Snake River Salmon Recovery

**Date:** July 25, 2017
**Place:** USFS Building, Pomeroy WA
**Format:** Regular Meeting started at 4:00 p.m.
**Board Members Present for Regular Business Meeting:** Brad Johnson (AC), Brian Shinn (AC), Roland Schirman (CC), Mike Talbot (CC), Justin Dixon (GC), Del Groat (GC), Billy Boles (GC), Jon Jones (WC), Michael Largent (WC), Gary Ryan (WC) and Todd Kimball (WWC).
**Board Members on Phone:** Yancey Reser (WWC), Jerry Hendrickson (AC), and Gary James (CTUIR).
**Others Present:** Terry Bruegman (CCD), Andre L'Heureux (BPA), Sean Taylor (WDFW/NRCS), Steve Martin (SRSRB), Kris Buelow (SRSRB) and John Foltz (SRSRB).
**Others on Phone:** Megan Stewart (ACCD), Chris Hyland (WWBMP), and Joanna Cowles (WWCCD).
SRSRB Chair, Del Groat called the meeting to order and verified a quorum (10 present, 3 on the phone for a total of 13). Del welcomed everyone to the board meeting.

**Verify Quorum and approve Agenda**

Chair Groat requested that the board add an item to the meeting agenda regarding a 2-month, $3,000 contract for the Palouse Conservation District to support their partnership services they provide the Board.

**ACTION 1:** A motion was made by Jon Jones to amend the proposed agenda by adding the item Del requested. The motion was seconded by Billy Bowles and the board approved the motion by consensus.

**CONSENT AGENDA:**

**May 2017 Expenses:**

| | | | | | |
|---|---|---|---|---|---|
| **RCO** | **(HCSR)** | **$29,082.61** | **LE** | **(HCFW)** | **$13,969.86** |
| **BPA9** | **(HCB9)** | **$13,142.54** | | | |

**June 2017 Budgets**
**June 27, 2017 Meeting Notes**

**ACTION 2:** A motion was made by Billy Bowles to approve the June 27, 2017 meeting notes and financials for June 2017, it was seconded by Roland Schirman, and the Board approved the motion.

**DISCUSSION: New, emerging or otherwise items to be aware of:**

- State budget status and implications for next contract from RCO

Steve reported that the operating budgets affecting our main operating grant and our lead entity program were approved by the legislature but the authority to expend those funds has not been approved because that authority comes from the state's capital budget. The state has not passed a capital budget and therefore RCO cannot allocate funds for our programs they fund. RCO indicates they have sufficient unspent funds and authorities to allocate those funds to cover our operations for 2 months. WWCC received the 2 month contract and will be signing and submitting to RCO this week. As a result of the uncertainty of funding beyond September, Steve suggested that no sub-contracts to partners be finalized until such time as we have sufficient certainty that we have budget to pay. Steve understands that any 2-month contract, contract amendment or time extension will be based off the tasks and deliverables in the 2015-2017 scope of work.

**DISCUSSION: 2018-2019 Scope of Work with RCO for regional operations and lead entity program:**

Steve noted that he is updating the prior biannual SOW for our regional operations and lead entity program and reported that the only substantive change from the prior SOW is deleting "develop a communication outreach strategy and materials" because the board evaluated this task during the prior biennium and concluded it is not needed. The other change is to reflect the changes in board staff. The Board requested that Steve email them the draft for their review. Board approval for the SOW will be sought at the next meeting.

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**DISCUSSION: 2017-2018 Operating Budgets** – Steve reviewed the decision made at the June Board meeting which was to approve the budgets based on the aggregated budget for each expense category and then revise if needed and negotiate/develop contracts and associated budgets for partners at a later time due to the uncertainty with budgets and vacancy with Steve's resignation. The board discussed staff salaries and noted it is difficult to figure out salaries for those staff who are paid from multiple programs, i.e., HCSR, Lead Entity and/or BPA. The board requested that a one page table listing staff positions, total salary and benefit and source of funds be included in future booklets.

**ACTION 3: Approve hiring of SRSRB Office Assistant** –Steve reported that WWCC hiring policies allow the board to hire a part time, hourly office assistant. He asked Darci Hays to spend some time with Deb before she retires to see if this is a position she might consider. Darci spent several hours with Deb over the last couple of weeks and is interested in this part time (8 to 10 hours a week) position. Steve recommended the Board hire Darci because of her flexibility, familiarity with WWCC business practices and interest. Deb reported to Steve that Darci would be a good candidate. Mike Talbot made a motion to approve Darci Hays for 8 to 10 hours a week at $17 an hour. The motion was seconded by Brian Shinn and the motion was approved by consensus.

**ACTION 4: Approve 2-month, $3,000 contract with Palouse Conservation District for July/August to continue providing partner services for WRIA 35** – Steve noted that the PCD requested a modification to their contract earlier this summer to allow flexibility for them to expend their budget. They will have about $5,000 unspent, primarily because several meetings were cancelled yet there will be meetings and activities in July and August, after their contract expires and prior to a new contract becoming effective. The request is to issue a new 2-month contract for $3,000 for PCD to provide the deliverables in their expired contract for July and August. The funds would come from unspent funds from the operating grant. Billy Bowles made a motion to approve the contract and Michael Largent seconded the motion. The motion was approved by a majority vote. Opposing were Mike Talbot and Roland Schirman; Brad Johnson abstains.

**DISCUSSION: Partner Contracts** – Steve and John provided hard copies of the three "categories" of partner contracts for the board to review. The categories are (1) WRIA-based for participation, technical assistance and outreach (2) Tribal for participation, and (3) county-based Lead Entity program support. They noted that with Deb's retirement and the decision to not replace her role as education specialist, and that the opportunity for our partners to conduct education and outreach exists. They have not met with most of the partners to assess which partner is interested in serving those outreach and education functions but they understand the WWWMP is not interested, that the PCD and ACCD are interested and that others may or may not be interested. Steve noted that the Board approved $81,000 for partner contracts but until details (what services may be provided by which partner, etc), that the budget is a place holder with details to be worked out. It was suggested that staff meet with the 5 conservation districts and the two WRIA's to coordinate development of the partner contracts. It was also suggested that an additional deliverable might be considered which is meeting facilitation and management as opposed to contracting with a firm for this type of service. Outreach may also be a service our partners are interested in providing. The Board gave general support for the contract SOW's.

**WORKING DINNER** – The board was provided sandwiched and salads during their working dinner

**DISCUSSION (action was taken under this agenda item as action # 5): Timeline for new director appointment** – Steve reported that the Board has the ability to promote an existing staff member or conduct an open competitive recruitment process to fill the position. WWCC informed Steve that the average time it takes to conduct a recruitment process is 3 months but can be as fast as 2 or longer than 4. After a discussion about the pros and cons of conducting a recruitment process, Roland Schirman moved to offer the position of Executive Director to John Foltz. Jon Jones seconded the motion. At 5:48 the board announced it will adjourn for executive session with no action to be taken and resume the meeting in approximately 10 minutes. At 6:00 the board resumed its meeting and the motion was clarified

by Roland to include that the effective date is August 1, 2017 and the starting salary is $70,000 for 6-months at which time a performance and salary review will be conducted by the Board. The motion was approved by consensus. John accepted the position, noting that he hopes that the Board will conduct some strategic planning in the near future.

**DISCUSSION: Staff recommendations for business services, education/outreach, strategic planning and facilitation services** – Steve Martin reviewed his recommendations he shared at the June meeting and handed out a one page summary. He noted that the strategic planning should occur this fall and the results may inform the need/or not, for a facilitator/meeting manager. He noted that the board may want to consider adding ex officio membership to the organization for the Nez Perce Tribe, NOAA fisheries and WDFW plus maybe the GSRO. It was noted that these organizations already receive the agenda and have a standing invitation to attend at any time. Steve suggested an executive committee of the board be created to respond to time-sensitive issues, approve expenses in the event that there is no other need to convene the monthly board meeting and other items. Michael Largent requested legal advice from MSRC regarding the ability of the board to delegate action items to a committee and learned that it can do so if (1) the committee is only one board member and the process to authorize these authorities is approved by the board in an open public meeting or (2) the committee operates under the OPMA which simply requires notification to the public and ability for the public to participate. The board will consider this at a later time but it was asked if the board has to announce in the paper of record, monthly or annually for its current meetings. Steve will find out.

**DISCUSSION Review the 2017 Lead Entity project proposals** – John asked if anyone had questions about any of the proposals and reported the rank order recommended by the lead entity committee. Justifications for changes in the rankings were provided as was the concern from the NPT on the Tucannon salmonid survival and habitat utilization 2 project given the relatively few number of fish in the system. Considerable discussion about the Mill Creek fish passage project occurred and once again, consternation from the Board about it being the primary funding source for this very expensive project, was expressed.

**ACTION 6: Approve ranked project list for the Salmon Recovery Funding Board** - After considerable debate, a motion was made by Justin Dixon to call for the question, seconded by Jerry Hendrickson and passed by consensus. Michael Largent then moved to approve the lead entity committee's ranked list as presented except switch the first alternate and second alternate noting that the Touchet River Conceptual Restoration Plan project was a priority not accurately reflected in the scorecard. The motion was seconded by Jerry Hendrickson. The motion failed to reach consensus and was not approved by 80% or more. Abstaining from the vote were Brad Johnson and Gary James. After additional discussion, a motion was made by Michael Largent and seconded by Billy Boles to reconsider the original motion and the motion passed by consensus. Mike Talbot then moved to approve the ranked list as recommended by the Lead Entity committee with alternates 1 and 2 switching. The motion passed with 80% in support. Abstaining were Roland Schirman, Brad Johnson, and Gary James.

**ACTION 7: Review and approve updated bylaws**- The intent of this agenda item was to provide the board the ability to revise the bylaws to include a description of the executive committee but due to information provided by MSRC, there was no motion to update the bylaws. Further consideration will occur.

**ACTION 8: Election of Chair and Vice Chair**- Steve noted the bylaws call for election of Chair and Vice Chair every two years at the June meeting. We did not act on this last month so Chairman Groat requested a motion to nominate a new chair. Brian Shinn moved to approve Roland Schirman as chairman and Billy Bowles as vice chair. Michael Largent seconded the motion and the board approved by consensus. Roland noted he will serve but will be requesting individuals to share their thoughts and perspectives at future board meetings with he as chair.

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**ACTION 9: Approval of August 22nd for next Board meeting in Dayton at Best Western at 6 pm–** A motion was made by Mike Talbot and seconded by Justin Dixon to set the next meeting at 6 p.m. in Dayton at the Best Western on August 22nd. The Board approved by consensus.

Meeting adjourned at 7:43 p.m. by SRSRB Chair, Roland Schirman.

Review of Tasks

| Action Title | Motion | Second | Consensus | Vote | Pass |
|---|---|---|---|---|---|
| Action 1: Approve agenda with addition of action item regarding Palouse CD partnership contract | Jon Jones | Billy Bowles | No | Yes | Yes |
| Action 2: Approval of Consent Agenda, Notes and Exps. | Billy Bowles | Roland Schirman | Yes | | Yes |
| Action 3: Approve hiring SRSRB office assistant | Mike Talbot | Brian Shinn | Yes | | Yes |
| Action 4: Approve 2-month contract with Palouse CD | Billy Bowles | Michael Largent | No | Yes | Yes |
| Action 5: Approve promoting John Foltz to Executive Director | Roland Schirman | Jon Jones | Yes | | Yes |
| Action 6:Approve Lead Entity ranked list to the SRFB | | | No | Yes | Yes |
| Action 7: Approve revising bylaws | None | | | | |
| Action 8: Election of Chair and Vice Chair | Brian Shinn | Michael Largent | Yes | | Yes |
| Action 9: Approve August 22nd Board meeting at 6 PM in Dayton | Brian Shinn | Justin Dixon | Yes | | Yes |

## Approval Of Meeting Minutes

Date: 6/22/2017

Signed By: Roland Schirman

Roland Schirman, Chair, Snake River Salmon Recovery Board