

Snake River Salmon Recovery Board
February 25, 2003
Meeting Minutes
Prepared by Megan Browne, ACCD

Facilitator/Coordinator, Steve Martin, called the board meeting held in Dayton at the Star Restaurant to order at 3:45 p.m. Voting Board Members present were Jay Holzmillier, Don Scheibe, Cathy LaRoque, Dick Jones, Les Wigin, Eric Myers, Paul Kraynak, Butch Klaveano, Yancy Reser, Stuart Durfee, Jed Volkman, Dick Ducharme and Jim Cochran. The following individuals also attended: Rick Jones, Brad Johnson, Megan Browne, Terry Bruegman, Mark Wachtel, and Victoria Leuba.

Quorum: 13 voting members present of the 21 total constitutes a Quorum

Minutes:

The minutes for the January 14, 2003 meeting were reviewed. The date of the meeting reported on the minutes was incorrect, the meeting date was January 14, not January 9. It was moved and seconded to approve the minutes of the January 14, 2003 meeting, after the date is changed. **Motion Carried.**

Old Business:

Steve reviewed the Board's decisions in January to add two additional voting members for each Tribe, bringing each tribal voting membership to three. There is a total of 21 voting members for the board. Each Tribe needs to provide Steve the names of these new voting members.

New Business:

Regional Coordination Forum update

Steve provided the board with a Forum White Paper explaining the need, description and the deliverables of the Forum grant. Steve is responsible for keeping the lines of communication open between different planning boards in the area and making sure that the planning process are coordinated with each other across the region. The Salmon Recovery Board will be represented on the Forum by the co-charimen. Steve will be attending the WRIA 32, WRIA 35, HCP, and Subbasin Planning organizations to describe the Forum and solicit membership from those planning processes.

Recovery Planning Timeline and Draft Budget

Currently the ACCD is on a 18-month contract for developing draft recovery plan preliminaries, developing a public outreach plan and getting the board organized; the grant expires in November 2003. The next grant cycle is for the period of July 1, 2003 through June 30, 2005, and has as its primary deliverable, a draft Salmon Recovery Plan. The board received handouts that showed the anticipated Snake River region planning timeline, current planning efforts, and a preliminary draft annual budget request of \$500,000. *The application for these*

grants and accompanying policies and procedures is available for review and were sent via Email to the budget subcommittee for input on February 27. Applications are due May 14, which will require the Board to take action on April 9 with regards to the biannual work plan and budget.

Fiscal Agent

The current Salmon Recovery Planning grant expires November 30, 2003. The purpose of this grant between WDFW and the Lead Entity (ACCD) is to get the board setup and functional and to begin developing the framework for a draft recovery plan, including a public involvement plan. At the January meeting the board discussed transferring the grant from the ACCD to the Columbia County Commissioners. Currently Asotin County Conservation District is the fiscal agent for the grant and is responsible for invoicing to IAC for all of the districts. In discussions with the granting entities (IAC and WDFW) it would be difficult, time consuming, and uncertain to transfer the remainder of the existing grant from the ACCD to the Columbia County Commissioners. However, the Columbia County Commissioners will be the fiscal agent for the next grant (July 1, 2003 – June 30, 2005), if willing. Asotin County will remain the fiscal agent for the 2003 Salmon Recovery Planning Grant.

Immediate Personnel and Technical Needs

Martin Consulting (MC) is on contract with the ACCD to work with the ACCD to meet project deliverables defined by WDFW. The deliverables (tasks) are (1) developing a draft and final work plan, (2) organizing the Board, (3) developing a public involvement plan, (4) developing a draft outline of the recovery plan, and (5) progress reporting. MC was contracted to work with the ACCD for those 5 tasks at \$60/hour not to exceed a total of \$80,000 when selected last July to serve as the Salmon Recovery Board manager. The rationale for placing the spending cap was that neither MC nor the ACCD or the citizen committee that selected MC had worked through developing a recovery board and writing a region-wide recovery plan that addresses the 4-H's. The ACCD took a conservative approach to spending the \$300,000. Tasks 1 and 2 are essentially now complete.

The Lead Entity has come up with three options to finish tasks #3 and #4 as described in a handout provided to the Board that was developed by Brad Johnson and Terry Bruegman. Option 1 is to amend the current contract with Martin Consulting to provide an additional \$150,000 for Tasks 3 and 4. Option 2 is to hire another contractor. Option 3 is to hire temporary conservation district staff. The Lead Entity recommended option 1 which would provide \$150,000 for MC to work on Tasks 3 and 4, with the exception of #4B, which will be completed by the conservation districts. Option 1 was recommended because the tasks are inter-related, Martin Consulting has a satisfactory performance record, the tasks need addressed very soon with a final completion date of November 30th, the Conservation District is not interested in hiring short-term employees and, bringing on new contractors will result in multiple contracts and

potential confusion (who is in charge, who reports to who, redundancy, and inefficiency).

Much discussion was held with regards to the selection process for hiring Martin Consulting and the legality of a contract extension for new tasks. The Board asked Brad to describe the process used to select Martin Consulting. He read a Legal Notice of a Request for Qualifications and Quotes for a Salmon Recovery Project Manager. The Notice was published in several local newspapers in May of 2002. The Notice stated that the Asotin Conservation District is requesting qualifications from interested contractors to conduct salmon recovery planning activities in the Snake River Region...". The advertisement was published for 14 days. Four contractors expressed interest, three scheduled an interview, and two actually interviewed. A citizens committee conducted the interviews and selected Martin Consulting based on experience, hourly quote, and local presence. The ACCD contracted with Martin Consulting in June for \$60 per hour not to exceed \$80,000 with an understanding that work would be focused on Tasks 1 and 2 (getting the Board organized) but that the scope of work included all five Tasks.

It was the Board's opinion that Task 3 (Public Outreach) was uniquely different from recovery planning and decided that this task should be researched by the Public Outreach Subcommittee with development of a recommendation to the Board on April 9; Martin Consulting is not to work on this task.

It was moved and seconded to develop a request for qualifications and rate quotes from qualified advertisement/Public relations agencies for the completion of Task #3; have Martin Consulting provide a proposed timeline and estimated budget for the completion of Task #4; and, have a sub-committee review the proposals with the Lead Entity to make a recommendation to the board and have the board polled by phone or email. After discussion the motion was withdrawn.

It was moved and seconded to extend the contract with Martin Consulting to include Task #4 with a limit of \$100,000, billable at \$64 per hour until the Task is completed. **Motion Carried.** Two voting members voted against the motion expressing that Martin Consulting is capable and competent to conduct the work but uncertainty over contractor selection and contract extension to include new deliverables precludes them from supporting this motion. *NOTE: Martin Consulting's contract is for \$60 per hour so although the Board authorized \$64/hour MC can only bill \$60/hour per the existing contract.*

It was moved and seconded to have Dick Ducharme chair a newly created Public Outreach Sub-Committee. He will select the remaining members and then get information from WRIA 32 regarding public outreach. The Public Outreach Subcommittee will develop a recommendation and work plan for accomplishing Public Outreach at the Regional Level and present it to the Board at the next meeting, scheduled April 9. **Motion carried.**

Subcommittee Nominations

Jay Holzmilller and Eric Myers were nominated to be co-chairs for the Salmon Recovery Board. Both accepted the nomination. As co-chairs, they will also be members of the executive committee. **Motion carried.**

It was moved and seconded to have Cathy LaRoque, Jed Volkman, Paul Kraynak and Terry Bruegman appointed to the Budget Sub-Committee. **Motion Carried.**

It was moved and seconded to have Dick Ducharme chair and set up the Public Outreach sub-committee. **Motion Carried.**

The Executive committee will consist of the co-chairs Jay Holzmilller and Eric Myers and the chairs of the sub-committees Cathy LaRoque and Dick Ducharme.

Executive Committee Members are (1) Eric Myers, (2) Jay Holzmilller, (3) Dick Ducharme, and (4) Cathy LaRoque

Meeting at Marcus Whitman

May 15th there is an Agency Director Meeting at Marcus Whitman that has been requested by the Lead Entity and the Governor's Salmon Recovery Office. The intent of this meeting is for the agency directors to meet our Recovery Board members, share expectations and outcomes of salmon recovery planning and simply get acquainted with one another. Steve has set this meeting up and encouraged everyone to keep that date open.

Next Meeting

The next Snake River Salmon Recovery Board Meeting will be April 9th from 10 a.m. to noon during the County Commissioner get-together in Clarkston. The meeting is tentatively going to be held at the Clarkston Quality Inn.

Other Business

At the last meeting, Elizabeth Gaar of NMFS told the board that there would be a biologist assigned to the region to help with writing the salmon recovery plan. It was suggested that the board write a letter to NMFS letting them know that we would like to have the biologist here as soon as possible for planning. Steve and Brad will hand deliver the letter when they attend the meeting in Olympia on March 7th. They will need to have the letter developed and reviewed by March 5th. They will send the letter out for the Board's review on Friday, February 28.

Review of Motions:

1. It was moved and seconded to approve the minutes of the January 14, 2003 meeting, with one change. **Motion Carried.**
2. It was moved and seconded to have the Public Outreach committee develop a recommendation for accomplishing Task 3, and provide the

recommendation to the Board at the April 9 meeting for approval. It was moved and seconded to have Martin Consulting complete Task 4 as authorized by existing contract (scope of work) for \$64 per hour not to exceed \$100,000. **Motion Carried (11 yes, 2 no votes). A minority report may be developed and submitted to the Board, per the By-Laws.**

3. It was moved and seconded to have Jay Holzmiller and Eric Myers be co-chairs for the Executive Committee. **Motion carried.**
4. It was moved and seconded to have Cathy, Jed Volkman, Paul Kraynak and Terry Bruegman on the Budget Sub-Committee. Cathy LaRoque will chair the budget subcommittee. **Motion Carried.**
5. It was moved and seconded to have Dick Ducharme chair and set up and chair the Public Outreach sub-committee. **Motion Carried.**

There being no further business, the regular meeting was adjourned at 6:25 p.m. by Steve Martin.

NEXT MEETING:

April 9, 2003

10:30 a.m.

Tentatively: Clarkston, WA at the Quality Inn