Doe, Jane (PWB Board Member)  
<jane.doe@commerce.wa.gov>
- 5. Plan for initiating Finance Workgroup
  - a. Predictive model report and discussion how we want to position the data in a technical way
  - b. Meeting planned end of February.

**February 22, 2024 –11:00 AM – 12:00 PM**

**Committee members present:** Kathryn Gardow, Lora Petso, Sharon Trask, Gary Rowe, Ed Stern

**Staff present:** Sheila Richardson, Izabela Kocan, Cindy Chavez

**Other participants:** Chris McCord, Marie Sullivan

**Agenda:**

- 1) Legislative update
  - a. Senate budget looks good, no sweeps from PWAA intended
  - b. House capital budget took \$8M, operating budget - \$100K
  - c. Chair did excellent job giving testimony yesterday
  - d. Member Stern: There's a support from PUDs and WAPUDA against sweeps from PWAA

- e. McCord: Get the money back [from Move ahead WA, Conservation Commission and others], and create a program, which supports the cause, so PWB is in charge and has revolving account instead of giving money with no return
  - f. Vice-Chair Rowe: It is concerning that proviso provided also administration funds for the Department of Commerce staff, instead of having it administered by PWB staff
  - g. Exec Committee gave a consent for Lobbyist to draft the letter to Conversation Commission and fish passage with a strategy to divert them from PWAA.
- 2) House budget testimony
- 3) Other issues:
- a. Send a reminder for May retreat again
  - b. Finance work group
    - i. Meetings will take monthly with a purpose to increase the transparency and understanding of predictive model and operation of OFM
    - ii. The goal for the staff is to optimize the work with the clients to promote project completion to have loan return
  - c. Potential emergency request from Town of Omak - sewer line at the bottom of a river that needs to be fixed.
    - i. Staff is coordinating with Ecology, DOT, Fish & Wildlife, and other departments at Commerce to come up with the right solution.

**February 29, 2024 –11:00 AM – 12:00 PM**

**Committee members present:** Kathryn Gardow, Lora Petso, Sharon Trask, Gary Rowe, Ed Stern

**Staff present:** Maria Jawad, Sheila Richardson, Izabela Kocan

**Other participants:** Chris McCord, Marie Sullivan

**Agenda:**

- 1) Draft Agenda for March 15 meeting
  - a. Tomorrow traditional meeting and may add items
  - b. Two construction and two emergency projects
  - c. Policies update and action to open a cycle



- d. Need to clarify the interest rates for construction and pre-construction (quarterly draws)
  - e. Transparency and clarity, to expand on emergency and on interest rates and touch on hardship criteria for the audience – verbal presentation
  - f. AAR has reviewed and gave suggestion, how to change the policies
  - g. PFAS litigation hold will be mentioned for general awareness
  - h. Request to add quarterly budget report
- 2) Legislative update
- a. One week left – bills in Exec Session
  - b. We want to make sure that appropriation is not reduced
- 3) May Retreat Planning – review next steps
- a. Strategic planning to be included in the packet, comments and feedback requested prior the retreat
    - i. May 1st (travel time to Bellingham – no engagements except optional Board member informal drinks/dinner @ 6pm (organized by Justin Clary)
    - ii. May 2nd: 8am breakfast, 8:30am – 1pm Retreat, ribbon cutting @ division 7 reservoir 3-5pm, board member/staff dinner 6-8pm
    - iii. May 3rd: 8am breakfast, 8:30am-2pm Board meeting
- 4) Utility Relocation Study update (plan for WPUDA and WASWD engagement)
- 5) Other items as needed
- a. Since there is no meeting on April, Executive Committee to work on materials to be included in May packet
  - b. Plan for 2025
  - c. Suggestion for a new SBO director to collaborate with SYNC
  - d. Revisit a possibility to include tribes as our customers

**March 7, 2024 –11:00 AM – 12:00 PM**

**Committee members present:** Kathryn Gardow, Lora Petso, Gary Rowe, Ed Stern

**Staff present:** Maria Jawad, Sheila Richardson, Izabela Kocan

**Other participants:** Chris McCord, Marie Sullivan

**Agenda:**

- 1) Review draft agenda

- a. Consent agenda item – combining technical assistance & communications committee – lobbyist added to the committee meetings
- b. Three emergency requests, all went through Traditional Committee
- c. Policies and update on hardship methodology
- 2) Position description approved for MA4 with communications lead incorporated in the position; preparation for MA5 will start soon
- 3) Changes in PWB membership:
  - a. Member Delvin submitted application for re-appointment
  - b. Rob Jammerman retires end of June
- 4) Legislative update & celebrations
  - a. No diversion, no transfers
  - b. Broadband got loans or grants
  - c. Operating budget – comment about Conservation Commission they have to get the rate to deal with their admin problem, PWB made the case that no more money should come out of PWAA
  - d. Increase in program support costs to Dep. Of Commerce
- 5) Fresh reflections on legislative champions
- 6) Strategic Planning - next steps to May
  - a. ED is working with the facilitator on differentiating the plan on strategic and tactical level
  - b. Review of AAR recommendations
  - c. Mid-April the PWB members will receive a draft
- 7) 40th Anniversary Planning (ad-hoc or communications?)
  - a. If ad hoc - Board member participation?
  - b. Identify projects to celebrate
  - c. Activities and events to highlight
  - d. Mark loan pay-offs and ribbon cuttings, to do it over the year in different regions
  - e. Swag and logo.
  - f.

## Broadband Program Planning Committee

**March 8, 2024 –9:00 AM – 9:50 AM**

**Committee members present:** Ed Stern, Matt Stevie, Monica Santos-Pinacho

**Staff present:** Maria Jawad, Sheila Richardson, Izabela Kocan, Max Wedding, Tammy Mastro, Alison Mitchell, Ava Gombosky

**Other participants:** Chris McCord

**Agenda and discussion:**

- Program update: grant/loan open cycle and timeline
- BEAD timeline
- Mini retreat and Leg request

An update was provided on the current open broadband cycle and the fact that demand for funding will exceed available funds. The broadband program has state loan funding in the amount of \$5M for emergency funding and \$300K allocated for the set-aside. The Board may want to use these funds in consideration of funding requests or hold some back. Ed Suggested we bring the discussion to the retreat and possibly for recommendation at the May Board meeting.

The BEAD timeline was presented to aid in the discussion of preparation for a legislative request. The discussion for a future ask centered around presenting options at the retreat for a legislative language in 2025 for the Boards consider broadband dig-one opportunities as eligible activities of a traditional project. It was suggested that we bring concepts to the next broadband committee meeting on the 19<sup>th</sup> of April as means for preparing for discussion at the mini retreat. It was recommended that we present pathways or options for consideration.

**Broadband Program Planning Committee**

**February 16, 2024 –9:00 AM – 9:50 AM**

**Committee members present:** Ed Stern, Matt Stevie, Sharon Trask

**Staff present:** Maria Jawad, Sheila Richardson, Izabela Kocan, Max Wedding, Tammy Mastro, Alison Mitchell, Ava Gombosky

**Other participants:** Chris McCord, Marie Sullivan

**Agenda:**

- Business items:
  - standing meetings: third Friday of each month at 9AM
  - March meeting: 1st or 8th (or is one needed)?
- Program update: grant/loan open cycle and timeline

- Capital budget
- Planning for 2025 session ideas and opportunities

Staff gave an update on the current funding cycle. There were no objections received to the seven pre-applications submitted.

Marie gave an update on the capital budget and other noteworthy session items.

There was a brief discussion on the demand, the need to find opportunities and frame broadband funding talking points for next session.

### Traditional Committee

**March 1, 2024 –11:00 AM – 11:50 AM**

**Committee members present:** Kelly Snyder, Rob Jammerman, Lora Petso, Gary Rowe

**Staff present:** Maria Jawad, Sheila Richardson, Izabela Kocan, Max Wedding, Ava Gombosky, Alison Mitchell

**Other participants:** Marie Sullivan

#### **Agenda and discussion:**

- AAR & Open cycle request - Max & Maria
  - use of grants policy
    - Committee recommends affirming existing policy with no changes.
  - scoring
    - Committee recommends sending the scoring rubric changes to the Board as presented by staff.
    - Question: Will we be assessing Emergency projects using this new rubric and application?  
Answer: Not necessarily because those applications are not scored, but staff will bring a conversation to the committee in April regarding how we assess Emergency projects pursuant to the Emergency Policy that takes some of these concepts into account.
    - Question: Do the proposed changes disadvantage small communities?  
Answer: Current scoring may already disadvantage them. Staff believe this is a step in the right direction to allow for considering more aspects than we were before.
  - application questions

- Committee members suggested a few minor edits, changes, and clarifications but recommends sending the updated application questions to the Board.
    - Follow-ups include additional clarifying language regarding Tribes in Q23 and plain-talking and clarifying the Unscored Questions. Add definition of “affordable housing”.
    - Marie suggests using affected federally recognized tribes where applicable.
    - Consider allowing applicants and stakeholder opportunity to review application changes and consider input.
- Metaline Falls “Bid Set-Aside” request - Alison
  - Committee recommended sending this request to the full Board for consideration. Committee also wants to have a conversation to add clarity to the Bid Set-Aside Account Policy to create room for Emergency projects that do not go to bid due to the urgency of the situation.
- Omak and Electric City emergency requests - Max and Alison
  - Electric City: Committee recommended sending this request to the full Board for consideration, but asked for the following clarifications:
    - How ready is the City to proceed with construction? Will it meet our required timeline?
    - What is the source of the wastewater? Residential, commercial, industrial...? Will the source wastewater simply re-degrade the fixed pipe?
  - Omak: Additional investigation and coordination is required before the City hits the submit button, but they may be ready to apply before the March 15 board meeting. Staff and committee are not recommending any action by the Board at this time.
    - Question: Will the proposed solution meet our requirement that the asset have at least a 20-year life?  
Answer: We sometimes fund temporary solutions, as with Metaline Falls, to deal with emergencies. However, we can also work with the city to design a Scope of Work in the contract that ensures our funding goes to the things that will have a long lifespan, not the pieces that are likely to be replaced earlier than that.
- Update on Cusick emergency request – Sheila
  - There was a regional stakeholder subarea plan meeting attended by Chris and Sheila where concerns about the Cusick lift station situation was a topic of concern. Staff continues to explore avenues for how to move forward with helping the town find a solution and ways to mitigate underwriting concern. Staff plan to meet with AAG about possible ways to move forward with a partner to provide fiscal oversight. Committee suggest we continue looking

for a partnership, likely with the Kalispel. Chris - maybe able to use terms and conditions.

- \$10 M construction award (Washougal) - accepted the award and possibly de-obligate - Max
  - While Washougal accepted this award, they may be de-obligating a portion of the award. If/when that happens, we will award the next qualifying projects pursuant to the September 8, 2023 board action and revise the information to the Committee at that time.
- Gary suggested we consider at some point in our review of policies, capping funding for planning.

## Traditional Committee

**February 16, 2024 –11:00 AM – 11:50 AM**

**Committee members present:** Kelly Snyder, Rob Jammerman, Lora Petso, Gary Rowe

**Staff present:** Maria Jawad, Sheila Richardson, Izabela Kocan, Max Wedding, Ava Gombosky, Alison Mitchell, Tammy Mastro

**Other participants:**

### **Agenda and discussion:**

- Business items
  - Committee chair nomination and election
  - Standing meetings: third Friday of each month at 11AM?
  - March committee meeting: 1st or 8th? 1.5 hrs?
- Basin City scope change – Sheila
  - Committee had no further questions following the update other than to make sure, this change is aligned with past practices - There is a somewhat similar situation in 2023 with Thurston County PUD where they reduced the amount of work in the scope change.
- Town of Cusick emergency request – Sheila
  - The committee feels more work needs to be done and staff need to work to find additional ways to find a way to secure the debt obligation.
  - There was a question about them being GMA compliant. – Yes, they are compliant.
- Program update: open cycle timeline, City of Mt Vernon - Max
- AAR: Recommendations for scoring changes - Maria

## Technical Assistance Committee

**Meeting Date:** February 26, 2024  
**Committee Members Present:** Matt Stevie, Darlene McHenry, Kelly Snyder  
**Staff Present:** Maria Jawad, Sheila Richardson, Max Wedding  
**Other Participants:**

### Agenda and Discussion:

1. Technical Assistance Committee staff leadership
  - Programs manager role (Max Wedding) as lead staff
2. Technical Assistance Strategies as part of upcoming construction cycle. Considered gaps & opportunities.
  - Developing webinar registration form
    1. Pre-application workshop #1 - scoring criteria and major application changes (April 3)
    2. Pre-application workshop #1 (repeat) (April 4)
    3. Application workshop #2 - application walkthrough (what we're looking for)
    4. Application workshop #2 (repeat)
  - Developing sample answers to narrative questions (bulleted ideas/prompts about what to think about with examples scaled by rural/urban, system type, etc.)
  - Update traditional programs application guidelines
  - Social media splash!
3. Reviewed list of upcoming partner conferences/gatherings – discussed priority conferences and session topics to develop.
  - Review audience/system type/size and make sure we show up consistently
    1. develop dialogue and discussion around specific topics of importance in the industry
    2. Prioritize collaborative funding opportunities
    3. Develop sessions on pillars (equity, resilience) – Consider opportunities for panel discussions in partnership with innovative projects (i.e. City of Pasco).
    4. Build out presentations with PWB funded project examples. Highlight challenges and successes.
4. Technical Assistance & Communication Committee synergies – discussion of pros/cons of merging committees.
  - Staffing:
    1. Co-leadership model that would bring together a communications/equity lead (vacant) with programs manager lead (max).
    2. Would utilize board member participation more efficiently
    3. Would require more regular meetings rather than ad-hoc meetings

- Change scope and audience - broaden the scope of the committee to include communications materials that have a broader audience (legislative)
- Not enough volume for both committees and both committees are handling modes and methods of communication.
- Time before session - might be isolated to legislative work and broader audience.
- Technical assistance and communications work is an opportunity to make contact with and build relationship with smaller jurisdictions. Important because without relationship and understanding of PWB, these jurisdictions may circumvent program work and lobby legislators to receive direct appropriations.

### AAR Workgroup

**Meeting Dates:** February 13, 2024

**Committee Members Present:** Gary Rowe, Kelly Snyder, Rob Jammerman, Justin Clary

**Staff Present:** Maria Jawad, Sheila Richardson, Max Wedding, Izabela Kocan

**Other Participants:** Chris McCord

### Agenda and Discussion:

#### 1. Use of grants:

- Should we reconsider distressed methodology to be more constrained?
- Reflect the grant is financially assisting communities distressed –The grant portion is small and doesn't always make a difference in whether the project is prioritize and does not have a direct impact to the community. Compared to other projects in areas where the entire region/county is distressed.
- Future could better prioritize grants by county, by scoring, or prioritize grant amount by poverty (?),
- Add more expectations to the projects that receive grants
- Adjust interest rates to incentive programs

#### 2. Scoring criteria discussion:

- Technical assistance – should describe and offer examples and details associated
- Economic development – equity – pair with evaluation with effectiveness and outcomes we are hoping to achieve. What are the metrics we can use to measure impact?
- Ensure flexibility so that staff can make a determination
- Are we creating any differentiation in the readiness to proceed scoring?
  - What does readiness look like for construction, preconstruction,
  - Concern with precon as a measure of readiness for construction



- Instead of scoring for precon, consider ways to phase projects similar to the program Ecology is running for small communities.
  - What about permits ready?
  - 12-18 months of time and shorten (others say, need 2 years)
  - DSCR – threshold and profiling as a threshold not in the scoring
- Bonus points – recommend keeping as unscored & collect information for next round

## Finance Workgroup

**Meeting Dates:** February 13, 2024

**Committee Members Present:** Kathryn Gardow, Gary Rowe, Kelly Snyder, Justin Clary

**Staff Present:** Maria Jawad, Sheila Richardson, Cindy Chavez, Izabela Kocan

**Other Participants:** Chris McCord

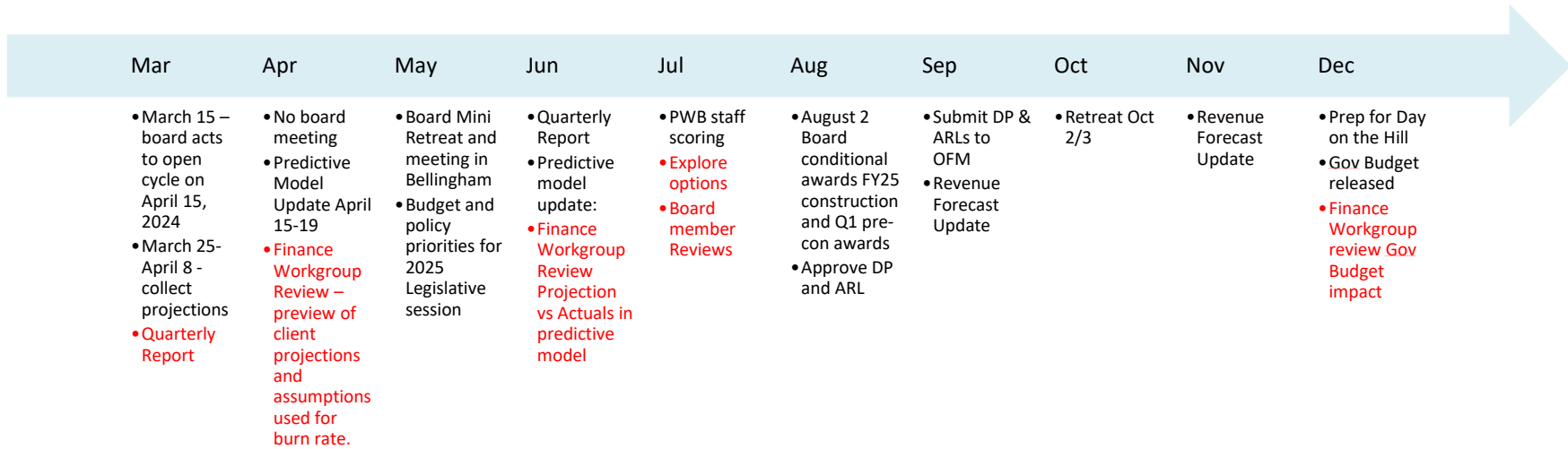
- **Agenda and Discussion:**

### 1) Define Objective and Scope of the Workgroup

- Provide consistent information in a format that readily communicates the data.
- Develop a 8 year look at the forecast including the most recent biennium, current biennium, and next two biennia.
- Review and endorse the **variables** that staff uses in developing the predictive model.
  - *create opportunity in April and Jun for this dialogue*
- Review and endorse **collection of data** that is used by staff in developing the predictive model.
- Continue to provide **quarterly financial reports** that show the status of current revenues and expenditures with comparisons to projections used by the board to make budget requests.
- Develop a cash flow prediction in conjunction with the forecast used by the board budget request.
- Provide additional reports along with the quarterly report showing progress on project related spending in relation to predicted spending.
- Develop a dashboard report that provides user access to project information.
  - *long-term and requires investment*
- Develop metrics to understand project timing and spending.
- Optimize processes.
- Demystify the process for how the PWAA predictive model is utilized
- Increase transparency between Commerce budget staff, OFM, and Leg Budget staff
- **Better understanding of the process so that Board members can be better champions for projections and future loan cycles.**

- Board members understand considerations between agency priorities and board priorities
- More than just informed - want to evaluate and be active in building a coalition that will help test assumptions in the predictive model that inform how the board positions for future loan cycle opportunities. Leads to policy discussions of importance.
- Not all board members should have to do a deep dive into the data. Shape communication to board members and multiple audiences.
- Clarity on the differences between OFM and Leg Budget Staff accounting practices
  - how acceleration of the model can be leveraged.
  - alignment with decision package decisions (how aggressive can we be?)
    - how it communicates and understand the meaning of the report
    - maintain consistency so you can see the trend over time
- Burnrates
  - Cumulative review of predicted spending vs actual by spending cycles
  - Cash flow - what is driving the cash balance down throughout the biennium. (trends)

## Timeframe for Finance Workgroup review and consideration for 2024:





February 29, 2024

MEMO TO: Kathryn Gardow, Chair; Gary Rowe, Vice Chair, Public Works Board Members  
FROM: Marie Sullivan, Contractor (contract #24-64110-002)  
SUBJECT: Monthly Report

The Board receives weekly reports throughout the session, so I'll limit the reports for January and February 2024 to activities.

### MSPA Activities for the month

#### *Consultation & Strategy:*

- Met/spoke with Chair Gardow for check ins, with Chair and Vice Chair Rowe to strategize on testimony for House and Senate capital budget releases.
- Attended the February Board meeting.
- Attended February 1<sup>st</sup> meeting with Maria, Sheila and Devon of the SBO regarding opportunities on broadband.
- Attended check in with Broadband Subcommittee chair Ed Stern, Maria and Sheila regarding new SBO director.
- Attended Executive Committee and subcommittee meetings, including the Traditional and Broadband subcommittees when schedule allowed.

#### *Advocacy:*

##### Legislative Meetings/Phone Calls

- Rep. Bryan Sandlin, R-15, House Capital Budget member.
- Senator Judy Warnick, R-13, Senate Republican Caucus Chair.
- Regular communication with Senator Mark Mullet, Senate Capital Budget Chair.
- Rep. Peter Abbarno, R-20, Ranking Republican, House Capital Budget.
- Communications with House and Senate capital budget caucus staff.

Watched House Finance Committee meeting regarding HB 2276, regarding increasing REET for affordable housing. Bill passed out of committee but has not advanced to Senate.

Regular communication with infrastructure lobbyists who are active on the hill during committee days and floor sessions.

Drafted and sent messaging to House and Senate operating budget leadership regarding the House proposed diversion of \$100,000 to the State Conservation Commission, requesting support for the Senate position.

#### *Communication:*

- Wrote testimony for Chair Gardow to deliver to House and Senate on their respective 2024 supplemental capital budgets and the diversion in the House proposed capital budget.
- Attended SYNC monthly meeting.
- Answered questions from Board members, upon request.

# PWB Board Meeting 2024 Plan



Month/Task	Topic	Type	Committee Work	Board Packet Due Date	Committee	Primary Staff contact	Secondary Staff Contact	Status	Decision	Done	Comments
<b>January 19, 2024 - Olympia</b>			<input type="checkbox"/>	01/12/24						<input checked="" type="checkbox"/>	
Traditional Awardee Webinar - January 10			<input type="checkbox"/>					●		<input checked="" type="checkbox"/>	
Opening day of session - January 8			<input type="checkbox"/>					●		<input checked="" type="checkbox"/>	
PDC Filings due - January 10			<input type="checkbox"/>			Izabela Kocan		●		<input checked="" type="checkbox"/>	
Day on the Hill, Olympia - January 18	Legislative	Other	<input checked="" type="checkbox"/>					●		<input checked="" type="checkbox"/>	
<b>February 2, 2024</b>			<input type="checkbox"/>	01/28/24						<input type="checkbox"/>	
Pre-construction Award Q3, FY24 - February 2	Traditional	Decision	<input checked="" type="checkbox"/>		Trad	Max Wedding		●		<input type="checkbox"/>	
Cusick Emergency Request (maybe)	Traditional	Decision	<input type="checkbox"/>		Trad	Sheila Richardson				<input type="checkbox"/>	
2024 Women of Water Leadership Symposium - February 7	Other		<input type="checkbox"/>			Maria Jawad	Sheila Richardson			<input type="checkbox"/>	
<b>March 15, 2024 - Olympia (hybrid)</b>			<input type="checkbox"/>	03/08/24						<input type="checkbox"/>	
End of session - March 8			<input type="checkbox"/>							<input type="checkbox"/>	
Act to open the Traditional Construction Funding Cycle	Legislative		<input type="checkbox"/>							<input type="checkbox"/>	
AAR: scoring, application questions, and use of grants			<input type="checkbox"/>							<input type="checkbox"/>	
revised interest rates			<input type="checkbox"/>							<input type="checkbox"/>	
Quarterly Budget Update (October-December)	Budget	Informational	<input type="checkbox"/>			Cindy Chavez		●		<input type="checkbox"/>	
Pre-construction Application Deadline Q4, FY24 - March 30			<input type="checkbox"/>							<input type="checkbox"/>	
Basin City Scope Change			<input type="checkbox"/>							<input type="checkbox"/>	
Town of Cusick			<input type="checkbox"/>							<input type="checkbox"/>	
TA Committee: Affirm Max as Lead			<input type="checkbox"/>			Maria Jawad				<input type="checkbox"/>	
SYNC Data Dashboard - FY24 investments updated	Sync	Informational	<input type="checkbox"/>			Maria Jawad				<input type="checkbox"/>	
<b>April 5, 2024</b>			<input type="checkbox"/>	03/30/24						<input type="checkbox"/>	
Engage Board Leadership with Broadband Director	Broadband	Informational	<input type="checkbox"/>			Maria Jawad	Sheila Richardson			<input type="checkbox"/>	
Traditional Programs Funding Cycle opening - April 2	Traditional	Decision	<input checked="" type="checkbox"/>		Trad	Max Wedding				<input type="checkbox"/>	
PDC Filings Due - April 10	Administration	Reminder	<input type="checkbox"/>			Izabela Kocan				<input type="checkbox"/>	
<b>May 2-3, 2024 - Retreat in Bellingham</b>			<input type="checkbox"/>	04/27/24						<input type="checkbox"/>	
Pre-construction Award Q4, FY24 - May 3	Traditional	Decision	<input checked="" type="checkbox"/>		Trad	Max Wedding				<input type="checkbox"/>	
Retreat - decision packages, when to open rulemaking?			<input type="checkbox"/>							<input type="checkbox"/>	
<b>June 7, 2024</b>			<input type="checkbox"/>	05/25/24						<input type="checkbox"/>	
Quarterly Budget Update (January-March)	Budget	Informational	<input type="checkbox"/>			Cindy Chavez				<input type="checkbox"/>	Confirm that quarter ends in May
Pre-construction Application Deadline Q1, FY25 - June 30			<input type="checkbox"/>							<input type="checkbox"/>	
End of FY 2024			<input type="checkbox"/>							<input type="checkbox"/>	
<b>July 12, 2024- Olympia (hybrid)</b>			<input type="checkbox"/>	08/30/23						<input type="checkbox"/>	
Start of new fiscal year / new biennium	Budget	Other	<input type="checkbox"/>			Cindy Chavez				<input type="checkbox"/>	
PDC report due to Izabela by July 10	Administration	Other	<input type="checkbox"/>			Izabela Kocan				<input type="checkbox"/>	
<b>August 2, 2024</b>			<input type="checkbox"/>	07/27/24						<input type="checkbox"/>	
Authorize submission of draft legislative report for OFM	Communications	Decision	<input checked="" type="checkbox"/>		Comm Exec	Mary Miller		●		<input type="checkbox"/>	Final report due September 1
Pre-construction Award Q1, FY25 - August 2	Traditional	Decision	<input type="checkbox"/>			Max Wedding				<input type="checkbox"/>	
Construction Awards	Traditional	Decision	<input type="checkbox"/>		Trad	Max Wedding				<input type="checkbox"/>	
<b>September 6, 2024</b>			<input type="checkbox"/>	08/31/24						<input type="checkbox"/>	
Submission of Budget Requests to OFM - September 1	Budget	Decision	<input checked="" type="checkbox"/>		BB Comm SYNC TA Exec Trad	Karin Berkholtz	Maria Jawad			<input type="checkbox"/>	Decision packages and agency request legislation, Maria also staff contact
Retreat preparations	Policy	Discussion	<input checked="" type="checkbox"/>		Exec	Karin Berkholtz	Izabela Kocan			<input type="checkbox"/>	
Pre-construction Application Deadline Q2, FY25 - September 30			<input type="checkbox"/>							<input type="checkbox"/>	
<b>October 3-4, 2024 - Annual Retreat in Winthrop</b>			<input type="checkbox"/>	09/28/24						<input type="checkbox"/>	
PDC reports due to Board Liaison by October 10	Administration	Other	<input type="checkbox"/>			Izabela Kocan				<input type="checkbox"/>	
Set 2025 meeting dates			<input type="checkbox"/>							<input type="checkbox"/>	
October 23-25, IACC Conference			<input type="checkbox"/>							<input type="checkbox"/>	
Quarterly Budget Update (April-June (FY24 year end))	Budget	Informational	<input type="checkbox"/>			Cindy Chavez				<input type="checkbox"/>	

Month/Task	Topic	Type	Committee Work	Board Packet Due Date	Committee	Primary Staff contact	Secondary Staff Contact	Status	Decision	Done	Comments
48	Begin Conversation on SYNC extension past June 2025	Legislative	Discussion			Maria Jawad				<input type="checkbox"/>	
49	<b>November 1, 2024</b>			<b>10/26/24</b>						<input checked="" type="checkbox"/>	
50	Pre-construction Award Q2, FY25 - November 1									<input type="checkbox"/>	
51	<b>December 6, 2024</b>			<b>11/29/24</b>						<input checked="" type="checkbox"/>	
52	Quarterly Budget Update (July-September)	Budget	Informational			Cindy Chavez				<input type="checkbox"/>	
53	Pre-construction Application Deadline Q3, FY25 - December 31									<input type="checkbox"/>	
54	Year in Review									<input type="checkbox"/>	
55	<b>Pending Assignment</b>									<input checked="" type="checkbox"/>	
56											
57	<b>Future Considerations</b>									<input checked="" type="checkbox"/>	
58	Presentations related to innovative infrastructure/equity and climate change									<input type="checkbox"/>	
59	<b>*** NOTE: This is a living document, updated as needed.</b>									<input type="checkbox"/>	
60											