

PROGRESS REPORT FOR PIERCE COUNTY LEAD ENTITY

For FY08 Period: 3rd Quarter (July – September 2008)

Instructions: Comments should be provided for each deliverable listed and should be thorough but brief. Add additional space as necessary.

1. Maintain a Lead Entity Organization.

- Task 1.01 Maintain an office and point of contact
- Task 1.02 The coordinator and committee members represent the lead entity organization in appropriate salmon recovery settings (e.g. 2514 watershed planning, NWPPC subbasin planning, Regional Recovery Board, Lead Entity Advisory Group, etc.) as directed by the committee(s) and the lead entity.
- Task 1.03 Serve as an agent for purchasing, accounting, reporting, coordinating with project applicants and sponsors, etc. Send Progress Reports along with Billing Summary and proof of expenditure for these activities to WDFW as per the Policy and Procedures Manual.
- Task 1.04 Distribute Progress Report to committee(s) at least quarterly

Estimated completion date: On-going

Comments/Progress: Lorin Reinelt, Lead Entity Coordinator (LEC), maintains an office and acts as a point of contact for the Citizen Advisory Committee (CAC) and the Technical Advisory Group (TAG). Tom Nelson, fish biologist with Pierce County, is chair of the Technical Advisory Group. Keith Underwood and Eli Asher (South Puget Sound Salmon Enhancement Group) are CAC chair and vice-chair, respectively.

Lorin Reinelt coordinates the local SRFB process at regular (monthly) meetings and attends LEAG, Puget Sound Watershed Leads, and SRFB meetings as feasible, as well as other related meetings in the two watersheds (e.g., Puyallup River and Chambers-Clover watershed council meetings). He is responsible for reporting, coordinating with project sponsors and applicants, and completing progress reports along with billing summaries to WDFW. He also functions as the watershed coordinator in WRIA 10 (Puyallup River watershed).

Pierce County serves as the agent for purchasing, accounting, reporting, and coordination. Progress reports are developed quarterly, including this 3rd quarter report.

Progress reports are also circulated to the CAC and the TAG. Meeting notes from CAC and TAG meetings are distributed monthly and posted on the website: www.piercecountywa.org/srfb.

Barriers: No barriers to report.

2. Identify, Organize, Facilitate and Administer a Committee of Representative Interests, and its supporting committee(s) [hereafter, "committees"].

- Task 2.01 Conduct community outreach to ensure diverse membership on the committees
- Task 2.02 Facilitate the establishment of a set of written bylaws that are approved by the committees, and include membership criteria, attendance requirements, roles of all participants including chairs, voting structure and process, and a decision-making process. These bylaws should specifically include a Statement of Fairness and/or Conflict of Interest Policy. **Submit updated bylaws to WDFW by December 31, 2007.**
- Task 2.03 Arrange meetings
- Task 2.04 Work with the committees to develop meeting agendas
- Task 2.05 Facilitate meetings
- Task 2.06 Perform staff assignments

- Task 2.07 Develop and distribute summary minutes and other materials to the committees, WDFW, and RCO, as directed by the committees
- Task 2.08 Conduct at least one joint meeting if there are separate Citizen and Technical Committees
- Task 2.09 **Submit updated name and organizational affiliation of each member of the committees to WDFW by December 31, 2007**
- Task 2.10 Participate in WDFW sponsored Lead Entity/Watershed Steward Training events and lead entity legislative day events.

Estimated completion date: On-going

Comments/Progress: Community outreach efforts to build and maintain CAC and TAG membership (and achieve diversity and broad representation) have included notification by email, the website, committee meetings and discussions at the Puyallup River and Chambers-Clover Creek Watershed Councils. We also published a public notice at the beginning of the 2008 round (during the call for projects phase in May/June) to more broadly advertise the SRFB process and opportunities for funding.

The webpage provides information to the public, committee members and project sponsors (both new and existing). The website (www.piercecountywa.org/srfb) contains information about regular monthly meetings, the timeline for the 2008 round, and links to the application materials.

The Lead Entity Coordinator arranges all meetings in coordination with the CAC and TAG Chairs. Agendas for the July, August, and September meetings were developed by the LEC and the CAC Chair. The meetings are run by the Chair with support from the LE Coordinator. Meeting notes are distributed after each CAC/TAG meeting. All CAC meetings are joint meetings with the TAG, and usually held on the first Thursday of the month. In the 3rd quarter, meetings were held on July 8 (which was actually the CAC/TAG field trip to visit project sites), August 14, and September 4. A TAG meeting was held on August 7 to complete the technical rankings of the 2008 round SRFB projects. The CAC and TAG agendas and meeting notes are available on the website.

Our bylaws (ground rules) were updated on February 1, 2007 and were previously sent to WDFW. They are also on our web page at www.piercecountywa.org/srfb. A list of all CAC and TAG members are available to the public on the web page.

Lorin Reinelt, LEC, attended the Puget Sound Watershed Leads meetings on August 14 and September 11. Tom Kantz, Pierce County rep on the CAC, attended the watershed leads meeting on July 9.

Barriers: No barriers to report.

3. Solicit Project Applications.

- Task 3.01 Develop grant program criteria consistent with the specific regional recovery board or local strategy and Salmon Recovery Funding Board (SRFB) guidelines
- Task 3.02 Establish clear and consistent guidelines for salmon habitat grant processes that are consistent with regional recovery plan or local strategy and SRFB guidelines
- Task 3.03 Develop specific lead entity salmon program timelines
- Task 3.04 Advertise grant cycles and assist in scheduling and conducting SRFB application workshops
- Task 3.05 Support existing project sponsors and conduct community outreach to actively recruit new project sponsors

Estimated Completion date: September 30, 2007

Comments/Progress: Grant program criteria are included within our Salmon Habitat Protection and Restoration Strategy, dated March 2008. In addition, during the 2008 round, project proposals were to come from the "3-year project list" submitted in April 2008 to the Puget Sound Partnership.

Chapter 8 of the strategy document contains the "project ranking criteria" used to evaluate and rank

project proposals. This includes both technical criteria used by the TAG and socio/economic criteria used by the CAC. A schedule, timeline and process for the 2008 round of SRFB funding was approved by the CAC at its May 7, 2008 meeting (see attached).

In advertising for 2008 round projects, a request for proposal (RFP) was sent to possible sponsors, publicized through the watershed councils in May, and advertised in the newspaper. This required a "letter of intent to submit a 2008 round application" to be submitted by May 28 to Pierce County. It also noted that submitted projects needed to be consistent with the WRIA 10/12 three-year work plan list and the lead entity strategy. Eight letters of intent were received from project applicants for the 8th round.

Seven draft applications were submitted for CAC/TAG review and possible funding on July 9 (Morey Creek fish passage, Boise Creek fish passage and channel relocation (design only), Leach Creek corridor acquisition, TransCanada levee setback feasibility and design, South Silver Springs restoration, Middle Puyallup River acquisition, and City of Orting Calistoga setback levee (design only). Applications were transmitted to CAC and TAG members for review. CAC and TAG members, two science review panel members (Michelle Cramer and Kelley Jorgensen), and the RCO grant manager (Barb McIntosh) visited the seven project sites on July 8, 2008. TAG members and the science panel members provided feedback and recommended some modifications.

All seven projects were submitted as final applications to the CAC and TAG for evaluation on August 14. On August 7, the TAG evaluated and ranked the projects using the technical criteria. The projects were evaluated and scored by the CAC on August 14 and a final ranked list was developed. This project list was submitted to the Puget Sound Partnership on August 29. All projects were entered into PRISM by September 8, and the final list of projects was submitted to SRFB and the Resource Conservation Office (RCO).

Barriers: No barriers during this quarter.

4. Create a habitat project list for the Salmon Recovery Funding Board.

- Task 4.01 The lead entity will initiate, coordinate and facilitate committee meetings designed to produce one (1) habitat project list per SRFB grant cycle.
- Task 4.02 Prepare and organize project application materials
- Task 4.03 Compile salmon project rankings based on recommendations from the Technical Committee or Technical Recovery Team (TRT) with prioritization and final approval determined by the Citizens Committee or salmon recovery board
- Task 4.04 Provide feedback to project applicants and sponsors
- Task 4.05 Ensure all aspects of each project application are completed consistent with the lead entity regional recovery and SRFB processes
- Task 4.06 Use PRISM to submit project applications to IAC
- Task 4.07 Coordinate and/or develop responses to SRFB questions, including relationship to Regional Recovery Plan
- Task 4.08 Prepare a ranked list of salmon habitat projects for submittal to the SRFB
- Task 4.09 Create and present verbal and graphic information describing the lead entity and project list
- Task 4.10 Submit to WDFW your LE Process (i.e. flowchart), including timelines, committee roles, and your decision structure

Estimated completion date: September 30, 2007

Comments/Progress: See response to task 3 for answers to 4.01, 4.02, and 4.04

The process and timeline for the 2008 round is described above and application materials are posted on the website and attached below. At TAG and CAC meetings on August 7 and 14, final technical and citizen evaluations and rankings were completed using the criteria in the lead entity strategy dated March 2008. The CAC then approved the final rank-order list. All project applications for the seven final projects for the 2008 round were submitted in PRISM and checked for completeness by the LEC.

In August/September 2008, the Pierce County LE submitted materials and information to the regional organization (Puget Sound Partnership) for compilation into the regional response to SRFB questions. These were rolled up with other Puget Sound lead entities reports and submitted to the SRFB in advance of the Puget Sound presentation to the science review panel. A salmon habitat project list consisting of the seven projects and supporting materials was submitted to SRFB/RCO on September 8.

Timelines, committee roles, and the Pierce County (WRIA 10/12) decision structure are attached to this submittal or contained within the previously submitted "Salmon Habitat Protection and Restoration Strategy" dated March 2008. The total project cost for all projects was \$1.83 million (with \$1.12 million in grant requests and \$0.71 million in matching funds). There were six different project sponsors (Cascade Land Conservancy, City of Orting, City of University Place, Puyallup Tribe of Indians, King County and Pierce County). Seven draft project applications were submitted on June 26. A total of \$624,463 is available for funding of WRIA 10/12 project in the 2008 SRFB round.

Barriers: No barriers to report.

5. Create and maintain Habitat Work Schedule.

- Task 5.01 Develop a habitat project list
- Task 5.02 Identify data sources
- Task 5.03 Solicit data
- Task 5.04 Perform data entry
- Task 5.05 Develop reports

Estimated completion date: December 31, 2007

Comments/Progress: The Habitat Work Schedule information has been completed for Pierce County lead entity projects on the 2008 3-year workplan habitat projects submitted to the Puget Sound Partnership in April 2008. The level 1 information was made available to the public via the HWS public portal. Project information (e.g., project description, cost estimates, schedule, etc) was obtained from project sponsors and entered into the HWS. Project level detail in the HWS is not yet complete for all projects, and there has been minimal review by project sponsors, so level 2 and 3 information has not yet been made public. We will be soliciting more data from project sponsors after completion of the 2008 SRFB round.

A hard copy habitat work schedule of all past projects continues to be kept, and updated after each Round. This document is in the possession of the LEC. Past projects will be migrated from PRISM to the HWS when that process becomes more automated. As training of other project sponsors occurs, we expect to involve them more directly in updates to the HWS.

Barriers: No barriers to report.

6. Update Habitat Restoration and Protection Project Strategy.

- Task 6.01 Work with committee(s) of representative interests, and supporting committee(s) to refine and update project lists per regional recovery plan or Habitat Restoration and Protection Project Strategy
- Task 6.02 Submit to WDFW and RCO an electronic version of the most current regional recovery project lists or Habitat Restoration and Protection Project Strategy for SRFB 8th Round project evaluation

Estimated completion date: September 30, 2007

Comments/Progress: The Pierce County lead entity strategy was updated between December 2007 and March 2008. The March 2008 Salmon Habitat Protection and Restoration Strategy is posted on the website at www.piercecountywa.org/srfb. An update of the 3-year workplan and project list was completed and submitted to the PSP in April 2008. The 3-year project list and narrative is also posted on the website.

Barriers: No barriers to report.

7. Habitat Work Schedule Enterprise-level License.

Task 7.01 Obtain and maintain a seat license for the Habitat Work Schedule

Task 7.02 Submit to WDFW a copy of the Interlocking Software invoice(s) for cost-reimbursement

Estimated completion date: June 30, 2008

Comments/Progress: Pierce County paid the \$10,385 to Interlocking Software during the 2nd quarter.

Barriers: No barriers to report.

8. Future Project Development.

Task 8.01 Work with current and potential future project sponsors to develop projects that fit well with the lead entity strategy and priorities

Task 8.02 Improve the quality of pre-project submittal work, including scoping, conceptual designs, feasibility, and cost estimating

Task 8.03 Work with stakeholders and sponsors to develop priority projects for inclusion on the annual update to the 3-year project list.

Task 8.04 Support sponsors that have limited capacity to develop project proposals and applications

Deliverables: (1) Development of a process for allocating support to potential sponsors and; (2) detailed budget for task proposal due February 2008; (3) completion of consultant hiring to provide engineering and/or scientific support to sponsors on project development as noted above by May 2008, and (4) execution of the task in supporting project sponsors.

Estimated completion date: December 2009

Comments/Progress: The ad-hoc "future project development" committee of the CAC met on Sept. 4 to further develop the process to allocate the \$60,000 available from the PSAR capacity funds. The intent is to fund the advancement of 4-6 feasibility/conceptual design projects that would support future SRFB/PSAR project applications. Priorities will focus on (1) reach-level analysis and feasibility or (2) feasibility/conceptual design support for specific projects. Eligible recipients include potential SRFB project applicants and their collaborators (e.g., USFS). The committee developed an application form "Request for Future Project Development Funding" to support funding requests. The evaluation and selection of projects for funding will be based on criteria similar to project evaluation criteria, including (1) fit to strategy, (2) benefit to salmon, (3) certainty of success, and (4) sponsor need. The maximum amount of funds to be allocated will be \$10,000 for any one project and \$15,000 for reach-level projects. Funding could occur through a consultant contract or potential direct allocation to sponsors. A funding round is tentatively scheduled for Nov.-Dec. 2008.

Pierce County is in the process of selecting a consultant team for an on-call contract that could be used to provide services for this task. Expenditures would be reimbursed based on completion of project tasks.

Barriers: Implementation of this task has been delayed due to focused work on updating the lead entity strategy and the 3-year work plan during the first quarter, and the SRFB process during the 2nd/3rd quarters. The CAC also decided to delay the application process until after the new sponsor workshop, scheduled for November 20, 2008. We expect to select the projects for funding by the end of 2008.

9. Habitat Work Schedule: Project Tracking.

Task 9.01 Track the funding expended, secured, and needed to implement projects, achieve key results, and maintain the Habitat Work Schedule (HWS)

Deliverables: Completion of WRIA 10/12 Habitat Work Schedule and process for updating by January 2008. Process developed with sponsors to ensure projects remain on track and are completed in a timely fashion by April 2008

Estimated completion date: On-going through December 2009

Comments/Progress: This process is just getting started and planned for implementation in 2009.

Barriers: Focus through June 30, 2008 was on completing the first cut of the HWS for the Pierce County lead entity. After further work with sponsors (and advancement of task 8), we will use the HWS to help with project tracking.

10. Sub-regional Coordination.

Task 10.01 Assist the sub-regions (or action areas) in the development of regional projects and priorities to leverage resources across lead entities

Task 10.02 Support a sub-regional process and organization in coordinating salmon recovery efforts and recovery plan implementation

Estimated completion date: On-going through December 2009

Comments/Progress: Discussions are ongoing with the Squaxin Island Indian Tribe about supporting efforts to develop a framework for prioritizing South Puget Sound restoration and protection projects that are of regional significance. The sub-regional efforts in the South Central Puget Sound Action Area are less clear, pending ongoing work by the Puget Sound Partnership. Pierce County worked with a core group of stakeholders and scientists to identify priority projects in the Puyallup/Commencement Bay watershed that we forwarded to the Puget Sound Partnership.

Barriers: No barriers to report.

11. Marketing the Recovery Plan(s).

Task 11.01 Develop a marketing program that targets specific landowners in high priority areas listed in the Recovery Plan. The program should engage local landowners and potential project sponsors

Task 11.02 Develop a media strategy, engagement with key constituencies, and recognition events.

Deliverables: Marketing and Media Strategy Plan and Budget due May 2008 and implemented June 2008 – July 2009

Estimated completion date: On-going

Comments/Progress: An ad-hoc committee on "marketing the recovery plan" met twice during the 2nd and 3rd quarters. The committee decided to develop and put on a workshop for project sponsors in November 2008 to assist new and potential project sponsors in the SRFB process. Targeted sponsors include cities (Enumclaw, Fife, Tacoma, Sumner, Puyallup, Orting, Lakewood, and University Place), the Port of Tacoma, and key private landowners as feasible (e.g., Hancock, BNSF).

Priorities for the media strategy include (1) targeting adults in Pierce County as the key audience, (2) development of a twice-yearly or annual newsletter and brochure, and (3) recognition or ribbon-cutting events when projects are completed. More detail will be developed at the next project meeting.

Barriers: Implementation of this task was delayed due to focused work on updating the lead entity strategy and the 3-year work plan during the first quarter. Significant work on this task is expected in fall (Oct. – Nov.) 2008.

12. Quarterly Progress Reporting.

Task 12.01 Quarterly Progress Report submitted to WDFW

Estimated completion date: On-going

Comments/Progress: This progress report and invoice (specifically tasks 8-11) is the main implementation effort related to task 12.

Barriers: No barriers to report.

By signature below, I hereby certify that the information contained in this report is true and accurate.

Submitted By: _____
Signature

Date: _____

Title: Pierce County (WRIA 10/12) LE Coordinator

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