

PUGET SOUND LEAD ENTITY QUARTERLY PROGRESS REPORT

April 15, 2010

Lead Entity: West Sound Watersheds Council

Grant # 09-1515 N

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/Staff Summary: A summary of how the lead entity is staffed at Kitsap County was detailed in the previous quarter's progress report. Nothing has changed in that regard.

The lead entity coordinator has used a portion of the PSAR funding to utilize a note taker for the monthly meetings that were held in the first quarter of 2010. The coordinator represented the lead entity in Puget Sound Partnership Watershed Leads meetings and Puget Sound Salmon Recovery Council meetings on Jan. 14, January 28, March 11 and March 18. The coordinator participated in the LEAG conference calls and LEAG retreat planning meetings. The coordinator represented the lead entity at a Salmon Recovery Funding Board meeting on Feb. 18.

The coordinator is in the process of a quarterly billing, to be submitted shortly. Meeting minutes and progress report are posted on the lead entity website at www.westsoundwatersheds.org.

Challenges/Lessons Learned/Recommendations: Having a note taker for the lead entity has been a tremendous boost. The coordinator can pay better attention to the topics at hand and follow up on task requested of her at the meetings.

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

<p>Task 2.04</p> <p>Task 2.05</p> <p>Task 2.06</p> <p>Task 2.07</p>	<p>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.</p> <p>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.</p> <p>Perform staff assignments</p> <p>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.</p> <p>Lead entity coordinator will participate in training and development opportunities for lead entities as they occur. Attendance should be documented in quarterly progress reports.</p>
<p>Comments/Progress:</p>	<p>The West Sound Watersheds Council (WSWC) "Citizens" Committee is comprised of a core group of representatives from local governments and non governmental organizations. We occasionally have citizen representation, but it is difficult for most of them to attend the meetings, which are held during working hours. The lead entity keeps an email list that includes many citizens, so information sharing is fairly consistent. Most of the WSWC meetings are attended by members from the Technical Advisory Group (TAG), and some people are on both committees. There were two WSWC meetings (January and March) and one TAG meeting (February) in the last quarter. The "by-laws" are "ground rules" at this point and are still being worked on. Meeting summaries are attached to this report.</p>
<p>Challenges/Lessons Learned/Recommendations:</p>	<p>It seems as if having one meeting per month works well to bring new participants to the table. The regularity is something to be counted on, and knowing that there will be the opportunity to connect with others to discuss salmon recovery and the Puget Sound Partnership. We try to have an informative speaker or focused topic outside of lead entity activities, which is successful as well. Topics vary from a report on steelhead research to how local governments are progressing on their Shoreline Master Programs. The March meeting was held in a "new" location, which was helpful for some folks.</p>
<p>Solicit Project Applications.</p> <p>Task 3.01</p> <p>Task 3.02</p> <p>Task 3.03</p> <p>Task 3.04</p> <p>Task 3.05</p> <p>Task 3.06</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>The lead entity will develop and submit a salmon program list development timeline to its committee and to the RCO by September 1, 2009.</p> <p>The lead entity will advertise grant cycles and assist in scheduling and conducting SRFB application workshops.</p> <p>The lead entity will support existing project sponsors and conduct community outreach to actively recruit new project sponsors.</p>

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: The SRFB Project Guide for 2010 was updated and added to the WSWC website. It was handed out and discussed at the March meeting, is included in the March meeting summary and also attached to this report. The process begins in our lead entity with updating the 3 Year Work Program, using Habitat Work Schedule in the spring. We will be discussing potential projects for the grant round at our April meeting. The lead entity coordinator conducts outreach to the local community on a regular basis.

Challenges/Lessons Learned/Recommendations: None this quarter.

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 SRFB Project Guide for 2010 is very similar to 2009 and is attached to this report. We use the HWS process for describing projects., We use our target allocation to decide which projects fit the funding, sequencing, and strategy for accomplishing our habitat restoration goals.

Challenges/Lessons Learned/Recommendations: We currently do not use a "pre-application" form like some other lead entities. It may be necessary in the future to do so, to sync with other lead entities that may be sharing funds for projects. In the meantime, we are emphasizing participating in the WSWC meetings and putting information into HWS. This way the projects that are put forward are discussed prior to agreeing to include them in a SRFB application process.

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 are having Colin Spikes from Paladin Data Systems attend our WSWC meeting in April. We will have a training event at the Paladin Computer Lab in late April or early May.

Challenges/Lessons Learned/Recommendations: The only challenge is for the lead entity coordinator to have the time to update projects in HWS. We will use a portion of the PSAR funding in early summer for this task.

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: We are dealing with this issue in the next couple of months as we update our 3 Year Program and our HWS projects and programs.

Challenges/Lessons Learned/Recommendations: None

Quarterly Report on Progress of Implementing Your PSAR Amendment

Use this section in your quarterly report to describe your progress, by task, in completing your PSAR capacity grant amendment(s).

Comments/Progress:

1. Salmon Recovery Priorities in the Watersheds: continued participation in the WSWC and South Sound Watersheds. The work to identify projects of regional significance continues.
2. Adaptive Management and Monitoring Process: the lead entity coordinator is actively participating in the development of the 3 Year Work Programs for both WSWC and the South Sound. The narrative to accompany these updates includes descriptions of activities that will inform the adaptive management process when we meet with the Recovery Implementation Technical Team in early summer.
3. Lead Entity Core Functions: This is comprised primarily of updating the HWS data base. This work will begin in earnest in early summer.

Challenges/Lessons Learned/Recommendations: None. This is well integrated into all of the lead entity activities.

Quarterly Report on Progress of Implementing Your NEP Amendment (if applicable)

Use this section in your quarterly report to describe your progress, by task, in completing your NEP capacity grant amendment. Remember, your response here will help the Partnership in crafting its performance reports to EPA. Don't forget! EPA is strongly encouraging that we take lots of photographs to help document our progress.

Comments/Progress:

1. **Integration and Coordination:** This is quite a bit of the work assigned to the lead entity coordinator. She was recently asked by a Kitsap County Commissioner to be the County's representative to the South Sound "Core Group".
2. **Habitat Protection:** The lead entity coordinator has been participating in a variety of Shoreline Master Program update meetings. A portion of this grant is being used to support administrative staff at Kitsap County with its update.
3. **Outreach and Education:** The WSWC website is regularly updated. Further enhancement will be done later in the year.
4. **Technical Assistance:** This is primarily focused on the water typing project, which is set to begin later this month. This project has elicited quite a bit of local interest, and the lead entity coordinator is actively participating in guiding and communicating this effort.

Challenges/Lessons Learned/Recommendations: The main challenge is the lack of agreement among the elected officials about how and who to participate, since one of the deliverables is a proposed quarterly report to them. At this point we do not have an official representative at the Puget Sound Salmon Recovery Council. The Puget Sound Partnership liaison is relatively new to the job but has been extremely helpful in moving this integration activity forward.