

September 21, 2018



Puget Sound Partnership  
Attn: Leadership Council  
326 East D Street  
Tacoma, WA 98421

Subject: Puyallup-White River Local Integrating Organization Proposal (PWR-LIO)

Dear Leadership Council,

The Board of the Puyallup River Watershed Council (PRWC) requests recognition by the Leadership Council as the official Local Integrating Organization (LIO) for the Puyallup-White River (WRIA 10) watershed. This proposal is the culmination of a two-year process beginning with a memo from the South Central LIO Chair, Fred Jarrett, recommending restructuring the LIO, leading to a one-year pilot period of the PRWC LIO Committee. The pilot period included participating in the 2018-22 Action Agenda solicitation and Near Term Action proposal process, recruiting new local organizations to participate, submitting an NTA, and facilitating eleven local stakeholder meetings.

The PRWC LIO Committee recommended pursuing LIO recognition for the WRIA 10 area to the PRWC Board on May 24, 2018. The Board accepted the recommendation by a vote of 8-0 in favor of seeking recognition as the Local Integrating Organization for the watershed. This is an opportunity to expedite ecosystem recovery in the Puyallup-White watershed by engaging more local stakeholders in the watershed than are currently participating in the South Central LIO (where all meetings are held in King County).

This is also an opportunity to establish and strengthen new relationships with the goal of developing and implementing an effective Ecosystem Recovery Plan (ERP) for the watershed, a necessary step in recovering Puget Sound. Increasing stakeholder engagement is a priority of the PRWC Board of Directors regardless of any future LIO role. To support development of the ERP, PRWC LIO Committee members have applied for grants, submitted an NTA proposal, and budget requests with partner organizations.

The Board welcomes the opportunity to serve as the LIO for the Puyallup-White River Watershed, as it is integral to our mission and the recovery of Puget Sound. We did not set out to become the LIO, but when a proposal to separate the South Central LIO into smaller LIO's associated with individual WRIAs was circulated, the PRWC proactively stepped up and began a pilot project to determine if the PRWC could fill the LIO role for WRIA 10. Throughout the process, the PRWC has received encouragement and active participation from diverse stakeholders and has communicated openly with South Central LIO coordinator, Puget Sound Partnership staff, and local partners including the Puyallup and Chambers Salmon Recovery Lead Entity (for WRIA 10), staff from local tribes, cities, the Pierce Conservation District and others. Partnership staff attended numerous pilot LIO committee meetings, and we've appreciated their active participation, feedback, and guidance that helped the Board reach the decision to pursue

becoming the new Local Integrating Organization. We look forward to continuing to build positive relationships with Partnership staff and local partners, as well as engaging new and more diverse group of local stakeholders. The PRWC pilot LIO Committee prepared a Stakeholder Outreach Plan and will update and implement it upon receiving recognition from the Partnership. This the first step toward a broad, inclusive, grassroots effort at the local level.

The PRWC believes that we have done due diligence through the 1- year pilot period, and is prepared to undertake the role of Local Integrating Organization. Furthermore, the PRWC embraces the opportunity to act as a catalyst for ecosystem recovery in the WRIA 10. We hope that the Partnership will also embrace and empower this grassroots effort by approving our request for recognition as the Puyallup-White River Watershed LIO.

Sincerely,



Carrie Hernandez  
President

Attachments:

Appendix C: Letters of Support

CC:

Dan Calvert, Project Coordinator, Puget Sound Partnership  
Alexandra Doty, Project Coordinator, Puget Sound Partnership  
PRWC Board of Directors

# Puyallup White River LIO Proposal

Submitted by the Puyallup River Watershed Council on August 21, 2018  
*Revised September 21, 2018*

## **A. Organization Background: Puyallup River Watershed Council (PRWC)**

### **Mission Statement:**

The Puyallup River Watershed Council (PRWC) works to restore, protect and enhance the environmental, economic, and cultural health of our watershed, from Mount Rainier to Commencement Bay. Our members are citizens and representatives of businesses, governments, and other groups working together to achieve clean water, healthy habitats, and thriving communities.

**Organization Background:** The watershed council formed in the late 1990's to address nonpoint sources of pollution to receiving waters. In 2012, the watershed council merged with the Puyallup River Watershed Foundation, becoming an IRS 501(c)(3) non-profit organization. The organization has an all-volunteer board of directors representing diverse interests and stakeholders.

### **Current PRWC Officers and Directors\*:**

- Carrie Hernandez, Puyallup Watershed Initiative, (President)
- Laurie Larson-Pugh, Washington Stormwater Center, (Vice President)
- Mark Palmer, Citizen, (Treasurer)
- Kurt Fremont, City of Tacoma, (Secretary)
- Tom Kantz, Pierce County (Board Member)
- Russ Ladley, Puyallup Tribal Fisheries (Board Member)
- Julie Masura, UW Tacoma (Board Member)
- Linda Burgess, Citizen (Board Member)
- Mark Lavergne, Tacoma Pierce County Health Department, (Board Member)
- Mark Heckert, Beaver Creek Environmental Services, (Board Member)
- Jennifer Stebbings, Port of Tacoma, (Board Member)
- Allan Warren, Pierce Conservation District, (Board Member)
- Patty Denny, Fix Auto (Board Member)
- Pablo Ugas, Sky 9 (Board Member)

\*Employment listed for affiliation purposes only

## **Proposed Puyallup White River LIO (PWR-LIO)**

We believe that the content that follows addresses the requirements the Puget Sound Partnership set forth in their LIO Guidance Document dated March 12, 2018, along with feedback from Partnership staff on the original draft proposal. Section B below consolidates information found in Appendixes A and B.

### **B. Description of work focus:**

The PWR-LIO will serve the usual functions of existing LIOs, including:

1. Maintain, Organize, Facilitate and Administer a Local Integrating Organization: The local integrating organization is responsible for organizing and supporting a committee of representative Action Agenda implementation interests. The LIO shall maintain sufficient

administration, facilitation, and coordination capacity to support the on-going goals and objectives of a LIO. Tasks include:

- a. In preparation for LIO formation, South Central LIO coordinator will share resources and samples of work products related to the reporting documents, SCLIO meetings and time commitments in their roles as LIO coordinators
  - b. LIO coordinator will maintain interested parties contact list
  - c. LIO Coordinator and Chair will coordinate at least 6 PWR-LIO meetings per year
  - d. LIO coordinator will work with the Chair and PRWC's Executive Committee to develop a process to integrate LIO reporting and work sessions into PRWC board meeting agendas
  - e. LIO coordinator and Lead Entity coordinator will work together on shared events and to include Lead Entity committee members in the development of the Ecosystem Recovery Plan and NTA development and scoring.
  - f. LIO coordinator will maintain a local point of contact for the local integrating organization
  - g. LIO coordinator will serve as an agent for local engagement and coordination in the LIO
  - h. LIO coordinator will arrange LIO meetings, prepare agendas and facilitate meetings. Facilitate discussions about revising the LIO vision, scope and organizational structure
  - i. LIO coordinator will develop and distribute summary minutes and materials to committees, PRWC board, and the Partnership
  - j. LIO coordinator will submit updated name, organizational affiliation, contact information (email), and role (which committee(s)) of each LIO member to the Partnership
  - k. LIO coordinator will maintain publicly-available information on the LIO, including notice of meetings and/or opportunities for content review. LIO information will be posted on a public website
  - l. LIO coordinator and/or Chair will participate in Leadership Council and LIO coordinator calls and quarterly meetings, as appropriate
2. Performance Management (NTA submitter coordination): Report on progress toward sub-tasks and deliverables of EPA-funded projects through a progress report provided to the Partnership. Tasks include:
- a. LIO coordinator will track implementation and status of EPA-funded local (WRIA 10) near term actions. (NTA owner is responsible for providing this information)
  - b. LIO coordinator will distribute Progress Report to LIO committee and PRWC board
  - c. LIO coordinator in coordination with Chair, will complete required quarterly activity reports to the PSP.
  - d. PWR-LIO will participate in future Action Agenda solicitations and public review processes
  - e. PWR-LIO and partners will identify and submit future Near Term Actions when appropriate
  - f. PRW-LIO will review and rank NTAs
3. Support development and adaptive management of the WRIA 10 Ecosystem Recovery Plan: Communicate and manage the production of the Ecosystem Recovery Plan in collaboration with the local partners. (Currently, there is an approved ERP for the South Central Action Area that

the PWR-LIO will operate under until a WRIA 10 focused ERP is developed). Ecosystem Recovery Plan development tasks include:

- a. SC LIO Coordinator will extract relevant Miradi files and elements of the South Central LIO's ERP pertaining to WRIA 10 and provide documents to the PWR-LIO for use in developing a new plan. In coordination with the South Central LIO Coordinator, this work began in September 2018.
- b. Consult LIO Plan Guidance document to inform ERP development, budget, scope
- c. Secure funding for development of an Ecosystem Recovery Plan (ERP) (an NTA) phases 1 & 2
- d. Refine draft scope of work and budget for ERP development; Manage RFP process and consultant contract.
- e. Coordinate with consultant and LIO committee in development and review of consultant's deliverables and all drafts of Ecosystem Recovery Plan. (phase 1)
- f. Update the Stakeholder Outreach, and implement it prior to developing the ERP.
- g. Review and synthesis of existing plans pertaining to the Puyallup-White River Watershed, including the new Salmon Habitat Protection and Restoration Strategy for Puyallup and Chambers Watersheds, June 2018.
- h. Integrate WRIA 10 elements of the Salmon Habitat Protection and Restoration Strategy for Puyallup and Chambers Watersheds, June 2018 into ERP in coordination with the Lead Entity.
- i. Provide one summary presentation (estimated at 1 hour) on the LIO's Ecosystem Recovery Plan to regional partners (which may include representatives from the Partnership's Management Conference, the Strategic Initiative Leads, Strategic Initiative Advisory Teams, etc.) Assume that the meeting location is in Tacoma.
- j. Complete final draft vetting with LIO members to finalize the LIO's Ecosystem Recovery Plan. Submit final written plan to the Partnership in 2020. (phase 1)
- k. Distribute the WRIA 10 Ecosystem Recovery Plan to local stakeholders and potential NTA submitters in 2020; publish online; provide presentations to facilitate distribution and use of the plan.
- l. Identify and seek funding for Phases 2-3 and implementation of the plan in 2020-22.
- m. Develop interactive web mapping tool to a compliment written ERP document, and be available to access and use by anyone interested in developing grants, NTAs, or understanding local ecosystem recovery priorities.
- n. Track and adaptively manage ERP implementation

In summary, in addition to participating the Action Agenda processes, the first two years of the PWR LIO's work plan will focus on funding and developing a new Ecosystem Recovery Plan for WRIA 10. To that end, a scope of work and budget was created, and the PRWC submitted an NTA for the development of the ERP during the 2018-23 Action Agenda NTA Solicitation. Additional funding sources are being pursued including grants and investment by local jurisdictions and stakeholders, allowing the work to begin even before the ERP is fully funded and produced. The ERP work will be conducted in phases as funding becomes available. Once ERP products and projects have been identified, the PWR LIO will focus on implementing and adaptively managing the ERP.

It is understood that the final Scope of Work (SOW) of the PWR LIO will be negotiated between the PSP, EPA, and the PRWC, if/after the new PWR-LIO is recognized by the Leadership Council. For draft SOW, see Appendix B.

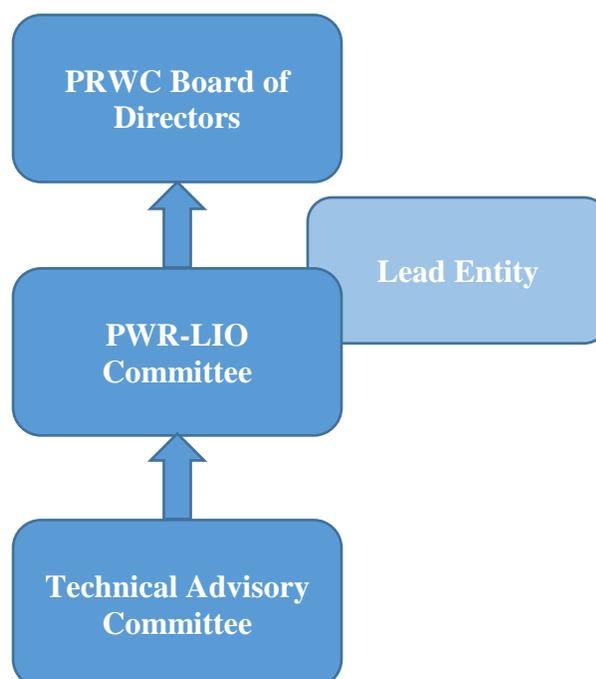
### C. Committee decision-making structure to meet roles/responsibilities

The PRWC Board of Directors has decision-making authority including approving priorities for funding, contract management, legal, and expenditures, based on recommendations from the PWR-LIO and the TAC (Technical Advisory Committee). The decision-making process is described in the PRWC bylaws. The bylaws allow for formation of committees at the discretion of the board. The LIO will be a committee of the PRWC. The PWR-LIO will be chaired or co-chaired by at least one current PRWC board member, and receive staff support from the Watershed Coordinator (Pierce County staff). The TAC will include a mix of PWR-LIO members and focus-specific experts, and be chaired by either a PWR-LIO or PRWC board member. The TAC will be focused on the ecological and biological aspects of the Ecosystem Recovery Plan and in ranking/reviewing future NTAs for funding from the Partnership/EPA. The TAC may also review and rank other applications for funding through other sources, such as the Puyallup Watershed Small Grants Program (an existing program of Pierce County). Any ranking of NTAs or priorities regarding salmon recovery will be done in coordination with the Lead Entity.

The current LIO Committee is chaired by Tom Kantz, who was nominated and voted in by the participants when the committee formed in 2017. If/when recognition is conferred, then we anticipate a new PWR-LIO Committee Chair will be nominated and voted on by the committee members at the first meeting. Our goal is for the new Chair to be an individual who serves on both the PRWC Board of Directors and one of the Lead Entity committees, of which there are at least five individuals serving in both roles.

Diagram 1 shows how the proposed PWR-LIO fits under the PRWC as a committee, how the technical subcommittee would fit under the LIO, and the relationship with the Lead Entity. Diagram 1 is not an organizational chart for PRWC; there are several other standing committees and activities aside from the proposed LIO. The overlap of the Lead Entity and the LIO in Diagram 1 shows that there are shared priorities and interests (salmon recovery in WRIA 10), but that the Lead Entity does not fall under the PRWC or vice versa and that they remain separate entities with a direct relationship.

Diagram 1: Structure and Relationships of LIO, Lead Entity, TAC, and PRWC Board



The PRWC drafted a PWR-LIO Charter, included as Appendix A. The charter, including decision-making process for the committee, structure, responsibilities, is based on what the pilot LIO committee adopted in June 2017 and affirmed as a good working model in August of 2018.

#### **D. PWR-LIO & Lead Entity Integration**

The effectiveness of the PWR-LIO depends on full integration with the Puyallup and Chambers Salmon Recovery Lead Entity. For us, full integration means developing a direct relationship with the Lead Entity, rather than an organizational consolidation. We are adopting this model of integration because the Pierce County Lead Entity serves WRIs 10 and 12, and we are only proposing the new LIO for WRIA 10. There is a separate, functioning watershed council for WRIA 12 (Chambers-Clover Creek Watershed Council), and WRIA 12 is part of the Alliance for a Healthy South Sound (LIO). For these reasons, Organizational consolidation would not be practical.

The relationship between the PWR-LIO and Lead Entity is a complementary one that is designed to add value to both committees without detracting from either's mission and purpose. By necessity, the Lead Entity's singular focus is on salmon recovery, while the role of the LIO is to take a holistic, broad view of ecosystem and Puget Sound Recovery.

The direct relationship model allows for other priorities beyond salmon to be identified and addressed in the Ecosystem Recovery Plan, allowing the Lead Entity committee members to shape and inform strategies and actions within those priorities according to the Salmon Habitat Protection and Restoration Strategy and other supporting documents.

The PRWC-LIO does not intend to take on responsibilities of the Pierce County Lead Entity. The Pierce County Lead Entity serves WRIs 10 *and* 12, and WRIA 12 is currently a part of the South Sound LIO, not South Central LIO. There is no intention to change which LIO WRIA 12 is included in, nor do we want to disrupt the South Sound LIO or their ERP.

The proposed PWR-LIO will include participants in the WRIA 10/12 Lead Entity's Citizens Advisory Committee and/or Technical Advisory Committee. The pilot LIO and PRWC board has had participation from the Lead Entity since the formation of our exploratory process, including input in the development of this proposal. This structure and participation across groups will allow the PRW-LIO to fulfill the roles and responsibilities of the LIO and provide representation, as appropriate to the Management Conference.

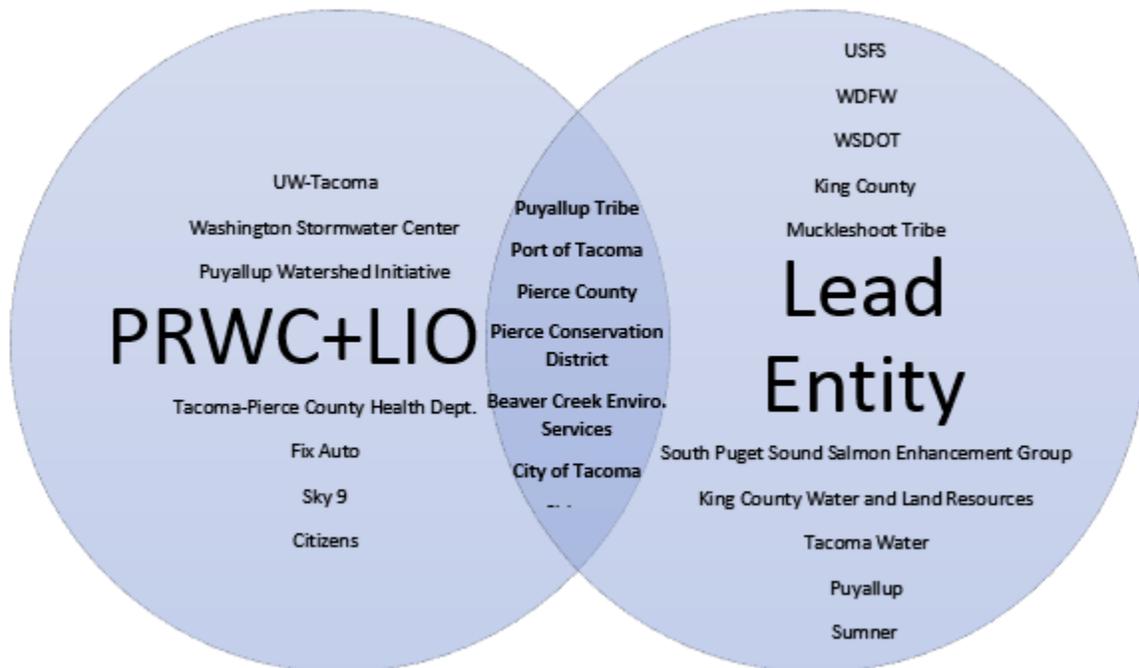
The Watershed/LIO Coordinator, Krystal Kyer and the Pierce County Lead Entity Coordinator, Lisa Spurrier, frequently work together on projects and in the same office, facilitating regular check-ins and conversation. There is collaboration between the two groups and their coordinators through the joint coordination of the annual Salmon Homecoming Celebration, the Puyallup Watershed Science Symposium, and the Swan Creek Implementation Committee of the PRWC, to name a few. Several PRWC board members serve on both the Lead Entity's Technical Advisory Committee or Citizens Advisory Committee.

To facilitate a direct relationship with the Lead Entity, the Lead Entity Coordinator and LIO Coordinator will have at least monthly check-ins. As the Lead Entity's area includes another watershed outside of the scope of the PWR-LIO, it may not be practical to have many combined/joint committees, but where there is overlap there will be regular communication and welcome participation, and meeting notes will be shared across both the PWR-LIO and the Lead Entity.

In developing the ERP, the sections regarding salmon recovery will be informed by the Pierce County Lead Entity’s new 2018 Salmon Habitat Protection and Restoration Strategy. The PWR-LIO will rely on the Lead Entity’s work products and expertise and will consult with the Lead Entity Technical and Citizens Committee members to inform and review any elements of the ERP that relate to salmon, and will welcome their feedback on other topics as well. Lead Entity committee members will be invited to participate in the Ranking of priorities in the ERP and in future NTAs and Action Agendas to help ensure alignment, of priorities related to salmon recovery.

Diagram 2 demonstrates the overlap in participants on the current LIO committee, and the Lead Entity committees. It shows that there are about 1/3 of the participants of each group currently participating in both. There is continuity, because those dual members are aware of and involved in the both groups and can speak to them and raise mutual concerns, potential conflicts or opportunities to the attention of the whole.

Diagram 2: Current PRWC-LIO & Lead Entity Integration



**E. Formation/Membership policies:**

The pilot LIO committee developed a Stakeholder Outreach Plan in 2017, identifying important stakeholders that we intend to participate. There is no limit to membership size on the PWR-LIO. Puyallup and Muckleshoot Tribal members, local jurisdictions and anyone who lives, owns property, or works in the watershed may participate. Table 1 identifies key stakeholders and includes organizations participating in the current South Central LIO who have interests in WRIA 10, local governments and Tribes, nonprofit organizations, and local NTA owners. The Charter in Appendix A also describes membership. The key stakeholder list will be the basis for initial targeted outreach. Identifying what the appropriate position we are seeking for participation will be a decision of the PWR-LIO and depend on the task at hand (i.e. during vs. after ERP development may be appropriate to have different participants such as agency staff or elected officials).

We are not limiting participation at the time of formation of the PWR-LIO. We would like to see more grassroots participation than we currently have, not less, and even more than the South Central LIO currently has. How decisions will be made, ultimately, will be determined by the participants in the group, who will be able to make recommendations to revise the initial Charter as they see appropriate, with final approval of the PRWC board – whose decision making is described in the organization’s bylaws. As stated in the LIO committee’s Charter (See Appendix A), the goal is to reach consensus, with a super-majority vote of the quorum and written dissenting opinion, if consensus cannot be reached.

The LIO Coordinator and current active PRWC and LIO Committee members have decades of experience facilitating meetings and group decision-making, and the pilot LIO committee has spent the past year working together productively toward our shared goals, and many more years on related projects. We are confident that we can ensure an effective decision-making process, so long as that process comes from the participants of the group to maximize buy-in, rather than taking a top down approach.

In addition to targeted outreach, the PRWC will create a webpage on their website to communicate and share the work of the PWR-LIO and opportunities for community engagement. The board will also harness PRWC’s social media channels and email contact list to share the PWR-LIO’s work and opportunities for community engagement in local efforts to recover Puget Sound.

Table 1: Watershed Key Stakeholders for Outreach and Participation in LIO

Local Cities & Towns	Agencies	Nonprofits
Auburn	DNR	Citizens for a Healthy Bay
Bonney Lake	Mount Rainier NPS	ForeverGreen Council
Buckley	WA Dept. of Ecology	<b>Forterra NW</b>
Carbonado	Dept. of Commerce	Futurewise
Edgewood	<b>Puget Sound Partnership</b>	<b>Puyallup Watershed Initiative</b>
Federal Way	<b>King Conservation District</b>	Tahoma Audubon Society
Fife	<b>Pierce Conservation District</b>	
Orting	Metro Parks Tacoma	Academic
Pacific	<b>Port of Tacoma</b>	University of Puget Sound
Puyallup	<b>Tacoma-Pierce County Health Dept.</b>	<b>University of Washington- Tacoma</b>
South Prairie	WDFW	WSU Extension - Puyallup
<b>Sumner</b>		<b>Washington Stormwater Center</b>
<b>Tacoma</b>		Pierce College - Puyallup
Wilkeson		
Counties	Tribes	Councils
<b>Pierce County</b>	<b>Puyallup Tribe</b>	<b>WRIA 10/12 Lead Entity</b>
King County	Muckleshoot Tribe	Puget Sound Regional Council

**Bold** entities are currently represented on the PRWC Board and/or LIO Committee

**F. Staffing plan:**

The PWR-LIO will be chaired by a PRWC Board Member. The PWR-LIO will receive staff support from Pierce County's Watershed Coordinator (Planner) assigned to the PRWC, providing continuity by serving in the 'LIO Coordinator' role, as was done during the 1-year pilot period. The Watershed Coordinator provides staff support to the PRWC, takes direction from the Chair of the committee, and is supervised by Tom Kantz, who is a board member and current Chair of the pilot LIO committee. This position is a permanent 1.0 FTE position providing approximately 0.4 FTE support to the PRWC. The position is under the Surface Water Management Division of Pierce County Planning and Public Works. The County will financially support this work, and if, in the future, external funding becomes available to support the LIO Coordination role, as the existing LIOs receive, then the PRWC will contract with a consultant or hire staff to provide these services, thereby increasing capacity of the watershed council to support the LIO role and other watershed council programs and priorities. The PRWC and LIO partners are applying for grants and submitting budget requests to support hiring a contractor to facilitate the development of the Ecosystem Recovery Plan. To this end, we have submitted one grant application and one NTA as possible funding for this work. We are currently pursuing budget requests from partner organizations in 2019.

**G. Ability to receive and manage capacity funds:**

The PRWC is a legal organization in the United States and registered in Washington State as a charity with IRS 501(c)(3) status. The PRWC's Employer Identification Number is 91-2047734 and UBI #602017135. It has a bank account that is managed by an officer of the board, currently the Treasurer, Mark Palmer. It has the legal capacity to enter into contracts and agreements, receive grants and donations, hire employees, and make payments for services. The board approves an annual budget for the organization and files required legal documents with the Secretary of State to maintain its status. The Board of Directors and support staff have broad experience in administering non-profits, public agencies, and businesses, and have the organizational skills needed to manage the funding and the work of the proposed LIO.

**H. Bylaws (if applicable):**

As an IRS 501(c)(3) non-profit organization, the PRWC is required to have bylaws that govern the organization's operations and decision-making processes. These bylaws were adopted in 2012, and are proposed to be revised in September 2018. The bylaws describe the legal governance structure of the PRWC, as required by the IRS and Secretary of State. The proposed PWR-LIO will function as a committee of the PRWC, and its governance will be dictated first by the PRWC's existing bylaws, and then by the committee's Charter (see Appendix A) to be finalized by new committee once recognized and formed.

**I. Letters of support from partners and Lead Entity, local jurisdictions, and tribes comprising the watershed are attached to this proposal: (see Appendix C)**

1. South Central Action Area Caucus Group (LIO) & King County
2. Puyallup Tribal Fisheries
3. City of Sumner
4. City of Tacoma
5. Pierce Conservation District
6. Pierce County
7. Washington Stormwater Center
8. Pierce County Lead Entity

**J. Partnership staff consultation throughout the process:** The South Central LIO coordinator, Gretchen Muller, along with the PSP staff Dan Calvert and Alexandra Doty have been included on in person, phone and email communications throughout this process since mid-2017. PSP staff have attended many of the monthly pilot LIO committee meetings over the course of the last year and a half. Partnership staff have provided guidance to the LOI committee and answered questions that the committee identified as important for making the decision to pursue this role.

#### **K. Additional Information**

Three appendices are included in the pages that follow:

- Appendix A: Draft PWR-LIO Committee Charter
- Appendix B: Draft Scope of Work
- Appendix C: 8 Letters of Support

The PWR-LIO Committee and the PRWC thank you for your consideration of this proposal and are willing to provide additional information or answer questions or concerns as needed, including attending Leadership Council meetings.

## **Appendix A: Draft Committee Charter**

### **Puyallup-White River Local Integrating Organization (PWRLIO) Draft Committee Charter August 10, 2018**

#### *Mission*

The Puyallup River Watershed Council hereby establishes a committee, called the Puyallup-White River Local Integrating Organization (PWR-LIO), which serves to coordinate ecosystem recovery in the watershed and through the Puget Sound Partnership's Action Agenda. Its geographic boundaries are the WRIA 10 Puyallup-White River Watershed.

#### *Responsibilities*

The PRW-LIO is tasked with:

1. Development of contracts with funding partners to facilitate the coordination of the LIO duties and any subcontractors supporting the work of the PWR-LIO committee.
2. Developing and implementing an Ecosystem Recovery Plan for the watershed that integrates the many existing plans, best practices, and scientific research, including climate change.
3. Seeking funding for NTAs and build capacity of the PWR-LIO and PRWC to accelerate implementation of the ERP.
4. Educating the community about the current conditions, characteristics and threats to the watershed health.
5. Coordinating with other organizations and stakeholders who have shared interests and goals of protecting and restoring the watershed and improving quality of life.
6. Facilitating communication between the various governing bodies within the watershed, such as tribes, municipalities, county, state and federal councils and agencies.

7. Participating in the Puget Sound Partnership's Action Agenda planning process, including reviewing, encouraging, submitting and implementing Near Term Actions.
8. Prioritizing any potential NEP funding for local NTAs when the opportunity arises.
9. Developing a large, diverse, and engaged local group of stakeholders who collaborate, teach, learn, and evolve together over time.

#### *Membership/Structure/Quorum*

Membership shall be open to stakeholders who reside, work or have an interest in the health of the watershed and the people who live within it. The committee shall consist of at least twelve members, including ex officio members. The committee chair shall be appointed by the board chair. The committee chair cannot serve more than three consecutive (1-year) terms as chair before a new chair must be appointed. At least three members of the committee must be PRWC board members. Committee members should represent a diversity of stakeholders including: Tribes, local governments, Lead Entity, nonprofits, academia, businesses, and residents of the watershed. Organizations shall designate one individual to represent their interest in case of voting, but participation is not limited to one person per organization.

#### *Decision Making*

In the spirit and practice of the PRWC, unless otherwise agreed upon by the PWRLIO participants, the group shall strive to make decisions by consensus. When consensus is not possible, it may be done by a super-majority vote, with a dissenting opinion to be written. In the instance of a super majority vote, each member organization will receive one vote. All decisions will be recommendations to the PRWC's Board of Directors, who will have any final votes to meet contractual and legal obligations. The Board of Directors may delegate authority to the PWRLIO if requested and deemed appropriate.

#### *Subcommittees/Work Groups*

The chair may establish subcommittee or work groups as needed to fulfill the mission of the PWRLIO, such as a Technical Advisory Committee. Any such groups will select a chair from their members.

#### *Staff Designee*

The Watershed Coordinator assigned to PRWC shall provide staff to the committee, performing the duties of the 'LIO Coordinator.'

#### *Meetings*

The committee shall convene at least four times per year. A quorum of any meeting of the committee shall consist of a majority of its members. Committee members may participate by teleconference.

#### *Agenda, Minutes, and Reports*

The chair, in collaboration with the staff designee, shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be sent to committee members at least 7 days in advance of the meeting. Minutes for all meetings shall be drafted by the staff designee or another member, reviewed by the committee chair, and approved by committee members at the following meeting.

## Appendix B: Draft Scope of Work

### Puyallup-White River LIO Draft Scope of Work Proposal August 10, 2018

The Tasks 1-3 are based on the current South Central LIO coordinator's tasks. It is anticipated that a similar effort would be needed to facilitate a newly recognized LIO beginning in 2019, which a key deliverable being an Ecosystem Recovery Plan for WRIA 10. The final SOW is to be negotiated with PSP & EPA once the new PWR-LIO is recognized.

#### **Task 1: Maintain, Organize, Facilitate and Administer a Local Integrating Organization**

The local integrating organization is responsible for organizing and supporting a committee of representative Action Agenda implementation interests. The LIO shall maintain sufficient administration, facilitation, and coordination capacity to support the on-going goals and objectives of a LIO. (*Pierce County*)

**Subtask 1.01** Maintain a local point of contact for the local integrating organization.

**Subtask 1.02** Serve as an agent for local engagement and coordination in the LIO.

**Subtask 1.03** Arrange LIO meetings, prepare agendas and facilitate meetings. Facilitate discussions about revising the LIO vision, scope and organizational structure.

**Subtask 1.04** Develop and distribute summary minutes and materials to committees, PRWC board, and the Partnership.

**Subtask 1.05** Submit updated name, organizational affiliation, contact information (email), and role (which committee(s)) of each LIO member to the Partnership.

**Subtask 1.06** Maintain publicly-available information on the LIO, including notice of meetings and/or opportunities for content review. Maintain LIO information on a public website.

#### **Task 2: Performance Management (NTA submitter coordination)**

Report on progress toward sub-tasks and deliverables of EPA-funded projects through a progress report provided to the Partnership.

**Subtask 2.01** Track implementation and status of EPA-funded local near-term actions. Note: NTA owner is responsible for providing this information.

**Subtask 2.02** Distribute Progress Report to LIO committee and PRWC board.

### **Task 3: Support development and adaptive management of the WRIA 10 Ecosystem Recovery Plan**

Communicate and manage the production of the Ecosystem Recovery Plan in collaboration with the local partners. (*Pierce County or contractor*)

**Subtask 3.01** Develop scope of work and budget for ERP development; Manage RFP process and consultant contract.

**Subtask 3.02** Coordinate with consultant and LIO committee in development and review of consultant's deliverables and all drafts of Ecosystem Recovery Plan. (phase 1)

**Subtask 3.03** Provide one summary presentation (estimated at 1 hour) on the LIO's Ecosystem Recovery Plan to regional partners (which may include representatives from the Partnership's Management Conference, the Strategic Initiative Leads, Strategic Initiative Advisory Teams, etc.) Assume that the meeting location is in Tacoma.

**Subtask 3.04** Complete final draft vetting with LIO members to finalize the LIO's Ecosystem Recovery Plan. Submit final written plan to the Partnership in 2020. (phase 1)

**Subtask 3.05** Distribute the WRIA 10 Ecosystem Recovery Plan to local stakeholders and potential NTA submitters in 2020; publish online; provide presentations to facilitate distribution and use of the plan.

**Subtask 3.06** Identify and seek funding for phases 2-3 and implementation of the plan in 2020-22.

### **Appendix C: Letters of Support**

See attached PDF with 8 letters of support.