

# **2012–2013 Draft Support Work Plan for South Central Action Area Local Integrating Organization**

## **South Central Action Area Coordination and Integration Approach**

The South Central Action Area contains well-functioning, coordinated efforts to restore habitat, protect habitat, and reduce water pollution. A Caucus Group formed several years ago under the leadership of King County to advise the Ecosystem Coordination Board representative for this area, as well as to build on and support the work of existing groups and to improve action area communication, coordination, and integration among these different efforts. . The South Central Action Area Caucus Group has identified, refined and confirmed action area priorities using input from constituents. The Caucus Group will also help identify opportunities to improve local coordination and integration of Puget Sound recovery efforts and update and inform the action area representative to the Ecosystem Coordination Board.

## **Membership**

The Caucus Group is composed of elected officials and staff from key implementer groups, including local jurisdictions, watershed groups, tribes, business, and non-governmental organizations.

Participating groups include (see Appendix for participant list):

- King and Pierce counties
- Cities of Seattle, Tacoma, and Bellevue
- Suburban Cities Association of King County (City of Burien and City of Kenmore)
- Pierce County Cities and Towns Association (City of Fife)
- Ports of Seattle and Tacoma
- Muckleshoot Indian Tribe
- Puyallup Tribe of Indians
- Public Health – Seattle and King County
- Tacoma – Pierce County Health Department
- WRIA 8 (Lake Washington/Cedar/Sammamish Watershed) Salmon Recovery Council
- WRIA 9 (Green/Duwamish Watershed) Ecosystem Forum
- WRIA 10/12 (Puyallup/White and Chambers Clover Watershed) Citizen Advisory Committee
- Environmental constituency (Citizens for a Healthy Bay and Forterra)
- WSU Pierce County Extension, King Conservation District (Agricultural constituency)
- Business constituency (Boeing and Tacoma Chamber of Commerce)
- Puget Sound Regional Council
- Puget Sound Partnership (state agencies rep)
- ECO Net (King and Pierce counties' education, communication, and outreach networks)

## **Functions and Scope of the LIO (Caucus)**

- Advise the Partnership on local priorities in the Action Agenda.
- Recommend to the Partnership direction and allocation of resources.
- Provide assistance to enhance implementation work by local groups.
- Work cooperatively to assist in implement strategic actions in the Action Agenda.
- Evaluate progress on implementation the Action Agenda at the local scale.
- Provide advice and comment to the Ecosystem Coordination Board.
- Invigorate Action Area coordination, communication, and integration. Share information with and seek input and feedback from constituents.

## Draft Work Plan Tasks

### Task 1: Maintain, Facilitate and Administer a LIO

The local integrating organization is responsible for organizing and supporting a committee of representative action agenda implementation interests. The local integrating organization shall maintain sufficient administration, facilitation and coordination capacity to support the on-going goals and objectives of a local integrating organization. The LIO Coordinator will report to the chair of the LIO.

- Task 1.01      Maintain a local point of contact for the LIO.
  - LIO Coordinator will serve as the local point of contact for LIO activities, including upcoming meetings and the work to support implementation of local priorities.
- Task 1.02      Represent the local integrating organization in appropriate Action Agenda settings and the management conference as directed by the LIO.
  - LIO Chair will represent the LIO; LIO or LIO Chair may delegate representation to the LIO Coordinator.
- Task 1.03      Serve as point of contact for arranging, coordinating, and reporting with LIO participants.
- Task 1.04      Arrange meetings at least quarterly, prior to ECB meetings. More frequent meetings may be scheduled as necessary.
  - LIO will provide input to ECB representative on ECB Agenda items of importance at each LIO meeting.
- Task 1.05      Work with LIO participants to develop meeting agendas.
  - Email will serve as the primary means to arrange meetings and develop agendas; others means, such as a website, ftp site, or SharePoint site will be developed if time and budget allow.
- Task 1.06      Plan, manage, and facilitate meetings.
  - LIO Chair will plan, manage, and facilitate full LIO meetings in consultation with and support from LIO Coordinator and other staff, Ecosystem Recovery Coordinator, and any workgroups formed.
  - LIO Coordinator will facilitate appropriate work group and subcommittee meetings as needed
- Task 1.07      Perform staff assignments.
  - LIO Coordinator is a King County employee who works to support the collective interests of the LIO. LIO Coordinator will perform assignments identified by the LIO and directed by the LIO Chair, with assistance from LIO members as necessary.
- Task 1.08      Develop and distribute summary minutes and other materials to all members of the LIO, committees, and others as directed by the committees.
  - LIO Coordinator will develop and distribute minutes and other materials.
- Task 1.09      Submit updated name and organizational affiliation of each member of the LIO to PSP.
  - LIO coordinator will maintain and submit an updated list of LIO composition and affiliation.

### **Estimated level of effort**

~10% of total grant time

Task 2: Update Local Action Agenda Priorities, Pressures, Strategies and Local Near Term Actions.

The LIO will update and refine their action agenda local profile including priorities, near-term actions, and key pressures. This update will be conducted based on guidance developed and provided by the Partnership by June 30, 2013.

- Task 2.01 Work with interested LIO members and/or supporting committee(s) to refine and update PSP Action Agenda priorities, strategies, actions, and key pressures.
- LIO will provide input on Action Agenda items of importance at each LIO meeting.
  - LIO will convene supporting committees, as appropriate, to address and provide input on specific Action Agenda items; committees will report to the full LIO.
  - LIO Coordinator will work with LIO to identify which local strategies need to be refined and then to refine these strategies to align with updated Action Agenda priorities, strategies, strategic initiatives, actions, and key pressures.
  - LIO Coordinator will work with the LIO or a committee of the LIO to develop criteria and a process to prioritize and sequence strategies and local actions within the Action Agenda profile.
  - LIO will use the criteria and process to identify actions that need to be undertaken to implement the strategies and to set priorities and schedule for implementation. During the process, LIO Coordinator will work to integrate and coordinate with existing watershed-scale efforts to inform local priorities in the South Central Action Area and to link the work of the WRIA Groups.
  - LIO Coordinator will assist interested members to produce a list of refined strategies and local actions.
- Task 2.02 Update and revise the local strategy, as projects are implemented.
- LIO Coordinator will update the local strategies as member communities provide information on the status of actions undertaken.
- Task 2.03 Provide to PSP an electronic version of the most current Action Agenda profile revisions to be submitted to the Leadership Council for final adoption.
- Task 2.04 Provide to PSP the criteria and description of process used to prioritize and sequence strategies and local actions within the Action Agenda profile.
- Task 2.05 Engage in other refinement processes of Action Agenda as appropriate (i.e., vetting and input into Ecosystem Recovery Targets, revised/refined Action Agenda strategies and priorities, threats/pressure identification work, Action Agenda prioritization approaches, etc.)
- LIO Coordinator will assist LIO to complete this task.
- Task 2.06 Participate in any other work associated with developing the planning, prioritization, and evaluation framework for the Action Agenda as needed.

**Estimated level of effort:**

~40% of total grant time

### Task 3: Identify and coordinate implementation of local priorities

LIOs serve an important role in assisting with developing actions for implementation of local priorities. The following are tasks that may be undertaken this year. Work under this task will be based upon locally identified and vetted priorities as described in the previous section, Task 2. This work may need to extend past June 30, 2013 under a future work plan agreement.

- Task 3.01 Help local communities build capacity through developing projects and providing technical assistance; implement LIO-led projects as time and budget allow.
- Continue work to complete the South Central Shoreline Management Plan (SMP) Project, an LIO-led project to analyze challenges and opportunities to improve management of shorelines. LIO Coordinator will supervise the identification of recommendations for the LIO to better align local policies and regulations with SMP targets and Action Agenda priorities. If additional work is identified and resources are available, a Phase II SMP project work plan will be developed.
  - LIO Coordinator will support the LIO in developing criteria and a process to evaluate whether project proposals align with South Central Action Area priorities.
- Task 3.02 Develop and coordinate opportunities for implementation.
- Task 3.03 Coordinate funding.
- LIO will work with the PSP to establish and refine legislative and funding strategies to support Strategic Initiatives and the Action Agenda.
  - LIO Coordinator will coordinate efforts to support and assist organizations applying for NEP grant funds that are consistent with local actions and strategies.
  - LIO Coordinator will assist the LIO and PSP in their efforts to identify funding needs and mechanisms.
- Task 3.04 Provide education and outreach.
- LIO will seek opportunities to increase participation in the LIO through formal invitation letters, one-on-one meetings, and means of engagement with entities in the action area.
  - LIO will work with PSP to Increase local awareness of Action Agenda funding and grant opportunities.
  - LIO Coordinator will provide informational presentations to local groups on the work of the LIO, as identified by the LIO and directed by the Chair with assistance of LIO members as necessary.

#### **Estimated Level of effort:**

~40% of total grant time

#### Task 4: Performance Management

The local integrating organizations shall report on the above activities/ deliverables/ outputs through a quarterly progress report provided to PSP on Dec 31, Mar 31, June 30, Sep 30 of the year, which will be utilized for reporting into the Financial Ecosystem Assessment Tracking system (FEATs), NEPORT and other reporting needs.

- Task 4.01      Send Progress Reports, Billing Summary by task and proof of expenditure for these activities to the PSP on a quarterly basis in the PSP reporting format.
- Task 4.02      Distribute Progress Report to committee(s) quarterly.
- Task 4.03      Submit semi-annual report for FEATS, which PSP will format and enter into FEATs system.

#### **Estimated level of effort:**

~10% of total grant time

**Summary of Draft Work Plan Deliverables for the South Central Action Area LIO**

<b>Task</b>	<b>Level of Effort</b>	<b>Deliverable</b>	<b>Timeline</b>
Task 1: Maintain, organize, facilitate, and administer LIO. (\$7500.00)	10 %	LIO meeting agendas and other materials	Ongoing through contract term
		Website or other way to distribute materials and communicate with PSP and LIO members, if time and budget allow	Ongoing through contract term
		LIO meeting summaries, including list of attendees (distributed one week following each LIO meeting)	Ongoing through contract term
		Input to ECB representative on Action Agenda	Ongoing through contract term
		Updated list of names and affiliations of LIO members	First quarter 2013
Task 2: Update local action agenda pressures, strategies, and local near term actions. (\$30,000)	40%	Criteria and process to prioritize and sequence local strategies and actions	March 31, 2013
		List of refined local strategies and local actions	May 31, 2013
		Action Agenda profile revisions to PSP	By June 30, 2013
		Updated local strategies	Ongoing, beyond contract term
Task 3: Identify and coordinate implementation of local priorities. (\$30,000)	40%	Preliminary list of challenges, opportunities, and recommendations to improve shoreline management in the action area resulting from the South Central Shoreline Management Plan (SMP) project	By June 30, 2013
		Work plan for a Phase II SMP project If additional work is identified and resources are available	By June 30, 2013
		Develop criteria and process to evaluate project proposals for alignment with priorities	April 30, 2013
		Outreach to increase LIO membership engagement	Ongoing through June 30, 2013
		Informational presentations to local groups on the work of the LIO	Ongoing through June 30, 2013
Task 4: Performance management (\$7500.00)	10%	Progress reports and billing summaries to PSP	Quarterly through June 30, 2013
		Quarterly progress report to committees	December 31, 2012, and June 30, 2013