

# PROGRESS REPORT FOR PIERCE COUNTY LEAD ENTITY

For FY09 Period: 4<sup>th</sup> Quarter (October – December 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 quarterly Progress Reports along with Billing Summary and proof of expenditure for these activities to WDFW as per the current Operational Grants 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 4th 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](http://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) [thereafter, "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.

- 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  
\*\* Completed\*\*
- Task 2.10 Participate in WDFW sponsored Lead Entity Training events as they occur, and the Salmon Recovery Lead Entities Day at the state capitol on March 10, 2009.

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](http://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. An agenda for the October meeting (there were no meeting in Nov. and Dec.) was 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 4<sup>th</sup> quarter, a meeting was held on October 2. TAG meetings were held on October 23 and November 18 to evaluate and score projects on the 3-year project list and complete preliminary tiering. The October meeting focused on nearshore projects, mostly in WRIA 12 and the November meeting focused on Puyallup River mainstem projects and Puget Creek. 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](http://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 October 9 and the Watershed Leads retreat on November 12-14.

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 Work with project sponsors, technical and citizen committees to develop a strategic, prioritized project list for near-term implementation
  - Task 3.04 Work with the local committees to ensure the project list is prioritized and matches the strategy
  - Task 3.05 Develop specific lead entity salmon program timelines
  - Task 3.06 Advertise grant cycles and assist in scheduling and conducting SRFB application workshops
  - Task 3.07 Support existing project sponsors and conduct community outreach to actively recruit new project sponsors
  - Task 3.08 Conduct community outreach to educate the local community on salmon recovery; develop a broad base of community support for salmon recovery projects

**Estimated Completion date: ongoing (Applications due to SRFB September 8, 2008)**

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 the website).

Details on the schedule and timeline for the 2008 round were included in the 3<sup>rd</sup> quarter progress report. Eight letters of intent were received from project applicants for the 2008 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). All seven projects were submitted as final applications to the CAC and TAG for evaluation on August 14. All projects were entered into PRISM by September 8, and the final ranked 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 and consistent with the lead entity regional recovery and SRFB processes
- Task 4.06 Use PRISM to submit project applications to RCO
- 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: Ongoing, project applications due to SRFB September 8, 2008**

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

Details on the project list for the 2008 round are included in the 3<sup>rd</sup> quarter progress report. The total project cost for all seven projects was \$1.8 million (with \$1.1 million in grant requests and \$0.7 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. The final ranked list was sent to the RCO on September 8, 2008. Four projects were proposed for SRFB funding (Boise Creek, TransCanada, Silver Springs, and Morey fish passage) and the remaining three projects were submitted as backup. All four proposed projects were funded by the SRFB in December 2008.

Barriers: No barriers to report.

**5. Create and maintain Habitat Work Schedule.**

- Task 5.01 At a minimum, maintain and update mandatory data fields in the HWS on an **annual basis** for proposed, active, and completed projects. Mandatory fields include: project ID, project name, start/end date, activity type, description, habitat type, project status, primary project contact, and geographic location (either GPS location or coordinates or text).
- Task 5.02 Attend one HWS training event per year (can be a web-based training event). Provide project sponsors with one HWS training opportunity per year.

**Estimated completion date: June 30, 2009**

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 in early January 2009. We submitted a list of projects to migrate to PRISM to Paladin in late November 2008. 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 Update the local strategy as projects are implemented and evaluated, and as new analysis tools become available to provide updated information
- Task 6.03 Submit to WDFW and RCO an electronic version of the most current regional recovery project lists or Habitat Restoration and Protection Project Strategy for the 2008 grant round project evaluation

**Estimated completion date: June 30, 2009**

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](http://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. Future Project Development.

- Task 7.01 Work with current and potential future project sponsors to develop projects that fit well with the lead entity strategy and priorities
- Task 7.02 Improve the quality of pre-project submittal work, including scoping, conceptual designs, feasibility, and cost estimating
- Task 7.03 Work with stakeholders and sponsors to develop priority projects for inclusion on the annual update to the 3-year project list.
- Task 7.04 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 in October to finalize plans to distribute "future project development" funds. An RFP was distributed for "Future Project Development" funds to begin the process of allocating \$60,000 available from the PSAR capacity funds. The intent was to fund the advancement of 4-6 feasibility/conceptual design projects that would support future SRFB/ PSAR project applications. Priorities for focus include either: (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 RFP was sent out on November 25 and applications were due December 19 (see attached RFP and application form). Eleven applications were received from seven different project sponsors, with a total request of \$114,600 (see attached spreadsheet for a list of project applications). An evaluation committee, composed of two CAC and two TAG members, will evaluate and score the proposals and recommend projects for funding to the CAC at its January 8, 2009 meeting.

Attached is the RFP for Future Project Development funding and the final application used to complete a request for project funding.

Barriers: No Barriers to report this quarter. The task was delayed from earlier projections.

## 8. Habitat Work Schedule: Project Tracking.

Task 8.01 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.

## 9. Sub-regional Coordination.

Task 9.01 Assist the sub-regions (or action areas) in the development of regional projects and priorities to leverage resources across lead entities, focusing on prioritizing and sequencing projects, capitol improvements and outreach.

Task 9.02 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: We have decided to develop a request for proposal for this scope of work, to be advertised to South Puget Sound partners in the salmon recovery process. An RFP will be distributed in early January. The focus will be on development of a framework for prioritizing South Puget Sound restoration and protection projects that are of regional significance. The sub-regional effort originally envisioned for the South Central Puget Sound Action Area will likely be reallocated to the "future project development" project proposals (see task 7).

Barriers: No barriers to report. The RFP will be distributed in early January.

## 10. Marketing the Recovery Plan(s).

Task 10.01 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 10.02 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 once in October to finalize plans for a "Project Sponsor Workshop" that was scheduled for Thursday, November 20 at the Puyallup Library. The committee completed a draft agenda and list of potential attendees was developed. The workshop was held on November 20, and 12 people were in attendance (see attached agenda and powerpoint presentation). This included numerous potential project sponsors that have not previously submitted applications (including Pierce County Noxious Week Program, City of Fife, Port of Tacoma, Metro Parks Tacoma, City of Sumner, and City of Orting). There was a high degree of interest in the workshop. Eight of 10 respondents to the survey thought the workshop was "very useful."

Other priorities for the committee are development of a media strategy including (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 in early 2009. More detail on the media strategy will be summarized in the 1<sup>st</sup> quarter 2009 report.

Barriers: No barriers to report this quarter.

**11. Quarterly Progress Reporting.**

Task 11.01 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: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

Title: Pierce County (WRIA 10/12) LE Coordinator Phone # 253-798-3096