

# PROGRESS REPORT FOR PIERCE COUNTY LEAD ENTITY

For FY08 Period: 1st Quarter (January - March 2008)

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

## 1. Maintain a Lead Entity Organization.

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

Estimated completion date: On-going

Comments/Progress: Lorin Reinelt, Lead Entity Coordinator (LEC), maintains an office and acts as a point of contact for the Citizen Advisory Committee (CAC) and the Technical Advisory Group (TAG). Tom Nelson, fish biologist with Pierce County, is chair of the Technical Advisory Group. The chair of the CAC is Keith Underwood.

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 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 1st 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) [hereafter, "committees"].

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

- Task 2.05 Facilitate meetings
- Task 2.06 Perform staff assignments
- Task 2.07 Develop and distribute summary minutes and other materials to the committees, WDFW, and RCO, as directed by the committees
- Task 2.08 Conduct at least one joint meeting if there are separate Citizen and Technical Committees
- Task 2.09 **Submit updated name and organizational affiliation of each member of the committees to WDFW by December 31, 2007**
- Task 2.10 Participate in WDFW sponsored Lead Entity/Watershed Steward Training events and lead entity legislative day events.

*Estimated completion date: On-going*

Comments/Progress: Community outreach efforts to build and maintain CAC and TAG membership (and achieve diversity and broad representation) have included notification by email, the website, committee meetings and discussions at the Puyallup River and Chambers-Clover Creek Watershed Councils.

A webpage provides information to the public, committee members and project applicants or sponsors (both new and existing). Several new updates to the website ([www.piercecountywa.org/srfb](http://www.piercecountywa.org/srfb)) were made during this quarter.

The Lead Entity Coordinator arranges all meetings in coordination with the CAC and TAG Chairs. Agendas for the January, February and two 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, meetings were held on January 17, February 7, March 6 and 27. A TAG meeting focused on the strategy update was held on January 16. A TAG field trip to the upper Puyallup Watershed and the Electron Dam fish ladder and diversion occurred on March 11. 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 Pierce County Lead Entity Web page.

Lorin Reinelt, LEC, attended the Puget Sound Watershed Leads meetings on January 10, February 7, and March 13. He also attended the lead entity training at Bonneville Resort on February 25-26. Finally, Pierce County hosted and Lorin attended the LEAG meeting on January 15.

Barriers: No barriers to report.

### **3. Solicit Project Applications.**

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

*Estimated Completion date: September 30, 2007*

Comments/Progress: Grant program criteria are included within our Salmon Habitat Protection and Restoration Strategy, which was updated and approved by the CAC in March 2008. In March, the CAC and TAG initiated work to update the "3-year workplan and project list" for submittal to the Puget Sound Partnership in April 2008. The 3-year project list will be the basis for projects submitted for funding in the 2008 SRFB grant round. Planning for the 2008 grant round and project solicitation began in late March. The 2008 SRFB grant round will officially kick off on May 1, 2008, with a notice to project sponsors and request for project proposals.

Barriers: No barriers during this quarter.

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

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

*Estimated completion date: September 30, 2007*

Comments/Progress: A habitat project list for the 8<sup>th</sup> round (2007) SRFB was submitted on September 17, 2007 to the RCO for SRFB and PSAR funding. Preparation for the 2008 SRFB round began in January with an update of the lead entity strategy (completed in March 2008), work on the update to the 3-year workplan and project list, and preparation of draft materials for the 2008 round (e.g., draft schedule and timeline, letter of intent).

A habitat project list for 2008 SRFB funding will be submitted to the RCO in September 2008.

Barriers: No barriers to report.

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

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

*Estimated completion date: December 31, 2007*

Comments/Progress: A habitat work schedule of all past and current projects continues to be kept, and updated after each Round. This document is in the possession of the LEC. Creation and updates to the new Habitat Work Schedule (electronic version) will begin in late April following completion of the update of the 3-year workplan and project list. With the new HWS software, future HWS information will be kept in the standardized state HWS format. Melissa Paulson and Tom Kantz of Pierce County participated in the HWS training during this quarter.

We plan to initiate and complete the updates to the HWS as part of this year's update to the 3-year project list, due in April 2008 to the Puget Sound Partnership. As training of project sponsors occurs, we expect also to involve them in updates to the HWS.

Barriers: No barriers to report.

**6. Update Habitat Restoration and Protection Project Strategy.**

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

*Estimated completion date: September 30, 2007*

Comments/Progress: The Pierce County lead entity strategy was updated between December 2007 and March 2008. The following elements were included in the updated strategy: (1) incorporation of information relative to the listing of steelhead, (2) funding of regional projects, (3) alterations to the CAC/TAG scoring system, (4) identification of priority data gaps, (5) hatchery and harvest management and H-integration, (6) monitoring and adaptive management, and (7) marine shoreline and nearshore priorities. The updated strategy was approved by the CAC at the March 27 meeting. The March 2008 Salmon Habitat Protection and Restoration Strategy is posted on the website at [www.piercecountywa.org/srfb](http://www.piercecountywa.org/srfb). If requested, a hard copy can be sent to WDFW. An update of the 3-year workplan and project list will be completed in April 2008.

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: \_\_\_\_\_

Phone # \_\_\_\_\_