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Snake River Salmon Recovery Board

Meeting Minutes Booklet

November 2002 through December 2003

## Contents

Meeting Minutes - November 19, 2002 .....	6
Welcome and Introductions .....	6
Past Accomplishments and Future Tasks:.....	6
Board Organizational Structure and Draft Organizational Chart:.....	6
Budget Items: .....	7
Staff and Executive Director: .....	7
Public Outreach:.....	7
Next Meeting, Location and Annual Schedule:.....	7
January 14, 2003 in Pomeroy at Donna’s Drive Inn at 3PM. ....	7
Meeting Minutes - January 9, 2003 .....	9
Minutes: .....	9
New Business: .....	9
Guest Speaker .....	9
Executive Committee Option .....	9
Business Organization .....	10
By-Laws and Operating Rules.....	10
Job Descriptions for Director and Staff.....	11
Agency Directors .....	11
Review of Motions: .....	11
Meeting Minutes, February 25, 2003.....	13
Quorum:.....	13
Minutes: .....	13
Old Business: .....	13
New Business: .....	13
Regional Coordination Forum update.....	13

Recovery Planning Timeline and Draft Budget .....	13
Fiscal Agent .....	14
Immediate Personnel and Technical Needs.....	14
Subcommittee Nominations .....	15
Meeting at Marcus Whitman .....	16
Next Meeting .....	16
Other Business .....	16
Review of Motions: .....	16
NEXT MEETING:.....	17
Meeting Minutes - April 9, 2003 .....	18
Minutes: .....	18
Budget Committee Report:.....	18
Board Recognition:.....	18
Grant Application:.....	19
Public Outreach Committee Report:.....	19
Meeting at Marcus Whitman:.....	19
Other Business: .....	20
Review of Motions: .....	20
UPCOMING MEETINGS: .....	20
Meeting Minutes - May 15, 2003 .....	21
Welcome and Introductions: .....	21
Organizational Structure:.....	21
Natural Resource Management Approach: .....	22
Open Discussion:.....	22
Closing Comments: .....	23

UPCOMING MEETINGS: .....	23
Meeting Minutes - June 19, 2003 .....	24
Minutes: .....	24
May 15th Meeting Briefing: .....	24
Business Structure Presentation:.....	24
Public Outreach Committee Update:.....	25
Grant Application Update: .....	26
US Forest Service as Voting Member:.....	26
Organizational Structure Update:.....	26
Bull Trout Recovery Plan:.....	26
Status of Office:.....	27
Other Business: .....	27
Review of Motions: .....	27
UPCOMING MEETINGS: .....	28
Meeting Minutes August 26, 2003 .....	29
Welcome and Introductions: .....	29
Retroactive approval of June 19 Agenda Items:.....	29
New Action Items (Discussed on July 24): .....	29
Contractor Updates: .....	30
Discussion Items: .....	30
Review of Motions: .....	31
UPCOMING MEETING: .....	31
Meeting Minutes September 23, 2003 .....	32
Public Involvement Work Plan .....	32
Legislation and Inter-local Agreements .....	33

Draft Recovery Plan Outline and Background Material.....	33
Subbasin Planning Update .....	33
Meeting Minutes October 8, 2003.....	37
Board Members Present:.....	37
Review and Approval of September 2003 Bylaws .....	37
Budget Allocation.....	38
Annual Calendar.....	38
Snake River Salmon Recovery Plan Outline .....	39
Administrative Assistant Position .....	39
Teleconference .....	39
Snake River Salmon Recovery Board Web Page Review .....	39
Meeting Minutes November 18, 2003.....	40
Review and Approval of October 8th Meeting Minutes.....	40
Revised Bylaws.....	40
Calendar.....	40
USFS as a Voting Member.....	40
Memorandum of Understanding.....	41
Inter-local Agreement.....	41
Request for Qualifications .....	42
Bi-Annual Contract.....	42
Lead Entity Process .....	42
Recovery Plan Table.....	43
Review of Steve’s Workload .....	43

# Meeting Minutes - November 19, 2002

## *Welcome and Introductions*

(if you have not done so, please send your Biography to Steve).

## *Past Accomplishments and Future Tasks:*

Background information was provided, describing the Salmon Recovery Act and the Lead Entity process. Asotin Conservation District (CD) has been Lead Entity for the Snake River Region since 1998 and will likely continue to serve that role even after the Regional Board is established. The Asotin CD shares responsibilities with the other conservation districts. The role of the co-lead entities is to work with individuals in the watershed to identify and develop habitat restoration and protection project proposals. The lead entity process has been very successful and consists of landowners/citizens working with technical agency representatives to develop a habitat protection and restoration strategy. Effective in 2003, the recovery Board will review the list of projects for submittal the State of Washington's Salmon Recovery Funding Board. The need now is to address hydropower, hatcheries, and fish harvest as well as habitat at the Evolutionarily Significant Unit of salmon, which is the entire Snake River region. Our task is to create a Regional Salmon Recovery Board made up of interested and affected parties that will someday approve of a salmon recovery plan developed in cooperation with all stakeholders in the Region. The approach is to utilize subbasin plans, watershed plans, Habitat Conservation Plans and any other plan to begin building a salmon recovery plan.

## *Board Organizational Structure and Draft Organizational Chart:*

The Board will consist of several groups of people: (1) voting members, (2) participating members, (3) Forum members, and (4) a science team, at a minimum. The Board will have paid staff consisting of at least a director and assistant. Consultants will serve the Board as needed and as approved by the Board. Currently, Steve Martin is a consultant serving as the project manager.

It was agreed that an Executive Committee should be established consisting of one voting member from each County and a representative from each of the Tribes. The Executive Committee will help Steve with priorities and act as the point of contact.

NOTE: Steve has received several emails since this November 19 meeting about the executive committee pertaining to its authority, role and need. This will be an agenda item for the January Board meeting.

Recommendations for a Chairman of the Board resulted in Clay Barr being nominated to Chair the Salmon Recovery Region. No formal action was taken.

The type of business organization this Board will be resulted in much discussion with no action taken. The question is should the Board be a non-profit organization, a branch of local government or for profit. This action item was tabled until we could have someone who understands all the different organizational structures come in and give us a presentation.

Steve will request that someone from one of the existing salmon recovery boards attends

the next meeting to discuss how they are organized and describe the advantages and disadvantages they see with the possible options.

At first glance, it appeared that the Board members would have a lot of work to do based on the proposed organizational chart. Steve responded that the Board will over-see a lot of work but as proposed, will do very little of the work as a body. Some Board members may chose to serve on sub-committees, which is where issues will be discussed, but the biggest majority of actual work will be performed by paid staff to the Board and consultants.

There was much discussion about sub-committees:

1. Can only voting members be on a subcommittee?
2. What authority do the subcommittees have?
3. Will they be redundant to the executive committee?

It was agreed that any member of the Board, voting or non-voting may serve on a subcommittee. The only authority that the subcommittees will have is to develop recommendations for the Board to vote on.

### ***Budget Items:***

The draft budget was discussed and until Board members understand the descriptions and responsibilities of the proposed staff, it will be difficult to develop a final budget request. Steve will get job descriptions and examples from three of the other functioning boards budgets and number of employees on those Boards. Office Location was discussed, but no decision was made.

### ***Staff and Executive Director:***

Discussion of the director and staff being employees to the Board or independent contractors occurred but no action was taken because we are awaiting job descriptions from other Regions. It was recognized that it might be difficult to recruit qualified people for these positions, as this is a 2.5-year contract

### ***Public Outreach:***

No formal discussion of this topic occurred.

### ***Next Meeting, Location and Annual Schedule:***

It was agreed that meetings would alternate between Dayton and Pomeroy and that initially, meetings will occur every-other month. Ultimately, quarterly meetings should be sufficient. The next meeting will be held on:

### **January 14, 2003 in Pomeroy at Donna's Drive Inn at 3PM.**

Since November 19<sup>th</sup>:

1. You have been provided two maps, one of the State showing the recovery regions, and the other of the Snake River region to insert into your binder.
2. Draft operating rules and bylaws were sent to you that need reviewed and returned to Steve by December 24.
3. You were sent an email with a link to the letter between the National Marine Fisheries Service and the Power Planning Council describing that subbasin plans

will serve as subbasin-specific interim recovery plans but that they collectively will need to role into a larger, ESU-scale recovery plan

4. Steve has been provided with the executive committee names for Asotin and Columbia Counties, although discussion of the need and role will occur at the next meeting.

## **Meeting Minutes - January 9, 2003**

Officiator, Steve Martin, called the board meeting held in Pomeroy at Donna's Drive Inn to order at 3:00 p.m. Voting Board Members present were Jay Holzmilller, Gordon Reed, Don Scheibe, Emmit Taylor Jr., Cathy LaRoque, Dick Jones, Les Wigin, Eric Myers, Butch Klaveano, Clay Barr (had to leave), Yancy Reser, Stuart Durfee and Richard Hastings. The following individuals also attended: Brad Johnson, Megan Browne, Terry Bruegman, Bob Bugert, Mark Wachtel, Paul Kraynak, Lonnie Mettler, and Elizabeth Garr (NOAA fisheries). Absent Voting Board Members were Jed Volkman, Randy Suess, Jim Cochran and Dick Ducharme.

### ***Minutes:***

The minutes for the November 19, 2002 meeting were reviewed. It was moved and seconded to approve the minutes of the November 19, 2002 meeting. **Motion Carried.**

### ***New Business:***

#### ***Guest Speaker***

Elizabeth Gaar, Salmon Recovery policy and science representative for NOAA fisheries (National Marine Fisheries Service) provided a 30 minute presentation of how NMFS views salmon recovery planning. Her current role is to work on building and supporting recovery plans.

The Endangered Species Act (ESA) requires that the Federal Agencies develop a recovery plan for listed species. Such a plan must establish goals, site-specific actions and identifies cost and a schedule to implement plan. This effort has been shifted from the federal government to the local Snake River Salmon Recovery Board because in the last planning process for salmon recovery, people having to implement actions were not a part of the planning process. This time the planning is starting at the local level with local strategies and commitment in this planning process.

There are seven main recovery plan components, which are Subbasin Plans, Estuary/Nearshore Actions, Mainstem Actions, Harvest Actions, Large Scale Hatchery Actions, Natural & Climatic Variability and Monitoring & Evaluation.

The Subbasin Plan is the component the Snake River Salmon Recovery Board is working on. Ultimately, all of the components will be put together with Subbasin Plans from all Salmon Recovery Boards.

NMFS has assembled a technical review team (TRT) to develop draft recovery objectives, including considerations for salmon abundance, genetics and productivity. Draft abundance objectives are now available for steelhead in Asotin Creek, and the Tucannon and Walla Walla rivers. The TRT will work with the local recovery board scientists and agencies to refine these goals as more information becomes available. These objectives may become a part of the de-listing criteria for salmon in this region.

#### ***Executive Committee Option***

It was suggested the board have an Executive Committee to make decisions that can't wait until the entire board can meet. The Executive Committee will consist of the

chairmen of the following four subcommittees: (1) Budget, (2) Bylaws, (3) Personnel, (4) Habitat and the co-chairs of the Recovery Board. The Executive committee will not have to consult entire board to make decisions in order to move forward with business. It was moved and seconded to have an Executive Committee to make day-to-day decisions. This change will be reflected in the draft By-Laws. **Motion Carried.** Establishing membership to the four subcommittees will occur at the next meeting.

### ***Business Organization***

There are three other existing recovery boards and Bob Bugert (Governor's Salmon Recovery Office) provided a summary of the organizational structure as well as the pros and cons of how they are organized.

The Upper Columbia Board has established itself as a standing committee to a non-profit organization, the Resource Conservation and Development council (RCD). The RCD is a branch of the federal agency, the NRCS. The two primary advantages to being organized as a committee under the RCD is that the Upper Columbia Board can use the auditing system that the NRCS uses, and that as a non-profit organization, they are eligible for accepting and allocating private funds. The drawback is there are federal requirements that must be met, potentially conflicting missions, and additional administrative requirements, i.e., multiple reporting. The Puget Sound Forum (Recovery Board) is also organized as a non-profit but is not associated with any branch of government. The disadvantage is that it takes considerable time to go through the process of becoming a 501(C)3, there are legal fees involved, and an independent accounting/audit system must be established.

The Lower Columbia Board has statutory authority as a recognized and funded board directly from the legislature. They expect to have a completed recovery plan by 2004. Their board members consist of County Commissioner and Tribal representatives. The drawback to this form is it must meet terms of legislation. It was suggested having a representative talk to the board about how it works for them.

After discussion, it was suggested that the Columbia County Commissioners consider accepting the fiscal responsibility for the Recovery Board. Dick Jones, County Commissioner agreed to present the idea to the Columbia County Commissioners at their next meeting. The concept is that the Columbia County auditor and treasurer would process invoices and payroll for the Recovery Board, but would not have responsibility for authorizing expenditure. In this scenario, expenditures would have to be authorized by the Recovery Board or a sub-committee, i.e., budget subcommittee, before being paid. The advantage to the County serving as fiscal agent is that they have an auditor, treasurer and formal state auditing, which are looked upon favorably by the granting entity. The second advantage is that this will expedite fiscal process and the Recovery Board can begin authorizing expenditures as soon as the Commissioners pass necessary resolution and the IAC works with the Commissioners to develop the grant contract. The **Motion Carried** to have the Columbia County Commissioners assume fiscal responsibility. Steve will work with a representative of the IAC and the Columbia County Board of Commissioners to understand the responsibilities of serving as the fiscal agent.

### ***By-Laws and Operating Rules***

Steve will modify the by-laws to reflect having an Executive committee and

subcommittees.

### ***Job Descriptions for Director and Staff***

The board reviewed example Job Descriptions and Salary Range for an Administrative and Education Outreach Specialist and a Secretary. As soon as the personnel and budget committees are established, job descriptions will be developed and announcements published for the positions. No decision was made regarding the use of contractors to serve the roles or if the Recovery Board wanted to hire staff. This will be an agenda item for the next meeting.

### ***Agency Directors***

There will be representatives from NMFS, WDFW, USFWS, NWPPC and SRFB to share their perspectives and vision of regional salmon recovery planning at a meeting May 15<sup>th</sup> at the Marcus Whitman Hotel and Conference Center in Walla Walla. An agenda will be prepared and distributed in February, but keep your calendar open for this exciting opportunity to network with key policy and regulatory agency representatives.

It was suggested that the number of voting members for the board be decreased as a means to increase efficiency. The Board discussed this but concluded that to maintain adequate representation of all stakeholders in the Region the number should remain at 3 per county. The Board felt that the Tribes should have the same number of votes as each county, so a motion carried to increase the number of votes to three for each of the two Tribes. There will be 21 votes total.

The board discussed changing the voting from a complete consensus to a 2/3 majority to pass motions. It was moved and seconded to change from complete consensus to a 2/3 majority to pass motions. **Motion Carried.** Steve will change the by-laws to reflect this decision-making change.

Glen Mendel would like the board to hire Mike Gembala to get WDFW data transferred into a usable form in a spreadsheet. Steve volunteered to hire Mike under the contract that he currently has under the Lead Entity, for 1-½ months at an estimated cost of \$3,500 plus over-head, for the purpose of entering data that will be critical as Recovery Planning moves forward. Mike has worked on Glen's crew for several years and is familiar with the data. It was moved and seconded to have Martin Consulting hire Mike for 1-½ months at the cost of \$3,500 to get WDFW data into a usable form. **Motion Carried.**

### ***Review of Motions:***

1. It was moved and seconded to approve the minutes of the November 19, 2002 meeting. **Motion Carried.**
2. It was moved and seconded to have an Executive Committee to make day-to-day decisions. **Motion Carried.**
3. It was moves and seconded to have the Columbia County Board of Commissioners to delegate funding if they willing to do so. **Motion Carried.** Steve will find out if the Columbia County Board of Commissioners would be willing to do this.
4. It was moved and seconded to change the number of votes for each Tribe from 1 to 3 and to change the decision making process from complete consensus to a 2/3

majority to pass motions. **Motion Carried.**

5. It was moved and seconded to have Martin Consulting hire Mike for 1 ½ months \$13 per hour (\$3,510) plus employer expenses incurred by Martin Consulting, to get 1998 and 1999 WDFW fish management data into a usable form that will be useful for recover planning. The terms and deliverables are described in a letter dated January 8, 2003 sent by Glen Mendel (WDFW) to Brad Johnson. **Motion Carried.**

There being no further business, the regular meeting was adjourned at 5:30 p.m. by Steve Martin.

**NEXT MEETING: February 25, 2003, 3:30 p.m., The 5 Star Restaurant in Dayton, WA**

## **Meeting Minutes, February 25, 2003**

### **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 Holzmilller, 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 30<sup>th</sup>, 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 15<sup>th</sup> 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 9<sup>th</sup> 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 7<sup>th</sup>. They will need to have the letter developed and reviewed by March 5<sup>th</sup>. 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 Holzmilller and Eric Myers be cochairs 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**

## **Meeting Minutes - April 9, 2003**

### **Meeting Minutes prepared by Megan Browne**

Officiator, Steve Martin, called the board meeting held in Clarkston at the Quality Inn to order at 10:20 a.m. Voting Board Members present were Jay Holzmilller, Cathy LaRoque, Les Wigen, Eric Myers, Butch Klaveano, Yancy Reser, Stuart Durfee, Jed Volkman, and Emmit Taylor, Jr., Dick Ducharme and Paul Kraynak. The following individuals also attended: Brad Johnson, Megan Browne, Terry Bruegman, Mark Wachtel, John Andrews, Del Groat, Rick Jones, Duane Bartels, Mark Wachtel and Victoria Leuba.

### ***Minutes:***

The minutes for the February 27, 2003 meeting were reviewed. It was moved and seconded to approve the minutes of the February 27, 2003 meeting. **Motion Carried.**

### ***Budget Committee Report:***

The budget committee (Cathy LaRoque, Jed Volkman, Paul Kraynak and Terry Bruegman) met and reviewed Martin Consulting Scope of Work for Task 4. MCS will sub-contract with EES and Parametrix to complete the task for an amount not to exceed \$100,000. The budget committee recommends to the board to accept Martin Consulting Scope of Work for task 4. It was approved by consensus to accept Martin Consulting SOW for task 4. **Motion Carried.**

The budget committee reviewed the option of the board being recognized as a Non Profit Organization. Non Profit status would provide the board the ability to keep all paperwork in house and serve as its own fiscal agent. This structure appears more streamlined and understandable than the proposed struture of the Board using the Columbia County Board of County Commissioners as the fiscal agent and remaining as a committee with no legal/tax-payer recognition. Steve can arrange for a lawyer to talk to the board about the process of setting up the recovery board as a non-profit organization.

### ***Board Recognition:***

There are five recognized recovery boards in the state: Upper Columbia, Puget Sound, Snake River, Lower Columbia, and Yakima. There should be a certain level of funding to support the Snake River Board since it is one of the five regions for salmon recovery. Right now the board will have to move forward with Asotin County Conservation District as the fiscal agent. Asotin County Conservation District has the accounting system that will be needed already in place and the only expenses they will incur will be Megan's time for doing the administration work.

Columbia County Commissioners were asked to be the fiscal agent, but they required a handling fee. The IAC will not allow a flat fee to be set. They will only reimburse documented expenses. Columbia County Commissioners were concerned about being liable for deliverables that were not met and they did not want to have authority to administer funds without approval from board. The fiscal agent is liable for deliverables being completed and is responsible for all funding distribution.

There are really two options to consider for development of the board. Non-profit or have one of the conservation districts be the fiscal agent. Rob Caldwell, a lawyer, is willing to speak to the board about the advantages and disadvantages to setting the board up as a non-profit organization. He would also let the board know what steps they need to take to gain non-profit status. The board would like Rob to provide a written summary of his information and have him present to the budget committee. There was concern about getting government funding if the board was set up as a non-profit organization. The state government recognizes the recovery boards and the board has been given the discretion to choose what type of business organization the board will be.

The board needs to secure office space in Dayton before employees are hired. There is space at the Port of Columbia that is a possibility. They are willing to build to suit. The board has \$13,000 available to purchase computers, phones, and office furniture and supplies. It was approved by consensus get the office rented and set up. **Motion Carried.**

### ***Grant Application:***

The grant application for the next funding cycle is due May 14<sup>th</sup>. Asotin County Conservation District will have to be the fiscal agent for the Snake River Regional Recovery Board for the current application, since it will take three to six months to get non-profit status. Brad will talk to the Asotin County Conservation Board to see if they are willing to continue being the fiscal agent.

The grant application will be filed with the recovery board's name and the Asotin County Conservation District's address. The IAC and SRFB wanted a break out of funding for FY 2004 included in the application. We budgeted our needs through FY 2006. In the past, we requested over \$1 million and received \$300,000. It was approved by consensus that there will be an outlined budget through FY 2006 in application for funding unless there is an objection from the board. **Motion Carried.** The board members will get a copy of the application to review before submitting it to the Salmon Recovery Funding Board.

The board was given a budget through June 2006. The budget is based on estimations and funding can be moved around. This is only the projected break out of when and where the funding will be used.

### ***Public Outreach Committee Report:***

There are several planning groups in southeastern Washington. It is important to have public outreach but it would be best if each group did not go directly to public but worked together to coordinate outreach programs so the public is not overwhelmed and loose interest.

The best way to do this is to use the Forum to get coordination between all the planning processes. There will be a Forum committee meeting to discuss public outreach planning. Each planning process has representatives in the Forum committee.

### ***Meeting at Marcus Whitman:***

There will be a meeting May 15<sup>th</sup> with the Natural Resource Agency Directors at the Marcus Whitman Hotel in Walla Walla. This will give the board the opportunity to talk

face to face with agencies about the planning process. Steve encouraged everyone to keep that date open and be available to come to the meeting.

Bill Ruckelshaus will be here May 14<sup>th</sup> at 7:00 p.m. to meet with board members to talk about the meeting the next day. All board members are encouraged to attend.

May 15<sup>th</sup> there will be a tour at 9:00 a.m. of projects in the Walla Walla area. This will provide the agencies with some examples of projects that have been implemented. The directors would also have the opportunity to view sites that have not had projects implemented. The board needs to decide what sites they want to visit on tour and do a drive through prior to the tour. There will need to be an outline of what will be discussed at each site.

The Board meeting will begin at 1:00 p.m. Steve has developed some talking points but he would like more board input about what is discussed before he gives the board his points. The board needs to have their issues outlined ahead of time.

There were some suggestions from board members of what they would like to talk to the directors about.

1. NOAA - Technical assistance
2. Washington State Fish and Wildlife – Technical assistance
3. Bull Trout Recovery Plan
4. Communication between and within agencies

### ***Other Business:***

The board will meet right after the meeting with the agency directors for a short board meeting.

The June meeting is set for June 19<sup>th</sup> at 7:00 p.m. in Dayton at the Star Restaurant.

### ***Review of Motions:***

1. It was moved and seconded to approve the minutes of the February 27, 2003 meeting. **Motion Carried.**

2. It was approved by consensus to accept Martin Consulting's SOW for task 4. **Motion Carried.**

3. It was approved by consensus to get the office set up. **Motion Carried.**

4. It was approved by consensus that there will be an outlined budget through FY 2006 in application for funding unless there is an objection from the board.

**Motion Carried.** The board members will get a copy of the application to review before submitting it to the Salmon Recovery Funding Board.

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

***UPCOMING MEETINGS:*** May 15, 2003, 1:00 p.m.

**Marcus Whitman Hotel in Walla Walla  
(Natural Resource Agency Directors)**

**June 19, 2003**

**7:00 p.m.**

**Star Restaurant in Dayton**

## **Meeting Minutes - May 15, 2003**

Co-Chairman, Jay Holzmilller and Eric Myers, called the Snake River Salmon Recovery Partners Meeting, held in Walla Walla at the Marcus Whitman, to order at 1:30 p.m.

### ***Welcome and Introductions:***

Jay and Eric welcomed and thanked everyone for coming to the Partners meeting. Everyone introduced him or herself and gave their affiliation.

### ***Organizational Structure:***

There are several planning processes underway in the Snake River Region. Snake River Salmon Recovery Planning involves all six subbasins and in the 3 watersheds. Northwest Power Planning Council Subbasin Planning is taking place in Asotin, Snake, Tucannon and Walla Walla subbasins. There is Watershed Planning in Watershed Resource Inventory Area (WRIA) #32 and WRIA #35. Walla Walla Watershed is involved in the Bi-State HCP Effort. The Walla Walla basin in Washington and Oregon is involved in a USACOE GI study to identify strategies to increase stream flow and CIDMP for irrigation efficiency.

The Snake River Salmon Recovery Board applied for a grant in the spring of 2002. They are having landowners help write the plan for salmon recovery. Landowners in each of the five counties volunteered to be on the board and the County Commissioners chose three representatives. The Confederated Tribes of the Umatilla Indian Reservation and the Nez Perce Tribe have three representatives each. The representatives from the counties and the tribes make up a 21 voting member board.

“The primary role of the Recovery Board is to develop a Snake River Salmon Recovery Plan and then coordinate project implementation, funding requests and policy recommendations consistent with the adopted recovery plan. ...the regional salmon recovery plan will be endorsed by the federal fisheries agencies and understood and committed to by our communities ...the Snake River Salmon Recovery Board shall strive to be the entity in southeastern Washington recognized by regulatory and funding agencies.”

The challenges for the region are:

1. ESU's, Recovery Units and WRIA's do not align with subbasin and local jurisdictional boundaries.
2. Coordinating myriad, watershed-specific planning efforts and rolling them together at the regional level by the recovery board into a salmon recovery plan.
3. Integrating Oregon into the regional recovery plan

The regions strengths are:

1. Strong grassroots support provided through well-coordinated Conservation Districts and local agency staff in each watershed.
2. Foundation for regional planning is well established through previous Model Watershed Planning effort, funded through the Northwest Power Planning Council.
3. A considerable amount of existing biological information is available for parts of the region through the Lower Snake River Compensation Plan evaluations

project.

4. Trust and credibility has been established among stakeholders and local technical agency representatives.

### ***Natural Resource Management Approach:***

Dave Mastin of the Bi-State Habitat Conservation Planning Committee talked about the Natural Resource Management Approach in the Snake River region. All of the planning processes have similar components. Each process will develop a plan, so subbasin, regional recovery and watershed plans will be used together. Once the plans are finished there will be implementation of projects specified in the plan as useful and beneficial. The objective for recovery planning is to achieve sustainable salmon populations in the Snake River Region.

### ***Open Discussion:***

A representative from each agency was asked to speak about their expectations for recovery planning.

Steve Meyer from the Governor's Salmon Recovery Office felt that the state is relying on the regions to be successful in salmon recovery and that local support is essential for recovery plans. The federal and state government, recovery boards and landowners have to work together.

Bill Ruckelshaus from the Salmon Recovery Funding Board stated that federal law required states to spend money to restore salmon populations. Funding has gone into actual on the ground projects. Bill is on the Puget Sound Recovery Board and they have found that to make this process work everyone has to be on the same team with the same objectives for the process.

Larry Cassidy from the Northwest Power and Conservation Council understands the recovery board has a tough job ahead of them but what they have already accomplished has never been done before. He is impressed with the job the recovery board has already done and is confident that they can be successful.

Elizabeth Garr is from the recovery division of NOAA (National Oceanic and Atmospheric Administration). The two most important parts for salmon recovery is understanding fish and involving the human element in the planning process. The plans will be based on local efforts and so local involvement is essential. NOAA is required to have a plan for salmon recovery, but they are not responsible for the implementation of the plan.

Susan Martin from United States Fish and Wildlife talked about Bull Trout being a listed species. They are required to have proposed critical area habitat draft recovery plan for Bull Trout. The efforts to improve habitat that have already been made for salmon will also benefit Bull Trout.

Tom Fitzsimmons from the Washington State Department of Ecology (DOE) talked about everyone having difficulties with the number of planning processes underway. It is hard to make sense of everything and it will be important to get staff into the communities and work with all interest groups. The DOE is required to review water from a quality standpoint as well as for fish.

Edward Kertis from the United States Army Corps of Engineers talked about the improvements that have been made to the dams and offered to have a recovery board

meeting at one of their facilities. They are pleased with the progress the recovery board has made.

Valoria Loveland from the Washington Department of Agriculture talked about the opportunity they have to help with salmon recovery through the Conservation Reserve Program (CRP) and the Conservation Reserve Enhancement Program (CREP). We all need to work together to fund on the ground projects as efficiently as possible.

Larry Peck from the Washington Department of Fish and Wildlife (WDFW) was happy about the willingness landowners have now to work with WDFW when they had not in the past. They are working on establishing landowner trust. The partnerships between landowners and agencies will be very beneficial to the planning processes.

### ***Closing Comments:***

Jay and Eric thanked everyone for coming to the Snake River Salmon Recovery Partners Meeting. The board appreciates all of the support they have received from the agencies and look forward to working together in the future.

There being no further business, the regular meeting was adjourned at 4:00 p.m. by Steve Martin.

### ***UPCOMING MEETINGS:***

**June 19, 2003**

**7:00 p.m.**

**Star Restaurant in Dayton**

**Salmon Recovery Office in Dayton**

## **Meeting Minutes - June 19, 2003**

### **Prepared by Megan Browne, ACCD**

Co-Chairmen, Jay Holzmilller and Eric Myer called the board meeting held in Dayton at the potential office to order at 7:00 p.m. Voting Board Members present were Les Wigen, Gordon Reed, Dick Jones, Stuart Durfee, Yancy Reser, Cathy LaRoque, Jed Volkman, Jay Holzmilller and Eric Myer. The following individuals also attended: Brad Johnson, Megan Browne, Terry Bruegman, Mark Wachtel, Duane Bartels, Victoria Leuba, George Touchette, and Judith Johnson, Special guests included Susan Martin and Tom Buckley of the United States Fish and Wildlife Service, and Rob Caldwell with the firm of Gordon, Thomas, Honeywell.

### ***Minutes:***

The minutes for the April 9, 2003 meeting were reviewed. The adjournment time was changed to 1:30 pm. It was moved and seconded to approve the minutes of the April 9, 2003 meeting as amended. **Motion Carried.**

### ***May 15<sup>th</sup> Meeting Briefing:***

Steve provided a quick review of the understanding developed between the Snake River Salmon Recovery Board and our state and federal partners at the May 15<sup>th</sup> meeting in Walla Walla. Strong commitments were received from the USFWS and NOAA Fisheries in participating, assisting, and working collaboratively with the Snake River Salmon Recovery Board as we develop a regional salmon recovery plan.

### ***Business Structure Presentation:***

Rob Caldwell of the firm Gordon-Thomas-Honeywell presented information he developed on behalf of the Board with respect to setting up the Board's business structure. There are a few types of business models that the board can choose from. (Non-profit, Quasi-Government Entity, etc) It was noted by Mr. Caldwell that although there are 5 salmon recovery boards operating in the State of Washington, none of them are structured the same. He also noted that the funding source (SRFB) has no requirements regarding the business structure each Board establishes. Mr. Caldwell's recommendation is to become structured much like the Lower Columbia River Fish Recovery Board (LCFRB). The LCRRB has been very successful at receiving funding for watershed, subbasin and salmon recovery planning and implementation. Their board members are representatives from the tribes, state elected official, commissioners from each county and citizens. Mr. Caldwell did not recommend going with the non-profit corporation since the board would be dealing with government funding and the government sometimes does not take non-profit businesses seriously. The LCRRB is recognized by legislation as a quasi-governmental entity. To proceed with the approach the LCRRB took, the Snake River Board will need to set up inter-local agreement among the five counties. It is important that the business structure reflect the wants and needs of the board. The financial and organizational structure would have all the powers and authority that the counties delegated to the board. For example, the board

would have to ability to hire an accountant or an auditor. The joint board will have one voice for the five-county region. The funding source(s) will have to approve everything that the board does and will serve as a checks and balance system.

There is a lot of funding available if business has the right organizational structure.

Rob's law office will help the board get through the process of setting the board up. He suggested establishing a budget through the legislative session. He estimated approximately \$12,000 should be set aside for the cost of setting up the board. We may not need to use all of it though. Several board members thought that amount was very high since the southwestern region has already gone through the process and the board could use theirs as a model. It was suggested that we ask their board director to talk to the board about the process they went through and get a copy of their inter-local agreements. At that point the board would be able to see if they like the southwestern board's setup or not or if they would like a few changes and approach Rob about that. There will need to be some research done about setting up an inter-local agreement with the tribes. The main issue is to set up the fiscal agency and determine who will be responsible for the financial aspect of the grant.

It was moved and seconded to have Steve provide a summary of the process that the LCRFB went through. Steve will request their director to attend the next Snake River Board meeting for further discussion of this topic. **Motion Carried.**

It was moved and seconded to set a budget of \$7,000 for Rob ending September 1<sup>st</sup> and have a scope of work and deliverables for the work that he will be doing for the board.

**Motion Carried.** The executive committee will review the scope of work and deliverables and present it to the entire board at the next meeting. Rob will be reimbursed on actual expenses only.

### ***Public Outreach Committee Update:***

There is \$43,000 left of the \$50,000 budget for public outreach (\$7,000 of the public outreach has been re-directed to Rob Caldwell's work). Development of a regional web page was discussed but soon the Board realized that there is substantially more to conducting public outreach than simply developing a Web page. It was suggested that the Board consider all elements of public outreach as a package deal, including brochures, web sites, announcements, videos, television airtime or any other advertisements.

Victoria volunteered to make a recommendation to the forum meeting about how to approach outreach if the board wants to hire a firm to do it. The Forum will review Victoria's suggestion on June 25<sup>th</sup>. The Forum will forward a recommendation to the Public Outreach Committee who will develop an RFQ by June 30. The RFQ will be reviewed and finalized by the Executive Committee on July 1. Steve will distribute the RFQ to all Board members who will have until July 7 to provide comment. The final RFQ will be published in the Lewiston, Walla Walla, Tri-Cities, and Spokane newspapers and other locations that people recommend. Responses to the RFQ will be required to be back to Brad by July 21 (14-day notice). The public outreach committee and any other board member that wants to participate in contractor selection will review the received materials on or about July 22, and select 2 or 3 firms. Those firms will be invited to the July 24<sup>th</sup> Board meeting to present their qualifications. Cathy LaRoque and Dick Ducharme are the public outreach committee members. Brad Johnson and Victoria

have agreed to work with Cathy and Dick on development of the RFQ, scope of work and process to select a contractor.

### ***Grant Application Update:***

The board developed a Salmon Recovery Planning grant application in May for funding through the Salmon Recovery Funding Board for July 1, 2003 through June 30, 2005. The Governor's Salmon Recovery Office (GSRO) requested that we develop a detailed budget with tasks to submit with the application. Since then the GSRO has asked several times for revisions to the budget so that our budget elements and costs could be compared to the other four recover regions in Washington. The grant application has been modified and the GSRO will submit a funding proposal to the SRFB in August for funding the five recovery boards. It is expected that the Snake River Region will receive less than the \$1.2 million for the 2-year period, but we won't know until the SRFB meets later this summer.

### ***US Forest Service as Voting Member:***

This agenda item was postponed until the next meeting.

### ***Organizational Structure Update:***

Steve provided the board with a handout outlining the structure of Recovery Planning and the Recovery Board.

### ***Bull Trout Recovery Plan:***

Susan Martin from the United States Fish and Wildlife Service (USFWS) talked to the board about the Bull Trout Draft Recovery Plan. She gave an overview of the plan and offers to come back to another meeting to give a more detailed presentation if the board desires.

Bull Trout were listed in the Columbia River Basin in 1998 as an endangered species. For Recovery purposes, the Columbia basin was split into several recovery units. The two recovery units in our area are the Snake River and Umatilla/Walla Walla units. Susan provided everyone with a packet highlighting the main points to the draft Bull Trout Recovery Plan, a packet explaining the proposed Critical Habitat areas, Bull Trout Draft Recovery Plan Chapters 10 and 24 and a contact information sheet.

Ms. Martin commented that fortunately, this Region is implementing practices and project to benefit salmon but that these same practices are improving bull trout habitat as well. She did comment that management practices implemented further upstream would be preferred over projects located lower in the basins because bull trout occupy headwater areas during the most vulnerable life stages. It was noted that the abundance of Bull Trout in the area has generally been increasing since the early 1990's except for the north fork Touchet River. Increases in abundance have largely been attributed to harvest restrictions implemented in the early 1990's.

The Bull Trout Critical Habitat List will not be completed until 2004

### ***Status of Office:***

Steve asked the board to make a decision on the office space. Steve has looked for space in Dayton and has come up with two options. One is to stay in the office Steve has now, as there is an additional office room for rent adjacent to his current office. The combined rent for these two offices would be \$300 per month and includes electricity and heat. The disadvantages are (1) no public restroom, (2) no meeting room, and (3) there is no room for expansion if additional staff/contractors are hired. The other option is to lease the meeting space we met at on June 19, located at 109 South Second Street. The lease would be \$550 per month plus heating fuel and electricity, for a combined monthly amount of \$750. This office has enough space for board meetings and could be used for subbasin planning, watershed, HCP and other watershed/fish recovery meetings. The only draw back is the owner would like to use the open space to accommodate large groups during family funeral services. This has occurred three times in the last year. It was agreed to proceed with leasing this office as long as the landlord would agree to give Steve a couple days notice in those few instances and that the term be July 1 2003 through June 30, 2004. It was moved and seconded to lease the office space for one year starting July 1, 2003 for \$550 per month. **Motion Carried.**

### ***Other Business:***

There was a letter sent out by the WRIA 32 planning unit in regards to the CTUIR/USACOE General Investigation study determining, what appeared to be in isolation from the public, a recommendation to proceed with investigating only a couple of the initially identified 40+ off-stream water storage facilities. The Planning Unit is requesting that the USACOE post-pone such a decision until the Planning Unit has opportunity to review the selected sites and agree to dismiss all others. Steve asked the Board if it wanted to submit a similar letter to the USACOE. No decision was made. The Snake River Science Team is being set up to work with the Recovery Board and the federal Technical Recover Team to develop de-listing criteria necessary for recovery. The Science Team membership recommendations came from a request made by Bob Bugert to the CTUIR, NPT, USACOE, WDFW, DOE and USFS. The preliminary names thus far are Craig Contor (CTUIR) Becky Ashe (NPT), Ben Tice (USACOE), Glen Mendel and Mark Schuck (WDFW), Victoria Leuba (DOE) and Del Groat (USFW)

### ***Review of Motions:***

1. It was moved and seconded to approve the minutes of the April 9, 2003 meeting as amended. **Motion Carried.**
2. It was moved and seconded to have Steve send a summary of the process that the southwestern region went through and get comments from their director to see if that is the way we want to go. **Motion Carried.**
3. It was moved and seconded to set a budget of \$7,000 for Rob Caldwell ending September 1<sup>st</sup> and have a scope of work and deliverables for the work that he will be doing for the board to review on July 24. **Motion Carried.**
4. It was moved and seconded to lease the office space for one year starting July 1, 2003 for \$550 per month. **Motion Carried.**

There being no further business, the regular meeting was adjourned at 9:20 p.m. by Jay

and Eric.

***UPCOMING MEETINGS:***

**July 24, 2003**

**7:00 p.m.**

**Recovery Board Office in Dayton**

## Meeting Minutes August 26, 2003

Steve Martin called the board meeting held in Dayton at the Salmon Recovery Planning office to order at 7 PM. Voting Board Members present were Jay Holzmilller, Cathy LaRoque, Eric Myers, Butch Klaveano, Yancy Reser, Stuart Durfee, Dick Ducharme, Don Scheibe, Gordon Reed, Dick Jones, Clay Barr and Paul Kraynak. The following individuals also attended: Brad Johnson, Megan Stewart, Terry Bruegman, Duane Bartels, Kenneth Kuhn, Chris Hoffman and Judith Johnson.

### ***Welcome and Introductions:***

Eric Myers welcomed and thanked everyone for coming, and verified that a quorum of Board members was present. Introductions were made.

### ***Retroactive approval of June 19 Agenda Items:***

Due to a lack of a quorum at the June 19 meeting, action items authorized at that meeting were unofficial. The first agenda item of tonight's meeting was to request retroactive approval of those agenda items, which were:

1. The minutes for the April 9, 2003 meeting. The minutes were reviewed and amended to state the meeting was adjourned at 1:30 pm. It was approved by consensus to accept the minutes as amended for the April 9, 2003 meeting. **Motion Carried.**
2. The office lease is \$550 per month and is paid on an annual basis through June 30, 2003. It is estimated that the average cost of the office space including the lease, phones and utilities will be approximately \$1,000 per month. It was approved by consensus pay the office lease for one year. **Motion Carried.**
3. Gordon-Thomas-Honeywell, a law firm working on developing draft inter-local agreements and legislation enabling the creation of a quasi-governmental organization for salmon recovery planning requested additional funds to continue their work. It was approved by consensus to commit up to \$7,000 to Gordon-Thomas-Honeywell for developing inter-local agreements and work on legislation. **Motion Carried.**

### ***New Action Items (Discussed on July 24):***

Part of the planning process is a public outreach task. The current grant will end September 30<sup>th</sup>, which did not leave much time to hire a public outreach firm and get a draft plan completed. Cathy LaRoque and Brad Johnson worked with the executive committee to put together an RFQ, which was advertised in the Lewiston Morning Tribune, Walla Walla Union Bulletin and Tri-City Herald. Seven firms provided Statement of Qualifications and proposed Plan of Action. The public outreach committee with assistance from Megan, Brad and Terry developed a selection criteria matrix for reviewing the application. One of the seven respondents failed to meet the application requirements, leaving six eligible firms.

Selection criteria used to evaluate qualified submittals

Local knowledge or experience (past performance) Norton-Arnold, Parametrix

Ability to implement the plan after development Norton-Arnold, Parametrix

Demonstrated focus and emphasis on public involvement Norton-Arnold, Triangle

Quality of application materials and professionalism Norton-Arnold

Duane Bartels, Rick Jones, Terry Bruegman, Megan Stewart, Brad Johnson, Cathy LaRoque and Steve Martin reviewed the applications and choose Norton-Arnold as the Public Involvement Contractor. It was approved by consensus to hire Norton-Arnold as the Public Involvement Contractor. **Motion Carried.**

Several items have been purchased for the office but additional items are still needed such as phones, insurance and miscellaneous office supplies. It was approved by consensus to transfer \$5,000 from the Public Involvement Task to office supplies.

**Motion Carried.**

A copy of the January 2003 Operating Rules and By-laws were provided to each board member. After quickly reviewing the Rules and By-laws the board decided not to approved them until they were updated. The board can still conduct business under the draft by-laws. Steve will work with Dick Ducharme, Dick Jones and Cathy LaRoque to revise and update the bylaws to reflect current needs, including the problem we have had achieving a quorum. The CTUIR has not provided names for two of their three seats and the current member, Jed Volkman has been absent from recent Board meetings.

Whitman County representatives were all absent at tonight's meeting. The revisions will be distributed to Board members two weeks in advance of the next Board meeting. The revised bylaws will appear as an action item at the next Board meeting.

### ***Contractor Updates:***

Chris Hoffman from Norton-Arnold will be working on the Public Involvement Plan. He developed and distributed a Situational Analysis and Public Involvement Plan Outline for the Board to review. The purpose of these documents is to address the issue and to make sure that Chris is heading in the right direction. The Board had a few questions and comments for Chris but thought that he had a good start. Chris will have a rough draft of the Public Involvement Plan ready for the Board to review at the next meeting.

Parametrix has been working with Steve to put together a Draft Salmon Recovery Plan Outline. Steve handed out five copies of the draft, which was approximately 40 pages and provided an outline of what would be included in the Salmon Recovery Plan. Steve will email a copy of the outline to each board member.

### ***Discussion Items:***

During the past few months the Board has had a difficult time reaching a quorum at meetings. It is important that there be a quorum present at each meeting in order to proceed with the planning process. The option of holding teleconference meetings would not be ideal since it costs \$.27 per minute for each line on the call. Each meeting could end up costing a lot of money. Another option discussed is to reduce the number needed to meet a quorum. The Board referred to the by-laws and ultimately decided that the bylaws needed to be updated before any major decisions could be made. The summer months are very busy for people and there is a good possibility that members will be more likely to attend as harvest comes to an end. This will continue to be a problem in the future so the issue will still need to be addressed.

All board meetings are public meetings and therefore will need to be announced to the public. Even though there will probably not be many citizens attending the meetings we need to find out what we have to do to satisfy the Open Public Meeting Act (RCW 42.30). Steve will research these requirements to determine if we are subject to the

OPMA and what those requirements are.

There is an Eastern Washington County Commissioners meeting in Walla Walla on September 11<sup>th</sup> and 12<sup>th</sup>. There will be representatives from NOAA Fisheries, Governor's Salmon Recovery Office and the Northwest Power Council at the meeting. We have the opportunity to present any concerns or questions to them. One issue that was talked about is NOAA Fisheries has set requirements for de-listing of salmon from the Endangered Species List. The requirements are based on the number of adults returning to each population segment within the ESU. The Board discussed the out-of-basin effects (Columbia River and ocean harvest; hydropower, predation, etc) and that those effects are out of our control. We should be accountable for in-basin productivity (smolt to adult ratio) but not responsible for out of basin factors. Steve has discussed this philosophy with members of the upper Columbia Salmon Recovery Board and he will continue to coordinate with the Upper Columbia Region about this issue. The commissioners felt that they did not know enough about the issue to present it at the meeting. They would like to have Dick Ducharme attend the meeting in Walla Walla to present the approach of using productivity rather than adult numbers to representatives of NOAA, NWPPC and the Governor's Salmon Office. Steve agreed to work with Dick on further development of this topic prior to the September 11<sup>th</sup> meeting. Steve updated the Board member contact information list and will email it to everyone so they all have the same list. The next meeting is set for September 23<sup>rd</sup> at 7:00p.m. in Dayton at the Salmon Recovery Office.

### ***Review of Motions:***

1. It was approved by consensus to accept the minutes as amended for the April 9, 2003 meeting. **Motion Carried.**
  2. It was approved by consensus pay the office lease for one year. **Motion Carried.**
  3. It was approved by consensus to commit up to \$7,000 to Gordon-Thomas-Honeywell for developing inter-local agreements and work on legislation. **Motion Carried.**
  4. It was approved by consensus to hire Norton-Arnold as the Public Involvement Contractor. **Motion Carried.**
  5. It was approved by consensus to transfer \$5,000 from the Public Involvement Task to office supplies. **Motion Carried.**
- There being no further business, the regular meeting was adjourned at 9:20 p.m. by Steve Martin.

### ***UPCOMING MEETING:***

**September 23, 2003**

**7:00 p.m.**

**Salmon Recovery Office in Dayton**

## **Meeting Minutes September 23, 2003**

Board Members Present: Paul Kraynak, Eric Myers, Ed Schultz, Cathy LaRoque, Jay Holzmilller, Dick Jones, Stuart Durfee, Don Scheibe, Butch Klaveano  
Others: Steve Martin, Jennifer Gihring, Chris Hoffman, Megan Stewart, Mark Wachtel, Juli Post

### ***Public Involvement Work Plan***

Norton Arnold Company, represented by Chris Hoffman, was selected by the Board in July for the purpose of developing the public involvement workplan. Their scope of work contains two tasks (1) develop a web page and (2) develop the public involvement work plan by September 30, 2003. They are not on contract to implement the work plan. Chris mentioned three milestones that he put in the Public Involvement Plan for Salmon Recovery. The milestones listed:

- 1 Let people know what's going on.
- 2 Let them tell us what they think.
- 3 Engage the public in what they want.

Chris mentioned the Objectives of the Plan as listed on page 4. He also explained that stakeholders include all people, entities, government and tribes with a stake in salmon recovery.

He lists the forms the public outreach could take.

- 1 Identity and a Logo.
- 2 Salmon Circuit Presentations
- 3 Workshops – one in each county.
- 4 Media Outreach.
- 5 Insert
- 6 Displays or kiosks.
- 7 Special Events

Ed Schultz questioned whether there would be enough money to accomplish all these tasks. Chris answered that this was an all encompassing list; the board would have to pick

and choose. That is why he made a table on the last page of the report explaining where

he felt the monies would best be spent.

Dick Jones was questioning the dates on the plan. Chris stated that the dates would move

out as Norton Arnold learned more about the scope of the plan.

A potential Tag line or motto for the Board that had been tossed around was "Local Solutions to Regional Challenges".

Chris asked the board to please refer any specific groups, i.e., cattlemen's association, home builders association, fishing associations, etc., that should be targeted to this campaign to Chris. Send all email to Steve and he will pass it on.

Suggestion was made that the board needed to form a citizen advisory meeting.

Someone

else stated that those didn't work very well unless they were provided with a strict

mission. The Board chose to wait and see if need arises.

Chris also requested pictures and success stories that could be published on the web page.

Conservation District managers need to send Chris some project photographs. Steve will

send meeting photos.

Ed Schultz was concerned who would act as the web master, how often the page would be updated. Chris addresses this question by saying that a policy would have to be discussed. Pick and choose and make trade offs. Steve suggested that updating the web

be a responsibility of Board staff.

### ***Legislation and Inter-local Agreements***

Rob Caldwell, representing Gordon-Thomas-Honeywell, presented an update to the Board regarding potential legislation to create the Board as a quasi governmental organization. Mr. Caldwell participated via conference call. GTH was contracted by the Board for an amount not to exceed \$7,000 for the purpose of developing language to create a quasi governmental organization. The details and rationale are provided in earlier meeting minutes. - Main point was that to develop this into a quasi-governmental agency it would be to our benefit to join up with the Upper Columbia Salmon Recovery effort to get the legislation through Olympia.

Action item for Steve was to work on the above idea with Rob to get a better understanding of how to accomplish the above task.

### ***Draft Recovery Plan Outline and Background Material***

Jennifer Gihring with Economic and Engineering Services, a sub-contractor to Parametrix, provided a brief summary of the draft Recovery Plan Outline, Biological / Technical Conditions Report and the Recovery Criteria documents. Jennifer explained that it is her job to ground truth the numbers in the draft Recovery Plan. Jennifer asked that the board review the plan and send comments through Steve to her by September 30,

2003. She went on to explain that the Biological Plan examined the four crucial issues of

Salmon recovery. Hydro power, habitat, harvest and hatcheries. This becomes the acronym the "4-H's" of Salmon recovery. Also she spoke about the importance of gathering local scientists to work with the TRT in developing population viability criteria and delisting goals.

### ***Subbasin Planning Update***

Mark Wachtel with WDFW provided a status update on Sub Basin Planning, which is a comprehensive watershed-by-watershed approach to develop management plans for terrestrial and aquatic species affected by the construction and operations of the Snake River hydroelectric facilities. Subbasin Planning is occurring within the Snake River Region in the Asotin subbasin, the Lower Snake River subbasin, the Tucannon and the Walla Walla subbasin. Subbasin Planning is an effort requested and funded by the

Power and Conservation Council (BPA). Actions identified in the management plan to mitigate these impacts are eligible for BPA funding. Actions are identified through assessment of the current conditions. One analytical tool used to assess (diagnosis) the problem and treat the problem is EDT (Ecosystem Diagnosis and Treatment). Then he spoke on how they try to analyze where to get the most bang for the buck by using the following three step process.

1 Assessment (EDT)

2 Inventory (what projects have been done and what projects are planned)

3 Management Plan (what strategies result in protection and/or restoration of the species)

Don Scheibe questioned why the Asotin Creek watershed, 10-Mile, Couse and other Snake River tributaries are included in the Hells Canyon plan when they lie in Washington. Hells Canyon subbasin planning is being lead by the Nez Perce Tribe. He believes that Asotin Creek is being covered by Hells Canyon. Steve will investigate and report back at the next Board meeting.

Dick Jones requested a cheat sheet for all the acronyms that are being thrown around.

Action Items:

Regarding the by-laws and the recent difficulty the Board has had with reaching a quorum a suggestion was made to change the requirements for a quorum to simply the number of members that show up at an announced Board meeting. The bylaws indicate as written that a quorum is one more than 50% of the number of voting members.

Currently, a quorum is achieved when 11 of the 21 voting members are present. Steve mentioned in talking to the Attorney General's office in Olympia that they look for 51% in a legislative body. Since at this time we are not a legislative or government entity it was agreed to change the by-laws to require at least 8 members present to achieve a quorum. A Board member suggested that if a board member misses three meeting in a row they become and inactive member and the appointing entity needs to appoint a new person to that seat.

As an alternative to making decisions based on consensus (all members in agreement) Steve suggested using Robert's Rules of Order. After discussion, it was agreed that these Rules could not be administered properly unless someone was an expert on the Rules. Board Member Jones clarified to Steve that what he would like to see is just a simple show of hands when action is requested and a majority of votes voting yes would pass the motion. So, if 8 constitutes a quorum, then 2/3 of 8 (6 yes votes) would result in

approval of a motion. Steve will change the by laws to reflect decision making changing from consensus to a majority with actual record of votes reported in the minutes.

It was discussed to set up an annual calendar of the Salmon Board meetings.

Starting in November, Board meetings will occur on the third Tuesday of the month.

Schedule to follow. Also it was noted that the chair has the right to call special meetings.

The board returned to the question of how to manage non-responsive board members who have missed three meetings in a row. The suggestion came up the each county or tribes governing body needed to be contacted and a replacement needed to be suggested.

Steve/Juli will send out the revised bylaws ten days in advance of the next meeting.

Dick

Jones requested that the line in the bylaws "full board" was unclear and it was suggested that it should just read "board".

Steve then proceeded to explain the budget proposal for the next budget period. Using a

power point, he explained the major components of the budget; salaries, contractors, Fiscal Service, and employment overhead. Megan Stewart explained to the board, the ACCD's desire to be released as the fiscal service provider. This is because the level of funding for the Salmon Recovery Project will cause them to be subject to a federal audit and they do not have the time to dedicate to this effort considering all of the other projects they are leading in Asotin County. The work load and auditing requirements are overloading their department and they would like to avoid this. Steve will meet with the Columbia County Commissioners to discuss transferring the contract from the ACCD to the Columbia County Commissioners. There is not enough time now to develop the familiarity between the Commissioners, the IAC and the Board necessary for the Columbia County Commissioners to be the grant applicant. The ACCD will be the grant applicant effective October 01, 2003 with the intent of transferring the grant to another entity, preferably to Columbia County.

The meeting minutes from tonight need to be sent to all board members within the next seven days.

Proposed job descriptions and pay rate were presented to the Board. Currently, the Board

is a committee and is not structured to have employees. Therefore, the Manager/Director

and staff are actually independent contractors working off of an approved scope of work.

This arrangement will continue with the next grant until such time the Board becomes a quasi governmental organization, a branch of Columbia County or a business organization. The Board reviewed the job descriptions and pay rate noting that the Director/Manager position is paid very well. Steve noted that the \$100,000 proposed by the budget subcommittee is based on a contractor, not a public employee and that if the position was converted to public employee that the salary would be roughly \$70,000 which is about the same as a county engineer. He emphasized that this is a 21-month contract and that it will be difficult to recruit a qualified person and have them move to the area for any less than this amount considering the money is gone in less than 2-years.

Steve will request the GSRO to develop a list of jobs including descriptions and pay rate,

similar to this position to present to the Board. The budget subcommittee will review proposed job descriptions and pay rate for the Director and Assistant positions after the budget is allocated by vote of the Board.

Since the grant period expires in one week (September 30) and a bi-annual contract needs

to be developed by October 15 between the ACCD and the IAC (Interagency Committee

for Outdoor Recreation), the budget allotment proposed by the budget committee needs

approved at an early October Board meeting. Steve noted that with the budget as it sets right now there are no monies available for paying him after September 30. Although the

current grant expires September 30, the next grant can cover expenditures back to October 01 as long as the contract is developed by October 15.

At this point the next Board Meeting was set up for the 8<sup>th</sup> of October at 7pm. The agenda is as follows.

1 Review and approval of the September 2003 Bylaws, which cover the quorum issues and decision making requirements.

2 Review and approve 2003-2005 budget distribution for salmon recovery planning.

It was suggested that Rob Caldwell be a presenter for the November Board meeting.

## **Meeting Minutes October 8, 2003**

**Board Members Present:** Don Scheibe, Dick Jones, Ed Schultz, Jay Holzmilller, Butch Klaveano, Les Wigen, Eric Myers, Dick Ducharme

Board Members Present Via Phone: Cathy LaRoque, Paul Kraynak, Emmit Taylor, Stuart Durfee, Jed Volkman

Others: Steve Martin, Bradley Johnson, Del Groat, Terry Bruegman, Victoria Leuba, Juli Post

Steve verified the quorum, 13 members present at the time the quorum was reviewed.

### ***Review and Approval of September 2003 Bylaws***

Items presented to the board for vote:

- Reduce the number needed for a quorum from 11 to 8 members
- Change from consensus decision making to a vote (Yay or Nay.)

Steve at this point reviewed some of the concerns voiced by members of the board, including concern that the bylaws refer to absentee members in regards to an annual calendar and in another location in regards to consecutive meetings. The discussion between board members settled around whether it was three consecutive meetings or three meetings in the calendar year. The conclusion was that the bylaws should reference three meetings in a calendar year but that the absent member may, at the discretion of the appointing entity, be replaced. The bylaws will be changed to reflect this.

Stuart Durfee had a question about viva voce, Steve clarified by describing viva voce as just a yay or nay voiced vote. Emmit Taylor wants the bylaws to clearly state that a dissenting opinion would be listed in the minutes in addition to the vote. Steve assured him that it would.

Emmitt requested that the Draft Mission Statement reflect that we were using all plans equally including tribal plans. Dick Jones believes that listing what documents we would be using ties us down and that we shouldn't make the Mission Statement so specific. Dick Ducharme was of the opinion that the second section shouldn't be more than a basic Mission Statement. Jed Volkman voiced that the more groups that endorse our plan the more support and ability to implement. Discussion then came up that the Mission Statement really doesn't belong in the bylaws. It was suggested that it become its own document. Agreement was made to remove section two from the bylaws. The mission statement will be developed as a stand-alone document.

Suggestion to have Steve research what constitutes (in-person or via telephone) attendance and report back at the next meeting.

Change all mentions of chairman to co-chair in the bylaws.

Define salmon as "all salmonids listed as threatened under the Endangered Species act, which includes spring/summer Chinook salmon, fall Chinook salmon, summer steelhead trout and bull trout".

Ed Schultz was concerned that by having co-chair it dilutes the position. That no one person actually feels responsible for the meeting. It was agreed to maintain co-chairmen. Discussion ensued about the conference call; Les Wigen asked why he didn't get the

option to call in. Paul Kraynak suggested that the meeting needed to move from location to location to be fair to all members. Les Wigen stated that he was against the conference call. Dick Ducharme suggested that when the meeting agenda is of a time critical nature that maybe we should use telephone polling of the board members to ratify specific actions that need to occur. Another suggestion was to provide for special meetings. It was agreed that future use of conference calling will be extremely limited and used only in emergency situations as determined by the co-chairs. No change to the by-laws at this time. If the need arises to address emergency situations, the bylaws will be changed at such time.

The board again revisited the issue of verbiage in the bylaws. Emmit Taylor wanted the bylaws to include the wording, State, Federal, Tribal and Local governments. The more groups that endorse the plan the more power it has. Discussion ensued of what it means if we fail to get endorsement. Dick Ducharme suggested that the local and tribal were at the "Table". Therefore their endorsement is already occurring via the planning process.

There was a question regarding the role of the lead entity in salmon recovery planning and if the lead entity represented all 5 counties.

Steve will develop a one-page paper describing the role of the Lead Entity and its relationship to salmon recovery planning.

It was agreed that the plan should state that its objective is to have the plan endorsed by local, state, Tribal and Federal governments.

It was suggested that the plans scope includes broad goals. Jed Volkman made the point that some junctures the state and tribes may not agree and that it is part of the recovery process.

Motion was made to provisionally accept the bylaws with all the changes that had been suggested. Ed Schultz - Moved, Don Scheibe - Seconded. Motion Carried.

### ***Budget Allocation***

As the Lead Entity Bradley Johnson described the apportioned parts of the budget as described in the pie chart and table for the period of October 1, 2003 to September 30, 2004 document.

Motion was made to accept the October 1, 2003 to September 30, 2004 Budget. Ed Schultz - Moved, Don Scheibe - Seconded. Motion Carried.

Terry Bruegman pointed out that the grant was divided in half and the second portion of the contract would be over a 9 month period. In the second "half" there will be proportionally more budget for contractors than "staff", travel, office goods and supplies, and fiscal services.

The board then discussed the contract with Martin Consulting for a total cost of \$104,000 for the period of October 1, 2003 through September 30, 2004 and it accepted and approved Jay Holzmilller - Moved, Don Scheibe - Seconded. Motion Carried.

### ***Annual Calendar***

Steve asked the board if setting up an annual meeting calendar for the third Tuesday of each month would work for all board members. Discussion ensued with there being a conflict for Dick Ducharme. The annual calendar discussion was tabled until the next board meeting, to try to come up with a solution for the conflict.

The next Salmon Recovery Board meeting is scheduled for Tuesday, November 18, 2003 at 7pm. It was also mentioned that if we need to deviate from the annual meeting calendar that we need to announce the board meetings 24 hours in advance of the next meeting to comply with the Public Meeting Act.

A question came up about the budget transferring to Columbia County from Asotin. It was mentioned that that would be able to occur.

### ***Snake River Salmon Recovery Plan Outline***

Steve discussed the Snake River Salmon Recovery Plan Outline that Brad Johnson and he took to Olympia for review by the Governor's Salmon office. He pointed out that they were pleased that the dollar figures estimated in the plan in terms of cost were higher than the numbers that were coming from the consultants for the jobs. Steve explained that this outline will become the backbone of the recovery plan, be used to develop the contract between the IAC and the ACCD, and be utilized to structure all policy that comes out of this board.

### ***Administrative Assistant Position***

Steve explained that the job of administrative assistant would need to go out to bid. It was hoped that the Administrative Assistant job could be an employee of Martin Consulting but because the Admin. Asst. salary would be another \$25,000 it would be above the 10% increase allowed for Martin Consulting's contract to continue, therefore the Admin. Asst. job would need to go out to bid. Jay Holzmillier voiced concern about the Admin. Asst. position being a contract person, that it wouldn't be a clear the chain of command. After further discussion it was decided that a Request For Professional Services would be issued to solicit consultants for the job of Administrative Assistant based on the job description presented at the September Board meeting.. Further, it was agreed that the ACCD could advertise for and select a consultant for this "position" and that the Board would be notified of the ACCD's decision at the next Board meeting.

### ***Teleconference***

A discussion about the efficacy of the conference call was held. It was agreed in this situation where action had to be taken on urgent issues that the conference call worked acceptably. However, in the future, it was agreed that conference calls would be used on an extremely rare basis. Such emergency uses of conference calls will be determined by the co- chairman..

### ***Snake River Salmon Recovery Board Web Page Review***

Finally, we reviewed the web page in real time to look at all the features that were provided and what would be nice additions to the page. The Board liked the appearance of the web page and would like to suggest additions to whomever the Board selects as the web page contractor in the future.

## **Meeting Minutes November 18, 2003**

Board Members Present: Don Scheibe, Dick Jones, Ed Schultz, Les Wigen, Eric Myers, Jed Volkman, Cathy LaRoque, Stuart Durfee, Clay Barr, Yancey Reser

Board Members Present Via Phone: Emmitt Taylor

Others: Steve Martin, Bradley Johnson, Del Groat, Megan Stewart, Tom Sherm, Mark Wachtel, Lynn Hatcher, Juli Post

Steve verified the quorum, 9 members present at the time the quorum was reviewed.

### ***Review and Approval of October 8<sup>th</sup> Meeting Minutes***

Meeting minutes were approved.

### ***Revised Bylaws***

Copies of the revised bylaws were provided to the board.

### ***Calendar***

Steve explained that there was a need to have a calendar of the Salmon Recovery Board meetings. Steve reiterated the importance for the public meeting act of having a schedule so that we can announce the meetings in advance. The fourth Tuesday of each month was chosen as the date for the Salmon Recovery Board meetings.

Juli will be sending out a revised copy of the calendar.

### ***USFS as a Voting Member***

Del Groat presented to the board a desire by the United States Forest Service to be a voting member on the board. He suggested that it would be the district ranger or one of the district ranger's staff.

Ed Schultz commented that maybe all the agencies should be invited to join. Mark Wachtel mentioned that it has come up in discussion for Washington Fish and Wildlife. They want to be involved and attend meetings but have no desire to be voting members.

A comment was made that we would need to amend the bylaws to reflect this change in policy of the board.

Dick Jones commented that if Pomeroy District Forest Service was involved that the board should also invite the Walla Walla agency. There was concern raised that all the agencies would dominate the board.

Cathy LaRoque questioned whether the agencies would be subject to the inter-local agreement. Visiting guest Lynn Hatcher mentioned that historically the Forest Service has been on the technical side.

Discussion ensued about starting the "Technical Advisory Committee". Steve reminded everyone that at this point many of the people who need to be on this committee aren't available because they are working on the sub-basin planning units. It was voiced by the group that they do want Del Groat to keep attending and asked him if a letter needed to be sent to his superiors to make sure they understand the importance of his attendance.

Jed Volkman voice concern that if we don't have a representative/voting member from each of the agencies, the Salmon Board won't get by off from those agencies.

It was requested by the board the Steve/Juli send a letter to all the pertinent agencies, requesting there involvement in the Salmon Board meetings.

Cathy LaRoque also requested that we add this to the May agenda to revisit this issue of federal and state agencies as voting members to the board and to start forming the technical committee.

### ***Memorandum of Understanding***

Steve Martin explained to the board that the Columbia County Commissioners agreed to act as the fiscal agent of the Snake River Salmon Recovery Board. He also explained that all that was left to do was to ask to vote that having Columbia Count as the fiscal agent was what the board desired.

A question came up from a board member wanting to know how Columbia County was going to be compensated for their role as the fiscal agent. Steve explained that they would be compensated by charging the board a composite rate of their employees' costs. This rate would actually be that composite rate and half because they already have fulltime work in their offices so in a sense this would be overtime. A question came up as to why some entity had to be the fiscal agent; Steve explained that IAC had to have a government agency to grant the monies to.

Jed Volkman didn't like the third sentence of the MOU and asked that that sentence be struck. Steve agreed and Juli will amend document and send it out to all members for comments. Steve then explained how the budget committee would be sent all the information about monthly expenditures from Juli and would be given 5 days to respond if they had concerns.

The board voted to approve the shift of contract to Columbia County.

### ***Inter-local Agreement***

Steve stated that Emmitt Taylor and Paul Kraynak were the only two board members that submitted changes to the draft of the Interlocal Agreement. Steve then explained the steps that Rob Caldwell outlined for the Snake River Salmon Recovery Board to become a Quasi-Governmental agency.

1) Inter-local Agreement

2) Political Reconnaissance (the cost mentioned was \$3000 and a two month timeframe).

3) Write legislation to be presented to the state.

Discussion ensued about who Rob Caldwell was and why we should follow this suggestion. Steve mentioned that Rob has worked with Dan Evans on many projects with water and fish recovery in the Puget Sound area. Stuart Durfee stated that he had a lot of confidence in Rob Caldwell and shared an anecdotal story about Rob being one of the individuals who served notice on the irrigation district. Stuart explained how Rob impressed him at that time with his common sense approach to the problem and resolving it.

Lynn Hatcher mentioned as an employee of NOAA, that the government wants to sign legal documents with quasi-governmental agencies rather than citizen committees.

Jed Volkman was concerned that this would conflict with ordinances already in place.

Someone voiced that the inter-local agreement states that it would not preempt any preceding agreements. Steve mentioned that Dan Evans supports quasi-governmental agencies. A suggestion was made that we need to rewrite section 8 of the agreement. A suggestion was made that we need to attach a cover sheet to this document explaining the pros and cons of signing this agreement. Dick Jones suggested that Rob Caldwell could write the letter Steve stressed that if it was to be presented before this year legislative session that the board would need to start working on it immediately. A date for getting it back from the prosecuting attorney's for each county was mentioned of December 1<sup>st</sup>. Yancey Reser said that you can get a statute without this agreement. Steve was concerned that the legislation wouldn't occur if it was perceived that there was no local support. Jed Volkman wanted to talk to an attorney that wasn't going to receive more work out of the deal. Jed doesn't feel comfortable with an agreement of this nature and doesn't see the value of changing the board from their current status. Cathy LaRoque stated that in terms of planning and implementation of the fish recovery plans that the board becoming a quasi-government agency was crucial to making things happen. That it would have a huge impact on how the board functions. Cathy also said that an ability for the board to have staff and process its own work. Cathy also wants to see a better coordination of efforts that she feels would come from having the board actually a government agency. She visualizes that the SRSRB would have the power to oversee projects. At this time the board is just a set of concerned citizens. We revisited the issue of how the firm the Rob Caldwell works for gets its funds. Approved by the board, sending out a cover letter with the inter-local agreement "stamped draft" to all the County Commissioners and Tribes for their counsels to review and comment on. Also attach a copy of the by-laws. Comments to be returned by January 20<sup>th</sup>, 2004  
Also Steve/Juli will do some research on the Lower Columbia Interlocal Agreement.

### ***Request for Qualifications***

Steve explained that it was time to advertise RFQ's for the next phase on the Public Involvement Plan and Fish Planning. A discussion ensued as to where the advertising should be placed. Steve explained that each add for the RFQ's for the Admin Asst position was around \$55, he mentioned this so the board would be aware of costs. Board approved that the advertising for the contractors would run for 2 times per week for 2 weeks in three newspapers, (Spokesman-Review, Tri-City Herald & Lewiston Tribune). Ed Schultz suggested also putting it on the website.

### ***Bi-Annual Contract***

Steve explained this contract would be overseen by both the Governor's Salmon Office and NOAA. This document shows the progress of the process with dates and suggested budgets.  
Action item was to fix the February date.

### ***Lead Entity Process***

Steve went over the chart he had provided to describe that relationship between the board, staff and lead entity. Steve explained that the lead entity portion of the strategy

was the non-regulatory portion. Steve also mentioned that the board needed to come up with a good list of projects as there is at least \$1.1 million and up to \$2 million available for projects in our region. Jed Volkman clarified that the projects will reside around habitat restoration.

### ***Recovery Plan Table***

Steve also went over the recovery plan table, to explain how he envisions the process for Salmon Recovery.

### ***Review of Steve's Workload***

- 1) Worked on policy for base level funding at one of the meetings that he had attended. The importance of a less competitive process for gaining funds.
  - 2) Local technical review.
  - 3) Meeting with Governor Locke, provided him with a snap shot of the peer to peer relationship that the Recovery Board promotes. Also sub-basin planning.
  - 4) Attended two Lead Entity meetings on Brad Johnson behalf.
- Steve also mentioned a letter from Bob Lohn which praised the efforts of Washington State Salmon recovery plans.
- Next meeting will be January 27<sup>th</sup>.
- Juli will email out a copy of the new calendar to all board members and interested parties.