



Snake River Salmon Recovery Board

Meeting Minutes December 14, 2004

Board Members Present: Gary Cole, Dick Jones, Butch Klaveano, Les Wigen, Eric Myers

Board Members Present By Phone: Gary James, Paul Kraynak, Del Groat, Emmit Taylor, Ed Schultz, Don Scheibe, Jay Holzmilller, Dick Isaac, Cathy LaRoque, Scott Althouse

Others: Mark Wachtel, (WDFW); Terry Bruegman (CCD), Steve Martin, Juli Post

Steve verified the quorum, 14 members present at the time the quorum was reviewed.

Welcome

Jay Holzmilller opened the meeting by welcoming the Board members and others present.

Action Items

1. Approval of the November 23, 2004 meeting minutes

Steve introduced the meeting minutes from November 23rd and gave board members time to review. Steve asked for any questions or comments on the November 23rd 2004 meeting minutes. No questions or comments were raised.

Action 1: Steve asked for a motion to approve the November 23, 2004 board meeting minutes. Dick Jones made a motion and Les Wigen seconded. The board approved the motion by consensus.

2. Restructuring of the budget to resolve perceived deficiencies in the Salmon Recovery Plan

Both Steve and Juli explained the need for additional budget for the Salmon Recovery Plan contractor. It was decided that the plan should follow NOAA VSP parameters more closely for describing the salmon populations in our region and that to restructure the document at this time and to add additional technical staff, Parametrix would need an additional \$70,000. Emmit asked about whether the VSP parameters only analyzed naturally produced salmon. Steve responded that yes, recovery and associated VSP criteria are based on naturally spawning fish. Artificial production will likely play a major role for mitigation, harvest, treaty tribal obligations and other purposes but the habitat component of the recovery plan will be based on naturally produced fish. It was suggested that NOAA should be contacted to get their most recent criteria so that our contractors can apply the VSP parameters they have requested.

The second topic was to assess where the \$70,000 could come from. The regional coordination budget has largely been unused by the Conservation Districts and Tribes, which have been entitled to \$380 per month to cover expenses associated with participating on the Board and reviewing documents. Based on the last 12-months experience; i.e., none of the entities billed more than an average of \$241/mo while most billed zero or very little it was agreed that each entity would receive \$429 per month, for a total of \$3000 per entity. The result will be an additional \$15,000.00 for Parametrix to restructure the Plan and acquire additional technical staff. The remainder will be provided by cost-savings from Norton Arnold,

who will be holding only one more public involvement workshop. This resulted in an additional \$27,300.00 that will go to Parametrix. The Juli will prepare a contract for each of the conservation districts and Tribes to sign that will describe the duties requested and the terms of payment. Juli made it clear that any billings against this budget need to be submitted by the 5th of the following month for payment and she requests that no lump billing is provided at the end of this contract period. Gary James suggested contacting Julie Burke when the contract is ready.

Ⓜ Juli plans to have something out by the end of the week.

Action 2: Steve asked for a motion to approve the budget revision. Ed Schultz made a motion and Cathy LaRoque seconded. The board approved the motion by consensus.

3. Approval of approach to use Juli to free up Steve's time for coordination of RTT

Steve provided a bulleted list to the board members of the duties that he was switching over to Juli. No questions or comments were raised. It was also agreed that Juli would go from 110 hours a month to 147 hours starting January 1st 2005.

Action 3: Steve asked for a motion to approve the added duties and hours for Juli. Les Wigen made a motion and Butch Klaveano seconded. The board approved the motion by consensus.

Below is the corrected table:

Executive Director

- Assume management responsibility for all services and activities of the Snake River Salmon Recovery Board.
- Manage a staff of one or more contractors. Extensive travel in and between the five counties and across the state is expected.
- Develop and maintain a strong working relationship with National Marine Fisheries Service and other county, state, federal, Tribal agencies involved with fisheries operation or restoration.
- Track the progress of various projects and programs authorized by the SRSRB and keep the Board fully informed of their status. Assume new and changing responsibilities as the position and SRSRB matures and develops.
- Coordinates preparation of budget, recommends budget modification, and administers approved budget and other fiscal matters.
- Evaluates and effectiveness of the education/outreach program
- Represent the Board at inter-agency and related planning meetings.
- Review technical documents and provide recommendations to the Board for action.
- ❖ Advocate the position and concern of the Board at local, state and federal planning processes, including but not limited to GSRO, TRT, RTT, Tribe and others.

Administrative Assistant

- Oversees the day-to-day administrative matters for the Board, including personnel, travel, purchasing, and meetings, information, and facilities management.
- Prepares reports and correspondence for use by the Executive Director, Board and its Committees.
- Serves as records manager and public records officer. Files documents and maintain records.
- Maintains Board’s administrative policies and procedures.
- ❖ Facilitate/coordinate contract development and review.
- Maintains and monitors budget and fiscal records and informs supervisor of status. Advises and makes recommendations to the Director on administrative and fiscal matters. Keeps account records including such tasks as processing requisitions, invoices and payroll.
- Maintain a database of parties interested or involved in fish recovery activities.
- Schedules meetings for the Board, committees, and staff as requested.
- Completes travel arrangements for board members and staff as directed.
- Photocopies reports, documents, notices and correspondence.
- Orders, receives, and maintains supplies.
- Handles mailings and mail distribution.
- ❖ Take notes and transcribes meeting minutes for Board, RTT and Executive Committee. Manage files, distribution of agendas, meeting minutes.
- Answers phones, takes messages, screens calls and visitor requests.
- Provides assistance to the public regarding the operations of the Board.
- Proofreads written materials
- Uses a computer and appropriate software (word processing, spreadsheet, database, and computer graphic software) to produce final reports, correspondence, documents and meeting minutes from notes and drafts.

4. Table Economic Analyses

Steve suggested that based on new information from the GSRO and NOAA that he would not be able to complete the RFP for the economic analyses for our region. Board members discussed and stated that no action needed at this time that the action item was just postponed until Steve had enough information to act on it.

Action 4: No action necessary.

Discussion


Steve had been requested by the Tribal board members to recap where we were at in the Interlocal process. Steve explained that the understanding was that the commissioners wanted to meet with each of the Tribes to better understand each others issues. It was suggested that the Commissioners could meet with the NPT Natural Resource Sub-committee in Lapwai on January 18th and then Gary James suggested meeting with CTUIR on either the 11th or 25th of January. Commissioners discussed having one more meeting just of the Commissioners to see if they could come to a conclusion and sign the Interlocal.

- 1. Provide commentary on the Regional Legislation proposed by Dave Mastin.**
- 2. Provide commentary to Bob Nichols bill restructuring Salmon and Watershed work is coordinated in Washington State.**

Steve reminded the board that he had requested commentary on the two documents provided by Mastin at the last board meeting. Bradley Johnson and Gary James were the only two individuals that supplied Steve with any commentary. Steve told the board the substance of the changes that they requested. Summarizing; this board will not allocate funds but instead only prioritize and rank projects as part of the funding selection process. It was agreed to globally replace the word “implementation” with verbs that more specifically capture the intent. The intent as agreed by all was that the Board will function to coordinate, facilitate, advocate, execute and oversee the Recovery Plan. The Board will not implement projects but rather oversee that the Plan is “implemented”. It was understood by all that for the plan to be successful; someone needs to make sure that it “happens”. Specifically, reporting accomplishments and challenges, coordinating and integrating multiple processes and regulations, advocating for funding, and prioritizing projects and programs for State funding will be the major roles of the Board.

Review of Tasks

Task Title

 Juli plans to have the contracts prepared and out by the end of the week.

Review of Actions

Action Title	Motion	Second	Consensus	Vote	Pass
1. Meeting Minutes	Dick Jones	Butch Klaveano	Yes		
2. Restructuring of the budget to resolve perceived deficiencies in the Salmon Recovery Plan	Ed Schultz	Cathy LaRoque	Yes		
3. Approval of approach to use Juli to free up Steve's time for coordination of RTT	Les Wigen	Butch Klaveano	Yes		
4. Table Economic Analyses			No Action		

Name	Attendance for 2004											
	January	February	March	April	May	June	July	August	September	October	November	December
Don Scheibe		Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes
Dick Isaac	New Board Member Starting May				Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Jay Holzmiller		Yes	Yes	Yes	Yes	Yes		Yes		Yes	Yes	Yes
Dick Ducharme			Yes			Yes	Yes	Yes		Yes		
Dick Jones		Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes
Eric Myers		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Gary James			Yes				Yes		Yes	Yes	Yes	Yes
Butch Klaveano		Yes	Yes	Yes	Yes	Yes		Yes		Yes	Yes	Yes
Del Groat			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Gary Cole	New Board Member Starting September 2004								Yes	Yes	Yes	Yes
Emmit Taylor		Yes	Yes							Yes	Yes	Yes
Cathy LaRoque		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Yancey Reser		Yes	Yes			Yes		Yes	Yes	Yes	Yes	
Stuart Durfee		Yes	Yes	Yes		Yes	Yes			Yes	Yes	
Les Wigen			Yes	Yes			Yes	Yes		Yes		Yes
Ed Schultz				Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes