

LEAD ENTITY QUARTERLY PROGRESS REPORT

FY2010 July – September 2009

Lead Entity: Pierce County (WRIA 10/12)

Grant # 09-1509N

Maintain a Lead Entity Organization.

Task 1.01 Maintain an office and point of contact.

Task 1.02 The coordinator and committee members will represent the lead entity organization in appropriate salmon recovery settings (e.g. 2514 watershed planning, NWPPC sub-basin planning, Regional Recovery Board, Lead Entity Advisory Group, etc.) as directed by the committee(s) and the lead entity.

Task 1.03 The lead entity organization will serve as the agent administering the lead entity grant contract with RCO. The lead entity organization is responsible for accounting and reporting to the RCO. Invoices for reimbursements of eligible costs are sent to RCO no less frequently than quarterly and no more than monthly. Invoicing must follow the process described in the "Regional Organization and Lead Entity Program Manual".

Task 1.04 The lead entity organization will send quarterly Progress Reports to RCO. These progress reports will fully explain how the lead entity is meeting the terms of its contract with RCO.

Task 1.05 Distribute Progress Report to committee(s) quarterly.

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 Kantz took over as the lead entity coordinator, effective October 1, 2009. 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 (now Tom Kantz) 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 RCO.

Pierce County serves as the agent for purchasing, accounting, reporting, and coordination. Progress reports are developed quarterly, including this 3rd quarter report. Quarterly invoices, produced by Pamela Shadoff, accompany the quarterly reports. 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.

Challenges/Lessons Learned/Recommendations: As noted above, we are transitioning between lead entity coordinators, effective October 1, 2009. Tom Kantz will be responsible for all future quarterly progress reports and billings.

Identify, Organize, Facilitate and Administer a Committee of Representative Interests and its Citizen and Technical

Committee(s) --- referred to as "committees".

- Task 2.01 The lead entity will organize and maintain a Committee of Representative Interests. In forming and maintaining the committee or supporting committees, the lead entity shall conduct community outreach to ensure diverse membership.
- Task 2.02 Submit updated name and organizational affiliation of each member of each committee to RCO by September 30, 2009.
- Task 2.03 The lead entity will facilitate the establishment of a set of written bylaws that are approved by the Committee of Representative Interests. Bylaws will include membership criteria, attendance requirements, roles of all participants including chairs, voting structure and process, standing supporting committees and a decision-making process. These bylaws should specifically include a Statement of Fairness and/or Conflict of Interest Policy.
- Task 2.04 The Lead Entity arranges committee meetings and develops agendas for each meeting. The lead entity will also facilitate meetings and ensure that minutes for official committee meetings are taken. Agendas and minutes must be attached to the first quarterly progress report submitted after the meeting is held.
- Task 2.05 Perform staff assignments
- Task 2.06 No less than annually, one joint meeting of the Citizen and Technical Committees shall occur (if separate). Agenda and minutes must be attached to the first quarterly progress report after the meeting is held.
- Task 2.07 Lead entity coordinator will participate in training and development opportunities for lead entities as they occur. Attendance should be documented in quarterly progress reports.

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 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 webpage also provides information to the public, committee members and project sponsors (both new and existing). The current list and affiliation of CAC and TAG members are attached to this quarterly report. They are also on the website.

The Lead Entity Coordinator arranges all meetings in coordination with the CAC and TAG Chairs. There was a combined CAC and TAG field trip on July 8 and 9 to view the SRFB/PSAR project sites for the 2009 Round. This replaced the regular July meeting. The TAG met on August 11 to complete the technical rankings for the project applications. The CAC met on August 19 to complete the citizen's socio-economic scoring and the final project rankings for the 2009 Round. There was also a regular CAC/TAG meeting on September 3. The meetings are run by the Chair with support from the LE Coordinator. Meeting notes are distributed after each CAC/TAG meeting. The CAC agendas and meeting notes are available on the website, and attached to this quarterly report.

The bylaws (ground rules) were last updated on February 1, 2007 and were previously sent to WDFW. They are also on the web page at www.piercecountywa.org/srfb. The bylaws (ground rules) are planned for updating again in 1st quarter 2010.

Tom Kantz participated in the Puget Sound Watershed Leads conference calls or meetings on July 9, August 12, and September 10. Tom also attended the LEAG meetings or conference calls on July 14 and August 27.

Challenges/Lessons Learned/Recommendations: No challenges/recommendations to report.

Solicit Project Applications.

- Task 3.01 The lead entity will develop and publish grant program criteria consistent with the specific regional recovery board or local strategy and Salmon Recovery Funding Board (SRFB) guidelines.
- Task 3.02 The lead entity will 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 The lead entity will work with project sponsors and with the local technical and citizen committees to develop a prioritized project list for near-term implementation that matches the regional recovery plan or local strategy.
- Task 3.04 The lead entity will develop and submit a salmon program list development timeline to its committee and to the RCO by September 1, 2009.
- Task 3.05 The lead entity will advertise grant cycles and assist in scheduling and conducting SRFB application workshops.
- Task 3.06 The lead entity will support existing project sponsors and conduct community outreach to actively recruit new project sponsors.
- Task 3.07 In order to develop a broad base of community support for salmon recovery projects, the lead entity will conduct community outreach to educate the local community on salmon recovery.

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 submitted on May 22. Draft and final project applications were submitted in PRISM on June 19 and July 31, respectively.

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 on June 19. Final applications were submitted in PRISM for eight projects. Details on the specific projects submitted are included in Appendix L, submitted previously. On August 11, the TAG evaluated and ranked the projects using the technical criteria. The projects were evaluated and scored by the CAC on August 19 and a final ranked list was developed. Six projects were recommended for funding, including one regional project in WRIA 15. Appendix F-2 (the 2009 final project list) was submitted to the Puget Sound Partnership on August 21 and all final project submittals were transmitted to the PSP and RCO project manager on September 1. All

final project entries were also completed in PRISM by September 1.

Challenges/Lessons Learned/Recommendations: Project submittals in PRISM generally went smoothly, but new project sponsors needed considerable help due to their lack of familiarity with PRISM. Attachments are becoming more complex and large file sizes made it difficult to share all project information with CAC and TAG members via email. It is recommended that we consider using the State's Sharepoint site for access to and review of grant applications in the next round.

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 The lead entity will submit to RCO and the regional organization a description of how the project list will be created. This description will include process, timelines, committee roles and decision making structure. This description is due September 1, 2009.
- Task 4.03 The lead entity will prepare, organize and review project application materials.
- Task 4.04 The lead entity will 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 regional salmon recovery board.
- Task 4.05 The lead entity will coordinate site visits with the SRFB review panel and project sponsors. Preliminary project information will be in PRISM two weeks prior to SRFB review panel site visit.
- Task 4.06 The lead entity will provide feedback to project applicants and sponsors.
- Task 4.07 The lead entity will ensure all aspects of each project application are completed and consistent with the lead entity regional salmon recovery and SRFB processes.
- Task 4.08 The lead entity will use PRISM to submit project applications to RCO.
- Task 4.09 The lead entity will coordinate and/or develop responses to SRFB questions, including relationship to regional recovery plan.
- Task 4.10 The lead entity will prepare a ranked list of salmon habitat projects for submittal to the SRFB by September 1, 2009. Lead entities will use Manual 18, Section 5, to determine which materials to submit.
- Task 4.11 The lead entity will create and present verbal and graphic information describing the lead entity and its project list.

Comments/Progress:

The process and timeline for the 2009 Round is described above for task 3. At TAG and CAC meetings on August 11 and 19, final technical and citizen evaluations and rankings were completed using the criteria in the lead entity strategy dated March 2008. The CAC then approved the final rank-order list. All project applications for the six final projects recommended for funding in the 2009 Round were submitted in PRISM and checked for completeness by the LEC.

On September 1, 2009, the Pierce County LE submitted materials and information to the RCO project manager and regional organization (Puget Sound Partnership) for compilation into the regional response to SRFB questions (see Appendices F-2, L and M).

Site visits with the SRFB review panel (Steve Toth) and project sponsors were held on July 8 and 9. Project feedback from Steve Toth (received on July 24) and feedback from TAG members was transmitted to project sponsors on July 24.

Project sponsors addressed this feedback and included updates in the final applications that were submitted on July 31. All eight final applications were from the Pierce County lead entity 3-year project list, previously submitted to PSP on May 15.

The total project cost for the six projects submitted for funding was \$4,865,200 (with \$1,426,500 in SRFB/PSAR grant requests and \$163,700 in matching funds; \$100,000 was allocated to the Devil's Head acquisition project in WRIA 15, which has a large amount of match detailed in that watershed). There were five different project sponsors (Cascade Land Conservancy, City of Orting, City of Sumner, Pierce Conservation District and South Puget Sound Salmon Enhancement Group).

Challenges/Lessons Learned/Recommendations: It was somewhat of a challenge to make final decisions about how much of the PSAR funds from the 2009-11 biennium should be allocated in this round and how much to hold back for the 2010 round. The TAG and CAC were very thoughtful about this process, but it can be a challenge to not fund a particular project, even though additional funds are potentially available to allocate.

Maintenance of the Habitat Work Schedule.

Task 5.02 The lead entity coordinator shall attend one HWS training event per year (can be a web-based training event).

Task 5.03 The lead entity shall provide project sponsors with one HWS training opportunity per year.

Comments/Progress: We hired a summer intern to help with HWS project data entry, including updating of all project information for completed projects. She participated in a web-based training in July.

Challenges/Lessons Learned/Recommendations: We need to do more outreach work with project sponsors to encourage greater use of the HWS for updating project information and developing projects for the 3-year project list.

Update Habitat Restoration and Protection Project Strategy.

Task 6.01 The lead entity will 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 The lead entity will update the local strategy as projects are implemented and evaluated, and as new analysis tools become available to provide updated information.

Task 6.03 The lead entity will submit to RCO an electronic version of the most current regional recovery project lists or Habitat Restoration and Protection Project Strategy for the 2009 grant round project evaluation September 1, 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 May 2009. The 3-year project list consists of 35 habitat capital projects and 4 hatchery capital projects, for a total of 39 capital projects. The 3-year project list and narrative is also posted on the website.

Challenges/Lessons Learned/Recommendations: No challenges/recommendations to report.

