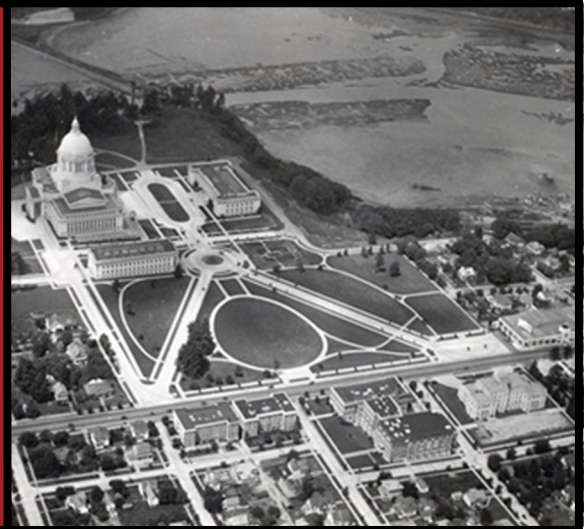


Capitol Lake Long-Term Management Planning

Phase 1 Implementation Plan

FLOYD | SNIDER
strategy ▪ science ▪ engineering



 Washington State Department of
Enterprise Services



April 14, 2016

Table of Contents

1.0	Introduction	1-1
1.1	PURPOSE	1-1
2.0	Roles and Responsibilities	2-1
2.1	WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES	2-1
2.2	THE FLOYD SNIDER TEAM	2-1
2.3	TECHNICAL COMMITTEE	2-2
2.4	FUNDING AND GOVERNANCE COMMITTEE	2-3
2.5	EXECUTIVE WORK GROUP	2-4
2.6	COMMUNITY AND INTEREST GROUPS.....	2-4
2.7	SEDIMENT MANAGEMENT PANEL	2-5
3.0	Proviso Elements.....	3-1
3.1	GOALS AND OBJECTIVES	3-1
3.2	METHODOLOGY TO CATEGORIZE AND SUMMARIZE BEST AVAILABLE SCIENCE	3-2
3.3	IDENTIFICATION OF HYBRID OPTIONS	3-2
3.4	REVIEW OF EXISTING AND HYBRID OPTIONS	3-3
3.5	COST ESTIMATES.....	3-4
3.6	NEXT STEPS	3-4
3.7	DRAFT PROVISO REPORT	3-4
4.0	Meeting Schedule	4-1
5.0	Review Process and Information Flow.....	5-1
5.1	PROVISO REPORT REVIEW	5-2

List of Tables

Table 1	Phase I Implementation Schedule Overview.....	4-1
---------	---	------------

List of Figures

Figure 1	Phase I Implementation Plan: Process and 2016 Schedule
----------	--

List of Acronyms and Abbreviations

Acronym/ Abbreviation	Definition
DES	Washington State Department of Enterprise Services
EIS	Environmental Impact Statement
OFM	Office of Financial Management

1.0 Introduction

This Phase I Implementation Plan has been prepared in response to the Proviso (30000740) included in the Washington State Legislature’s 2015 Capital Budget as an appropriation for Long-Term Management Planning of Capitol Lake. Specifically, the Proviso seeks to “make tangible progress on reaching broad agreement on a long-term plan for the management of Capitol Lake/Deschutes Estuary/Lower Budd Inlet/Deschutes River watershed, building on the recommendations of the 2014 situation assessment for Capitol Lake management, prepared by the Ruckelshaus Center and prior related reports.”

As such, the Phase I Implementation Plan builds upon the prior related reports and work completed by tribal authorities, state agencies, local municipalities, and public interest groups over the past 2 decades. The Washington State Department of Enterprise Services (DES) will gather and compile feedback from various entities, and further refine the existing goals and objectives for long-term management of Capitol Lake.¹ This work will also serve the dual-purpose of assembling information to support and serve as the basis of a future Environmental Impact Statement (EIS). Completion of a project EIS is dependent on project funding, and, if funded, an EIS process would occur as the next phase of project planning, or “Phase II.” An EIS process must be completed before an action can be taken at Capitol Lake.

1.1 PURPOSE

This Phase I Implementation Plan provides the information necessary to prepare and submit a Proviso Report to the Legislature no later than January 1, 2017. Work with the Executive Work Group, the Funding and Governance Committee, the Technical Committee, the Sediment Management Panel, and the public (or “stakeholders”) will inform materials included in the final Proviso Report, and will demonstrate to the Legislature that tangible progress is being made toward long-term management of Capitol Lake. The roles and responsibilities, meeting topics (or “Proviso Elements”), review process and information flow, and schedule of meetings required to complete the work are described herein. These items are also shown on a graphic representation of the Phase I Implementation Plan, attached as Figure 1.

¹ As used throughout this document, “Capitol Lake” refers to the larger system encompassing Capitol Lake, the Deschutes Estuary, Lower Budd Inlet, and the Deschutes River watershed.

2.0 Roles and Responsibilities

The work described in this Phase I Implementation Plan will be a collaborative process led by DES, with support from the Floyd|Snider consultant team, and will incorporate on-going feedback from the Executive Work Group, the Funding and Governance Committee, the Technical Committee, and the public. The roles and responsibilities of each group are further defined in this section, and highlight that a variety of perspectives, representing a range of options for long-term management of Capitol Lake, will influence this planning effort. Assembly of these entities and the proactive approach to public engagement fulfills Proviso Conditions 1 and 2.

2.1 WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES

As the resource and contract manager for Capitol Lake, and guided by conditions of the Proviso (30000740), DES will serve as the lead entity for Phase I. DES will provide final direction on issues that arise during this effort, and will attend the meetings included in the Phase I process. DES may engage the services of a Project Manager, who would act on behalf of DES to work toward a broad agreement on the Proviso Elements. Additional responsibilities for DES include:

- Allocating funding to Phase I
- Scheduling meetings and associated logistical coordination for each meeting series
- Preparing meeting summaries for meetings of the Executive Work Group, Funding and Governance Committee, Technical Committee, and community meetings
- Coordinating with Executive Work Group members for additional input into the process
- Collecting and distributing community input obtained through this process
- Preparing materials, as necessary, for the community meetings
- Providing executive leadership to the Executive Work Group
- Reviewing and considering the cumulative input from Phase I and providing the final review and decision on the contents of the Proviso Report
- Providing review for project documents, including: meeting agendas, meeting handouts, comments on DES-prepared meeting documentation, work products supporting each Proviso Element to be evaluated, community input, the Draft Proviso Report and Draft Final Proviso Report, and any other materials prepared by the Floyd|Snider Team

2.2 THE FLOYD|SNIDER TEAM

The Floyd|Snider Team (including Jacobs Engineering) has been engaged by DES to develop this Phase I Implementation Plan and execute the work required to fulfill conditions of the Proviso (30000740), including submittal of a Proviso Report to DES on December 30, 2016. The Floyd|Snider Team will serve as the primary consultant support for Phase I and will prepare work

products associated with this process. The Floyd|Snider Team will function independently of the stakeholders and as a neutral party to DES. Additional responsibilities include:

- Facilitating meetings of the Technical Committee and Funding and Governance Committee
- Providing technical support throughout the meeting series
- Providing strategic and technical guidance to DES in support of Phase I
- Preparing agendas for the Technical Committee meetings and the Funding and Governance Committee meetings, and providing meeting topics for Executive Committee meetings and community meetings
- Producing meeting materials, including handouts and other work products supporting the Proviso Elements to be evaluated
- Documenting and summarizing community input received throughout Phase I to be included in the Proviso Report and communicated at various process meetings
- Reviewing existing project-related materials to build off of previous work conducted for Capitol Lake in support of Phase I
- Preparing work products included as part of Phase I and revising as needed to reflect feedback obtained through review by the Technical Committee, the Executive Work Group, and the public
- Presenting work products at Executive Work Group and Technical Committee meetings, and engaging in facilitated discussions at the community meetings
- Providing review for project documents, including: DES-prepared meeting documentation, DES comments on work products, stakeholder review comments on the Draft Proviso Report and Draft Final Proviso Report, and community input

2.3 TECHNICAL COMMITTEE

The Technical Committee will provide the first round of input on the Proviso Element materials developed for Phase I. The Technical Committee comprises governmental and agency representatives that have been engaged to provide technical expertise on natural resource issues related to long-term management of Capitol Lake. Members of the Technical Committee will include agency and governmental representatives from Washington State Department of Ecology, Washington State Department of Natural Resources, Washington State Department of Fish and Wildlife, City of Olympia, City of Tumwater, Thurston County, as well as representation from the Squaxin Island Tribe and the Port of Olympia.

The members of this Committee will review and provide input on work products prepared by the Floyd|Snider Team. Feedback from the Technical Committee may help to refine the content of each Proviso Element, and the final work products that are included as part of the Proviso Report. Additional responsibilities include:

- Representing the interest of Technical Committee members' agencies and constituents and communicating this information throughout the Phase I process to such constituents as needed

- Providing consistent and informed feedback on issues related to natural resources within Capitol Lake
- Remaining amenable to feedback from the Executive Work Group and the public, which may modify, supplement, or refine the initial feedback from the Technical Committee
- Providing review for project documents, including: work products supporting each Proviso Element, as requested, and the Draft Proviso Report

The Technical Committee meetings will be facilitated by the Floyd | Snider Team. The Floyd | Snider Team will focus meeting discussions on the Proviso Elements related to natural resources, providing technical guidance related to an EIS process, and the work products that would support the next phase. Meetings will occur on Thursdays of the week prior to the Executive Work Group meetings, every month between April and October 2016.

2.4 FUNDING AND GOVERNANCE COMMITTEE

The Funding and Governance Committee will focus on items related to shared financing, funding models, and governance for Capitol Lake, and will not necessarily participate in the other meetings series to discuss the broader Proviso Elements. However, the Funding and Governance Committee will remain engaged in the Phase I process through monthly report-outs. Members of the Funding and Governance Committee will be appointed by the Executive Work Group, and may include administrators, attorneys, financial officers, or similar.

The members of this Committee will generate summary materials in support of the shared funding and governance conditions of the Proviso. The work produced by the Funding and Governance Committee will be shared at the monthly Executive Work Group meetings and the community meetings, and will be incorporated into the draft Proviso Report. Additional responsibilities include:

- Representing governmental and agency interests, including those of their constituents, and communicating this information throughout the Phase I process to such constituents as needed
- Providing consistent and informed feedback on issues related to shared funding and governance
- Remaining amenable to feedback from the Executive Work Group and the community, which may modify, supplement, or refine the initial feedback from the Funding and Governance Committee
- Producing and submitting a final Funding and Governance Recommendations Memorandum in September that describes potential next steps and options for shared funding and governance that will be included as an appendix to the Final Proviso Report, and preparing any other materials that may be needed to support this effort

The Funding and Governance Committee meetings will be facilitated by the Floyd|Snider Team. The Floyd|Snider Team will focus meeting discussions on the Proviso Elements related to shared funding and governance. The Funding and Governance Committee is tasked with producing a final Funding and Governance Recommendations Memorandum; in addition, the Floyd|Snider Team will prepare monthly briefings and will consolidate and summarize other materials produced by the Funding and Governance Committee for inclusion in the Proviso Report. Meetings will occur after the Technical Committee meetings, but prior to the Executive Work Group meetings, every month between April and August 2016.

2.5 EXECUTIVE WORK GROUP

The Executive Work Group will serve the role of a steering committee throughout the Phase I process, providing feedback on input from the Technical Committee, Funding and Governance Committee, Sediment Management Panel and community meetings. The Executive Work Group will include representation from the Squaxin Island Tribe, City of Olympia, City of Tumwater, Thurston County, and Port of Olympia. The Executive Work Group comprises governmental, Port, and Tribal representatives who will provide a more comprehensive perspective on project issues, expanded from the technical purview of the Technical Committee and the Funding and Governance Committee. As such, the Executive Work Group would provide policy-level expertise on natural resource issues and other items, such as funding opportunities and models for governance. Additional responsibilities include:

- Representing the interest of Executive Work Group members' constituents and communicating this information throughout the Phase I process to such constituents as needed
- Maintaining a comprehensive view of the issues (global and technical) and providing this feedback for each of the Proviso Elements
- Remaining amenable to feedback from the community and technical considerations of the Technical Committee, the Funding and Governance Committee, and the Sediment Management Panel
- Providing review for project documents, including: work products supporting each Provision Element, as requested, and the Draft and Draft Final Proviso Report

The Executive Work Group meetings will be facilitated by PDZ Consulting. The Floyd|Snider Team will also be present at these meetings to present Proviso Element work products, share input gained from technical team meetings, communicate report-outs from the Funding and Governance Committee and the Sediment Management Panel as needed, and provide technical guidance related to an EIS process. Executive Work Group meetings will be held on the fourth Friday of every month between March and October 2016, or as otherwise scheduled.

2.6 COMMUNITY AND INTEREST GROUPS

All members of the public are invited to participate in this planning effort and provide input on the Proviso Elements identified in this Phase I Implementation Plan. DES is committed to working

collaboratively with the community and, therefore, will commence monthly meetings to obtain input and to engage in facilitated discussions on the Proviso Element materials. The public is encouraged to attend these meetings, as community input will influence the Phase I work products and the ultimate option for long-term management of Capitol Lake. Additionally, the community will have access to meeting materials and final work products through an online forum (at www.des.wa.gov), which will be an additional venue for community input. Materials will become available on the date of the Technical Committee meetings, with an input period lasting for 2 weeks. Community meetings will occur on Wednesdays of the week following the Executive Work Group Meetings, between April and October 2016. The meeting dates and durations for community input on materials associated with each Proviso Element are shown in Figure 1.

2.7 SEDIMENT MANAGEMENT PANEL

A Sediment Management Panel will be convened to review the existing sediment deposition and transport conditions and studies related to Capitol Lake, and to identify the type and scope of a model or study to evaluate potential future conditions as a result of long-term management options. The Sediment Management Panel will include subject matter experts, including a mix of agency representatives or officials, professional scientists with demonstrated expertise in the field of sediment transport, and potentially a neutral consultant that will provide further expertise to the study of sediment management. At the culmination of this process, a report-out to the Technical Committee, Executive Working Group and the public will be made. The Sediment Management Panel will prepare a memorandum regarding findings from four primary objectives:

1. Identify and summarize existing information and studies on sediment deposition and transport under current conditions in Capitol Lake
2. Evaluate the sediments in the areas of erosion and deposition to better understand the characterization of these sediments and whether the characterization would affect long-term management options
3. Collaborate with USGS to understand previous sediment hydrodynamic work and receive potential input on existing conditions or future conditions
4. Develop the scope for a sediment hydrodynamic modeling and/or other technical evaluation that would be conducted as part of an EIS process to assess sediment deposition and transport associated with future conditions of the long-term management options

The Sediment Management Panel will conduct their work somewhat independently of the other entities included as part of Phase I, with the exception of the scheduled September report-out and preview of the memorandum, and other scheduled progress reports to DES. The Sediment Management Panel will meet at the frequency determined necessary by the panel experts to achieve these objectives, between May and September 2016.

3.0 Proviso Elements

In order to review and assemble the significant amount of material and information for the Proviso Report, and for an EIS process, each monthly meeting will have a specific Proviso Element to be discussed. The Proviso Elements have been identified and structured to satisfy the Proviso conditions and assist in serving as the basis of a future project-EIS in Phase II. The monthly meeting agendas will be centered on topics relevant to the Proviso Elements, and materials and discussions will build upon each other as work progresses under Phase I. Each Proviso Element will be presented to the Technical Committee, the Executive Work Group, and the public, and are described further in the following sections.

The Funding and Governance Committee will *address Proviso Conditions 1(e) and 1(f)*. With its unique structure, the Funding and Governance Committee will not utilize the Floyd|Snider Team for background research and material consolidation, presentation of technical topics and analyses, or preparation of a final report; therefore, the schedule and content of their meetings are not included in this section. However, the Floyd|Snider Team would prepare briefings to capture the work of the Funding and Governance Committee and update the Executive Work Group and community at the subsequent meeting series. An overview of meeting topics for the Funding and Governance Committee is included in Figure 1.

3.1 GOALS AND OBJECTIVES

Addresses Proviso Condition 1(g)

Meetings to discuss Goals and Objectives are scheduled to occur in April 2016. These meetings will lay the groundwork for future meetings through the definition and discussion related to long-term management goals for Capitol Lake. These discussions will ensure that the work conducted as part of Phase I, and future work as part of an EIS process, is consistent with the goals and objectives identified by the Technical Committee, the Executive Work Group, and the public. A portion of the discussion will also focus on measures of success and determining whether there is a common definition of success for Capitol Lake.

To prepare for these meetings, the Floyd|Snider Team will review and assemble the goals and objectives that have been previously stated in existing project documents. The materials will draw upon input formerly received from stakeholders, will evaluate the applicability of previously identified goals and objectives, and will review whether these project components have evolved as existing conditions have changed. To focus discussions throughout Phase I, and in support of a clear objective for the long-term planning of Capitol Lake, and to simultaneously support the future analysis within Phase II, the Floyd|Snider Team will develop a project “problem statement” or “purpose and need” that is consistent with feedback received throughout these meetings. This information will be presented to the stakeholders and the materials will subsequently be prepared to reflect the discussions.

3.2 METHODOLOGY TO CATEGORIZE AND SUMMARIZE BEST AVAILABLE SCIENCE

Addresses Proviso Condition 1(a)

Meetings to discuss the methodology for the Methodology to Categorize and Summarize Best Available Science are scheduled to occur in May 2016. Existing technical studies, agency technical reports and evaluations, and science related to Capitol Lake, as well as those materials that have been available since the 2009 Capitol Lake Adaptive Management Panel (CLAMP) *Capitol Lake Alternatives Analysis—Final Report*, prepared by Herrera Environmental Consultants, will be reviewed throughout this effort to satisfy conditions of the Proviso (30000740), and also to ensure that the best available science concerning water quality, habitat, and related technical topics are compiled and categorized during the development of options for long-term management of Capitol Lake. This work will also aid in the identification of data gaps, and will result in efficiencies in an EIS process. The stakeholders will be asked to participate in reviewing the methodology that will be used to categorize existing and future science and studies, as using the best available science will support the evaluation of the benefits and impacts of long-term management alternatives during a project-EIS in Phase II. Additionally, it is anticipated that the Executive Work Group will invite key community partners to present on the topic of best available science.

To prepare for these meetings, the Floyd|Snider Team will document industry standards for categorizing and summarizing best available science. Concurrently, the Floyd|Snider Team will compile existing technical studies and documents for the Capitol Lake project, to ensure timely review once the methodology for evaluation has been discussed with the Technical Committee, the Executive Work Group, and the public.

In addition to the focused discussions on Best Available Science, the Floyd|Snider Team will present the materials revised from the Goals and Objectives meetings, for final feedback. The objective is for the materials from the previous cycle of meetings to include draft “Problem Statements” for the project, along with defined goals for long-term management of Capitol Lake and refined measures of success, all of which reflect input received during the Goals and Objectives meetings.

3.3 IDENTIFICATION OF HYBRID OPTIONS

Addresses Proviso Condition 1(b)

Meetings to discuss the Identification of Hybrid Options are scheduled to occur in June 2016. These discussions will ultimately support the Proviso condition that calls for identification of multiple hybrid options. However, it is imperative that this process also establishes a structure and method for review before additional hybrid options can be identified and qualitatively compared. This work will draw upon the Goals and Objectives, established earlier in the meeting series.

To prepare for these meetings, the Floyd|Snider Team will compile a variety of evaluation criteria, designed to reflect the goals for long-term management of Capitol Lake and the measures of success, as well as those identified in the Proviso and the Capitol Lake Draft Work Plan (improve fish and wildlife habitat, improve ecosystem functions, and maintain a historic reflecting pool) and additional input from stakeholders. These criteria and the overall approach for review of hybrid options will be discussed with the Technical Committee, the Executive Work Group, and the public, and revised based on the collective input received.

In addition to establishing an approach for identifying and evaluating hybrid options, the Floyd|Snider Team will present the revised methodology used to categorize the best available science for Capitol Lake, and the findings of that review or a summary of technical studies and science.

3.4 REVIEW OF EXISTING AND HYBRID OPTIONS

Addresses Proviso Conditions 1(b) and 1(d)

Meetings for Review of Existing and Hybrid Options are scheduled to occur in July 2016. These discussions will follow the work of the previous month to establish an approach for identifying and evaluating options. At this meeting, the stakeholders will discuss existing options and identify new options that would also improve fish and wildlife habitat, improve ecosystem functions, and maintain a historic reflecting pool, as prescribed through the Proviso and the Capitol Lake Draft Work Plan. The review of existing and hybrid options will take into account the goals for long-term management of Capitol Lake, measures of success, best available science, and additional stakeholder input as determined at earlier meetings in the series. Data gaps for each of the existing and new hybrid options will be identified and recorded for further review as part of an EIS process. Data gaps that have previously been of particular relevance to the community and were identified in the Capitol Lake Draft Work Plan prepared by DES include sediment management and Olympia flood risk and lake storage. The potential benefit or impact of various options to the potential flood risk and sediment management will be identified as a data gap as part of this Phase I process, but will be evaluated in earnest in a project-EIS in Phase II, where the configurations of various long-term alternatives, and the impact of climate change, including rising sea level, will specifically be evaluated. Additionally, the Executive Work Group is expected to invite key community partners to present on the topic of additional hybrid options.

To prepare for these meetings, the Floyd|Snider Team will gather and summarize the information available for each of the existing options as well as build the structure in which the benefits and impacts (or pros and cons) and ability of the options to meet the evaluation criteria will be qualitatively documented. Additionally, the Floyd|Snider Team will circulate materials from previous meetings to ensure that the discussion remains consistent with goals for long-term management of Capitol Lake, measures of success, and best available science.

Throughout these meetings, the Floyd|Snider Team will review the approach for identifying and evaluating options, as determined by the earlier stakeholder discussions.

3.5 COST ESTIMATES

Addresses Proviso Condition 1(c)

Meetings to discuss Cost Estimates for components of the existing and hybrid options are scheduled to occur in August 2016. The Proviso (30000740) tasks DES with identifying general cost estimates for construction and maintenance for each conceptual option. These meetings will support this condition, and will develop conceptual level cost estimates for components common to each option, while recognizing that significant data gaps exist for most options and the process to inform elements of design, construction, and mitigation, is not yet underway.

To prepare for these meetings, the Floyd|Snider Team will develop a template that will be used for the cost estimate for each option, based on standard industry practices and can support additional cost development in Phase II for a focused range of options or alternatives once data gaps are filled and conceptual level designs are available.

At the end of these meetings, the Floyd|Snider Team will discuss the options that will move through the cost estimating exercise, identified during the Review of Existing and Hybrid Options.

3.6 NEXT STEPS

Meetings to discuss the Next Steps included as part of Phase I, and as part of an EIS process in Phase II, are scheduled to occur in September 2016. A detailed preview of the Proviso Report outline will be provided, and will demonstrate that the document is informed by the work conducted by the Technical Committee, the Funding and Governance Committee, the Executive Work Group, and the public. Additionally, DES and the Floyd|Snider Team will describe how the Phase I work supports an EIS process, and will provide an anticipated timeline and approach for moving from Phase I to Phase II.

To further address next steps, the Sediment Management Panel will present on their findings regarding existing conditions of sediment deposition and transport, and the next steps to complete a modeling effort in Phase II that would predict sediment transport under future conditions of the long-term management options.

To prepare for these meetings, the Floyd|Snider Team will develop an annotated outline of the Proviso Report, highlighting the components from each previous meeting. Together with DES, the Floyd|Snider Team will also prepare a conceptual plan and schedule for Phase II.

Results of the cost estimating exercise for the existing and hybrid options will also be shared.

3.7 DRAFT PROVISO REPORT

Addresses Proviso Condition 3

The Floyd|Snider Team will organize the materials resulting from the above steps, and will incorporate this information into the Draft Proviso Report. The Draft Proviso report will reflect the work of each Proviso Element as well as the collective input received on each element, and

will describe how this work addresses the Proviso conditions. It is anticipated that the Draft Proviso Report will include the following appendices: the Sediment Management Panel findings memorandum, the Funding and Governance Committee recommendations memorandum, and a summary of community input received on the Proviso Elements. Additionally, a Draft Determination of Significance and Scoping Notice will also be included in the Draft Proviso Report, which could be issued to initiate a project-EIS, upon funding.

Meetings to discuss the Draft Proviso Report are scheduled to occur in October 2016. At these meetings, the Floyd|Snider Team will present any additional detailed information that was not reviewed during the Next Steps meeting, but would assist in the review of the Draft Proviso Report. Following these discussions, the Technical Committee and the Executive Work Group will receive the Draft Proviso Report for review and comment.

The Draft Proviso Report meetings in October will culminate the monthly meeting schedule, and the Draft Proviso Report will move through review cycles during November and December 2016.

4.0 Meeting Schedule

Active participation from the stakeholders is a key component of the Phase I Implementation Plan work. Four meetings will be held each month to make tangible progress on the Proviso Elements, and to ensure on-going discussion and feedback from the Technical Committee, the Funding and Governance Committee, the Executive Work Group, and the public. Meeting frequencies are discussed below:

- **Technical Committee:** Meetings occur each month on the Thursday of the week prior to the Executive Work Group meeting, beginning in April and adjourning in October.
- **Funding and Governance Committee:** Meetings occur after the Technical Committee meetings and prior to the Executive Work Group meetings, beginning in April and adjourning in August.
- **Executive Work Group:** Meetings occur on the fourth Friday of each month, or as otherwise scheduled, beginning in March and adjourning in October. These meetings are open to the public, and the community and other interest groups are encouraged to attend.
- **Community Meetings and Material Availability:** Meetings and facilitated discussions occur on the Wednesday evening following the Executive Work Group Friday meetings. The public will also have an online forum (www.des.wa.gov) that is updated on the date of the Technical Committee meetings with material supporting the upcoming Proviso Element to be discussed. A 2-week input period will begin when materials are posted, closing the day after the community meeting.
- **Sediment Management Panel:** Meetings will occur as needed, beginning in May and adjourning in September.

A meeting schedule overview is provided in Table 1 and is shown graphically in Figure 1.

**Table 1
Phase I Implementation Schedule Overview**

Technical Committee	Funding and Governance Committee ¹	Executive Work Group ²	Community Meeting	End of Monthly Input Period ³
--	--	March 25	--	--
April 14	April 15–21	April 22	April 27	April 28
May 19	May 20–26	May 27	June 1	June 2
June 16	June 17–23	June 24	June 29	June 30
July 14	July 15–21	July 22	July 27	July 28
August 11	August 12–18	August 19	August 24	August 25
September 22	--	September 30	October 5	October 6
October 20	--	October 28	--	--

Notes:

- 1 Meeting dates for the Funding and Governance Committee have not yet been scheduled, but will be scheduled within the range of dates provided.
- 2 Executive Work Group meetings are open to the public, and the community and other interest groups are encouraged to attend.
- 3 The community input period begins on the date of the Technical Committee meeting and closes 2 weeks later, which ensures that meeting materials are provided in advance of the community meetings and provides 1 day after the community meetings for final comments.

5.0 Review Process and Information Flow

In advance of these meetings, the Floyd|Snider Team will prepare materials and other work products to support the Proviso Elements discussions, and to make progress toward the Final Proviso Report. Throughout the year, the materials will range from data review to technical studies, and from development of long-term management goals to review of existing and hybrid options. The materials prepared prior to the meeting cycle, described above, will be considered draft and will change as a result of feedback from the Technical Committee, the Executive Work Group, and the public.

The Funding and Governance Committee will largely produce their own materials and are not anticipated to be involved in the review of work products to support other Proviso Elements. Similarly, the Sediment Management Panel will be tasked with preparing and issuing a memorandum that describes the findings from the three primary objectives, but will not otherwise be included in the review of other work products produced by the Floyd|Snider team in support of Phase I.

The majority of materials and background information will be prepared and presented by the Floyd|Snider Team at the meeting series, and each of the aforementioned stakeholders will have two opportunities to comment.

The formal review process will begin with the presentation of materials to the Technical Committee, whereby, the discussion will largely focus on natural resource issues. After this meeting, the Floyd|Snider Team will make appropriate revisions to the material and work products to reflect feedback. The materials will also be available for review and community input, via the online forum at this time.

The feedback received during the Technical Committee meeting will be summarized by the Floyd|Snider Team and presented along with the supporting materials at the Executive Work Group meetings. A summary of the discussions from the Funding and Governance Committee will be presented at this meeting as well. This meeting will serve as the opportunity for policy and overall review by the Executive Work Group.

As described above, the week following the Executive Work Group meeting, DES will hold a community meeting and facilitated discussion to provide an opportunity for the public to engage on each Proviso Element, and to understand the progress from the other meetings in the series. In response to results from the March 2016 public engagement survey, these meetings will be structured as an open house, with the incorporation of facilitated discussions and opportunity for input. The community meetings will occur at the end of the 2-week community input period, with 1 day after the meetings to submit final feedback.

Prior to the next Technical Committee meeting, and considering feedback from all parties (including the Technical Committee, the Executive Work Group, and the public), the materials will be updated to draft final form. As part of the next meeting cycle, the stakeholders will see how the materials have evolved and will have a final opportunity to comment, after which the materials will be finalized and incorporated into the Proviso Report.

This process and information flow allows both Technical Committee and Executive Work Group members as well as stakeholders the opportunity to comment twice, and ensures that feedback from the Technical Committee, the Executive Work Group, and the public influences the material.

5.1 PROVISO REPORT REVIEW

The Final Proviso Report will be submitted to the State Capitol Committee, the Capitol Campus Design Advisory Committee, the Office of Financial Management (OFM), and fiscal committees of the Legislature no later than January 1, 2017.

Draft Proviso Report review by the Technical Committee, Executive Work Group, and DES will overlap, with 2-week review and comment periods beginning after the Draft Proviso Report meetings in October. After receiving written feedback, the Floyd|Snider Team will address comments and revise the document accordingly. Subsequently, the Draft Final Proviso Report will be submitted to OFM for a 3-week review period. The Technical Committee and the Executive Work Group will also receive a revised copy of the report at that time.

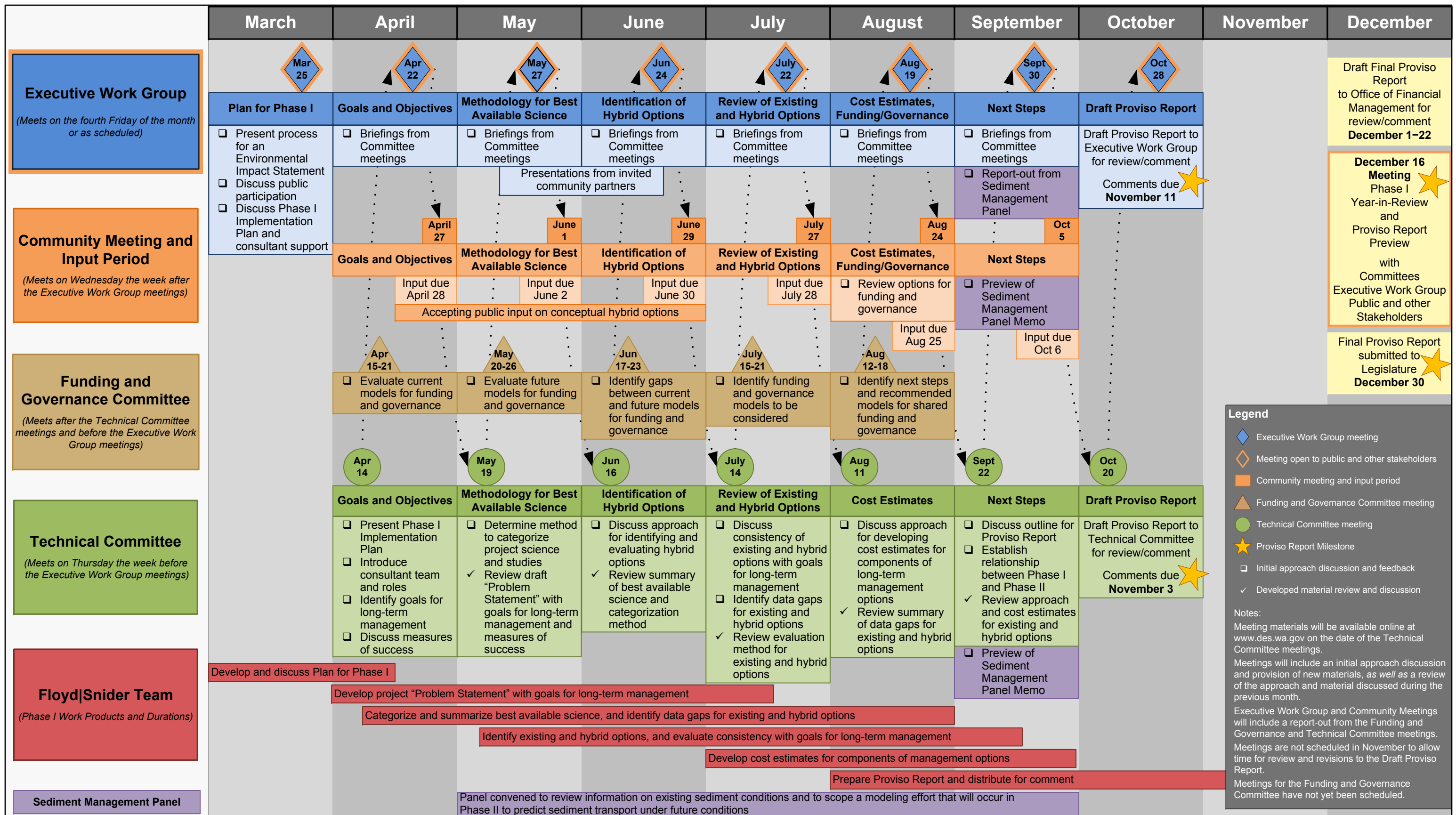
The Draft Final Proviso Report will be presented to the public at a Year-in-Review meeting, scheduled for December 16, 2016. This meeting will also serve as the formal opportunity for adoption of the Proviso Report.

The process and dates are summarized below.

- **Technical Committee:** The Technical Committee will receive the Draft Proviso Report on Thursday, October 20, during the last Technical Committee meeting scheduled as part of Phase I. At this meeting, a detailed preview of the report will be provided by the Floyd|Snider Team. Comments are due from the Technical Committee members 2 weeks later, on Friday, November 3.
- **Executive Work Group:** The Floyd|Snider Team will also present a detailed preview of the report at the October occurrence of the Executive Work Group meeting. The Executive Work Group will receive the Draft Proviso Report on Friday, October 28, and comments are due 2 weeks later, on Friday, November 11.
- **Community and other Stakeholders:** The Floyd|Snider Team will present the Draft Final Proviso Report to the community and other stakeholders during the Year-in-Review meeting, scheduled for December 16, 2016. The Final Proviso Report will also be available to the community upon formal submittal to the Legislature, and input from the community is due 2 weeks later, on Friday, January 13, 2017.
- **Office of Financial Management:** The Draft Final Proviso Report, revised to address comments on the draft document from the Technical Committee, the Executive Work Group, and DES, will be submitted to OFM on Thursday, December 1. OFM will have a 3-week review period, with comments due to the Floyd|Snider Team on Thursday, December 22.

The Floyd|Snider Team will provide the Final Proviso Report to DES on Friday, December 30, 2016, for formal submittal to the Legislature no later than January 1, 2017.

Figure



Legend

- Executive Work Group meeting
- Meeting open to public and other stakeholders
- Community meeting and input period
- Funding and Governance Committee meeting
- Technical Committee meeting
- Proviso Report Milestone
- Initial approach discussion and feedback
- Developed material review and discussion

Notes:
Meeting materials will be available online at www.des.wa.gov on the date of the Technical Committee meetings.
Meetings will include an initial approach discussion and provision of new materials, as well as a review of the approach and material discussed during the previous month.
Executive Work Group and Community Meetings will include a report-out from the Funding and Governance and Technical Committee meetings. Meetings are not scheduled in November to allow time for review and revisions to the Draft Proviso Report.
Meetings for the Funding and Governance Committee have not yet been scheduled.



Capitol Lake Long-Term Management Planning
Department of Enterprise Services
Olympia, Washington

Figure 1
Phase I Implementation Plan
Process and 2016 Schedule