

PROGRESS REPORT FOR PIERCE COUNTY LEAD ENTITY

For FY09 Period: 1st Quarter (January – March 2009)

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). Barbara Ann Smolko provides assistance to the LEC. Tom Nelson, fish biologist with Pierce County, is chair of the Technical Advisory Group. Keith Underwood and Kristin Williamson (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 oversees the watershed coordinators for WRIA 10 (Puyallup River watershed) and WRIA 12 (Chambers/Clover Watershed) for Pierce County Surface Water Management.

Pierce County serves as the agent for purchasing, accounting, reporting, and coordination. Progress reports are developed quarterly, including this 1st quarter report.

Quarterly progress reports are posted on the Pierce County Lead Entity website: www.piercecountywa.org/srfb. Meeting notes from CAC and TAG meetings are also distributed monthly and posted on the website.

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.

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 2009 SRFB/PSAR 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 January, February and March 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 1st quarter, CAC/TAG meetings were held on January 8, February 5 and March 5. TAG meetings were held on January 13 and March 10 to discuss the biological opinion on the FEMA/NFIP program and the Puyallup River system levee setback feasibility study, and for a field trip to Snohomish County to view engineered log jams and log flood fences. 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 January 8 and March 12, and conference call on February 18. He also participated in the LEAG conference call on February 26. Barbara Ann Smolko represented the Pierce County Lead Entity at the March 10 Lead Entity Legislative Day in Olympia and attended the LEAG meeting on January 13. Pierce County prepared and updated a display board with information on projects and pictures for habitat and restoration projects funded over the past decade for use at the LE day in Olympia.

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 2009 round of SRFB funding was approved by the CAC at its March 7, 2009 meeting (see the website).

In January, the CAC and TAG initiated work to update the "3-year workplan and project list" for submittal to the Puget Sound Partnership in May 2009. The 3-year project list will be the basis for projects submitted for funding in the 2009 grant round. Planning for the 2009 grant round and project solicitation began in March. During the 1st quarter, we continued to work with new project sponsors to develop and advance project ideas. Some of this was partially funded through the "future project development" PSAR capacity funds. The 2009 SRFB/PSAR grant round will officially kick off on April 27, 2009, with a notice to project sponsors and request for project proposals. Letters of intent (to submit a project application in the 2009 round) are due on May 22, 2009. More detail on the project solicitation and applications for the 2009 round will be presented in the 2nd quarter report.

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

A habitat project list for the 2008 SRFB round was submitted on September 8, 2008 to the RCO for SRFB funding. Preparation for the 2009 SRFB round began in January with work on the update to the 3-year workplan and project list, and preparation of draft materials for the 2009 round (e.g., schedule and timeline, letter of intent, request for proposal). A habitat project list for 2009 SRFB and PSAR funding will be submitted to the RCO on September 1, 2009.

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 list submitted to the Puget Sound Partnership in April 2008. In January 2009, 43 SRFB/PSAR funded projects were migrated from PRISM into the HWS, with support from Paladin.

The level 1 information is available to the public via the HWS public portal. Project information (e.g., project descriptions, 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. New projects from the 2009 3-year project list will be entered into the HWS upon approval by the CAC at the May 7 meeting.

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. As training of other project sponsors occurs, we expect to involve them more directly in updates to the HWS. Barbara Ann Smolko attended HWS training

at the Paladin offices in February.

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. 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. The 2009 update of the 3-year workplan, project list, and narrative will be completed by May 15, 2009 and submitted to the PSP.

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: A request for proposal (RFP) was distributed in November 2008 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). Applications were due December 19 and eleven applications were received from seven different project sponsors, with a total request of \$114,600. An evaluation committee, composed of two CAC and two TAG members, evaluated and scored the proposals and recommended six projects (totaling \$69,000) for funding to the CAC at its January 8, 2009 meeting. The CAC approved the following six projects for funding: (1) South Prairie Creek Restoration and Salmon Trail Design (Pierce County), (2) Reach Analysis and Calistoga Levee Setback

(City of Orting), (3) Sumner Setback Levee on the Puyallup River (City of Sumner), (4) Chambers Bay Habitat Restoration Project (South Puget Sound Salmon Enhancement Group), (5) 24th Street Setback Levee (City of Sumner), and (6) Clearwater River Reach Assessment (SPSSEG). It is expected that all of these projects will submit proposals for project funding in future SRFB/PSAR rounds.

A full list of project requests and the top six funded is attached. In the 1st quarter work began on most of these projects.

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: Past projects (completed and active) funded by SRFB/PSAR were migrated into the HWS in January with the help of Paladin. Updates and refinement of projects in the HWS is ongoing; additional work is planned for the 2nd quarter, including addition of all new projects from the 3-year project list (expected to be updated and submitted to PSP by May 15, 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 expect to use more of the project tracking and project management components of the HWS.

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: A request for proposal for this scope of work was advertised to South Puget Sound partners (Nisqually and Squaxin Island tribes, counties) in the salmon recovery process. An RFP was distributed on January 21 to South Sound partners and applications were due February 13. A proposal was received from the Squaxin Island and Nisqually tribes and discussions are ongoing about the scope of work and project details. 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. It may take some time to iron out details with the tribes on specifics of this sub-regional proposal.

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: A "Project Sponsor Workshop" was held on November 20, 2009 at the Puyallup Library, and 12 people were in attendance, including numerous potential project sponsors that have not previously submitted applications. 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 2nd quarter 2009.

Barriers: No barriers to report this quarter. There have been some delays in implementing the media strategy due to other priorities (e.g., update of the 3-year project list and working with new project sponsors in the development of projects).

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: _____
Signature

Date: _____

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

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