

**Commencement Bay Natural Resource Trustee
Long Term Site Stewardship Project
Scope of Work
July 2008**

Background/Purpose and Need:

The Commencement Bay Natural Resource Trustees (Trustees) have established restoration projects throughout the Puyallup River watershed. After several years of maintenance and monitoring there are no longer regulatory or legal requirements to provide additional maintenance, monitoring or adaptive management at these restoration sites. Still, there is a need to perform site inspections, maintenance, qualitative (observational) monitoring and adaptive management (e.g., vegetation management) at many of the sites. The development of these sites has been the investment of much time and resources and has provided significant benefit to the environment in the Puyallup River watershed. It is necessary to continue to provide active site stewardship to ensure continuation of success. The City of Tacoma will fulfill the role of Steward.

Stewardship Project Goals & Objectives:

Goal:

- Ensure the health of the restoration projects in the Puyallup River Watershed so they continue to provide function and value.

Objectives:

- Provide accurate site monitoring;
- Provide maintenance and adaptive management on the sites as directed by the Trustees and in accordance with this SOW;
- Provide documentation of all activities carried out on the sites;
- Create, encourage, and facilitate local community awareness and stewardship of restoration in Commencement Bay/Puyallup River watershed; and
- Provide valuable site recommendations that further the stewardship goal.

Period of Performance:

- The agreement and scope of work will remain in effect as per the agreement until the funding in the escrow account established for this project has been depleted, at which time the escrow account and Steward responsibilities under this Agreement will be terminated.
- Site specific tasks will be reviewed and approved annually by Trustees.

General Task Guidelines:

Tasks included in this Scope of Work include: Administration, reporting and documentation, site monitoring, site maintenance, and adaptive management. See descriptive sections below for more information.

The following nine sites are included within this scope of work (Please note that the numbering does not imply priority and this list is subject to change through City/Trustee discussions):

1. Yowkwala
2. Skookum Wulge
3. Squally Beach
4. Mowitch
5. Jordan / Lower Hylebos Marsh
6. Middle Waterway, City & Simpson
7. Olympic View, City & WDNR
8. Tahoma Salt Marsh
9. Swan Creek

Task 1. Stewardship Project Management

- A. Agency/Partner Coordination:** The Steward (City of Tacoma) will coordinate and manage all aspects of the project under this Scope of Work. Activities will include ongoing communication with the Trustee Restoration Case Manager (RCM) and any subcontractors, crew or volunteers.
- B. Trustee Meeting Attendance:** The City will be required to attend Trustee Meetings and Restoration Technical Subcommittee meetings to address comments or questions regarding deliverables or discuss activities being planned for the sites.
- C. Insurance:** The City of Tacoma is, and has been since approximately 1977, an individually self-insured municipality under Washington law (RCW 48.62.031). The City maintains a dedicated self-insurance fund and stands ready to satisfy any claims for which it is legally liable. The City will require liability insurance for work crews, volunteers, and subcontractors for on-site activities.

Task 2. Reporting and Documentation

- A. Monthly Progress Update** – Monthly progress updates will be required during the life of this agreement. The progress update will be prepared such that the activities for each restoration project are identified separately. Monthly updates will be submitted via email (followed by hard copy) to the RCM. The update will describe:
 - General site observations (if any) for each site in narrative form
 - Work completed in the previous month;

- Work planned for the subsequent month;
- Deliverables submitted the previous month;
- Deliverables planned for the subsequent month; and
- Problem areas with proposed solutions (if any).

Deliverable: Monthly progress updates as described above.

Schedule: Updates to be submitted via email on the last Tuesday of every month beginning the first full month following establishment of approved work plans for all sites.

- B. Quarterly Reports:** Quarterly reports will be required during the life of this agreement. The report will be submitted to the RCM for approval before payment. The accounting report portion will include a summary of work performed and the cost to the City to perform the work including partially loaded labor rates (which will include an average factor for taxes, benefits, etc. but excludes non-productive time) and invoices for materials used, etc. Enough information must be included for the Trustees to validate the cost of the work performed.

The quarterly report will describe:

- Accounting with appropriate documentation (invoices);
- General site observations for each site in narrative form;
- Quarterly monitoring data collected (including narrative description and data spreadsheet);
- Summary of monthly reports (see above for description).

Deliverable: Quarterly report and accounting as described above.

Schedule: The quarterly report for each quarter will be delivered on or before the last Tuesday of the following quarter (March, June, September, and December). For example, the report for the last quarter of 2008 will be delivered on or before the last Tuesday of March 2009. The reporting frequency may be modified with the approval of all of the parties.

- C. Digital Documentation:** The City will maintain a digital record of information related to each site under stewardship. The digital documentation will be provided to the trustees on an annual basis accompanying the fourth quarterly report. Digital documentation will also be made available on a publicly accessible web server (City website).

- The digital site documentation will include:
 - The complete site record
 - Copies of quarterly reports related to each site
 - A digital image library containing at minimum photo points

Deliverable: Dedicated webpage with public access and quarterly updates.

Schedule: A webpage will be established within 60 days of the executed agreement. Once established, the webpage will be updated quarterly within 14 days after approval of each quarterly report.

Task 3. Site Monitoring:

A. Site specific work plans and overall Health and Safety Plan (HSP): Site specific work plans will be developed to identify site features and objectives as well as monitoring and maintenance requirements at the site. A project specific health and safety plan, with site specific appendices as needed, shall be developed by the City to discuss potential hazards anticipated at the sites, and to detail control measures to maintain individual health and safety. Required elements of the HSP are detailed in WAC 296-62-300.

Deliverable: Draft site specific work plans (assuming them to be 1-2 pages each) and HSP for RCM review followed by final product.

Schedule: Draft site specific work plans and HSP due 90 days after agreement execution. Final site specific work plans and final HSP due 30 days after receipt of draft comments from RCM.

B. Site Monitoring

The City will provide monitoring for each site. Each site will be walked a minimum of once every two months. Conditions on the site will be observed and recorded in a systematic manner and recorded in an agreed upon format. Monitoring visits may be completed by volunteers; however, City staff will complete a site visit at least once every six months – preferably during the winter and mid-summer visits to ensure consistent photo-documentation. All stewards/crews/volunteers on-site will be briefed and equipped to implement the HSP. Also the stewards/volunteers/crews will be supplied with specific site plans that will provide contact information, guidance, and resources to contact site owners, and will do so to report any illegal or dangerous activity or conditions at the site.

- At minimum the following site characteristics will be noted during the bi-monthly monitoring visits and entered into spreadsheet format:
 - **Human impacts** – including, but not limited to garbage, vagrancy, vandalism.
 - **Erosion** – outside the scope of minor events associated with anticipated natural processes.
 - **Weeds** – as defined by Appendix A. Both the presence and extent of weeds is important to document.

- **Fencing** – the condition of structures intended to remain on site in perpetuity.
- **Plantings** – the characteristics of recent plantings and any maintenance required to improved survival and growth.
- **Flora** – observations of specific vegetation patterns of interest to future stewards. In particular, the viability of recent plantings and those species that appear to be particularly successful or unsuccessful.
- **Fauna** – observations of animals or evidence of their presence that might be of interest.
- **Photo-documentation** - Biannually, during winter and mid-summer, a steward will take photographs at established photopoints as specified in site specific work plans (to be developed). Images will be digital (minimum of 2000 x 3000 pixels) notated and published as described in Task 2D.

Deliverable: Quarterly reports will include monitoring data. Any immediate concerns or threats to the environment (i.e. dumping, damage to site infrastructure) will be reported immediately to the property owner and RCM.

Schedule: See Task 2. Reporting and Documentation schedule.

Task 4. Site Maintenance:

A. Site Maintenance Coordination The City will coordinate and manage all site maintenance activities. The City will allocate their personnel time, and a budget of labor between the stewardship sites in an efficient manner. Securing materials needed to perform maintenance activities will also be completed by the City. During site work, stewards and their volunteers will leave the site in orderly condition, store all materials above extreme high water, consult with the site owner before removing markers or flagging, and minimize and moderate traffic on the site to preserve soils and vegetation. QA/QC of site maintenance activities will consist of periodic site visits to ensure completeness and consistency with given direction on an as needed basis. These visits will coincide with monitoring events if possible.

In the event that the project site ceases to provide habitat function per design due to act of god or unforeseen circumstances, the site would then need to be evaluated by the RCM for further direction. The resulting actions would not be considered maintenance under this program.

B. Garbage Removal

Garbage will be removed once every three months or as needed. Garbage that cannot be removed easily by the volunteer or work crew can be stockpiled and

removed at the next programmed site work day. If garbage removal is needed on a larger scale (i.e. homeless encampment) the City may need to use other means to dispose of garbage safely and efficiently.

C. Crew/Volunteer Maintenance

Maintenance is defined as those actions required to maintain current restored habitat function. Maintenance activities are limited to those that can be accomplished using hand tools and volunteer labor or hired work crew and could include tasks such as: removal of invasive species, removal of garbage, replanting dead or diseased plants, weeding, mulching, watering, or performing protective measures to ensure plant survivability (i.e. goose exclusion). Noxious weed populations will be controlled using integrated pest management strategies. Non-chemical methods will be preferred. All pesticides will be approved by property owners and Trustees prior to use and applied by a licensed applicator.

D. Irrigation System Maintenance

Where irrigation systems currently exist on the listed restoration sites, the City is capable of performing both anticipated and unanticipated maintenance activities. The Trustees will be consulted as to specific direction with regard to this work.

Deliverable: Quarterly reports and monthly updates will include descriptions of maintenance activities.

Schedule: See Task 2 for reporting schedules.

Task 5. Adaptive Management

A. Plantings: In addition to monitoring and basic maintenance a modest budget will manage ongoing cultivation of diverse and high-functioning native vegetation including programming and oversight of volunteer and hired labor for this task. Manipulation of vegetation will be carefully chosen and approved by the restoration technical committee to maximize long-term ecological benefits. Adaptive management actions are not required on all sites on all years, but may be concentrated in a cyclic manner to achieve desired effects based on the needs of sites.

B. Other Activities as directed by Trustees

Deliverable: Quarterly reports and monthly updates will include descriptions of adaptive management activities.

Schedule: See Task 2 for reporting schedules.

Appendix A
Draft Weed List*

Scientific Name	Common Name
Hedera sp.	Ivy
Rubus discolor	Himalayan Blackberry
Cytisus scoparius	Scott's Broom
Buddleia davidii	Butterfly Bush
Senecio jacobaea	Tansy Ragwort
Lythrum salicaria	Purple Loosestrife
Lepidium sp.	Pepperweed
Linaria sp.	Toadflax
Melilotus alba	White sweet clover
Centaurea sp.	Knapweed
Polygonum sp.	Knotweed
Phalaris arundinacea	Reed Canary grass
Geranium robertianum	Herb Robert
Cirsium arvense	Canade thistle

* This list is not exhaustive. It is meant to represent the most likely invasive species to be encountered on site. This list is subject to change in accordance with state weed lists and site specific evaluations.