

# Memorandum

Date: August 25, 2009

To: Lake Ballinger/McAleer Creek Watershed Forum

From: Lake Ballinger/McAleer Creek Watershed Forum Staff Committee

Subject: Future Action Recommendations

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Now that the Strategic Action Plan is complete, the Staff Committee has the following implementation recommendations for the Forum in three specific areas:

1. **Future governance.** The current Interlocal Agreement expires on July 1, 2010. The current agreement does not delineate how the member jurisdictions are to cooperate when it comes to funding joint projects or how to conduct project management across jurisdictional lines. Member agencies are not required to make any monetary commitment whatsoever.

#### **Forum Discussion and Consideration:**

- Development of a new interlocal agreement that will allow seamless implementation of the recommendations of the Strategic Action Plan by the member jurisdictions.
  - Address joint funding issues and project management questions for projects that may overlap the boundaries of the member jurisdictions.
  - How should a new interlocal be developed?
2. **Administrative assistance.** The current interlocal does not provide a mechanism for member jurisdictions to contract for additional services. As the Forum moves to implement the recommendations of the Strategic Action Plan, the Staff Committee recognizes a need for administrative assistance in several areas including:
    - Meeting administration – scheduling, agendas, minutes, standard documents, record keeping.
    - Public contacts – web site, press releases.
    - Project management and funding opportunities – assist with project management as needed, search for and apply for grants, coordinate activities related to state or federal appropriations for projects and activities identified in the Strategic Action Plan.

**Forum Discussion and Consideration:**

- Should the Forum consider a part time or contracted position reporting directly to the Forum?
3. **Funding.** No specific funding obligations were specified in the current interlocal agreement. A new interlocal agreement could allow for a basic administrative allowance from each jurisdiction to support the activities of the Forum as well as to address project related funding.

**Forum Discussion and Consideration:**

- Should the Forum consider funding administrative assistance through a new interlocal agreement with a shared percentage from each member jurisdiction?
- Should the Forum consider provisions in a new agreement that address funding for common projects?
- Should the Forum consider provisions in a new agreement that address matching funds for grant projects (grants can typically require local matching funds)?