

LIO Progress Report Template (FFY 2019)

- Upload Progress Report to Box and notify PSP Contract Manager via email
- Contract Paypack (invoicing spreadsheet) should be emailed into PSP Fiscal.
- All deliverables uploaded to Box

1. Contract # 2019-15
2. Agreement Title Sano-Stilly LIO – FFY2018
3. Period of the Progress Report Jan - Mar 2019
4. Name and Position of Person Completing Report Jessica Hamill, LIO Coordinator
5. Downloaded into the Box.com Deliverables Folder? No Yes, in Pending Folder
6. Due date for progress report: April 15th

Update on activities: provide a detailed description of what has happened during the reporting period for each task. Briefly touch on deliverables completed or in progress, milestones, lessons learned, outcomes achieved, and any other relevant information. You can also attach additional materials to your report as needed to help describe progress being made. Any deliverables completed should be posted on the Box site under Pending Deliverables. Deliverables will be moved to the Final Deliverables folder at contract close-out.

Status descriptions - Choose one that best describes what the status is of that particular task. You may have completed one or two activities in the task, but still need to work on other activities – if this is the case then you are either Current or Behind Schedule. If you have questions, talk with your project manager.

Tasks or Sub-task #	Update on activities, activities completed this period, progress on deliverables	Task or subtasks/activity status description	Brief description of any complication or issues in accomplishing the task or subtask	On track to spend down task or subtask budget, off track, or amendment to budget
SUBTASK		Choose an item.		Choose an item.

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TASK 1				
<p>Subtask 1.01-2 Maintain a local point of contact for the LIO</p>	<p>LIO Coordinator maintains local point of contact and serves as agent for local engagement and coordination. Link to LIO website: https://snohomishcountywa.gov/831/Local-Integrating-Organization</p>	<p>Current</p>	<p>None</p>	<p>On task to spend down</p>
<p>Subtask 1.03 Arrange LIO meetings, prepare agendas and facilitate meetings</p>	<p>3 SWC meeting (1/23/19, 02/27/19, and 03/27/19), 2 TAG meeting (1/9/19, 03/13/19), and one Snohomish IC meeting (02/07/19). All agendas have been uploaded to Box. Meeting materials for all TAG meetings are available here: http://www.stillaguamishwatershed.org/TAG%20Meetings/TAGmeetings.html</p> <p>Meeting materials for all SWC meetings are available here: http://www.stillaguamishwatershed.org/SWC%20Meetings/SWCMetings.html</p> <p>Meeting materials for the Snohomish IC meeting are available here: https://snohomishcountywa.gov/2232/LIO---Implementation-Committee</p>	<p>Current</p>	<p>We had a combined meeting with the Snohomish Salmon Recovery Forum in February and the meeting was very successful. The LIO will be following up in a similar format in May.</p>	<p>On task to spend down</p>
<p>Subtask 1.04 Develop and distribute summary notes and materials to LIO committees and the Partnership</p>	<p>3 SWC meeting (1/23/19, 02/27/19, and 03/27/19), 2 TAG meeting (1/9/19, 03/13/19), and one Snohomish IC meeting (02/07/19). All meeting summaries have been uploaded to Box. Meeting materials for all TAG meetings are available here: http://www.stillaguamishwatershed.org/TAG%20Meetings/TAGmeetings.html</p> <p>Meeting materials for all SWC meetings are available here: http://www.stillaguamishwatershed.org/SWC%20Meetings/SWCMetings.html</p>	<p>Current</p>	<p>None</p>	<p>On task to spend down</p>

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	Meeting materials for the Snohomish IC meeting are available here: https://snohomishcountywa.gov/2232/LIO---Implementation-Committee			
Subtask 1.05 Submit updated name, org. affiliation, contact information (email), and role (which committee(s)) of each LIO member	Roster of LIO Committee members (both Snohomish IC and Cross-basin EC) have been uploaded to Box. SWC membership can be found on the SWC agendas here: http://www.stillaguamishwatershed.org/SWC%20Meetings/2018%20Meetings/11-%20November/SWC%20Agenda%2011-28-18.pdf . SWC membership is also included in the Snohomish Implementation Committee roster.	Current	2019 planning underway to fill vacant positions and we added a new Committee member and a new seat for State Agency representative.	On task to spend down
Subtask 1.06 Maintain notice of meetings agendas, summary notes and/or opportunities for content review. Maintain info on a public website	We have been transitioning to a new webpage format so have been moving documents over and making minimal updates until migration is finalized. IC and EC webpages (https://snohomishcountywa.gov/2227/LIO--Executive-Committee) updated with meeting materials. Main page updated with information about new organizational structure. Current Priorities page updated with Action Agenda 2018-2022 and NTA related information, and relevant links are included: https://snohomishcountywa.gov/3556/LIO---Current-Priorities	Current	None	On task to spend down
Subtask 1.07 Participate in regional meetings and trainings	Participated in one LIO Coordinator's meeting (02/12/19).	Current	None	On task to spend down
Subtask 1.08 Coordinate with the salmon recovery lead entity(ies) by beginning conversations around improved collaboration	Attended Integration Workshop on January 10 th . The workshop was a good discussion and it felt good to hear all the similar and diverging opinions. We are all still wondering what the next steps are/where this is all going.	Current	Great having Erin's help planning for meetings, coordinating regional projects/effort, and the enhanced ECB coordination. Thank you Erin!!	On task to spend down

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& participating in workshops & trainings.				
Subtask 1.09 Attend and present at the 2019 Summit	Nothing to report this quarter. No Summit has been scheduled.	Current	I thought I recall an ERC mentioning that PS Day on the Hill would substitute for the Summit. If Puget Sound Day on the Hill is the Summit, there was not enough notice for an LIO session to be planned/coordinated.	On task to spend down
OPTIONAL: Subtask 1.10 Assist LIO in the process to nominate the LIO's Ecosystem Coordination Board (ECB) representative and alternate ECB representative. Provide letter to ECB with nomination.	Forwarded notice of available seats to LIO participants. Have not received any follow-up or notifications of interest from LIO members. Will follow-up at April 18 th EC meeting.	Current	None	On task to spend down
OPTIONAL Subtask 1.11 Participate in other sub-regional or regional meetings (ex. Lead Entity). Maximum reimbursed: 20 hours.	Agenda content is integrated in the Stillaguamish basin. Great strides have been made toward an integrated agenda with LIO and LE topics. LIO/LE Coordinator attended Integration Workshop and participated in follow-up webinar on results and next steps. Attended one Snohomish LE meeting.	Current	Many folks are curious about the next steps on the Integration Workshop.	On task to spend down
TASK 2				
Subtask 2.01 Support and steward the 2018 –2022 AA. Coordinate and catalyze implementation of NTAs- <i>See contract for specifics</i>	Completing/updating LIO funding strategy to attempt to fund/implement the 89 2018 NTAs. Coordinated NTA updates at upcoming LIO EC meeting. Funding announcements (along with other basin/recovery related updates) are sent out to all LIO participants monthly. Those announcements have been uploaded to Box.	Current	None	On task to spend down

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Subtask 2.02 Participate in the AA adoption process and after action review	The LIO provided a comment letter on the AA and reported on this task in the previous quarter. There has been no additional work requested of LIOs on after action review.	Current	None	On task to spend down
Subtask 2.03 Coordinate and execute a process to identify and recommend NTA for direct funding from SI Leads	As reported in previous quarter, coordinated process to identify direct funding in the Stilly basin. Since that reporting there has been no additional local funding opportunity and one is not expected until the fall.	Current	As stated last quarter, improved coordination with Habitat SIL and LIOs. Would be good to have similar coordination with other SILs.	On task to spend down
OPTIONAL Subtask 2.04 Provide input on the 2022 –2026 AA Comp Plan update, expected to begin summer 2019.	Provided input via AACG (1/23/19 and 3/27/19). LIO also submitted a letter which summarizes comments/input on the AA. That letter has been uploaded to Box during the previous reporting quarter. There have been no requests for LIO comments on the Comp Plan that I am aware of.	Current	Not sure if this is a “complete” task as I don’t know what other Comp. Plan input may be requested.	On task to spend down
OPTIONAL Subtask 2.05 Participate in AACG	Participated in two AACG meeting (1/23/19 and 3/27/19) and met with LIO AACG reps in between meetings to discuss AA/LIO related concerns/thoughts etc.	Current	The last AACG meeting was a passionate discussion but did not result in any tangible outcomes. The relationship/importance of Implementation Strategies, the AA, LIO Plans, and NTAs still seems “yet to be figured out.” I hope to be a part of future meetings where we move the needle a bit on some of these lingering issues. A tough task, I’m sure.	On task to spend down
TASK 3				
Subtask 3.01 Distribute Progress Report and deliverables to PSP quarterly	Submitted to Box and emailed to Erin Murray 4/15/19	Current		On task to spend down
Subtask 3.02 Distribute billing summary by task and proof of expenditure to PSP monthly	Billings submitted to PSP Fiscal monthly through February. We are working on the March billing following 4/22/19 payroll reconcile, as normal practice. Signed A-19’s for January and February uploaded to Box.	Current	We are likely to spend down this money by the next reporting cycle. We will continue to utilize local utility fees to supplement the required LIO work, as normal practice.	On task to spend down

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Subtask 3.03 Provide an update on outreach to LIO NTA owners to PSP in two progress reports	Some assistance provided during Action Agenda Tracker registration deadline.	Current	Have not heard any complaints about reporting and registering for the AA Tracker. I'm not sure how closely folks are following this though.	On task to spend down
Subtask 3.04 Distribute Progress Report to LIO committee(s) at least quarterly	Progress report will be uploaded to the LIO website by the end of April, here: https://snohomishcountywa.gov/3692/LIO---Quarterly-Reports	Current	None.	On task to spend down
OPTIONAL Subtask 3.05 Intermediate Performance Measures	Nothing to report as no such workshop has been convened.	Current	There are many local representatives that would be interested in attending such a workshop and providing input.	On task to spend down
OPTIONAL Subtask 3.06 Data Systems Improvement: Provide input to design of new tools for NTAs < 5 hrs	Kari Stiles has scheduled a meeting with LIO Coordinators on the Action Agenda Tracker tool. Alexa is working with Alexandra/Erin on Miradi updates.	Current	None.	On task to spend down
TASK 4				
Subtask 4.01 Contribute to communications development, products, & presentations of Plans- <i>see contract for specifics</i>	We are working on updating Miradi files in an effort to generate some communication products that may be useful for presenting LIO priorities to a variety of audiences. We are working with Alexandra, Erin, and contract support to update/beautify our LIO plan executive summary.	Choose an item.	We need to update our files with imagery and other elements for more compelling communication products.	Choose an item.
Subtask 4.02 Adaptively manage LIO Plan	We have mapped the NTAs to the LIO plan strategies in Miradi and have taken two data stewardship trainings. Next steps for the LIO Plan are to develop an Executive Summary and circulate the draft funding strategy for review. We will also be working on developing local goals for vital signs that don't have them and integrating implementation strategy content. TAG members in the Stilly have met to work on floodplain goals for that Basin. It would be	Current	None	On task to spend down

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	<p>good to organize a regional effort to communicate LIO priorities to an audience of “decision-makers.” We will look for opportunities to do that.</p> <p>We are also ramping up work on integrating HWB and ecosystem services valuations into recovery planning/implementation. Alexa is leading this project for the LIO. There is a meeting following the LIO Coordinator’s meeting in May. We are also meeting with Lori Clark to see if there is an opportunity to combine resources for a “Whidbey Basin” effort around HWB integration.</p>			
Subtask 4.03 Support LIO Plan Synthesis development for Imp. Strategy integration & other regional product integration	LIO Coordinator’s received a copy of the Marine Water Quality Synthesis. We have been asked to provide comments by 5/2/19. Jessica has circulated the draft for Committee review and asked for responses by 4/26. Erin will highlight this opportunity at the 4/18 LIO EC meeting.	Current	Would be good to have regular updates on IS progress at LIO Coordinator meetings.	On task to spend down
OPTIONAL				
OPTIONAL Subtask 4.04 Integration of Human Well Being Framework into LIO Plan	Attendance at one HWB workshop/webinar (02/12/19) and multiple coordination emails/phone calls. Coordinated presentation from OSU at recent Stilly TAG meeting. Maps of the survey data were showcased and comments received. There is still confusion about how this project will help with decision-making.	Choose an item.	Although there is a significant amount of interest in this work, there is still confusion about how this project will help with decision-making.	Choose an item.
OPTIONAL Subtask 4.05 Incorporate climate change adaptation/ planning into the LIO Plan	Not required to report this quarter.	Current	Need to assess if sufficient capacity and budget. Currently seems unlikely we will have either in 2019.	On task to spend down