

TO: Sims McGrath, Chairman, Cape Cod Water Protection Collaborative  
FROM: Andrew Gottlieb  
DATE: January 12, 2017  
RE: Exit Memo

As we discussed I am providing this memo as a means to provide the information needed for an orderly transition for the Collaborative after my departure.

The major things to continue to monitor are the fund balances for the current fiscal year, the budget debate for FY 18 and the ongoing municipal projects. I will address each in order below. I have also appended a recent Munis run that lists, in somewhat opaque fields, the funding by account. Gail Coyne at CCC is an excellent resource to provide both updates and interpretation.

**Current Fiscal Year:** You will see from the attachment that there is \$66,665 available in contractual services (ED contract plus expenses line item) and \$455,442 in muni grants. Included in the muni grant balance is the \$250,000 that was set aside for the match of the state funding for the cape-wide monitoring program. Because no contract was executed by the Commissioners these funds appear as unobligated in the system. Similarly, there is a \$75,000 contract with Falmouth that has been approved but not yet encumbered so the \$455,442 is really \$380,442.

If nothing else changes and no additional commitments are made in the current FY its likely that the fund balance will be roughly \$196,000. Also be aware that there was \$140,000 in the Wellfleet encumbrance that will revert to the general fund unless the Commissioners vote to carry those funds or any portion of them over into FY 18. One way to look at this would be to say that the Collaborative could self fund itself in the amount to \$336,000 (off a \$502,000 request) and require only an \$166,000 appropriation of FY 18 funds.

**FY 18 Budget:** The budget request for FY 18 was a level service budget of \$502,000 (see attached budget memo). It funded the ED position and related expenses, \$250,000 in match for the monitoring program and \$150,000 for support of municipal projects. The 502,000 is level service but its an increase in appropriation because there was \$150,000 carried over from FY 16 into FY 17 to offset the 30% appropriation decrease in FY 17.

**Ongoing Projects:** There were several projects approved this FY. Two in Falmouth, and one in Mashpee, Brewster, and Eastham. These projects will be submitting invoices which have historically been reviewed and approved by the ED and processed for payment by Gail. Approval authority has been given over the County Administrator.

**Other Items:**

Gail Hanley handles minutes, agendas and meeting coordination. Davis Still assists with the Collaborative web site. I have compiled all the public records in my possession and have provided them on a memory stick to Gail Hanley. No contract between the Commonwealth and the County is in place for the transfer of the \$250,000 in state monitoring funds. I am not aware of any plan the county has to pull those funds down from the state.

Please let me know if you have any other questions.

TO: Jack Yunits, County Administrator  
Mary McIsaac  
FROM: Andrew Gottlieb, Executive Director, Water Protection Collaborative  
DATE: December 6, 2016  
RE: FY 18 budget request

I am submitted a budget for your consideration pursuant to Mary's guidance that I use my best judgment. In that regard, this is my recommendation to the Governing Board of the Water Protection Collaborative for ratification on December 14, 2016. I will convey their position on this matter to you on the 14<sup>th</sup>. Having not been provided the Commissioner's guidance I cannot assess this proposals compliance with it nor am I aware of the prescribed format. Given that the Collaborative budget is comprised of only 3 line items it should be easy enough to transfer the narrative to the MUNIS system. I will recast this proposal any way that I am directed if you so determine it necessary.

For FY 18, I recommend that the Board submit:

(1) A level-funded Prof/Tech Serve- water quality line item of \$102,000 that funds the following:

\$75,0000 Executive Director salary  
\$2,0000. Executive Director expenses  
\$25,0000 General expenses

(2) A level-funded Grants Muni Support Initiative line item of \$400,000 to fund ongoing services for municipal planning, engineering and financial support as follows:

1. Financial planning assistance to guide towns through the thought process necessary to finance wastewater management alternatives, including assessment of regional alternatives.
2. Engineering assistance that would provide value-engineering support to address the concerns that selectmen may have about the technical adequacy of wastewater management plans and the evaluation of alternatives.
3. Financial support to the Towns exploring new and innovative methods of nutrient management techniques and approaches that will advance or inform management efforts in more than one town on Cape Cod and to facilitate tool applications and scenario runs under the 208 process.
4. Coordination and support of shellfish propagation and other alternatives as nitrogen management measure.
5. Region-wide water quality monitoring in the amount of \$250,000 to match the Commonwealth's capital award to support the expanded monitoring program that includes the existing ongoing monitoring of water quality at selected stations in Nantucket Sound, Buzzards Bay and Cape Cod Bay. The award of state funds is

contingent on being matched annually by the County, so any reduction of funding commitment here will result in loss of \$250,000 annually for 2 years of state funds to the County.

This budget proposal directly supports the objectives articulated in the Commissioner's Strategic Plan, specifically items 3.2.5 Regional Cooperation by fostering and supporting inter-municipal projects solving common problems; 3.7 Cost Effective Regional Services by providing centralized technical support to towns and funding monitoring at a lower cost basis than could be obtained locally by the Towns; 4.3.2.2 Pursue Funding by bringing in \$1 million in state funds for monitoring to offset local costs and by pursuing other forms of state subsidy both direct and indirect; and 4.3.2.4 Assist Towns with Implementation and Evaluation of Alternatives through the support of pilot and alternative technology projects.

I look forward to discussing this budget with you.