

## Snake River Salmon Recovery Region

### Article I – Lead Entity Committee Bylaws

#### **Section 1. Name**

The name of this “Committee” shall be the “Snake River Salmon Recovery Region Lead Entity Committee.”

#### **Section 2. Geographic area of concern**

The geographic areas of concern are those portions of Asotin, Columbia, Garfield, Walla Walla and Whitman Counties which contain ESA listed salmonid fish species.

#### **Section 3. Purpose**

The “Lead Entity Committee” has been formed by the Snake River Salmon Recovery Board (SRSRB) “Lead Entity” whereas the SRSRB serves as the Lead Entity responsible for final approval of projects submitted to the Recreation and Conservation Office for Salmon Recovery Funding Board Grants, and the Lead Entity Committee will serve as a sub-committee of the Lead Entity. The purpose of the sub-committee is to fulfill the requirements of the citizen’s committee pursuant to RCW 75.46 (HB2496 Salmon Habitat Recovery Funding Act). Specifically, this includes establishing and prioritizing projects within the Snake River Salmon Recovery Region on behalf of the SRSRB Lead Entity.

#### **Section 4. Nature of the organization**

The Committee is comprised of citizen volunteers and natural resource agencies dedicating their time to serve on this committee. The committee shall be managed by Lead Entity staff with assistance from the five county conservation district “co-leads” and the Washington Department of Fish and Wildlife (WDFW) Watershed Stewardship program.

#### **Section 5. Duration**

The Committee shall continue its work until dissolved by any of the following: the Legislature, Salmon Recovery Funding Board (SRFB), Snake River Salmon Recovery Board (SRSRB) Lead Entity, WDFW, or the Governor.

#### **Section 6. Committee Membership**

The Committee shall consist of 19 voting members identified by the Lead Entities which includes two citizen members from each of the five counties plus technical representatives from the WDFW, DOE, USFS, NRCS, USACOE, NOAA, USFWS, the Nez Perce Tribe and Confederated Tribes of the Umatilla Indian Reservation.

#### **Section 7. Absentee Policy**

- a. Absences of a Lead Entity Committee voting member is defined as one who misses two or more per calendar year.
- b. If a voting citizen member is absent for two or more meetings that voting citizen member can be replaced at the discretion of the Co-Lead in which the citizen voting member represents.
- c. If a voting technical member is absent for two or more meetings that voting technical member can be replaced at the discretion of the Lead Entity Coordinator.

#### **Section 8. Meetings**

The meetings shall be facilitated by the Lead Entity Coordinator. Meetings shall be open to the public and advertised to the extent practicable. Meeting frequency, time, and location shall be at the discretion of the co-leads based on the need to meet to respond to policy and procedures defined by the SRFB. Meeting minutes will be recorded and distributed to all committee members.

#### **Section 9. Quorum**

A quorum is required for holding an official meeting.

- a. A quorum shall be defined as those who are present either in person or by conference call.

#### **Section 10. Passing Vote**

Consensus shall be the preferred method for decision-making processes. The Facilitator will determine if consensus has been reached and if not then a vote will be called and must receive a majority to pass.

#### **Section 11. Co-Leads**

The Co-Leads consist of the six county conservation districts. (Columbia, Garfield, Asotin, Walla Walla, Whitman and Palouse)

- a. The Co-Leads on behalf of the Committee are authorized to approve funded project budget amendments that do not increase net costs beyond 10% of original project budget.
- b. The Co-Leads may provide the Committee with recommendations concerning the development of a ranked habitat project (Lead Entity List) list for each (SRFB) project round. (This includes but is not limited to project round calendars, score cards, scoring and ranking of projects, etc..)

- c. Upon vacancy of a Committee seat the Co-Leads of that county shall appoint new committee member and notify Lead Entity Coordinator. Consideration could be given to those members on Planning Units and Snake River Salmon Recovery Board when vacancies occur.

## Article II - Mission

*The mission of the Snake River Salmon Recovery Region is to ensure salmon habitat is preserved and restored for current and future generations.*

### **Section 1. Habitat Preservation and Protection**

Preserving and protecting existing high-quality salmonid habitat:

- a. Preservation of key habitat via conservation easements and/or lease.
- b. Preservation of important areas via public education & involvement activities.
- c. Preservation of key habitat via purchase by a government entity or non-profit land trust.

### **Section 2. Habitat Restoration**

Restoring degraded salmonid habitat:

- a. Restoration of key habitat consistent with recommendations from the Snake River Salmon Recovery Plan, Subbasin plans, and WRIA 32 and WRIA 35 watershed plans.
- b. Restoration of important areas via public education & involvement activities.
- c. Encourage restoration of key habitat via privately/public-funded restoration projects.

### **Section 3. Public support / involvement**

Facilitating widespread support for salmonid habitat preservation and restoration activities among taxpayers, landowners, civic groups, and businesses:

- a. Create general public awareness that public funds are being spent effectively and strategically.
- b. Create interest for public and private habitat preservation and restoration assistance from owners of key habitat.
- c. Create interest among civic groups and businesses to be involved with preservation and restoration effects.

## Article III - Committee Operating Procedures

### **Section 1. Committee's philosophy**

The Committee will operate with and emphasis on:

- a. Proactive rather than reactive
- b. Strategic leadership more than administrative detail
- c. The future rather than the past
- d. Encouragement of diversity in viewpoints
- e. Collective rather than individual decisions

### **Section 2. Committee Member Roles**

- a. The Committee will review and evaluate projects. Project scorecards including scoring criteria will be developed by the co-leads and approved by the Committee in advance of each grant round and will be made available for public information. The projects will be scored utilizing the project ranking criteria for each project proposal. During the voting process committee members must be present for entire project presentation/ranking and cannot vote without continued participation. Facilitator facilitates project review process and ranking. The committee will develop recommendations for final ranked project list for the Snake River Salmon Recovery Board for final approval.
- b. Individual projects shall be discussed by the committee and then each individual member shall provide a score. Individual scores will be averaged and this will serve as the final project score. In the event of a tie score the Committee will prioritize which project will receive funding.

### **Section 3. Facilitator's role**

- a. The Facilitator's role is to assure the integrity and fulfillment of the Committee's process (presiding over meetings, ensuring these policies are followed, etc.) He/she may also represent the Committee to outside parties. He/she does not have the authority to act on behalf of the Committee unless such authority is specifically delegated for a specific task.
- b. The Facilitator introduces Committee Members, identifies them as voting members and facilitates final review and re-organization of the final ranked project list. Motions will be entertained to alter the position of projects on the ranked list, altering a project's position will require a "Super Majority" of 80% of voting Committee Members present.

**Section 4. Project Review and Ranking procedures / Annual Calendar**

- a. The Lead Entity will maintain an **annual operating calendar** that defines the deadlines and milestones as well as the lead organization for each task for each grant round. The calendar is available at [www.snakeriverboard.org](http://www.snakeriverboard.org) under the Lead Entity program tab at the top of the home page.
- b. For a project to be considered by the Committee it must be submitted by the Draft Application deadline date specified on the annual operating calendar or the Committee will not accept the proposal. An exception to this policy is available for those sponsors who chose to appeal this deadline to the Committee and the Committee determines to accept the proposal. Such a Committee decision will require a quorum as defined in Article 1, Section 8.
- c. Landowner Acknowledgments Forms must be submitted by the draft application date specified on the annual operating calendar or the LE Committee will not accept the proposal

**Section 5. Committee-Staff Linkage Policies**

- a. Only decisions of the Committee acting as a body are binding on the Staff.

**Article IV – Member Code of Conduct**

**Section 1. Individuals Bound by Code of Ethics**

Members or employees of the following shall be bound by this Code of Ethics

- a. Lead Entity Committee
- b. Co-Leads (Conservation Districts)
- c. Staff

**Section 2. General Principle**

Individuals bound by this Code of Ethics must strive to maintain unbiased opinions by avoiding situations in which conflict of interest or non-science based decisions could occur. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interests of any board member acting as a consumer of the organization services.

**Section 3. Public Statements**

Committee members' interaction with public, press or other entities must recognize the inability to speak for the SRSRB except stated SRSRB decisions.

**Section 4. Confidentiality**

Committee members will respect the confidentiality appropriate to issues of a sensitive nature.

**Section 5. Conflict of Interest.**

Members must avoid conflict of interest with respect to their fiduciary responsibility;

- a. There must be no self-dealing or any conduct of private business or personal services between any member and the organization, except as procedurally controlled, to assure openness, competitive opportunity, and equal access to inside information.
- b. In the event the Lead Entity Committee rules upon an issue in which a member has an unavoidable conflict of interest, that member shall absent himself/herself from the vote.
- c. Individuals may be asked annually to disclose their involvement with other organization, with vendors, or any other associations that might produce a conflict.
- d. Individuals are bound by and shall comply with the Code of Ethics for Municipal Officers – Contract Interests, Chapter 42.23 of the Revised Code of Washington (RCW). Even where no conflict of interest exists under the law, Lead Entity members are encouraged to disclose ex parte contacts (conflict of interest) or exposure they have had regarding a matter before the committee and excuse themselves from voting on measures relating to such a matter when they believe that such ex parte contact would prevent them from giving the measure fair consideration or would injure the credibility of the Committee.

**Section 6. Failure to Comply**

When evidence of failure to comply with the stated Code of Ethics is noted, any needed remediation/discipline will be determined by the Lead Entity Committee on a case by case basis.

## Article V - Project Presentation Process

### **Section 1. Timelines for Project Proposals:**

A Calendar will be developed and approved by the Lead Entity and Co-Leads and available to sponsors prior to each project round solicitation.

### **Section 2. Project Presentations**

- a. **Project Site Visits:** are mandatory. The Salmon Recovery Funding Board has requested the sponsor be present at the time of the project site visit.
- b. **Project presentation:** before the Committee is required by the project sponsor or designee at the Draft Application Scoring Meeting and the Final Scoring Meeting. Project sponsors will have 20 minutes to present projects and field questions, for purposes of project evaluation and scoring. The time will be allocated as follows.
- c. **Project Introduction:** Facilitator will introduce the project and project sponsor.
- d. **Project Overview:** Facilitator and Sponsor will provide an overview of their project, including location and key objectives, elements, and/or benefits. The sponsor should be allowed time to address key issues and attributes that pertain to the project. The Committee may ask clarifying questions during the sponsor presentation. (approximately 10 minutes).
- e. **Committee Comments/Questions:** The Committee will reserve 10 minutes at the end of each presentation for comments or questions of the sponsor, staff, or other members of the Committee. Committee members will score each project using a project-scoring sheet.
- f. **Final Project Proposal Presentation:** The meeting is open to the public; however, no public testimony other than sponsor presentations will be taken. Committee members will have received copies of the completed grant applications and project summary description sheets prior to the evaluation session. Sponsors may use slides, overhead transparencies, drawings, maps and PowerPoint presentations to help explain their projects.

## Article VI – Procedures for SRFB (Salmon Recovery Funding Board) approved Projects

### **Section 1. Project Cost Amendments:**

Any requested project cost increase for SRFB-funded projects approved by the SRSRB Board (SRFB \$ amounts only) exceeding 10% has to come before the SRSRB board for approval. Any costs below the 10% amount have to go before the Co-leads for approval.

### Article V - Membership

The following persons are voting members of the Committee. Each year the Co-leads are responsible for updating their citizen member list.

<b>Position</b>	<b>County or Organization</b>
1. Jerry Hendrickson	Asotin County
2. Rod Hostetler	Asotin County
3. Don Howard	Columbia County
4. Norm Passmore	Columbia County
5. Billy Bowles	Garfield County
6. vacant	Garfield County
7. David Crabtree	Walla Walla County
8. Larry Hooker	Walla Walla County
9. Bryan Jones	Whitman County
10. Jon Jones	Whitman County
11. Tom Schirm	Washington Department of Fish and Wildlife
12. Bill Dowdy	U.S. Forest Service
13. Chad Atkins	Washington Department of Ecology
14. Ed Teel/Sean Taylor	Natural Resource Conservation Service
15. Heidi McRoberts	Nez Perce Tribe
16. Kris Fischer	Confederated Tribes of the Umatilla Indian Reservation
17. Chris Pinney	US Army Corp of Engineers
18. Diane Driscoll/Bob Reis/Jennifer Gatzke	National Marine Fisheries Service
19. Erin Kuttel	US Fish and Wildlife Service

### Article VI - The Regional Lead Entity Committee and County Co-Leads include

<b>Name</b>	<b>Affiliation</b>
Megan Stewart – Non-Voting Member	Asotin County Conservation District – L.E. co-lead
Terry Bruegman – Non-Voting Member	Columbia Conservation District – L.E. co-lead
Duane Bartels – Non-Voting Member	Pomeroy Conservation District – L.E. co-lead
Joanna Cowles – Non-Voting Member	Walla Walla County Conservation District – L.E. co-lead
Randy Stevens – Non-Voting Member	Palouse Conservation District – L.E. co-lead
Brian Burns – Non-Voting Member	Regional Fisheries Enhancement Group
Chris Hyland – Non-Voting Member	WRIA 32 Walla Walla Watershed Management Partnership
Bradley Johnson – Non-Voting Member	WRIA 35 Planning Unit Director
John Foltz – Non-Voting Member	Director, Snake River Salmon Recovery Board
Kay Caromile – Non-Voting Member	RCO / SRFB Staff – Project Manager
Kris Buelow – Non-Voting Member	SRSRB/LE staff