

PROGRESS REPORT FOR PIERCE COUNTY LEAD ENTITY

For FY09 Period: 2nd Quarter (April – June 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 2nd 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 April, May, and June 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 2nd quarter, CAC/TAG meetings were held on April 2, May 7, and June 4. No TAG meetings were held during the quarter. The CAC 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, and/or Tom Kantz participated in the Puget Sound Watershed Leads conference calls or meetings on April 9, May 13 and June 11. Lorin also attended the LEAG meeting on April 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 2009 SRFB/PSAR round, project proposals were to come from the "3-year project list" submitted on May 15, 2009 to the Puget Sound Partnership. The updated 3-year project list and work program were developed and approved by the LEC, CAC, and TAG on May 7, 2009. More detailed project writeups have also been completed for about half the projects on the 3-year list. The 3-year list contains 35 habitat projects, 4 hatchery projects, and non-capital programs.

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.

For the 2009 SRFB/PSAR round, a schedule and timeline, request for proposals, and letter of intent to submit a project application were reviewed and approved by the CAC at its March 7, 2009 meeting (see the website). A memo to potential sponsors and all application materials were sent out to potential project sponsors on April 27 and posted on the website. Letters of intent for the 2009 grant round were due on May 22, 2009. Draft project applications were due in PRISM on June 19. Letters of intent were received for ten project proposals on May 22 from five different project sponsors. Draft applications in PRISM were submitted for all 10 projects by June 19.

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 2009 SRFB/PSAR grant round is due to the Puget Sound Partnership by the end of August 2008. Ten letters of intent were submitted on May 22. There are five different project sponsors (Cascade Land Conservancy, City of Orting, City of Sumner, Pierce Conservation District, and South Puget Sound Salmon Enhancement Group). Ten draft project applications were submitted on June 19. The total project cost for nine of the projects in WRIA 10/12 is \$3.88 million (with \$3.32 million in grant requests and \$0.56 million in matching funds). One additional project (located in WRIA 15) is requesting a \$125,000 contribution as a potential regional project for South Puget Sound. A field trip to visit the project sites with the CAC, TAG and Science Review Panel members is scheduled for July 8-9. A total of \$562,016 in SRFB funding and at least \$1,052,979 in PSAR funding is available for funding of WRIA 10/12 projects in this SRFB/PSAR round.

A habitat project list for 2009 funding will be submitted to the RCO by 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 (completed and active) were migrated from PRISM into the HWS, with support from Paladin. Most of these projects have been further embellished with photos and documents, as available. New information has also been added into the HWS for the new projects submitted in PRISM for the 2009 SRFB/PSAR funding round.

At present there are 94 projects in the HWS: 54 proposed projects from the 2007-9 three-year workplans and 40 projects (27 completed projects and 13 active projects) that were funded between 1999 and 2008.

The level 1 information is available to the public via the HWS public portal for all projects. The level 3 information is available for all completed and active projects funded to date. Project information (e.g., project descriptions, cost estimates, schedule, etc.) was obtained from project sponsors or PRISM and entered into the HWS. Project level detail in the HWS for proposed projects is not yet complete for all projects. In addition, there has been limited review by project sponsors, so not all 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 as time allows.

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. Victoria Gawlik, a summer intern, participated in a webinar refresher course in June 2009.

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, project list, and narrative were completed and submitted to the Puget Sound Partnership on May 15, 2009.

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 WRIA 10/12 CAC funded six projects (totaling \$69,000) through the future project development funding process (using PSAR capacity funds). The CAC approved the following six projects for funding: (1) South Prairie Creek Restoration and Salmon Trail Design (Pierce County) - \$15,000, (2) Reach Analysis and Calistoga Levee Setback (City of Orting) - \$15,000, (3) Sumner Setback Levee on the Puyallup River (City of Sumner) - \$4,000 (4) Chambers Bay Habitat Restoration Project (South Puget Sound Salmon Enhancement Group) - \$10,000, (5) 24th Street Setback Levee (City of Sumner) - \$10,000, and (6) Clearwater River Reach Assessment (SPSSEG) - \$15,000. It is expected that all of these projects will submit proposals for project funding in future SRFB/PSAR rounds.

Work is ongoing on all six of these projects. Contracts or MOAs are in the signature process or completed with the SPSSEG, Orting and Sumner. Pierce County began work on reach surveys and GIS analysis in support of the South Prairie Creek project. Three of the six projects are being submitted in the 2009 SRFB/PSAR funding round for further design or construction.

Barriers: No Barriers to report this quarter.

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. A summer intern was hired to assist with updates and embellishment of all projects in the HWS and is ongoing; additional work is planned for the 3rd quarter, including addition of all new projects from the 2009 3-year project work plan.

At present there are 94 projects in the HWS: 54 proposed projects from the 2007-9 three-year workplans and 40 projects (27 completed projects and 13 active projects) that were funded between 1999 and 2008.

Barriers: Several task elements were delayed from earlier projections due to staffing limitations. The hiring of a summer intern has helped advance this task and overall development 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, but no progress was subsequently made in completing an agreement.

This effort was recently advance with a regional workshop held on June 16 to discuss South Sound Salmon Recovery Group efforts at the technical and policy levels. The technical work group has also developed a draft matrix and criteria for evaluating regional projects. The three main criteria are: (1) number of stressors addressed, (2) number of habitat types (habitat complexity), and (3) project readiness. The next steps in this process are still being determined. A request for regional funding from a project sponsor in WRIA 15 (Devil's Head Acquisition submitted by Cascade Land Conservancy) led this project to become a test case for applying the criteria.

Barriers: The RFP process did not turn out to be successful. The next steps are still under consideration.

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. Two projects are moving forward on construction this summer (Boise Creek restoration and Morey Pond fish passage). We will be working with project sponsors to do a recognition event at both sites.

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) and staffing limitations.

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 7-11) is the main implementation effort related to task 11.

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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