

## LIO Progress Report Template (FFY 2020-2021)

- 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 folder 'pending deliverables'

1. Contract # 2021-12
2. Agreement Title Snohomish/Stillaguamish LIO-FFY2021 Funding
3. Period of the Progress Report (Q1-Q4) Quarter 2
4. Name and Position of Person Completing Report Kathleen Pozarycki
5. Downloaded into the Box.com Deliverables Folder?  No  Yes, in Pending Folder
6. Due date for progress report: Choose an item.\_4-15-21

**Update on activities:** provide a **detailed** description of what has happened during the reporting period for each task. **Describe 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	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
<b>SUBTASK</b>		Choose an item.		Choose an item.
<b>TASK 1</b>				
Subtask 1.01-2 Maintain a local point of contact for the LIO	Attended Monthly LIO Coordinators meetings <ul style="list-style-type: none"> <li>• January 13, 2021</li> </ul> PSP check in meetings <ul style="list-style-type: none"> <li>• January 25, 2021</li> </ul>	Current		On task to spend down

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	<ul style="list-style-type: none"> <li>Feb 2, 2021</li> </ul>			
Subtask 1.03 Arrange LIO meetings, prepare agendas and facilitate meetings	LIO Implementation Committee meeting held on February 25, 2021. Meeting agendas sent prior to meeting and meetings facilitated by staff along with guest presentations. Pre and Post meeting check ins held with co-chairs and supervisor to develop action items for follow up.	Current		On task to spend down
Subtask 1.04 Develop and distribute summary notes and materials to LIO committees and the Partnership	Summary notes and materials completed.	Current		On task to spend down
Subtask 1.05 Submit updated name, org. affiliation, contact information (email), and role (which committee(s)) of each LIO member in MiradiShare. Notify ER Team liaison, and update member roster when there is a change to participation.	No change since submitted last quarter.	Current		On task to spend down
Subtask 1.06 Maintain publicly-available information about the LIO, including notice of meetings, agendas, summary notes, and opportunities for content review. Maintain up to date LIO information on public website.	The Sno/Stilly LIO Website is up to date and has all information, files, meetings, agendas and meeting notes uploaded. A new Human Wellbeing page has been added.	Current		On task to spend down
Subtask 1.07 Participate in regional meetings and trainings	Attended HWB Project Team meetings on: <ul style="list-style-type: none"> <li>Jan 5, 2021</li> <li>March 2, 2021</li> </ul> Attended Feb. 18 PSP Leadership Council Meeting  Attended Jan. 21 ECB Meeting	Current		On task to spend down
Subtask 1.08 Coordinate with the salmon recovery lead entity(ies). As needed, adaptively manage LIO structure to better reflect integration.	Held meeting with both Stilly and Snohomish Lead Entities on Feb 1, and with Snohomish Lead Entity on March 22, 2021. Check in with Stilly Lead Entity Jan 6, Feb 11, and March 31.	Current		On task to spend down

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	Attended Snohomish Forum Meeting on March 4, 2021			
Subtask 1.09 Prepare and participate on behalf of the LIO at Partnership Board or Council meeting, if requested.	N/A	Current		On task to spend down
Subtask 1.10 Assist LIO in the process to nominate the LIO's ECB representative and alternate ECB representative.	N/A	Current		On task to spend down
Subtask 1.11 Attend two Partnership workshops that support goals of overall LIO program.	<ul style="list-style-type: none"> <li>Attended ESRP Nearshore Summit</li> </ul>	Current		On task to spend down
<b>TASK 2</b>				
Subtask 2.01 Coordinate and catalyze implementation of the 2018-2022 Action Agenda through support of NTAs. <i>See contract for specifics</i>	Ongoing	Current		On task to spend down
Subtask 2.02 Coordinate and execute a process to identify and recommend an NTA(s) for direct funding by the SILs, if applicable.	On hold	Planned	Waiting for guidance from PSP	On task to spend down
Subtask 2.03 Prior to each ECB meeting, engage the LIO ECB representative regarding issues and preferences of the LIO.	Attended Jan 20 pre ECB Check in meeting with local LIO Rep and partners.	Current		On task to spend down
Subtask 2.04 Engage with the Partnership and SIL baseline conversations around the development and execution of the 2022 Action Agenda. Coordinate local area content for 2022 AA inclusion.	Conducted during monthly LIO Action Agenda Hour meetings and via emails and check in meetings with PSP ERP Liaison	Current		On task to spend down
<b>TASK 3</b>				
Subtask 3.04 Develop and distribute Progress Report to LIO committee(s) and the Partnership two times a year.	Completed	Current		On task to spend down
<b>TASK 4</b>				
Subtask 4.01	Ongoing	Completed		On task to spend down

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Update and adaptively manage LIO Plan – <i>see contract for specifics</i>				
Subtask 4.02 Review materials and provide feedback on needed materials for Puget Sound Info platform	Ongoing	Planned		On task to spend down
<b>TASK 5</b>				
Subtask 5.01 Support LIO participation in regional planning and coordination groups.	Participated in LIO Policy Subcommittee Meetings on: <ul style="list-style-type: none"> <li>January 14, 2021</li> <li>March 2, 2021</li> </ul> Regional LIO Collective Policy Project Planning Mtgs <ul style="list-style-type: none"> <li>March 15, 2021 with PSP staff</li> <li>Held bi-weekly internal meetings to discuss collective policy project with Supervisor and Shellfish Program Lead</li> </ul>	Current		On task to spend down
Subtask 5.02 Work with LIO committee members to determine opportunities to inform and educate local decision makers on the work of the LIO, including LIO Plan and associated gaps and barriers.	<ul style="list-style-type: none"> <li>Supported work internally for Snohomish County to join Conservation Futures Pilot Project and helped facilitate internal meeting Feb. 2, 2021 prior to Snohomish County Conservation Futures Board Meeting</li> <li>Updated and finalized an interactive OSS Map for parcels along the Snohomish County Nearshore that a likely to have septic systems but haven't been mapped, documented or inspected. Map is located here: <a href="https://gismaps.snoco.org/">OSS Webmap (snoco.org)</a> <a href="https://gismaps.snoco.org/Html5">https://gismaps.snoco.org/Html5</a></li> </ul>	Current		On task to spend down

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	<p><a href="#">Viewer/index.html?viewer=OSS Public</a></p>			
<p>Subtask 5.05 Facilitate removal and/or reductions of LIO priority barriers through Continuous Improvement.</p>	<ul style="list-style-type: none"> <li>• Held exploratory meetings and phone calls with stakeholders regarding the Quiet Sound project.</li> <li>• Worked extensively to create local, regional and state support to develop LIO Collective Policy Project Proposal entitled: <b><u>A Regional Approach to the challenges and opportunities for the management and maintenance of Onsite Septic Systems</u></b> <ul style="list-style-type: none"> <li>○ Held a series of internal and external partner meetings to build support of the ideas to address barriers to continued maintenance, monitoring and mapping of OSS in Snohomish County and in Puget Sound</li> <li>○ Contacted WDOH to develop partnership to support this project at a larger scale</li> <li>○ Built upon 2016 WDOH OSS Analysis Report of Puget Sound OSS to develop a framework to take the results of that report to the next level and develop a plan to address the barriers in</li> </ul> </li> </ul>	<p>Current</p>		<p>On task to spend down</p>

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	<p>that report as a region. These barriers also align with many of the barriers in the PSP Vital Signs</p> <ul style="list-style-type: none"> <li>• Attended Feb. 9 Virtual Septic workshop for Snohomish County residents which led to the idea of creating a video that can be accessing easily online by all residents. The video will include some of the important content from the workshop</li> <li>• Developed initial video plan for education for septic owners in Snohomish County, contractor has been selected to create the video, content will address the barrier; SSLIO 07.1 Outreach, technical assistance, incentives, and enforcement for improved on-site septic management</li> </ul>			
<p>Subtask 5.06 Support priority NTAs and AA implementation by building LIO capacity to efficiently and effectively compete for project funding.</p>	<p>Held check in meeting with project team working on implementing Savvy Septic NTA</p> <p>Updated profile on Action Agenda Tracker website and reviewed options for NTA outreach and communication to NTA owners</p>	<p>Current</p>		<p>On task to spend down</p>