

PROGRESS REPORT FOR PIERCE COUNTY LEAD ENTITY

For FY08 Period: 2nd Quarter (April - June 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. Keith Underwood was elected on May 1, 2008 to continue as chair of the CAC for the 2008 SRFB grant round. Eli Asher, with the South Puget Sound Salmon Enhancement Group, was elected as vice-chair.

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 2nd 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.

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. In addition as part of state-wide promotion during May, the Pierce County Lead Entity had a booth on May 17th at the Pierce County Livable Communities Fair.

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) were made during this quarter, particularly with respect to the 2008 SRFB grant round and associated 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, meetings were held on April 10, May 1, and June 5. A TAG meeting was held on June 10 to review and make refinements to the TAG scoring system and discuss new projects. 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 Pierce County Lead Entity Web page.

Lorin Reinelt, LEC, attended the Puget Sound Watershed Leads meetings on April 10, May 7, and June 18. Melissa Paulson, assistant to the LEC, attended the LEAG meeting on June 17.

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 addition, during the 2008 SRFB grant round, project proposals are to come from the 3-year project list submitted on April 18, 2008 to the Puget Sound Partnership. The updated 3-year project list and work program were developed and approved by the LEC, CAC, and TAG during March and April, 2008. More detailed project writeups have also been completed for about half the projects on the 3-year list. The 3-year list contains 28 habitat projects, 3 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 2008 SRFB 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 May 1 meeting. A memo to potential sponsors and all application materials were sent out to potential project sponsors on May 2 and posted on the website. In addition, a press release was distributed and an advertisement was printed in the County's official newspaper (the Gateway) on May 21. Letters of intent for the 2008 grant round were due on May 28, 2008. Draft applications were due on June 26. Letters of intent were received for eight project proposals on May 28 from six different project sponsors. Draft applications were received on June 26 for seven projects.

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 2008 SRFB grant round is due to the Puget Sound Partnership by the end of August 2008. Eight letters of intent were submitted on May 28. The total project costs for all projects is \$2.12 million (with \$1.57 million in grant requests and \$0.55 million in matching funds). There are 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. The total project cost for the seven projects is \$1.86 million (with \$1.2 million in grant requests and \$0.66 million in matching funds). A field trip to visit the project sites with the CAC, TAG and Science Review Panel members was scheduled for July 8. A total of \$624,463 is available for funding of WRIA 10/12 project for the 2008 SRFB round.

A habitat project list for 2008 SRFB funding will be submitted to the RCO by September 8, 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: 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. During this quarter, the HWS project hierarchy was developed and the level 1, 2, and 3 project information and data for the 2008 project list were entered into the HWS for Pierce County. 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. Palidin Systems provided support in terms of uploading level 3 project information through a spreadsheet template that we populated with project information.

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 when that process becomes more automated. Melissa Paulson and Tom Kantz of Pierce County participated in the HWS training at Poulsbo in early April.

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 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 8th 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. If requested, a hard copy can be sent to WDFW. An update of the 3-year workplan and project list was completed and submitted to the PSP in April 2008.

The most current 3-year project list and narrative is also posted on the website.

Barriers: No barriers to report.

7. Habitat Work Schedule Enterprise-level License.

Task 7.01 Obtain and maintain a seat license for the Habitat Work Schedule

Task 7.02 Submit to WDFW a copy of the Interlocking Software invoice(s) for cost-reimbursement

Estimated completion date: June 30, 2008

Comments/Progress: As noted above, the Pierce County lead entity is working to complete the development of a Habitat Work Schedule. Part of this is supporting an enterprise-level license for the HWS software. Pierce County paid the \$10,385 to Interlocking Software during this quarter. A copy of the invoice for cost reimbursement is attached.

Barriers: No barriers to report.

8. Future Project Development.

Task 8.01 Work with current and potential future project sponsors to develop projects that fit well with the lead entity strategy and priorities

Task 8.02 Improve the quality of pre-project submittal work, including scoping, conceptual designs, feasibility, and cost estimating

Task 8.03 Work with stakeholders and sponsors to develop priority projects for inclusion on the annual update to the 3-year project list.

Task 8.04 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: Work began on future project development during the 2nd quarter. An ad-hoc committee of the citizens advisory committee was formed to work on this task. A meeting was held on June 5th to review the scope of work, and develop a process to allocate support to future project sponsors. The ad-hoc committee decided that project development priorities would focus on (1) reach-level analysis and feasibility and (2) individual project support leading in support of project applications. Eligible recipients will include potential SRFB project applicants and their collaborators (e.g., USFS). The

evaluation and selection of projects for funding will be based on criteria similar to project evaluation criteria, including (1) fit to strategy, (2) benefit to salmon, (3) certainty of success, and (4) sponsor need. The maximum amount of funds to be allocated will be \$10,000 for any one project and \$15,000 for reach-level projects. Funding could occur through a consultant contract or potential direct allocation to sponsors. A funding round is tentatively scheduled for early fall 2008. The expected application process will include a "letter of intent" type form and associated budget by task.

Pierce County is in the process of selecting a consultant team for an on-call contract that could be used to provide services for this task. Expenditures would be reimbursed based on completion of project tasks.

Barriers: Implementation of this task was delayed due to focused work on updating the lead entity strategy and the 3-year work plan during the first quarter. Significant work on this task is expected in fall 2008.

9. Habitat Work Schedule: Project Tracking.

Task 9.01 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: No progress on this task to date.

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, we will use the HWS to help with project tracking.

10. Sub-regional Coordination.

Task 10.01 Assist the sub-regions (or action areas) in the development of regional projects and priorities to leverage resources across lead entities

Task 10.02 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: Discussions are ongoing with the Squaxin Island Indian Tribe about supporting efforts to develop a framework for South Puget Sound restoration and sustainability. The sub-regional efforts in the South Central Puget Sound Action Area are less clear, pending ongoing work by the Puget Sound Partnership. Pierce County convened a science workshop on May 6th for the Puyallup and Commencement Bay watershed to provide input to the Puget Sound Partnership.

Barriers: No barriers to report.

11. Marketing the Recovery Plan(s).

Task 11.01 Develop a marketing program that targets specific landowners in high priority areas listed

<p>in the Recovery Plan. The program should engage local landowners and potential project sponsors</p> <p>Task 11.02 Develop a media strategy, engagement with key constituencies, and recognition events.</p> <p><i>Deliverables: Marketing and Media Strategy Plan and Budget due May 2008 and implemented June 2008 – July 2009</i></p> <p><i>Estimated completion date: On-going</i></p>
<p>Comments/Progress: Work began on scoping the “marketing the recovery plan” task during the 2nd quarter. An ad-hoc committee of the citizens’ advisory committee was formed to work on this task. A meeting was held on May 29th to review the scope of work, and develop a marketing and media outreach plan to implement this task. The ad-hoc committee decided to develop and put on a workshop for project sponsors in fall 2008 to assist new and potential project sponsors in the SRFB process. Targeted sponsors include cities (Enumclaw, Tacoma, Sumner, Puyallup, Orting, Lakewood), the Port of Tacoma, and key private landowners as feasible (e.g., Hancock, Manke, BNSF).</p> <p>Priorities for the media strategy include (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.</p>
<p>Barriers: Implementation of this task was delayed due to focused work on updating the lead entity strategy and the 3-year work plan during the first quarter. Significant work on this task is expected in fall 2008.</p>
<p>12. Quarterly Progress Reporting.</p> <p>Task 12.01 Quarterly Progress Report submitted to WDFW</p> <p><i>Estimated completion date: On-going</i></p>
<p>Comments/Progress: This progress report is the main implementation effort related to this task.</p>
<p>Barriers: No barriers to report.</p>

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