

## DRAFT WRIA 8 Staff Team – 2018 Work Plan

Management Committee Recommendation for Salmon Recovery Council consideration on May 18, 2017

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 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/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>• 2018 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>• 2019 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 Recovery Plan (of which WRIA 8 Plan is a chapter). Negotiate for benefits to WRIA 8 ILA partners and resources for plan implementation.</p>	<ul style="list-style-type: none"> <li>• Attendance at 6 PS SRC meetings , 12 PS Watershed Leads meetings and 3-4 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>0.10 FTE Actions and Funding Coordinator</p> <p>0.10 FTE Technical Coordinator</p>

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<p><b>Coordination with Recreation and Conservation Office (RCO) and Governor’s Salmon Recovery Office (GSRO)</b>                      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 up to 12 Washington Salmon Coalition meetings/conference calls 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>0.20 FTE Actions and Funding Coordinator</p> <p>0.10 FTE Salmon Recovery Manager</p>
<p><b>Support Plan Implementation</b></p>		
<p><b>WRIA 8 Implementation Committee</b>                      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 programmatic recommendations identified in WRIA 8 Plan update.</p>	<ul style="list-style-type: none"> <li>• 5-8 WRIA 8 Implementation Committee meetings</li> <li>• Recommendations for programmatic actions based on WRIA 8 Plan update; other deliverables to be determined as strategies are developed</li> <li>• Coordinate Implementation Committee development of an implementation strategy to prioritize education and outreach actions</li> <li>• Coordinate with partners to continue to implement programmatic priorities, such as Green Shorelines and riparian stewardship strategies</li> </ul>	<p>0.20 FTE Salmon Recovery Manager</p>

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<p><b>Salmon Recovery Funding Board (SRFB) and Puget Sound Acquisition and Restoration (PSAR) Grants</b> 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 funding recommendations to 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 priorities</li> <li>• Host grant application workshop/info session for project sponsors</li> </ul>	<p>0.25 FTE Actions and Funding Coordinator</p>
<p><b>King County Flood Control District Cooperative Watershed Management (CWM) Grants</b> 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>• Secure SRC funding guidance for 2018</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 SRC</li> </ul>	<p>0.25 FTE Actions and Funding Coordinator</p>

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	<ul style="list-style-type: none"> <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</li> <li>• Grant application workshop/info session for project sponsors</li> </ul>	
<p><b>Habitat Project Tracking</b> Track implementation of approved WRIA 8 grants and actions from other regional funding sources as appropriate. Manage WRIA 8 data in State project tracking database(s) and improve database(s) as implementation tracking tools for WRIA 8. Track HWS policies and procedures.</p> <p>Refine, improve, and update new project mapping application using King County’s iMap platform as a project implementation and communication tool.</p>	<ul style="list-style-type: none"> <li>• Annual implementation progress update to 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 information on their projects in state database(s)</li> <li>• WRIA 8 project implementation tracking</li> <li>• Support use and refinement of new project mapping tool using King County’s iMap platform.</li> </ul>	0.10 FTE Actions and Funding Coordinator
<p><b>Funding for Plan Implementation/Legislative Outreach</b> 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</p>	<ul style="list-style-type: none"> <li>• Briefings/emails to SRC and partners regarding 2017 state and federal legislative priorities</li> <li>• Email notifications regarding funding opportunities</li> <li>• Targeted development of priority projects with sponsors</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</li> </ul>	0.10 Actions and Funding Coordinator  0.10 FTE Salmon Recovery Manager

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<p>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 priorities and legislation. Brief partners and engage where appropriate to promote WRIA 8 interests.</p>	<p>alternative funding mechanisms</p> <ul style="list-style-type: none"> <li>• Report to SRC regarding funding strategy for WRIA 8 Plan implementation</li> <li>• Regular communication on state/federal budgets, drafting correspondence as needed to support priority budget items.</li> </ul>	
<p><b>Communications/Outreach &amp; Education –Telling the Salmon Recovery Story</b></p> <p>Develop education and outreach implementation strategy to prioritize efforts and focus available resources.</p> <p>Raise awareness about salmon recovery and WRIA 8 Plan update priorities with ILA partners and watershed stakeholders.</p> <p>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</li> <li>• Green Shorelines effort to promote 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> <li>• Stormwater Outreach for Regional</li> </ul>	<ul style="list-style-type: none"> <li>• Education and outreach implementation strategy</li> <li>• Develop and distribute WRIA 8 E-news every other month (months without SRC meetings)</li> <li>• Press releases</li> <li>• Seek funding/partnerships to continue Green Shorelines and riparian area stewardship outreach efforts</li> <li>• Project/program fact sheets</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</li> <li>• WRIA 8 website updates</li> <li>• Support King County public outreach to Cedar River community on restoration projects, including attendance at public meetings.</li> <li>• Meet with local governments and other partners to maintain a working understanding of WRIA 8 Plan priorities and opportunities for implementing actions</li> </ul>	<p>0.30 FTE Temporary Communications Specialist</p> <p>0.10 FTE Administrative Coordinator</p> <p>0.10 FTE Salmon Recovery Manager</p>

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<p>Municipalities (STORM) to address polluted runoff by advancing broad-scale behavior change</p>		
<p><b>Technical Coordination</b></p>		
<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 2018 on monitoring priorities and advancing studies/research to address emerging technical issues (e.g., elevated water temperatures in Ship Canal and Sammamish River, artificial light, predation in Lake Washington and Ship Canal, etc.).</p> <p>Review and provide technical feedback on project concepts funded by WRIA 8 grants. Review projects requesting to be added to Four-Year Work Plan to ensure they align with WRIA 8 recovery strategies/goals.</p> <p>Implement Habitat/Harvest/Hatchery (H-Integration) subcommittee recommendations as appropriate and feasible.</p> <p>Work with Implementation Committee to assess overall progress in implementing plan.</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> <li>• Recommendations for priority research and monitoring investments</li> <li>• Recommendations for project additions to Four-Year Work Plan</li> </ul>	<p>0.30 FTE Technical Coordinator</p>

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<p><b>Coordinate Monitoring and Adaptive Management Efforts</b></p> <p>Work with the W8TC, Implementation Committee, PSP, WRIA 8 jurisdictions, SRC and other state and regional efforts to implement WRIA 8 Monitoring Plan that employs a basin-wide monitoring framework for tracking watershed trends, project effectiveness and WRIA 8 Plan implementation effects, and perform adaptive management as outlined in the WRIA 8 Plan update.</p> <p>Track and report on indicator metrics for WRIA 8 Plan habitat goals. Coordinate reporting to SRC, PSP, EPA and others.</p> <p>Coordinate and produce other monitoring products arising from implementing Monitoring Plan (e.g., juvenile and adult Chinook abundance trends, flow characterization, lakeshore change assessments, land cover 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>• Implement WRIA 8 Monitoring Plan</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>• Pertinent data and technical study results posted on WRIA 8 website and presented as necessary</li> <li>• Scopes of work, requests for proposals, other work products created by contractors</li> <li>• Grant proposals, other funding packages and partnerships to implement Monitoring Plan</li> </ul>	<p>0.60 FTE Technical Coordinator</p>
<b>Administration</b>		
<p>Conduct general administration work in support of the WRIA 8 interlocal agreement (ILA) and memorandum of understanding.</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> </ul>	<p>0.20 Administrative Coordinator</p>

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Supervise and lead WRIA 8 Team, hire staff and evaluate staff performance.  Develop and manage WRIA 8 budget and staff team work plan, grant billings/reporting, and trimester billings and progress reports to ILA parties.	<ul style="list-style-type: none"><li>Grant billings/reports</li></ul>	0.10 Salmon Recovery Manager