

**INTERAGENCY AGREEMENT
BETWEEN
WASHINGTON STATE
RECREATION AND CONSERVATION OFFICE
AND
WASHINGTON COAST SUSTAINABLE SALMON FOUNDATION**

PARTIES TO THE AGREEMENT

This Interagency Agreement is made and entered into by and between the Washington State Recreation and Conservation Office, hereinafter referred to as "RCO", and Washington Coast Sustainable Salmon Foundation, hereinafter referred to as "The Foundation", pursuant to the authority granted by Chapter 39.34 RCW.

PURPOSE

The Foundation will work with Chehalis Basin interests (e.g., landowners, CDs, WDFW, Flood Authority, Office of Chehalis Basin, Tribes, etc.) to comprehensively update project documentation in Habitat Work Schedule (HWS) so as to extend and utilize HWS as a capital budget coordination, planning and development tool for the Chehalis Basin. This approach will be applied in the Chehalis Basin first as a pilot, and then in time (and by others) throughout the state. Lessons learned from the pilot will be documented for use in applying the results of the pilot statewide.

Project timeline is:

- October 26, 2016 –Additional support staff hired and training initiated.
- November to March 2017 – Compile all available landscape restoration project data since 2008 for the Chehalis Basin from public and private sources, and enter or otherwise incorporate it into the Chehalis Basin Habitat Work Schedule module.
- April-May 2017 – Produce interim reporting modules on the Habitat Work Schedule project landscape as of March 31st, providing a progress report that highlights further efforts that will be required to incorporate all restoration project work in the Chehalis Basin, and keep it current over the near-term. Present preliminary findings for the progress report at the April 2017 Salmon Recovery Conference in Wenatchee.
- May-June 2017 – Continue compiling all available landscape restoration project data since 2008 for the Chehalis Basin from public and private sources, and enter or otherwise incorporate it into the Chehalis Basin Habitat Work Schedule module
- June 2017 – Phase 1 of project complete.

Read more at

<https://www.ezview.wa.gov/DesktopModules/Documents2/View.aspx?tabID=28124&alias=1492&mid=68716&ItemID=4237>.

PERIOD OF PERFORMANCE

This Agreement shall become effective **October 26, 2016** or once fully signed, whichever is later, and will expire on **June 30, 2017**, except as clarified in this term below and/or unless terminated sooner or extended as provided herein.

Funding for this project is appropriated through June 30, 2017. This agreement may be extended to include work in FY 2017 as needed and if funding is available.

STATEMENT OF WORK

The Foundation shall provide the following services to RCO related to flood hazard reduction in the Chehalis Basin and in support of the Chehalis River Basin Flood Authority:

See Attachment A - 2017-19 Local Projects Recruitment Form (dated 7/22/2016) as well as "Purpose" as stated above.

COMPENSATION

RCO shall reimburse The Foundation, an amount not to exceed Eighty-Five Thousand Dollars (**\$85,000**), including any applicable tax and indirect costs, for the performance of all things necessary for, or incidental to, the work as set forth in this Agreement.

Allowable costs shall include costs incurred by The Foundation from the first date of the Agreement period until the Agreement is terminated or expires as provided herein, but in no event shall allowable costs exceed the maximum amount of the Agreement. Costs allowable under this Agreement are based on the following agreed budget.

CATEGORY	DOLLARS
Salaries and Wages	
Goods and Services	\$85,000
Construction Contracts	
TOTAL	\$85,000

The Foundation shall be allowed to move amounts not to exceed ten percent of any object or expenditure total between objects. However, no change or transfer can be made that would have the effect of increasing the total budget. Budget changes in excess of this ten percent may be made only upon the written approval of both parties to this Agreement.

BILLING AND PAYMENT

RCO will pay The Foundation upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to RCO not more often than monthly.

The invoices shall describe and document, to RCO's satisfaction, a description of the work performed, the progress of the project, and fees. If expenses are invoiced, provide a detailed breakdown of each type. A receipt must be retained by The Foundation for any single expense in the amount of \$50.00 or more.

Invoices shall include the individual performing the work, the number of hours and the hourly rate.

Invoices must be submitted electronically using PRISM online. Information is available on RCO's website located at http://www.rco.wa.gov/doc_pages/reimbursement.shtml . Contact the agency at ebilling@rco.wa.gov with any questions.

Payment shall be considered timely if made by RCO within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by The Foundation.

RCO may, in its sole discretion, terminate the Agreement or withhold payments claimed by The Foundation for services rendered if the Recipient fails to satisfactorily comply with any term or condition of this contract.

No payments in advance or in anticipation of services or supplies to be provided under this contract shall be made by RCO.

ADMINISTRATION

The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for the administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

The Foundation's representative shall be Jessica Helsley, Executive Director, 100 South "I" Street, Suite 103, Aberdeen, WA, 98520, 360-532-9113, jess@wcssp.org or his/her successor.

RCO's representative shall be Scott Robinson, PO Box 40917, Olympia, WA 98504-0917, 360-902-0207, scott.robinson@rco.wa.gov or his successor.

DISPUTES

Disputes arising under this Agreement shall be resolved by a panel consisting of one representative from RCO, one representative from The Foundation, and a mutually agreed upon third party. The dispute panel shall thereafter decide the dispute with the majority prevailing. Neither party shall have recourse to the courts unless there is a showing of noncompliance or waiver of this section.

TERMINATION

Either party may terminate this Agreement upon thirty (30) days written notice to the other party. In the event of termination of this Agreement, the terminating party shall be liable only for performance rendered prior to the effective date of termination.

CHANGES, MODIFICATIONS AND AMENDMENTS

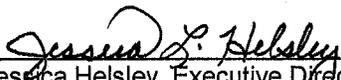
This Agreement may be waived, changed, modified, or amended only by written agreement executed by both parties hereto.

EXECUTION

We, the undersigned, agree to the terms of the foregoing Agreement.

WASHINGTON COAST SUSTAINABLE SALMON PARTNERSHIP

STATE OF WASHINGTON RECREATION AND CONSERVATION OFFICE



Jessica Helsley, Executive Director



Scott Robinson, Deputy Director

November 1, 2016

Date

11/4/16

Date

RECEIVED
NOV - 3 2016
WA STATE
RECREATION AND CONSERVATION OFFICE

From: [Jess](#)
To: "[Scott Boettcher](#)"
Cc: [Rich Osborne](#)
Subject: Coast Salmon Foundation Chehalis Basin Flood Authority HWS Pilot Project Proposal
Date: Friday, August 12, 2016 1:04:43 PM
Attachments: [FINAL Local Flood Relief Project Recruitment Form Coast Salmon Foundation.docx](#)
[WCSSP Chehalis HWS Proposal 8.12.16.FINAL.doc](#)

Scott-

Please find attached, a proposal for a pilot project utilizing Habitat Work Schedule to track the development and implementation of capital projects within the Chehalis Basin. If you have any questions or need additional information please let me know.

Cheers-

Jess

Jessica Helsley
Executive Director
Coast Salmon Foundation
Washington Coast Sustainable Salmon Partnership

jess@wcssp.org
www.coastsalmonfoundation.org
www.wcssp.org
(360) 532-9113 – Office
(208)413-1120 - Cell

"[It] is rooted in a dream that many of us share of immersing ourselves deeply and inextricably into a pocket of landscape, or a stretch of river - anything that seems to embody the wildness and the magic we feel we have lost - that we somehow take possession of those places and make them ours. Yet the truth, like an eddy, runs in the opposite direction. In the end, it is they that claim us. And we who belong to them." - Kevin Fedarko

2017-19 Local Projects Recruitment Form

Chehalis Basin Flood Relief

A. What are local flood relief projects? -- In general, local projects are those projects that provide predominantly localized and quantifiable benefit, are capable of being completed within the funding cycle, are supported by the jurisdiction within which the project is proposed, and are vetted and advanced through a public entity like a City, County, Conservation District, Agency, etc. Furthermore, local projects are envisioned as helping with flooding, not adverse to fish or habitat and (where possible) providers of multiple, quantifiable benefits.

B. What kinds of local flood relief projects are likely to be logical funding candidates for 2017-19?

- Projects that complete an effort previously funded/started.
- Projects that advance improved emergency response.
- Projects that advance improved public infrastructure protection.
- Projects that advance improvements in local or community flood hazard reduction, including local flood proofing projects (e.g., elevations, buy-outs, foundation venting/opening, etc.).
- Projects that advance Conservation District initiated flood hazard reduction (e.g., farm pads, evacuation routes, bank erosion/bank stabilization, etc.)
- Projects that demonstrate innovation (e.g., thinking beyond traditional bank stabilization techniques in favor of natural system designs), partnerships, cost-sharing/leveraging resources, multiple benefits, and proactive vetting with agencies and tribes.
- Projects typically not in excess of \$3M for the stage/phase being funded.

C. Are there projects that would not be good candidates?

- Projects that seek to utilize State Capitol Budget dollars for uses not typically allowed (e.g., maintenance and repair work, cost-sharing under select circumstances, etc.).
- Projects likely to increase potential for flood damage upstream or downstream.
- Projects with unmitigable adverse environmental impacts or significant uncertainty regarding potential environmental impacts.
- Projects not sponsored by a public entity.

Instructions:

- a. Please submit local flood relief project requests (via this form) to Scott Boettcher (scottb@sbgh-partners.com) no later than 5:00 p.m., Friday, August 12, 2016.
- b. Please submit one request form for each project proposed, even those past projects previously or partially funded.

- c. Note: Parts III and IV below [marked by "(**)"] will be scored as part of the Flood Authority Projects Committee's review and evaluation. Part I and II will not be scored.

Part I General	
1. Date:	August 12, 2016
2. Project Name:	Chehalis Basin Habitat Work Schedule Pilot
3. Project Location -- Please identify the location of the project as precisely as possible, including providing decimal degree latitude/longitude coordinates.	Online Database - Any restoration project within the Chehalis River Watershed
4. Project Contact -- Please identify who will be responsible for overseeing and managing the project (i.e., name, email, telephone number, etc.).	Jessica Helsley jess@wcssp.org (360)532-9113
5. Lead Organization -- Please identify the lead organization, agency, entity, etc. responsible for this project. Please identify key partners responsible for assisting in the delivery or implementation of the project.	Washington Coast Sustainable Salmon Foundation

Part II Description, Timing and Cost	
6. Project Description -- Please describe the project, what is intended to be accomplished, the benefits to be accrued, and to whom.	Please refer to the attached project proposal.
7. Project Timeline -- Please describe the overall timeline for completion of the project as well any interim stages or phases.	October 2016 – July 2019
8. Project Cost and Funding -- What is the cost of this project? What are the on-going maintenance and operation requirements and costs? Is it clear who will be responsible for covering on-going maintenance and operation costs?	\$130,914 Please see the budget in the attached proposal for a detailed budget.
9. Other Funding -- Please explain the extent to which other funding sources or funding partners are available.	Please refer to the attached project proposal.

Part III (**) Completion and Doability by June 30, 2019	
10. Project Completion -- Does the funding requested complete (or substantially complete) a project that has already been started? If so, please explain.	Yes. Foundation staff have been managing data from the initial round of restoration projects initiated through the Chehalis Basin Strategy. Additional funds are required to continue this work and to incorporate project development associated with the Bank Protection Strategy and Flood Authority.
11. Project Doable -- Can this project or the stage/phase for which funding is sought be completed by June 30, 2019? Please describe any circumstances with potential to impact the project's doability or timeline (e.g., permitting or regulatory unknowns, lack of availability of other cost-share funding resources, etc.). Please describe any advance coordination or vetting with agencies, tribes, other entities, etc. and the outcomes of that effort.	Yes, though additional funds will be necessary for work to continue beyond August of 2019.
12. Project Impacts -- Please identify how any project impacts will be mitigated, funded and if that mitigation will be accomplished by June 30, 2019?	The Foundation is actively seeking additional sources of funding to facilitate the continuation and expansion of our work with conceptual project development, tracking of active projects, and entry of historic project data in HWS.

Part IV (**) Benefits Stated and Quantified	
13. Emergency Response Benefits -- Please describe (and quantify) how this project enhances emergency response in a flood emergency (e.g., does it keep critical access roads and transportation facilities open and functional, does it enable easy movement of cattle, equipment and farm chemicals out of harm's way, etc.).	N/A
14. Essential Infrastructure Protection Benefits -- Please describe (and quantify) how this project protects essential infrastructure and the risks or consequences of not acting this funding cycle.	N/A

<p>15. Public Health, Safety and Welfare Benefits -- Please describe (and quantify) how this project protects public health, safety and welfare.</p>	N/A
<p>16. Residential, Commercial and/or Agricultural Protection Benefits -- Please describe (and quantify) how this project protects residential, commercial and/or agricultural interests and communities and the benefits of acting (or consequences of not acting) this funding cycle. Consider factors like number of structures at risk, number of people at risk, historic frequency of flood damage, magnitude of benefit to be gained for the cost, etc.).</p>	N/A
<p>17. Other Project Impacts -- Please explain how this project impacts or is potentially impacted by another project.</p>	This project will result in the ability to utilize Habitat Work Schedule as a capital budget planning and development tool throughout the state.
<p>18. Anything Else -- Please feel free to offer any additional information (e.g., photos, maps, video, drawings, etc.) that would help to better understand the scope, timing and benefits of this project.</p>	Please refer to the attached project proposal for additional information.

Appendix A

Process/Schedule (current as of 7-22-2017)	
July 21, 2016 (FA In-Person Mtg.)	<ul style="list-style-type: none"> • Post and distribute local projects recruitment request on 7/22/2016 following Flood Authority review/discussion at their 7/21/2016 meeting. • Allow three weeks for project proposals/submittals (i.e., due no later than 5:00 p.m., Friday, August 12, 2016).
August 18, 2016 (FA Conf. Call Mtg.)	<ul style="list-style-type: none"> • Receive proposals/submittals. • Update Flood Authority at their 8/18/2016 meeting on number received, type of projects received, distribution, etc.
September 15, 2016 (FA In-Person Mtg.)	<ul style="list-style-type: none"> • Update Flood Authority at their 9/15/2016 meeting on status of Projects Committee's effort to review, rank, discuss with Tribes, discuss with agencies, preliminarily sort and rank, etc.
October 20, 2016 (FA In-Person Mtg.)	<ul style="list-style-type: none"> • Review/discuss DRAFT ranked and prioritized list with Flood Authority at their 10/20/2016 meeting.
November 17, 2016 (FA Conf. Call Mtg.)	<ul style="list-style-type: none"> • Seek Flood Authority approval of FINAL ranked and prioritized list at their 11/17/2016 Flood Authority meeting.



PROPOSAL

Washington Coast Sustainable Salmon Partnership Chehalis Basin Habitat Work Schedule Pilot

Abstract

The Washington Coast Sustainable Salmon Foundation (Foundation) requests \$127,134 for a pilot project to develop and implement the Habitat Work Schedule (HWS) data management system as a capital investment planning and documentation tool for all aquatic habitat restoration and flood protection projects within the Chehalis Basin. HWS is a data management tool developed to track and manage salmon recovery and riparian habitat restoration and protection projects throughout the state. The objective of this pilot project is to coordinate a basin-wide approach to the collection, entry, and ongoing management of all restoration projects within the Chehalis Basin by incorporating flood hazard reduction projects into the current salmon protection and aquatic species restoration project database.

These efforts will focus on the comprehensive data management of conceptual, active, and historic habitat restoration/protection or flood hazard reduction projects using a common project platform (HWS). The pilot will track and manage project development for all activity within the Chehalis Basin regardless of the sponsoring agency (local conservation districts, Washington Department of Fish and Wildlife, Salmon Recovery Funding Board, Washington Coast Restoration Initiative, Washington Department of Ecology, Washington Department of Natural Resources, etc.). This pilot project will result in the ability to assess and evaluate landscape level progress of watershed treatments within the Chehalis Basin supporting smart and strategic capital planning and investment.

The proposed pilot project will culminate with concrete documentation of project expenses and observed benefits to state agencies and programs in their capital planning efforts. These findings will be provided to the Governor's Salmon Recovery Office, Regional Salmon Recovery Organizations, and other interested state organizations to inform them of the utility of Habitat Work Schedule as a capital investment planning and documentation tool.

Background

The Washington Coast Sustainable Salmon Foundation (Foundation) serves as the Fiscal Sponsor of the Washington Coast Sustainable Salmon Partnership (Partnership) and submits this request for funding on behalf of the Partnership, its Board of Directors, and staff.

The Partnership is a coalition of the four Lead Entities for salmon recovery in the Coast Region which encompasses all of the state's watersheds draining to the Pacific Ocean between Cape Flattery and Cape Disappointment. The largest of these is the Chehalis which, together with its tributaries, supports some of the states most culturally and economically important salmon and steelhead fisheries.

The Partnership is funded primarily by the Salmon Recovery Funding Board. Our work broadly speaking, is to support efforts to maintain and restore salmon populations. The Partnership facilitates the distribution of more than \$1.6 million in state and federal salmon recovery funding each year. Having completed a regional salmon sustainability plan in 2013, our efforts are increasingly strategic, using the best available science to direct limited resources where they will have the most benefit to salmon.

Current Need

A critical element of our work is addressing emerging issues affecting salmon recovery, including new initiatives in the region which impact river systems, for good or ill. The Chehalis Basin Strategy and complimentary programs (Salmon Recovery Funding Board, Aquatic Species Restoration Plan, Bank Protection Strategy, Fish Barrier Removal Board, Washington Coast Restoration Initiative, Road Maintenance and Abandonment Plans, Family Forest Fish Passage Programs, Chehalis Basin Flood Authority, etc.) represent one of the most significant initiatives in the Coast Region in decades, with the potential to restore and protect the region's largest and historically most productive river. The intensified focus on the Chehalis Basin provides an opportunity to test the Habitat Work Schedule (HWS) data management system as a capital investment planning and documentation tool. This pilot project proposes to coordinate a basin-wide approach to the collection, entry, and ongoing management of all restoration projects within the Chehalis Basin by incorporating flood hazard reduction projects into the current system protection and restoration project database.

These efforts will focus on the comprehensive data management of conceptual, active, and historic habitat restoration/protection or flood hazard reduction projects to support smart and strategic capital planning and investment using a common project platform (HWS). The pilot will track and manage project development for all activity within the Chehalis Basin regardless of the sponsoring agency (local conservation districts, Washington Department of Fish and Wildlife, Salmon Recovery Funding Board,

Washington Coast Restoration Initiative, Washington Department of Ecology, Washington Department of Natural Resources, etc.) in the outgoing and upcoming biennia.

The importance of these initiatives and their expansion into a coordinated basin-wide treatment exceeds our capacity to engage in the process as intensively as the opportunity deserves. For this reason, we seek additional funding necessary to dedicate additional staff time to participate in the critically important process of tracking all active and conceptual restoration actions so that their effectiveness can be evaluated and assessed as a comprehensive treatment of the watersheds within the Chehalis Basin.

Through this pilot project, the Partnership proposes to provide real-time data management for all projects submitted for consideration through the multifaceted Chehalis Basin Strategy (SRFB, ASRP, Bank Protection Strategy, FBRB, WCRI, RMAP, FFFPP, Flood Authority, etc.) in HWS. Currently, the Partnership manages all Coast Region data pertaining to landscape restoration efforts for salmon and other aquatic species and habitat efforts in the HWS, <http://hws.ekosystem.us/>. These efforts work to ensure that project information is collected and presented consistently with the existing geographic hierarchy and that metrics are comparable across programs.

Deliverables

STAFF SUPPORT:

This funding will enable a significant investment of Partnership staff time in the management of project data which, from our organizational perspective, and the State RCO, GSRO and DFW perspectives offers the best opportunity to showcase how landscape level restoration can be comprehensively tracked and understood using the integrative capacities of HWS. In addition, Partnership staff will participate (bringing significant technical expertise and local knowledge – not only of Chehalis geography and habitats, but also of local stakeholders and their interests) in the process of ranking projects to receive available funding in the coming months.

The Partnership proposes to devote an additional 16 to 20 hours each month to tracking and integrating all Chehalis Basin restoration actions, independent of their funding source, through July 1, 2019, and to initiate this additional effort in 2016 and 2017 while the qualified staff for this effort are available for employment.

DATA MANAGEMENT:

The Partnership will enter all proposed new project information into the on-line HWS system for the Chehalis Basin. As contracting agent for operation and maintenance of

the Partnership's HWS site, the University of Washington Olympic Natural Resources Center (UW ONRC) will need additional funding for staff time to undertake this work.

Olympic Natural Resources Center (ONRC) will provide the Partnership with professional services necessary to compile and enter watershed restoration or flood hazard mitigation project records undertaken in support of the Chehalis Basin ASRP, Bank Protection Strategy, FBRB, WCRI, RMAP, FFFPP, Flood Authority, etc.). The data will be compiled directly from project sponsors and/or through automated transfer from the State's PRISM project management system so it is available on the HWS on-line data portal. The additional funds required for this work can be passed through the Foundation to the active contract UW ONRC has with the Foundation for these and other services.

PROJECT TASKS:

Start Date

Completion Date

01 October 2016

1 July 2019

1. Attend meetings pertinent to restoration, protection, or flood hazard reduction within the Chehalis Basin with additional preparatory and follow-up work to support full participation, totaling approximately 20 hours per month.
2. Participate in any grant application review and selection for all near-term habitat restoration and protection programs within the Chehalis Basin.
3. Compile records of currently submitted and proposed restoration, protection, or flood hazard mitigation projects in WRIs 22-23, independent of their source program and enter them into the Habitat Work Schedule. This will also include ongoing maintenance and updating of project progress over the study period. This can be calculated as 2.5 hours of staff time per project. The first hour is setting the project up with its initial description and metrics. The remaining 1.5 hours is for maintenance and updates spread over the life of the project (contract period).
4. Participate in regular WebEx meetings on HWS training and updates as appropriate. Consultation with RCO and Paladin on implementing new adaptations to the HWS/PRISM interface specific to each of these programs.
5. Development and dissemination of a comprehensive report outlining the effectiveness of HWS as a capital investment planning and documentation tool.

REQUEST

The Washington Coast Sustainable Salmon Foundation, as Fiscal Sponsor of the Washington Coast Sustainable Salmon Partnership, requests \$127,134 to fund the Partnership's participation and tracking in HWS of the Chehalis Basin Flood Authority, Chehalis Aquatic Species Restoration Plan and Bank Protection Strategy and all other supportive independent restoration projects in the Chehalis Basin (SRFB, FFFPP, FBRB, etc.).

Budget (October 2016 - July 2019):

<u>Salaries and Benefits</u>	HWS Technicians (\$19/hour; approx. 2700 hours 34 mths)*	\$ 51,300
	Richard Osborne (\$48/hour; approx. 600 hours)*	28,800
	Jessica Helsley (\$52/hour; approx. 400 hours)	20,800
<u>Travel</u>	10-15 trips Forks to Olympia/Chehalis/Aberdeen*	3,000
	TOTAL Direct Costs	\$103,900
	*Indirect Costs (26% for UW ONRC services)	27,014
	TOTAL PROJECT COSTS	\$130,914.