SNAKE RIVER SALMON RECOVERY BOARD
BY-LAWS approved 6.22.21. Updated March 26, 2024; Updated March 24th 2026

The Snake River Salmon Recovery Board (SRSRB) was self-created pursuant to RCW 77.85.030 for the purpose of developing and implementing a salmon recovery plan. The SRSRB is structured as a management board per the Washington State interlocal cooperative agreement act (RCW 39.34). The Management Board recommends policies, programs, and funding consistent with the regional recovery plan (2011) to those with the authority to implement the recommendations. The terms Snake River Salmon Recovery Board (SRSRB) and management board are interchangeable and synonymous in this document.

The SRSRB is also the Lead Entity for the Snake River Region. The Lead Entity program was authorized by HB2496 for the purpose of developing a strong, locally based effort to deliver habitat projects for salmon recovery supported by science and local communities.

The SRSRB also serves as the Tucannon Habitat Programmatic (FCRPS 2008 BiOp project) implementation lead.

Article I: Name

The name of the management board shall be the Snake River Salmon Recovery Board (SRSRB).

Article II: ESA Listed Salmon Fish Species of concern

The Federal and State Endangered Species Act (ESA) listed aquatic species include Chinook salmon, steelhead trout and bull trout and shall hereinafter be collectively referred to as salmon.

Article III: Geographic area of concern

Those bodies of water and watersheds that support ESA listed salmon fish species located in Asotin, Columbia, Garfield, Walla Walla and Whitman Counties.

Article IV: Purpose

The purpose of the management board is:

Section 1. To oversee development of the Snake River Salmon Recovery Plan for southeast Washington and to coordinate implementation of the habitat portion of the Plan that has been endorsed by local, state, federal and tribal governments.

Section 2. Integrate the recovery plan into the region's salmon recovery planning activities focusing on fisheries habitat restoration with the understanding that improvement to all 4-H's – Habitat, Hatcheries, Harvest and Hydropower are necessary to achieve recovery.

Section 3. The SRSRB shall provide leadership that integrates across county and WRIA boundaries, focusing on efforts and actions needed to implement the recovery plan.

Section 4. The SRSRB will work with the National Marine Fisheries Service (NMFS) Technical Review Team to develop an understanding of recovery goals, limiting factors and habitat restoration metrics important to salmon recovery.

Section 5. The SRSRB will review and recommend priority salmon habitat recovery activities based on Snake River Salmon Recovery Plan to the State of Washington - Salmon Recovery

Funding Board (SRFB) and other funding sources. These salmon habitat recovery activity will be prioritized to help achieve the salmon recovery goals for those salmon populations within the Washington state portion of the Snake River Region.

Section 6. The SRSRB will inform via education and outreach, the local community about the latest habitat restoration projects being implemented within the Washington state portion of the Snake River Region necessary to improve habitat conditions for salmon.

Section 7, The Board does not have the power or duty to implement the harvest, hatchery or hydropower elements of the recovery plan but rather has a role in advising, recommending, or providing general input to those entities that have those authorities.

Article V: Members

Section 1. The SRSRB will be comprised of three (3) county representatives each from Asotin, Columbia, Garfield, Walla Walla and Whitman counties and three (3) representatives of the Confederated Tribe of the Umatilla Indian Reservation (CTUIR).

- **a.** The three (3) county representatives from each county will be comprised of one (1) county commissioner or their designee and two (2) citizen representatives. Each citizen member shall be appointed by the local Board of County Commissioners. A county representative is anyone appointed by a Board of County Commissioners to represent their county's interest on the Board.

Section 2. The Nez Perce Indian Tribe may join the SRSRB at any time. At the time of joining, they would designated three (3) representatives.

Section 3. The SRSRB is currently comprised of 18 voting members (15 non-tribal and 3 tribal) but may be expanded to 21 voting members total (15 non-tribal and 6 tribal) upon the joining of the Nez Perce Indian Tribe.

Article VI: Membership Guidelines

Section 1. Responsibilities

- a. It is expected that the members of the SRSRB will commit themselves to the Board's mission of salmon recovery.
- **b.** The management board year shall be from July 1 to June 30 concurrent with the grant system's fiscal year cycle.
- **c.** Members shall attend monthly meetings held on the fourth Tuesday of each month unless otherwise noted on the annual calendar.
- **d.** Members are encouraged to participate in Executive Committee meetings. Executive meetings shall be held in accordance with Article VIII, Section 2a.
- **e.** Members shall serve on a standing committee or ad hoc committee.
- **f.** Voting members of the SRSRB shall have one vote only. Proxies are not permitted.
- **g.** Members may resign at any time by notifying the Chairperson or Vice-Chairperson, in writing.

Section 2. Absentee Policy

- **a.** Unexcused absences of a citizen or tribal voting member of the SRSRB is defined as one who misses four (4) meetings in a twelve (12) month period.
- **b.** Excused absences do not count against the absentee policy.

1. Four (4) excused absences are provided to each member annually.
2. Notification of absence must be provided to the Board's Office Manager by 5 pm the day of a board meeting.

c. If either threshold is exceeded, that citizen or tribal voting member can be replaced at the discretion of the Board of County Commissioners from the county that the absent member resides or by the tribal government that they represent.

Section 3. Mileage and Per Diem for Travel

a. Members whose expenses are not covered by their organization or employer shall be eligible for mileage-reimbursement for their personal vehicle, meals and lodging for travel to and from regular and special meetings relevant to the Board's mission, at the rate to be determined by the Office of Financial Management of the State of Washington.

Article VII: Officers

Section 1. Chairperson

- **a.** The Chairperson presides at all meetings of the SRSRB.
- **b.** The Chairperson is encouraged to participate in any subcommittee of the SRSRB.
- **c.** The Chairperson may be granted the authority to execute certain contracts and agreements or conduct other administrative board functions by the SRSRB. Such authority will be specifically delegated by the SRSRB for specific tasks, as needed.
- **d.** The Chairperson may represent the board to outside parties.
- **e.** The Chairperson may delegate roles or responsibilities to voting members.
- **f.** The Chairperson shall serve a term of (2) two years. The Chairperson may be selected to serve another two (2) year term.

Section 2. Vice-Chairperson

- **a.** The Vice-Chairperson shall perform the duties of the Chairperson in his or her absence, or at the Chairperson's request.
- **b.** If the Chairperson resigns or is unable to perform their duties the Vice-Chairperson shall assume said duties until another Chairperson is elected.
- **c.** The Vice-Chairperson shall serve a term of two (2) years. The Vice-Chairperson may be selected to serve another two (2) year term.

Article VIII: Executive Board

Section 1. The Executive Board shall consist of three members of the Board, including at a minimum the Chairperson and/or Vice-Chairperson, and any Board member who wishes to participate. It shall be staffed by the Executive Director of the Board.

Section 2. The Executive Board shall meet at least once a month to conduct committee business in addition to regular monthly full committee meetings.

- **a.** The Executive Board will meet via phone call on the third Tuesday of each month at 4p.m. unless otherwise determined by the Chairperson.

Section 3. Role of Executive Board

- **a.** Reviewing the draft meeting agenda.
- **b.** Approve financial component of the consent agenda and other time sensitive action items – not including other fiscal items, personnel, and/or contracts – as long as three Board members including the Chair and/or Vice-Chair are in attendance.
- **c.** Reviewing and recommending budget decisions to the board.
- **d.** Reviewing any materials in advance of the board meeting.
- **e.** Other tasks as they arise.

Article IX: *Code of Ethics*

Section 1. Individuals bound by Code of Ethics
Members or employees of the following shall be bound by this Code of Ethics

a. Advisory Committee
b. Appointed Sub Committee Members
c. Snake River Salmon Recovery Board
d. 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
Bound members' interaction with public, press or other entities must recognize the inability to speak for the Board except stated Board decisions.

Section 4. Confidentiality
Bound 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;

- 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.
- When the Board or a committee decides upon an issue about which a member has an unavoidable conflict of interest, that member shall absent himself/herself without comment from not only the vote but also from the deliberation.
- Individuals may be asked annually to disclose their involvement with other organization, with vendors, or any other associations that might produce a conflict.
- 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, board members are encouraged to disclose ex parte contacts (conflict of interest) or exposure they have had regarding a matter before the board and excuse themselves from deliberation and 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 board.

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 Board on a case by case basis.

Article X: Meetings

Section 1. Meeting Days

The monthly general meetings of the SRSRB shall be held on the fourth Tuesday of each month.

- **a.** Meetings shall be open to the public.
- **b.** Meetings shall be advertised to the extent practicable.
- **c.** A yearly meeting schedule will be identified annually by October 1st.
- **d.** The Executive Board may re-schedule regular meetings with a minimum of five (5) days notification in cases of emergency.
- **e.** Special meetings may be called either by the Chairperson or a majority of the SRSRB members.

Section 2. Quorum

- **a.** A quorum of voting members present at any meeting shall be sufficient to pass motions and to conduct business.
- **b.** A quorum is 4 of 6 entities and at least 8 individual members present (in person or via phone).
- **c.** In the event that a minimum quorum (8) has been established and one (1) member must excuse themself do to a conflict of interest, the remaining members shall constitute a quorum.

Section 3. Consensus

- **a.** A consensus of the quorum present at a meeting shall pass actions.
- **b.** A consensus is 80% of the quorum.

Section 4. Parliamentary Procedure

- **a.** SRSRB meetings shall be conducted according to Parliamentary Procedure.
- **b.** A motion is made, seconded, discussion and if there are no verbal objections to a motion the records shall report that consensus was achieved.
- **c.** If no consensus is achieved, proper procedure will be a motion, second, discussion, and vote.
- **d.** Voting can be via voice (word of mouth) or roll-call (show of hands).
- **e.** A roll-call may be requested by any member of the board or may be required for the purposes of the official record.

Section 5. Agenda

- **a.** The Director shall be responsible for preparation of the agenda for the SRSRB meetings.
- **b.** Any member may submit agenda items through the Chairperson or Executive Director.
- **c.** Action items for SRSRB consideration shall be presented in an agenda distributed to all board members at least 5-days in advance of the board meeting.
- **d.** Items not included in the agenda may be acted on if a quorum is present at the meeting.

Section 6. Consent Agenda

- **a.** A consent agenda will be used at each SRSRB meeting.
- **b.** Items of a routine nature including items such as expenditures (bills and payroll), policy adoption and personnel will be listed on the consent agenda.
- **c.** Should a board member desire to move an item from the consent agenda to the regular agenda, they may do so at that point in the meeting when changes to the agenda are asked for.

Section 7. Committees/Sub-committees shall schedule work sessions as needed.

Article XI: Elections

Section 1. Election of officers shall take place at the regular June meeting. Prior to ballots being cast, nominations for officers may be made by members of the SRSRB from the floor. All elections shall be by ballot and a majority of those members present and voting shall be required for election. When necessary, run-off elections shall be held among the nominees receiving the two highest numbers of votes. When only one candidate is nominated for an office, election may be by voice vote.

Section 2. Special Elections

a. A special election shall be held at the next regular meeting following the occurrence of a vacancy in the SRSRB.
b. The members shall be notified at least five days prior to the regular meeting that a special election is to be held.
c. All nominations shall be made from the floor.
d. The election shall be held in accordance with Section 1 of this article.

Article XII: Subcommittees

Section 1. The SRSRB has the authority to create standing or ad hoc subcommittees as necessary to conduct its business.

Section 2. Subcommittees may seek consultation from qualified individuals who are not members of the SRSRB.

Section 3. Chairpersons of subcommittees shall keep the Office Manger apprised of changes in its membership.

Article XII: Established Subcommittees

Section 1. Lead Entity Committee (LEC) (Established in 1999)

a. Maintaining a LEC is a requirement of the Lead Entity program authorized by HB2496. (House bill 2496).
b. The Lead Entity/SRSRB created a separate committee to fulfill the purposes of the Lead Entity program. The foundational elements required of the program are;
    1. assisting with community outreach,
    2. developing a habitat project scoring and ranking system,
    3. reviewing project proposals,
    4. developing a ranked habitat project list for the Lead Entity/SRSRB's consideration.
c. The LEC shall consist of two citizens from each of the five counties and a technical team consisting of members from the various natural resource agencies. The LEC membership roster shall be included in the LEC bylaws.
d. The LEC shall be managed by the Conservation Districts from the five counties, also known as the co-leads.
e. The LEC shall be administered, supported and represented by SRSRB staff.

f. The LEC is strongly encouraged to coordinate development of administrative products and recommendations with the SRSRB. (The SRSRB recognizes that there are instances where administrative decisions must be made that do not allow for SRSRB response).

g. The SRSRB authorizes the LEC to:
   1. Develop, manage and operate under a set of LEC By-laws.
   2. Define membership and roles. (Members may or may not be members of the SRSRB).
   3. Establish and maintain an annual operating calendar.
   4. Develop a project scoring and ranking system.
   5. Designate the co-leads in instances of items/issues that require immediate actions, the authority to act on the behalf of the LEC.

h. The LEC shall develop a ranked habitat project list for each project round to present to the SRSRB for their approval. This list will then be forwarded for funding consideration by the State Salmon Recovery Funding Board. (SRFB).
   1. The LEC will score projects utilizing the LE project scoring and ranking system.
   2. The SRSRB will only advance funding requests to the SRFB for those projects that have been presented to and scored by the LEC project scoring and ranking system.
   3. Modifications to the project ranking will be made as needed by the LEC and/or by the SRSRB upon approval.

Article XIII: Advisory Committees (Approved 10-8-03)

Section 1. In addition to appointment of and consultation with a technical advisory committee, the Board may establish one or more additional advisory committees or subcommittees in order to provide focus on specific issues related to the Board's responsibilities under said mission. Recommendations from such committees and subcommittees shall be forwarded to the Board. The SRSRB has developed a Regional Technical Team (RTT). This RTT is a technical advisory committee that provides scientific review of projects, provides recommendations to the board and advises the board on a wide range of topics affecting salmon recovery. The RTT has a separate set of operating rules/by-laws and participant list that is reviewed annually each January and posted to the SRSRB website under the RTT tab.

Section 2. Such additional committees and subcommittees will be Co-Chaired by a member of the Board or the boards' designee, but may draw upon membership outside of the Committee as needed or appropriate to the committee and subcommittee function. Committee and subcommittee membership may be established by the Board or, at the discretion of the Board, by open public enrollment. Members of the Board may attend any committee or subcommittee meeting.

Article XIV: Public Communications of the Board (Approved 10-8-03)

Section 1. Business of the Board will be conducted in compliance with the Open Public Meetings Act and Public Disclosure Act, Chapters 42.30 and 42.17 RCW. In providing the public with information, the following will apply:

a. All official public statements on behalf of the Board will be made by the Chairperson or designee;

b. Only documents approved by the full Board will be represented as Board-official;

c. In public discussions, individual Board members will provide a disclaimer that their statements are personal opinions and not necessarily those of the Board;

d. Following each Board meeting, a summary of the meeting topics and discussions will be

prepared as draft minutes and posted on website for Board members to review approximately 1 week in advance of the next meeting, and subject to approval at the next meeting;

e. After approval, unless otherwise exempt in part or in whole from disclosure, these minutes will become the official minutes and as such shall be made available to the public.

f. Internal working documents prepared for the Board are for internal use, only;

g. The Board shall at its earliest opportunity adopt Public Disclosure Act rules governing public access and disclosure policies for the public.

h. Board staff shall be responsible for document management and indexing of the records of the Board.

Article XV: Relationship with the Governors Salmon Recovery Office (GSRO, the Resource and Conservation Office (RCO) and Bonneville Power Administration (BPA).

Section 1. The SRSRB was self-created pursuant to RCW 77.85.030 for the purpose of developing and guiding implementation of the southeast Washington salmon recovery plan. The SRSRB was designated as the Lead Entity by the Washington Department of Fish and Wildlife for the purpose of developing a strong, locally based effort to deliver habitat projects for salmon recovery supported by science and local communities. The SRSRB/Lead Entity currently reports to the GSRO and RCO on its activities, challenges and progress in quarterly reports.

Section 2. The SRSRB/Lead Entity is currently funded by the RCO with state and federal funding, and by the Bonneville Power Administration. Additional funding sources may be secured in the future.

These two granting entities will receive quarterly reports from the SRSRB.

The GSRO and RCO provide leadership, advice and general support to the SRSRB. This relationship allows for integrating regional issues with statewide issues and development of mutually beneficial policy recommendation to the State of Washington, BPA and the Federal Government.

Article XVI: Financial Support and Expenses

Section 1. The SRSRB receives administrative/operations funding biannually from the Resource Conservation Office (RCO) based on a biennium award (one award for a two year period) and from the Bonneville Power Administration based on an annual award.

Section 2. The SRSRB will;

1. Develop operating budgets for the grants it is responsible for and submit them to the appropriate agencies (GSRO, RCO and BPA) for approval by these agencies.
2. Review all proposals and contracts and authorize or deny all such proposals and contracts.
3. Review all existing administrative grants and potential future grants.
4. Be responsible for determining how funds will be used.

Section 3. Funds will be managed by Walla Walla Community College (SRSRB Fiscal Agent) and are for the sole use of SRSRB activities consistent with the terms and conditions in the

contracts with the RCO and BPA. A Memorandum of Understanding was approved in 2023 by the AG WWCC and SRSRB that defines the roles and responsibilities of each entity.

- **a.** The SRSRB Fiscal Agent shall make payments based upon the direction of the board or its designee.
- **b.** The SRSRB Fiscal Agent may reject payment for receipts authorized by the SRSRB or its designee that are determined to be ineligible or unlawful and shall notify the **Chairman of the Board** immediately upon such determination.
- **c.** The Chairman shall contact the Executive Director to discuss such errors and present their findings at the subsequent Board meeting for discussion and resolution.

Section 4. The SRSRB designates its Executive Director to:

- **a.** Approve purchases and/or reimbursement requests to the SRSRB fiscal agent. (WWCC).
- **b.** Budget adjustments will not be required until a budgeted line's expenses exceed more than 10% of the budget as defined by the fiscal agent. The Executive Director will have authority to make budget amendments within each grant. Budget adjustments will be presented to the SRSRB at its monthly meeting.
- **c.** The Executive Director will have authority to approve expenditure transfers between the SRSRB's funding sources contingent upon approval by the funding source for such transfers

Section 5. The receipts and disbursements of the SRSRB shall be subject to the audit and accounting procedures established by the State Auditors Office. (Approved 09-11-07)

Article XVII: Amendments

Section 1. Proposed amendments to SRSRB by-laws shall be submitted in writing to the members at least 7 days prior to a vote during a general meeting.

Section 2. Amendments must be approved by a consensus of the members present and voting.

Section 3. Upon ratification, these articles will go into effect.

Article XVIII: By-laws review

Section 1. The by-laws shall be reviewed every two years by the SRSRB. The Chairperson shall submit them with or without changes to the SRSRB for review and final approval.

Section 2. Revisions to the by-laws may occur at any public meeting of the SRSRB but may only occur if there is a quorum present and a consensus is achieved.

Article XIX: SRSRB staff

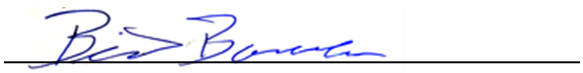
Section 1. To the extent funding is available, the SRSRB shall be staffed by an Executive Director, Tucannon Programmatic Project Coordinator, Lead Entity Coordinator, Data Steward and Monitoring Coordinator (Science position), and administrative assistant. One or more of these positions may be a consultant and one or more may be part time, depending upon needs and Board decisions.

Section 2. As vacancies occur, the Board will advertise, recruit and oversee staff recruitment.

Section 3. The Executive Director shall direct staff work and assign duties as required (see staff position descriptions for details).

Article XX: Duration

Section 1. The SRSRB shall continue its work until dissolved by a 2/3 vote of SRSRB Board members.


_____ (Signature)

Chairperson, Bill Bowles
Snake River Salmon Recovery Board Committee

Revised: 6/22/2021
Revised 3/26/2024
Updated 3/24/2026

MEMBERSHIP

The following table contains the current list of Voting Members on the Salmon Recovery Board.

Snake River Salmon Recovery Board

Voting Membership List

Whitman County

Michael Largent	County Commissioner	509-397-5246	MichaelL@co.whitman.wa.us
Gary Ryan	Citizen	509-397-5240	ryan-sharon19751@hotmail.com
Jon Jones	Citizen	509-397-3860	jncjones02@gmail.com

Asotin County

Brian Shinn	County Commissioner	509-243-2069	bshinn@co.asotin.wa.us
Jerry Hendrickson	Citizen	509-243-4404	rosewind15970@outlook.com
Brad Johnson	Citizen	509-552-9562	bradleyj@palousecd.org

Garfield County

Justin Dixon	County Commissioner	509-780-1001	jdixon@co.garfield.wa.us
Vacant	Citizen		
Billy Bowles	Citizen	509-843-4673	bbowles@fs.fed.us

Columbia County

Marty Hall	County Commissioner	509-629-0560	Marty_Hall@co.columbia.wa.us
Don Jackson	Landowner	509-399-2005	donjackson@centurytel.net
Sean Thurston	Citizen		sean@elkdrug.com

Walla Walla County

Jenny Mayberry	County Commissioner	509-524-2505	jmayberry@co.walla-walla.wa.us
Mike Denny	Citizen		walla2.birder@outlook.com
Larry Hooker	Citizen	509-386-6507	lshooker@charter.net

Umatilla Indian Tribe

Jerimiah Bonifer	Tribal	541-276-4109	JerimiahBonifer@ctuir.org
Kris Fischer	Tribal	541-331-3577	Krisfischer@ctuir.com
Vacant	Tribal		