

## WRIA 8 Staff Team – DRAFT 2017 Work Plan

Topic	Deliverable/Outcome	Staffing
<b>WRIA 8 Salmon Recovery Council &amp; Regional/State Coordination</b>		
<p><b>WRIA 8 Salmon Recovery Council</b>            Schedule and staff WRIA 8 Salmon Recovery Council (SRC) meetings. Coordinate overall WRIA 8 implementation effort under auspices of the WRIA 8 SRC. Schedule and staff WRIA 8 Management Committee for their annual budget and work plan review.</p> <p>Identify and inform SRC of emerging issues/topics affecting salmon recovery (e.g., climate change, regulatory updates, capital and capacity funding, etc.).</p>	<ul style="list-style-type: none"> <li>• 5-6 meetings of WRIA 8 SRC</li> <li>• 1 meeting of WRIA 8 Management Committee</li> <li>• 1 meeting of the WRIA 8 Membership Committee (if needed)</li> <li>• 2017 state and federal legislative priorities</li> <li>• 1 projects tour for SRC members, state legislators, federal congressional staff</li> <li>• Meeting materials – agendas, briefing documents, presentations, minutes</li> <li>• 2018 work plan and budget</li> <li>• New member briefings</li> </ul>	<p>0.25 FTE Salmon Recovery Manager</p> <p>0.20 FTE Administrative Coordinator</p>
<p><b>Coordination with Puget Sound Partnership and regional salmon recovery effort</b>            Represent WRIA 8 in regional work with the Puget Sound Partnership (PSP), Puget Sound Salmon Recovery Council (PS SRC), Puget Sound Watershed Leads, and the South Central Puget Sound Caucus Group to seek funding, inform policy, and provide other appropriate assistance for WRIA 8 plan implementation.</p> <p>Coordinate with NOAA Fisheries, US Fish and Wildlife Service, Co-Managers, PSP and other watershed groups on implementation of overall Puget Sound Chinook Salmon</p>	<ul style="list-style-type: none"> <li>• Attendance at 6 PS SRC meetings , 12 PS Watershed Leads meetings and 6 South Central Puget Sound Caucus meetings to represent WRIA 8’s interests/concerns</li> <li>• Regular updates to WRIA 8 SRC on regional salmon issues</li> <li>• Responses to frequent requests/tasks from the Puget Sound salmon recovery process</li> <li>• Coordination with other watersheds on shared interests, particularly increasing capacity/funding for plan implementation and legislative outreach and education</li> </ul>	<p>0.15 FTE Salmon Recovery Manager</p> <p>0.05 FTE Actions and Funding Coordinator</p>

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Recovery Plan (of which WRIA 8 Plan is a chapter). Negotiate for benefits to WRIA 8 ILA partners and resources for plan implementation.		
<p><b>Coordination with Recreation and Conservation Office (RCO) and Governor’s Salmon Recovery Office (GSRO)</b></p> <p>As salmon recovery Lead Entity for WRIA 8, participate on Washington Salmon Coalition (WSC) to coordinate with other Lead Entities across the state and advance items of shared importance.</p>	<ul style="list-style-type: none"> <li>• Semi-annual Lead Entity grant progress reports and billings</li> <li>• Participation in 20 Washington Salmon Coalition meetings/conference calls (includes full WSC and WSC committees) to coordinate on statewide salmon recovery issues and advance initiatives of importance to Lead Entities statewide</li> <li>• Work with other Lead Entities on increasing capacity/funding for implementation and communicating salmon recovery messages</li> <li>• Coordinate with Lead Entities to identify improvements to the Salmon Recovery Funding Board (SRFB) funding process and work with RCO and GSRO to implement actions on behalf of project sponsors</li> </ul>	<p>0.15 FTE Actions and Funding Coordinator</p> <p>0.05 FTE Salmon Recovery Manager</p>
<b>Support Plan Implementation</b>		
<p><b>WRIA 8 Implementation Committee</b></p> <p>Coordinate with staff of WRIA 8 ILA signatories and other stakeholders and partners on plan implementation. Prioritize implementation actions, seek partnerships, and develop strategies to implement priority</p>	<ul style="list-style-type: none"> <li>• 5-8 WRIA 8 Implementation Committee meetings</li> <li>• Recommendations for programmatic actions; other deliverables to be determined as strategies are developed</li> <li>• Coordinate Implementation Committee</li> </ul>	<p>0.20 FTE Salmon Recovery Manager</p>

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<p>plan recommendations and any new priorities identified as plan implementation progresses (e.g., Green Shorelines and riparian area protection and stewardship).</p> <p>Implement priority programmatic actions (land use and public outreach) identified through programmatic implementation surveys and WRIA 8 Summit.</p>	<p>participation and feedback in WRIA 8 Plan update</p> <ul style="list-style-type: none"> <li>• Coordinate with partners to seek funding for programmatic priorities, such as Green Shorelines and riparian strategy</li> <li>• Support and coordinate with project sponsors to identify and develop projects to take advantage of funding sources</li> </ul>	
<p><b>Salmon Recovery Funding Board (SRFB) and Puget Sound Acquisition and Restoration (PSAR) Grants</b></p> <p>Support the WRIA 8 SRC (in their role as citizen-based committee under RCW 77.85) in developing, prioritizing, and presenting grant proposals to the state’s Salmon Recovery Funding Board (SRFB) for SRFB and PSAR funds. Track SRFB policies and procedures.</p>	<ul style="list-style-type: none"> <li>• Maintain and update WRIA 8 Four-Year Work Plan</li> <li>• Issue request for proposals, conduct outreach to project proponents</li> <li>• Lead Project Subcommittee field trip of grant project sites</li> <li>• Facilitate Project Subcommittee review and ranking and development of funding recommendations</li> <li>• Present Project Subcommittee’s SRFB and PSAR recommendations to WRIA 8 SRC</li> <li>• Support applicants throughout the application process and serve as an expert on program requirements</li> <li>• Assist applicants in responding to SRFB Technical Review Panel comments and RCO grant manager needs for information</li> <li>• Attend SRFB meetings, as necessary, to represent WRIA 8 interests and advocate for</li> </ul>	<p>0.25 FTE Actions and Funding Coordinator</p>

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	WRIA 8 projects <ul style="list-style-type: none"> <li>• Grant application workshop/info session for project sponsors</li> </ul>	
<p><b>King County Flood Control District Cooperative Watershed Management (CWM) Grants</b></p> <p>Support the WRIA 8 SRC in developing, prioritizing, and presenting project and program grant recommendations to King County Flood Control District (FCD) for Cooperative Watershed Management grant funding. Track FCD policies and procedures, and coordinate with King County as the grant program administrator.</p>	<ul style="list-style-type: none"> <li>• Present to W8 SRC for decision on CWM Guidance for 2017</li> <li>• Issue request for proposals, outreach to project sponsors</li> <li>• Project development assistance to sponsors</li> <li>• Lead Project Subcommittee field trip to review proposals</li> <li>• Facilitate Project Subcommittee review and ranking and development of funding recommendations</li> <li>• Present CWM recommendations to WRIA 8 SRC</li> <li>• Provide ongoing support to project sponsors throughout application process</li> <li>• Work with FCD and King County grant administrator on review and management of grants; respond as needed to their requests</li> <li>• Grant application workshop/info session for project sponsors</li> </ul>	0.20 FTE Actions and Funding Coordinator
<p><b>Habitat Project Tracking</b></p> <p>Track implementation of approved KCD, CWM and SRFB/PSAR grants and actions from other regional funding sources as appropriate. Manage WRIA 8 data in State project tracking database(s) and improve</p>	<ul style="list-style-type: none"> <li>• Progress update to WRIA 8 SRC</li> <li>• Assistance to King County Flood Control District, Project Managers on CWM reporting</li> <li>• Assistance to RCO staff, Project Managers on SRFB reporting</li> <li>• Outreach to project managers to update</li> </ul>	0.15 FTE Actions and Funding Coordinator

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<p>database(s) as implementation tracking tools for WRIA 8. Track HWS policies and procedures. Develop new project mapping application using King County’s iMap platform as a project implementation and communication tool.</p>	<p>information on their projects in state database(s)</p> <ul style="list-style-type: none"> <li>• WRIA 8 project implementation tracking</li> <li>• Support development of new project mapping tool using King County’s iMap platform.</li> </ul>	
<p><b>Funding for Plan Implementation/Legislative Outreach</b></p> <p>Coordinate with WRIA 8 partners and organizations, including Puget Sound Partnership, Recreation and Conservation Office and other watersheds regionally and statewide, to develop a funding strategy that seeks federal, state, and other funding opportunities for Plan implementation.</p> <p>Research new grant and funding opportunities. Help establish partnerships and seek funding for priority projects. Identify grant funding opportunities that support multiple benefits, including salmon habitat protection and restoration.</p> <p>Track and report on salmon recovery related budget bills and legislation. Brief partners and engage where appropriate to promote the interests of WRIA 8 partners.</p>	<ul style="list-style-type: none"> <li>• Briefings/emails to WRIA 8 SRC and partners regarding 2017 state and federal legislative priorities</li> <li>• Email notifications regarding funding opportunities</li> <li>• Promotion of potential grant funding sources on WRIA 8 website</li> <li>• Contract with grant writer to help write grants as opportunities arise</li> <li>• Support efforts to identify and develop alternative funding mechanisms</li> <li>• Report to WRIA 8 SRC regarding funding strategy for WRIA 8 Plan implementation</li> <li>• Regular communication on budget developments, drafting of letters and other correspondence as needed to support various budget elements that support salmon recovery.</li> </ul>	<p>0.10 Actions and Funding Coordinator</p> <p>0.05 FTE Salmon Recovery Manager</p>

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<p><b>Communications/Outreach &amp; Education – Telling the Salmon Recovery Story</b>            Seek funding and partnerships with WRIA 8 jurisdictions and partners, agencies and non-profits to implement outreach and education efforts that support WRIA 8 Plan. Ongoing efforts include:</p> <ul style="list-style-type: none"> <li>• Salmon SEEson program to promote awareness and support for salmon recovery efforts</li> <li>• Green Shorelines effort to reach out to lakeshore property owners to create more salmon-friendly shorelines</li> <li>• Encouraging stewardship of riparian areas (focus on Cedar River, Issaquah Creek and Bear Creek)</li> <li>• Build public support for Cedar River restoration</li> </ul> <p>Raise awareness about salmon conservation. Coordinate with other watersheds on regional salmon recovery outreach and education.</p>	<ul style="list-style-type: none"> <li>• Develop and distribute WRIA 8 E-news every other months (months without SRC meetings)</li> <li>• Develop communications and outreach strategy as part of WRIA 8 Plan update</li> <li>• Annual WRIA 8 Salmon Recovery Tour (typically held in the fall) to highlight priority projects and share implementation progress with local and state elected officials, partners, and Congressional delegation</li> <li>• Annual Salmon SEEson campaign (10<sup>th</sup> season)</li> <li>• WRIA 8 website updates</li> <li>• Press releases</li> <li>• Seek funding/partnerships to continue Green Shorelines and riparian area stewardship outreach efforts</li> <li>• Help King County do public outreach to Cedar River community on Cedar River restoration projects, including attendance at public meetings.</li> <li>• Meet with local governments and other partners to maintain a working understanding of the WRIA 8 Plan and share priorities and opportunities for implementing actions</li> </ul>	<p>0.30 FTE Temporary Communications Specialist</p> <p>0.10 FTE Administrative Coordinator</p> <p>0.05 FTE Salmon Recovery Manager</p>
<p><b>WRIA 8 10-Year Plan Update</b>            Coordinate with SRC, Implementation Committee, Technical Committee and other WRIA 8 partners to update WRIA 8 Plan.</p>	<ul style="list-style-type: none"> <li>• Up to 2 workshops with Technical Committee, Implementation Committee, and other partners to inform aspects of the Plan update</li> <li>• Regular SRC status reports on draft Plan update, including key milestones and policy</li> </ul>	<p>0.35 FTE Technical Coordinator</p> <p>0.15 FTE Salmon Recovery Manager</p>

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	decisions <ul style="list-style-type: none"> <li>• Draft WRIA 8 Plan update for SRC approval and ILA partner ratification</li> </ul>	0.10 FTE Actions and Funding Coordinator
<b>Technical Coordination</b>		
<p><b>WRIA 8 Technical Committee</b>                      Coordinate and facilitate 8-10 WRIA 8 Technical Committee (W8TC) meetings. Provide technical support and analysis to WRIA 8 SRC and Team. Focus in 2017 on WRIA 8 Plan update.</p> <p>Implement Habitat/Harvest/Hatchery (H-I) subcommittee recommendations as appropriate and feasible.</p> <p>Work with Implementation Committee to assess overall progress in implementing plan and identify implementation gaps</p>	<ul style="list-style-type: none"> <li>• Agendas</li> <li>• Meeting notes – records of decisions made by Technical Committee</li> <li>• Analysis/reporting/presentations as required</li> </ul>	0.25 FTE Technical Coordinator
<p><b>Coordinate Monitoring and Adaptive Management Efforts</b>                      Work with the W8TC, Implementation Committee, PSP, WRIA 8 jurisdictions, SRC and other state and regional efforts to build on WRIA 8 monitoring and adaptive management framework and develop and implement a basin-wide monitoring framework for tracking watershed trends,</p>	<ul style="list-style-type: none"> <li>• WRIA 8 monitoring and adaptive management framework</li> <li>• Compile and assess ongoing and proposed habitat and salmon monitoring to identify existing information beneficial to WRIA 8 and identify gaps</li> <li>• Reports, documentation and presentations to WRIA 8 SRC</li> <li>• Results posted on WRIA 8 website</li> </ul>	0.40 FTE Technical Coordinator

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<p>project effectiveness and Conservation Plan effects, and a robust adaptive management plan as part of the WRIA 8 Plan update.</p> <p>Coordinate reporting to SRC, PSP, EPA and others.</p> <p>Coordinate and produce other monitoring products arising from monitoring framework development (e.g., juvenile and adult Chinook abundance trends, flow characterization, lakeshore change assessments).</p> <p>Organize and oversee technical services contractors to carry out specific technical tasks (e.g., related to monitoring and data management).</p> <p>Seek funding and partnerships to continue monitoring activities.</p>	<ul style="list-style-type: none"> <li>• Present results</li> <li>• Scopes of work, requests for proposals, other work products created by contractors</li> <li>• Grant proposals, other funding packages and partnerships to conduct elements of monitoring framework</li> </ul>	
<b>Administration</b>		
<p>Conduct general administration work in support of implementation of the WRIA 8 interlocal agreement and memorandum of understanding. Supervise and lead WRIA 8 Team, hire staff and evaluate staff performance.</p>	<ul style="list-style-type: none"> <li>• WRIA 8 team meetings</li> <li>• Hiring of staff when necessary</li> <li>• ILA trimester billings/reports</li> <li>• Grant billings/reports</li> </ul>	<p>0.20 Administrative Coordinator</p> <p>0.10 Salmon Recovery Manager</p>



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Develop and manage WRIA 8 budget and staff team work plan, grant billings/reporting, trimester billings to ILA parties, and progress reports that accompany trimester billings.		