

SALMON RECOVERY FUNDING BOARD SUMMARIZED MEETING AGENDA AND ACTIONS
June 4, 2014

Agenda Items without Formal Action

Item	Follow-up Actions
1. Management Report	No follow-up action requested.
2. Salmon Recovery Management Report	No follow-up action requested.
3. Reports from Partners	No follow-up action requested.
4. Presentation by Washington Coast Sustainable Partnership	No follow-up action requested.
5. Overview of RCO's PRISM System	No follow-up action requested.
6. Communication Plan Update	Provide funding options for aligned communications, marketing, and outreach at the next board meeting, including metrics.
7. Habitat Work Schedule and the Salmon Recovery Story	No follow-up action requested.
8. Invasive Species	No follow-up action requested.
9. Preview of the Salmon-Related Budget for 2015-2017	Budget recommendations from the WSC for August meeting, to include NOAA's perspective on priorities with focus on monitoring and delisting
14. Department of Fish and Wildlife's 21 st Century Salmon	Postponed until December 2014 board meeting.

Agenda Items with Formal Action

Item	Formal Action	Follow-up Actions
March 2014 Meeting Summary	Approved meeting summary	No follow-up action requested.
10. Lead Entity and Regional Organization Allocation Year Two Capacity Funds	Delegated authority to Director Cottingham to enter into contract once the 2014 PCSRF notice of awarded funds is received. Added \$50,000 to the Lower Columbia lead entity annual allotment, correcting a GSRO error. Added \$50,000 in funds for the Washington Coast Regional contract to develop a business plan.	No follow-up action requested.
11. Monitoring & Funding	Approved \$10,000 of PCSRF return funds to hire a contractor via personal service contract to update and finalize	

	<p>the monitoring and evaluation strategy.</p> <p>Approved a contract time extension for the IMW contract, and the associated cost increase of \$463,000 from return funds to align this contract with the federal fiscal year.</p>	
12. Adoption of Washington Administrative Code (WAC) Changes	Approved a resolution to amend the Washington Administrative Code (WAC) to include the name change of the RCO (from IAC).	No follow-up action requested.
13. Riparian Buffer Guidelines	Approval of options one through five, and a commitment to further exploration of option 12.	Staff will follow up and implement options one through five. Staff to develop options for option 12.

SALMON RECOVERY FUNDING BOARD SUMMARY MINUTES

Date: June 4, 2014

Place: Olympia, WA

Salmon Recovery Funding Board Members Present:

David Troutt, Chair	Olympia	Megan Duffy	Department of Natural Resources
Phil Rockefeller	NWPCC	Bob Cusimano	Department of Ecology
Nancy Biery	Quilcene	Jennifer Quan	Department of Fish and Wildlife
Bob Bugert	Wenatchee	Susan Cierebiej	Department of Transportation

It is intended that this summary be used with the materials provided in advance of the meeting. The Recreation and Conservation Office (RCO) retains a recording as the formal record of the meeting.

Opening and Welcome

Chair David Troutt called the meeting to order at 9:03 a.m. and a quorum was determined. Board member Susan Cierebiej arrived late. Board member Sam Mace was excused.

Director Cottingham provided updates regarding staff changes, including:

- **Amee Bahr**, who joined the Salmon Section as an administrative assistant in support of salmon recovery. She has her degree in environmental science from The Evergreen State College. Amee worked at Sound Native Plants for 10 years. Most recently, Amee was a secretary for the Department of Ecology in the Nuclear Waste Program.
- **Wendy Loosle**, who joined RCO in June as the new board liaison and public records officer. Wendy comes to us from the Washington Department of Early Learning, where she served as professional development coordinator supporting policy and implementation of early education systems. She received a Bachelor degree in Spanish from Oregon State University, and she is currently is earning a master's degree in environmental studies from The Evergreen State College.
- **Jen Masterson** has the new role of special projects manager and will continue to work with RCO's performance data.
- **Sarah Gage** stepped into the lead entity manager role in the Governor's Salmon Recovery Office replacing **Lloyd Moody**, who retired in April.

Chair Troutt recognized Billy Frank, Jr. for his contribution to salmon recovery in Washington State.

Agenda adoption

Moved by: Phil Rockefeller

Seconded by: Nancy Biery

Motion: APPROVED

March 2014 Meeting Summary

Moved by: Phil Rockefeller

Seconded by: Nancy Biery

Motion: APPROVED

Management and Partner Reports

Item 1: Management Report

Director's Report: Director Cottingham congratulated Scott Robinson, Deputy Director at RCO, who was selected to receive the Governor's Award for Leadership in Management. The board also congratulated Mr. Robinson for this honor.

Director Cottingham shared that Policy Director Nona Snell will be leaving RCO at the end of June. RCO hopes to fill the Policy Director position by July.

Director Cottingham communicated that RCO is accepting applications in a new grant program: the Marine Shoreline Protection Program (MSPP), a part of the larger Puget Sound Marine and Nearshore Grant Program. MSPP is supported by funds from the Environmental Protection Agency (EPA), and aims to protect high-priority, Puget Sound marine shoreline from the impacts of development through land purchases and voluntary land preservation agreements. In a joint management effort, RCO will accept applications and manage the grants once awarded, and Washington Department of Fish and Wildlife (WDFW) and the Washington Department of Natural Resources (DNR) will evaluate the proposals and award the grants. The criteria to guide application prioritization and selection were developed by Recreation and Conservation Section Manager, Marguerite Austin, in consultation with the Puget Sound Partnership, WDFW, DNR, and others. More information can be found on the RCO website.

Director Cottingham also informed the board that RCO staff is currently working on a web-based Public Lands Inventory that is due to the Legislature on July 1, 2014.

Member Bugert commended Chair Troutt and Director Cottingham on their presentation to Governor Inslee on salmon recovery efforts as part of Results Washington. Member Biery seconded the commendation.

Building Safety Evacuation Plan: Scott Robinson, Deputy Director, RCO informed the board of RCO's recent security updates, put in place to protect staff and visitors in case of an emergency. Information regarding the building safety evacuation plan was provided, and the emergency gathering area was identified for board members and meeting attendees. Board members may voluntarily provide contact information to RCO staff in the event of an emergency.

Item 2: Salmon Recovery Report

Salmon Section Report: Tara Galuska, Salmon Section Manager, shared that all projects from the 2013 grant round except ten are now under agreement. The 2014 grant round is under way with staff busy reviewing applications and conducting site visits. These projects will come to the board in December, and some in September.

There is an early action process in which RCO staff anticipates allocating the remaining 2013-2015 Puget Sound Acquisition and Restoration (PSAR) funds. Those "early action" projects will come before the board for funding at the September meeting in Winthrop, WA. Director Cottingham shared that she will work with Ms. Galuska to ensure that all PSAR funds are allocated and secured by September's meeting, prior to the next budget cycle.

Ms. Galuska updated the board on the Family Forest Fish Passage Program (FFFPP). RCO staff is working closely with partner agencies to get the 2014 FFFPP projects underway, including the remaining \$10 million in funding from 2012 and \$2 million from 2013. Staff continues to close out the 42 projects that

were constructed during the 2013 summer. In preparation for construction during the summer 2014, staff is working with 52 new projects that focus on removal of fish passage barriers on small, private forestlands. Even with these new projects, there are still 458 eligible landowners with 678 crossings on the waiting list.

The Washington Department of Fish and Wildlife (WDFW) hired a new staff person, Jay Krienitz, to replace Betsy Lyons as the new Estuary and Salmon Restoration Program (ESRP) Manager. ESRP staff are preparing for the next grant round in fall of 2014. There are 20 active ESRP projects, with six other projects funded with additional funds received from National Estuary Program.

Ms. Galuska reminded the board how to view closed projects (Attachment A of the memo) and where to find project amendments approved by the director (included with board materials).

Project of Note: Ms. Galuska highlighted the Washington Harbor Bridge Project in Clallam County, sponsored by the Jamestown S'Klallam Tribe and funded by SRFB in partnership with the Hood Canal Recovery Council, and the North Olympic Peninsula Lead Entity through the Puget Sound Partnership. Funding sources include PSAR and ESP. Chair Troutt inquired about projects that have been completed through joint funding efforts, and noted that tracking this information over time would be useful.

The project site is an important location along the migratory path of Chinook and Hood Canal summer chum; however, the surrounding area which includes the Dungeness River supports all salmonid and other listed species. Two culverts were removed from the 37 acre site and replaced it with a causeway. The levee removal increased oxygen and sedimentation encouraging saltmarsh and eelgrass restoration. Due to the project significance, the Jamestown S'Klallam Tribe will allocate resources to carefully monitor the project site. Ms. Galuska also shared a short documentary of the project, produced by the Northwest Indian Fisheries Commission (NWIFC).

Director Cottingham mentioned the benefit of job creation through local projects; every \$100,000 invested results in 1.57 jobs.

Governor's Salmon Recovery Office Report: Brian Abbott, Executive Coordinator, Governor's Salmon Recovery Office (GSRO), highlighted the Salmon Recovery Funding Board Monitoring Panel. Eight applicants responded to the Request for Quotes and Qualifications (RFQQ) due April 30, 2014; five were selected with 127 years of combined experience. The panel will fill four important roles:

1. Create a functional adaptive management framework with clearly written expectations and a process for timely implementation;
2. Evaluate, by component, the performance of the board's monitoring program and provide guidance and funding recommendations to the board;
3. Review project effectiveness monitoring and Intensively Monitored Watersheds monitoring results to recommend changes in policy or funding criteria;
4. Compare and share monitoring results to see if lessons learned in other monitoring efforts could be applied to board programs.

Members of the monitoring panel include:

- Dennis Dauble, Environmental Assessment Services
- Jody Lando, Stillwater Sciences
- Micah Wait, Wild Fish Conservancy
- Jim Fisher, Fisher & Associates
- Marnie Tyler, Chair, Ecolution

The first meeting will be held June 6, 2014 to discuss the structure and expectations of the panel. Background on each panel member will be posted to GSRO's website.

Chair Troutt asked if the panel intends to select a chair. Mr. Abbott indicated that the GSRO may select the chair initially, and the panel will assume the responsibility afterwards.

Item 3: Reports from Partners

Council of Regions Report: Jeff Breckel expressed his appreciation for the support of the SRFB in regards to communications and outreach, and is looking forward to statewide expansion efforts. Also, Mr. Breckel commented on the restoration efforts on the Coast, and proposed that returned regional organization funds be used to leverage these projects; the regions are supportive of this effort.

Washington Salmon Coalition (WSC) Report: Darcy Batura, Chair of WSC and Yakima Basin Lead Entity Coordinator, invited Amy Hatch-Winecka, WRIA 13 & 14 Salmon Habitat Recovery Committee Lead Entity Coordinator, to join her for WSC report. Ms. Batura thanked the board for its support of the WSC's action plan through \$50,000 of returned funds for further projects. A consultant team has been selected to review and build upon last year's updated mission, structure, and action plan. During the upcoming WSC meeting in Chelan, they intend to approve the new plan and appoint the chair for next year.

Ms. Hatch-Winecka shared a recently completed project on Goldsborough Creek, submitted for PSAR capacity funds by the Squaxin Tribe and the Capitol Land Trust. Goldsborough Creek is the site of a hydroelectric dam removal where the habitat is now responding well and is the only system where Coho members are trending up.

Ms. Batura additionally highlighted the Eschbach Park Levee Setback & Restoration project currently in progress, a site known for its long history of recreation. The project located west of Yakima on Naches River served as a park for 90 years and Yakima County Public Services decided to protect the park. The man-made levee caused flooding problems downstream, so a setback levee was constructed through 2010 grant funds. This 37-acre project will create dynamic river habitat and dramatically reduce flood risk. NOAA featured this project on how PSAR funds are used.

Regional Fisheries Enhancement Groups (RFEG): Coleen Thompson thanked the board for her warm welcome since becoming the new director in March. RFEGs is preparing for the submission of 43 grant applications totaling over 13 million in requested funds, and looking forward to a productive summer. It appears RFEGs will receive some federal funding for fiscal year 2014 to support local restoration and communities. RFEGs continue to work with Sen. Murray and others to highlight achievements, since there is no guarantee for funding.

Chair Troutt thanked the Regional Fisheries Enhancement Groups for implementing 20 percent of the board's total projects. Member Bugert additionally thanked Regional Fisheries Enhancement Groups for their efforts, specifically in volunteer coordination.

Washington State Conservation Commission (WSCC): Carol Smith briefed the board on the Conservation Reserve Enhancement Program (CREP). Although they are not currently authorized to approve projects, the WSCC is developing formalized training and tracking for technical staff and a state certification process. CREP is coordinating nationally to promote local approaches as a means to global impact; this year several Japanese scientists will visit to assist with effectiveness monitoring. CREP will be enhancing their inspection requirements, increasing the current 7-8 year maintenance obligations to 10-15 years.

A data system similar to PRISM was put in place to track implementation monitoring, with updated platform access to support all common internet browsers and use of iPads in the field. Maps are also integrated into the system, including resources from other agencies. The data system will assist staff in tailoring projects as needed by tracking streams and any changes in impaired watered listings.

Chair Troutt inquired about the increased focus on inspection as it relates to compliance. Ms. Smith communicated that the enhanced inspection process will involve trained staff that assesses each site to ensure its trajectory towards functionality. This process is intended to promote consistency which is proving fruitful; thus far only 3 of 200-250 projects have had issues with effectiveness.

Chair Troutt also asked about riparian buffer issues and WSCC discussions regarding buffer widths. The WSCC board expressed concern for salmon recovery progress, wherein they must follow standards set forth by federal funding, and the rules often contradict local decisions that they would like to implement.

Northwest Power and Conservation Council (NWPPCC): Phil Rockefeller shared that a draft of their proposed fish and wildlife program has been released and the deadline for comments is July 9. Public hearings are scheduled throughout the region. He shared that NWPPCC recently released a report on the state of the Columbia River Basin, and included that impacts of toxins in the Columbia basin are so extensive and ongoing that hydroelectric dams not encouraged where none exist currently.

Department of Natural Resources (DNR): Megan Duffy shared information about the kick-off meeting to develop eelgrass protection and recovery strategies in the Puget Sound. As part of their data collection process recommended by the Blue Ribbon Panel, they will be deploying sensors across the Sound with the intent of monitoring ocean acidification impacts.

Chair Troutt asked if the focus was on native eelgrass or eelgrass species in general. Ms. Duffy affirmed that the goal is to recover native eelgrass.

Department of Fish and Wildlife (WDFW): Jennifer Quan introduced Jay Krienitz, Estuary and Salmon Restoration Program (ESRP) Manager, and described their new online process for Hydraulic Project Approvals (HPA) available at <http://wdfw.wa.gov/licensing/hpa/>. WDFW has been working to update the HPA rules, and they are anticipating a formal draft to be available by the end of June. Rules currently proposed by WDFW are listed on the [Hydraulic Code Rulemaking page](#). Starting July 16, the public will have 30 days to comment on the proposed rules. The Washington Fish and Wildlife Commission will schedule a public hearing before considering adoption of WDFW's proposals later this year. Ms. Quan anticipates presenting on the HPA rules to the board in September.

Additionally, Ms. Quan shared that the draft Hatchery and Genetic Management Plans (HGMP) are available for viewing and the deadline for public comment is July 4, 2014,

Department of Ecology: Bob Cusimano emphasized the importance of inter-agency cooperation to make improvements, specifically coordinating how recovery programs match up from agency to agency. He used an example from the Stillaguamish recovery efforts to highlight why an understanding of how programs overlap is key to creating maximum benefit. He suggested that recording in GIS format might be a way to literally see where things are coming together.

Chair Troutt agreed with Member Cusimano, stating that the priority focus is salmon, and this should be the driving force that brings programs together.

General Public Comment

Jean White, Regional Partnerships Unit Supervisor in King County, expressed concerns on behalf of the

region they do not agree with the riparian buffer width guidelines. Ms. White respectfully asked that the board not pass the Riparian Buffer guidelines. The region believes the guidelines would result in less protection and fewer buffers instated. Within agricultural areas it's already difficult to work with land owners, and with these guidelines in place the region will likely lose the ability to work with private property owners as effectively. They are concerned that the guidelines appear to apply beyond agricultural areas, and are worried that wider buffers may be a barrier to grantees that are doing this work as analysis showed that current projects under Department of Ecology wouldn't qualify.

Break 10:35 - 10:50 a.m.

Briefings

Item 4: Presentation by Washington Coast Sustainable Salmon Partnership

Miles Batchelder and Dana Deets, Washington Coast Sustainable Salmon Partnership, briefed the board on the WCSSP organization history and salmon recovery efforts in partnership with the Salmon Recovery Funding Board. WCSSP includes the North Pacific Coast, Quinalt Indian Nation, Chehalis Basin, and Willapa Basin lead entities, which cover all of Washington's watersheds that drain directly into the Pacific Ocean. He provided an update on the current status of monitored salmon populations. Since 1999, over \$12.6 million in PCSRF funds have been invested in the Coast region. More than 440 fish passage barriers have been removed, opening more than 715 miles of salmon habitat. According to Mr. Batchelder, there are 118 identified salmon and steelhead populations in the Coast region.

Mr. Batchelder presented information on The Washington Coast Sustainable Salmon Plan, a comprehensive ecosystem plan which identifies and ranks goals and critical threats to salmon recovery. Specifics on the plan can be found at <http://www.wcssp.org/SustainableSalmonPlan.html>.

Mr. Batchelder also shared information about the Washington Sustainable Salmon Foundation, a non-profit established to support WSCCP in their efforts, provide fiscal and management services, and to generate funding and resources. The Foundation recently put forth the Washington Coast Restoration Initiative, a collaborative effort by NGOs, tribes, agencies, conservation districts, and counties to seek ongoing legislative funding from the state's capital budget to address high priority habitat restoration projects and bring much-needed jobs to coastal watershed communities.

Mr. Batchelder explained the Habitat Intrinsic Potential Modeling process, and shared several maps of Washington salmon-bearing streams. The IP maps are shared across the region and combined with GIS support to create comprehensive models of anadromous salmonid populations.

Director Cottingham asked if data or maps were available that show successful projects within the region. Mr. Batchelder responded that the timber industry has been very cooperative, investing millions in R-maps, and WCSSP anticipates receiving data in the future. He acknowledged timber companies and their commitment to responsible stewardship. Mr. Batchelder also emphasized the leadership roles that many tribal entities have fulfilled, providing funding and creating strong partnerships.

Chari Troutt inquired about the other ports in the region and their level of participation in salmon recovery efforts. Mr. Batchelder commended the Port of Grays Harbor as a strong partner, but the organization has had difficulty engaging other ports to date.

Member Smith asked a question about WCSSP's review of state and federal level regulatory effectiveness. Mr. Batchelder explained that with regard to forest practices, the WCSSP doesn't have monitoring

capacity, but the tribes do; the important task is to be present when conversations regarding habitats and protections occur to ensure that salmon are considered. Supporting the decision-maker in the process is challenging, as they need to uphold the rules and minimize granting exceptions or variances to prevent oversaturation of the intended policy effect. He related that another challenge is that coastal staff is limited due to geographic span that makes tracking and monitoring efforts difficult.

Member Cusimano thanked Mr. Batchelder for his presentation, and asked a question about whether the sustainable framework of IP modeling (which relies on partnerships and shared resources) limits what can be done for recovery efforts, or if the focus is to balance social and economic needs. Mr. Batchelder confirmed that there is a degree of self-limitation, but in order to maintain support of local communities, they (WCSSP) need to support economic well-being and agree to compromise; the overlapping interests are what drive progress in salmon recovery efforts and WCSSP places great focus on creating common ground.

Member Quan asked a question on the business plan and whether it is bringing focus and prioritization assistance to the Coast partnership. Mr. Batchelder responded that he believes the business plan model can be an effective mechanism for communication.

Item 5: Overview of RCO's PRISM System

RCO IT Strategy: Scott Robinson, Deputy Director, provided an overview of RCO's IT strategy. RCO and the Puget Sound Partnership share IT services and resources, and together they are preparing for the next phase of implementation. Next steps involve hiring a contractor to develop the strategic plan which will guide RCO for three to five years, and a work plan for the next biennium. The strategic plan will center on RCO systems and applications, information and data, websites, project snapshots, hardware, support, and storage. RCO anticipates a completed strategic plan by the end of the year.

PRISM Online: Scott Chapman, PRISM Specialist, presented an online demonstration of the new PRISM workbench for sponsors who can now access the system more easily. The new functionality represents a great time savings for RCO staff as it allows sponsors to map their own projects, check for potential submission errors, and attach their own supporting documents.

Director Cottingham commented that this new development is important to identify and prevent delays in RCO processes, and facilitate smooth progress for the board.

E-Billing System: Mark Jarasitis, Chief Financial Officer, demonstrated the new electronic billing system. E-billing will allow online invoice submission and support RCO in transparent management practices. The project team has successfully completed user acceptance testing (UAT) with positive responses. Further testing will be conducted in September, with a target project completion date of June 2015.

Member Bugert inquired about the electronic signature protocol. Mr. Jarasitis explained that the Office of Financial Management (OFM) has approved of the electronic signature process for e-billing as the system requires a secure login and credential authentication. These requirements meet the A-19 processes as well, and are in line with RCO's long-term goal of becoming a paperless agency.

Member Smith asked about changes to the review and approval process and the expected turn-around time for payment. Mr. Jarasitis confirmed that both the fiscal staff and grant managers will conduct a review and approve the invoices; the performance measure for payment is to issue within thirty days of the invoice receipt.

Compliance Workbench: Myra Baker, Compliance Specialist, briefed the board on the new compliance workbench feature in PRISM. The workbench is used by RCO staff to more efficiently conduct project compliance inspections, to track project compliance concerns and conversions, and to provide reports to sponsors quickly. A total of 46 inspections have been completed using the new tool since its implementation in January.

Member Bugert requested to know how many conversions are among the pending compliance issues. Ms. Baker responded that at this time it is difficult to know, but the new system will help staff identify these in the future.

Director Cottingham stated that RCO strives to be ahead of the game in terms of technology and cutting-edge grant management practices in order to streamline processes for sponsors.

Item 6: Communication Plan Update

Brian Abbott, GSRO, and Barbara Cairns, Pyramid Communications, presented recommendations for the board to consider regarding salmon recovery communications and potential next steps. The attached meeting materials include the communication plan (Attachment A), a communication framework specific to salmon recovery (Attachment B), and a summary of findings and recommendations prepared by Pyramid Communications (Attachment C). The board was encouraged to consider building upon the role of a funding entity by strategically planning coordination efforts with other organizations in the salmon recovery family and creating partnerships with one consistent voice.

Pyramid Communications Recommendations: Barbara Cairns and John Hoyt, Pyramid Communications, extended their thanks to Mr. Abbott and Member Biery, in addition to others for their assistance in the process of creating a communications plan. They summarized their strategy, findings and recommendations, and the highlights of the communications plan. They found that previous messaging had a lot about the “what” and not the “why” of salmon recovery. Pyramid is suggesting regional-scale changes to communication. Their summarized recommendations are in the board materials, including a common list of design standards for salmon recovery written materials.

Ms. Cairns shared two goals that were well-received by the board, including the purpose of a communication plan—to amplify the voice of the mission in the absence of funding and target essential decision makers—and to tell a common story visually—make the message immediately apparent and do not assume relevance in the eyes of the general public.

Director Cottingham asked clarifying questions regarding the RCO website and links to other salmon recovery sites. Ms. Cairns explained that users may be getting lost when navigating from one site to another and a common framework would alleviate this issue.

Member Biery asked how much money RCO and the SRFB has allocated to communications (the percentage), and what would be a reasonable amount to dedicate in the future. Director Cottingham explained fiscal restrictions and requirements pertaining to administrative budgets. In general, the board agreed that common messaging through an aligned framework is necessary and requested that recommendations on this subject including specific metrics be presented at the August board meeting.

Lunch 12:55 - 1:15 p.m.

Item 7: Habitat Work Schedule and How it's Being Used to Tell the Salmon Recovery Story

Jennifer Johnson and Kiri Kreamer, GSRO staff, shared the developmental history and a demonstration of the Habitat Work Schedule (HWS), an online database that stores and displays data related to salmon recovery actions and goals. HWS is a planning and prioritization tool that tracks salmon recovery projects from conception to completion, tracks habitat changes, and tracks a variety of funding sources used to support these projects. HWS provides custom reports, mapping tools, and outreach activities which are helpful with monitoring, communication, and tracking goal completion.

Ms. Kreamer highlighted the Hood Canal and San Juan Lead Entities and shared the ways in which each is uniquely using the strengths of the system to support their work. Ms. Kreamer explained how Hood Canal is using the system as a central repository for all data within the region, and then gave an online demonstration to display how San Juan is using the mapping tool to prioritize projects. HWS has the ability to track progress on several scales, allowing the user to view habitat, project, or watershed/county level goals and accomplishments. HWS will inform the Puget Sound adaptive management process and future recovery plan updates by providing long-term project data.

Member Bugert asked if the two case studies were typical examples of HSW users, or if they are ahead of the curve. Ms. Kreamer responded that both are above average in terms of utilizing the system; however, other lead entities are also keeping pace.

Member Smith asked if there will be guidance for lead entities using this tool to promote consistency. Ms. Johnson and Ms. Kreamer both confirmed that streamlined metrics are being defined by a Habitat Work Schedule Action Committee.

Member Bugert inquired about potential efficiencies or economies of scale in using PRISM and HWS together. Ms. Johnson explained that the IT strategic plan described earlier in the agenda will inform this work further. The goal is to improve system alignment.

Member Quan asked if NOAA is using this data for their five year status review, and whether RCO anticipates future collaboration. Ms. Johnson is unsure, but there are reporting structure similarities between NOAA and RCO, and HWS that could inform the status review with project information at various scales.

Member Cusimano asked a question about funders, and Ms. Johnson confirmed that HWS tracks multiple funding sources for each project.

Members Bugert and Biery agreed that HWS should be part of the future communication plan.

Item 8: Invasive Species

Invasive Species Council Overview: Wendy Brown, Executive Coordinator, Washington Invasive Species Council (WISC), described the structure of the council and its role in preventing and responding to invasive species in Washington State. The council provides policy-level direction, planning, and coordination efforts for the state and is implementing a statewide plan of action with a focus on prevention, early detection, and rapid response. Ms. Brown also shared information about the recent release of the "WA Invasives" mobile app, now fully functional and available for download from the Apple Store and iTunes.

Threats to Salmon Recovery: Ms. Brown highlighted the following species as a significant threat to salmon habitat and populations.

- Zebra and quagga mussels (most significant)
- New Zealand mudsnails
- Brazilian elodea and Eurasian watermilfoil
- Invasive knotweed complex
- Introduced non-native fish species

In response to a question about county participation on the council, Ms. Brown explained that the council's enabling legislation outlines that there is to be one westside and one eastside county representative. Over the years, however, it has proven challenging to retain westside county-level participation. She further added that the Washington State Noxious Weed Control Board is another member of the council that represents county-level interests. Member Biery offered to help Ms. Brown find a representative to fill the needed positions.

Member Cierebiej asked about plans for the mobile app and the type of usage statistics that are collected. Ms. Brown indicated that the app allows individuals to report invasive species sightings using their mobile phone. Experts then verify and map the sighting, recording accurate information with easy access for interested parties.

Types of Projects the Board Funds: Tara Galuska, Salmon Section Manager, provided information on the Salmon Recovery Funding Board and invasive species removal. Ms. Galuska stated that invasive species removal is eligible for funding as a component of a larger project or as a stand-alone project, and she provided some statistics on projects that include invasive removal as a project element. Twenty-seven percent of board-funded project applications have some portion of the grant dedicated to the removal of invasive species infestations to improve salmon habitat. Ms. Galuska emphasized that a majority of the projects are knotweed removal projects and that they provide enough information to ensure the projects adequately use the funds.

Alice Rubin, Outdoor Grant Manager, presented a project on knotweed removal from the Quinault Tribe. Ms. Rubin highlighted how the Quinault work with other groups in the region to track, remove, and monitor knotweed populations. To address the knotweed population as early as possible and prevent the spread of the species, the project plan involved starting from the top and progressing down the watershed. Ms. Rubin emphasized the importance of continued funding to control the knotweed through 7-10 years of constant maintenance.

Ms. Brown shared information about the newly formed advisory group that will provide input on WISC actions. The group is comprised of industry leaders from shellfish, public utility, irrigation, boating, and agricultural interests.

Member Rockefeller asked about the chemicals used to control knotweed. Ms. Brown responded that the primary products used, glyphosphate (Roundup) and Imazapyr, are relatively benign. Both products are permitted through the Department of Ecology and require field crews to have a licensed supervisor onsite.

Member Duffy asked about RCO's 529 projects to date and the existing requirements for long-term monitoring or tracking of eradication results, stating that one treatment doesn't seem sufficient. Ms. Galuska responded that a site-monitoring plan for sponsor-owned properties is required, and private lands have an agreement with the sponsor to maintain the site for 10 years.

Member Rockefeller shared the NWPC's concern that the aggregate impact of invasive species in the Columbia Basin makes it harder to protect healthy salmon populations. He stressed the importance of preventing the spread of invasive species by aggressively and assertively working collectively on removal.

Member Rockefeller expressed his appreciation of Ms. Brown's work, and asked her to review the invasive species components of the NWPCCC's draft Fish and Wildlife Program proposal and provide comments.

Item 9: Preview of the Salmon-Related Budget for 2015-2017

Capital Budget: Kaleen Cottingham, Director, Washington Recreation and Conservation Office (RCO), presented information on the 2015-17 biennial budget request that will be submitted to the Office of Financial Management (OFM) in early September. The SRFB will be asked to make decisions in August regarding the amount of state funds related to salmon activities and programs that RCO should include in its operating and capital budget requests.

Director Cottingham described the challenges involved in planning for the 2015-17 budget. Some of the impacts include historically low state revenue levels, mandatory and one-time budget balancing solutions, the McCleary decision on increased education funding, teacher cost-of-living adjustments (COLAs), and constitutional and federal budget obligations. In the next biennium the state is anticipating that the budget will be \$1 billion to \$3 billion short of expenses. State agencies are required to create budget reduction package based on OFM's initial estimates for maintenance, and identify priorities for added back enhancements. RCO could be required to plan for a 15-25% budget cut, with the largest impact to the vulnerable areas such as GSRO and the lead entities. In the past, the board has made decisions to shift federal funds to support lead entities, reducing other areas in the budget instead of limiting capacity in order to maintain the "Washington way" of bottom-up approaches to salmon recovery.

To support salmon work, three funding sources were identified – state general obligation bonds, the federal Pacific Coastal Salmon Recovery Fund (PCSRF), and the state general fund – each limited in scope as to the priorities for which funds can be used (in limited cases grant money is used to support projects such as the Habitat Work Schedule).

Region Delisting Monitoring, Lead Entity Capacity, and Habitat Work Schedule: Brian Abbott presented a follow-up to Director Cottingham's budget preview, describing RCO's proposals for the operating budget related to salmon activities and programs. RCO is exploring four salmon-related requests to fund: 1) monitoring for regional recovery plans, necessary to achieve delisting requirements of certain salmon populations; 2) lead entity capacity funds, so as to improve our competitiveness for federal funds; 3) the Habitat Work Schedule data system in the event federal funds should be reduced or eliminated; 4) the salmon capital budget request which outlines RCO's match to PCSRF federal funds. Mr. Abbott requested the board provide feedback on the proposals, specifically whether the identified priorities are appropriate, whether they are reasonable, how much funding should be dedicated to each one, and what should be the priority order of the requests.

Mr. Abbott described the first request concerning monitoring and the regional recovery plans. Currently, there is insufficient monitoring data to reach the NOAA thresholds for delisting. Regional organizations are working hard to identify and fill monitoring gaps in order to meet NOAA's requirements. This effort includes identifying responsible parties for implementing regional monitoring activities, identifying the gaps in current monitoring efforts, and detailing overall monitoring needs for the next 10 years in biennial increments. Mr. Abbott encouraged early action with regards to supporting monitoring efforts, as NOAA reviews the history of each request when considering delisting a species. Funds to support this work will be part of the general fund budget request, as monitoring efforts cannot draw from the capital budget or PCSRF funds.

Mr. Abbott described the second request regarding lead entity capacity. With federal funds becoming more competitive and limited state resources, Washington is at a disadvantage for the annual request to support lead entities and capacity. RCO will refer to the RCW establishing the lead entities when drafting

the budget request. Currently, the lead entities are supported by about 70% PCSRF funds and about 30% state funds (Mr. Abbott estimated the funding to be around \$990,000 for this work). This budget request will focus on centering funding support in a more balanced approach, ideally with 50/50 match funding to be more competitive on a federal level.

Mr. Abbott described the third request regarding the Habitat Work Schedule (HWS), noting a similar request was submitted last biennium. There is uncertainty around RCO continuing to receive USFWS funds to support HWS, which is the basis for this budget request. The high estimate for supporting this work is 1.3 million dollars, and the low estimate is near \$25-50,000 for exploring other options, such as data transfers or building a new system. A non-proprietary approach may reduce operating and maintenance costs, but a deeper assessment on the impacts of this proposal is necessary. Part of the budget request will focus on exploring such planning and transitional measures, and the second part will focus on actual implementation of the conversion to in-house system maintenance. Maintaining the software license to operate HWS is about \$305,000 annually. A strategic plan for continuing work should include ongoing training and support, enhancements to the system for lead entities and other improvements, and PRISM integration.

Finally, Mr. Abbott described the fourth request for the state salmon match to PCSRF funds. In past years, RCO has not received the full requested amount (receiving 15 million out of the requested 40 million), but has managed to cover established priorities, including the 18 million dollar grant round. Mr. Abbott is proposing a similar request where RCO would submit a 40 million dollar PCSRF match, and anticipate receiving 15 million dollars in general obligation bond funds.

Mr. Abbott opened the discussion for the board to comment on the presented proposals. Director Cottingham explained that RCO has four grant programs affecting salmon recovery; only one is within the purview of the SRFB, and the board will be able to provide feedback on this component at the August meeting.

The board discussed options and recommendations for the draft budget request. Suggestions included aligned efforts across partnering organizations to reduce financial burden, i.e. regional coordination with NOAA, asking NOAA for additional support in general, and the possibility of evaluating the general fund for potential reductions.

Member Bugert expressed his concern regarding lead entity capacity, and identified maintaining current capacity this as the most pressing priority for the board to consider. Considering the budget challenges ahead, it may be beneficial for regions and lead entities to explore efficiencies, economies of scale, mergers between entities, etc. that may strengthen capacity but reduce costs. Mr. Abbott agreed to bring this to the capacity workgroup, and to discuss opportunities for re-organization and distribution of resources while remaining effective.

Chair Troutt shared concerns from tribes on how NOAA uses PCSRF funds, emphasizing that monitoring and delisting should receive federal funds and should not affect state funding. Direct Cottingham indicated that discussions are ongoing, but little is being accomplished in terms of reaching a solution for funding and it is doubtful that NOAA would provide funding for delisting. There are issues with the federal budget that trickle down to local levels, and may impact how decisions are made regarding the state budget.

Member Bugert stated that these budget concerns are high priority along with the outreach strategies discussed earlier in the day. It was determined that more information is needed to provide feedback, and RCO staff committed to preparing recommendations for the board at the August meeting. Presentations from the Washington Salmon Coalition and regional organizations were requested as well, specifically in

regards to how the Habitat Work Schedule would be impacted by severe budget reductions. Member Quan requested that options be presented for potential reductions, and what options exist within the limiting restrictions from each funding source.

To summarize the discussion, Director Cottingham briefly confirmed the stated concerns and priorities identified by the board as guidance back to staff: 1) identifying budget priorities and potential reductions; 2) requesting input from NOAA and the regions on monitoring for delisting priorities; 3) identifying where budget cuts will occur and determining which enhancements will move forward. Member Troutt added the state salmon capital budget request as a high priority. He also stated that the lead entity and capacity support should be included first and the last to be cut from the operating budget, and that delisting monitoring should be a federal obligation. Finally, the Habitat Work Schedule needs to move forward without impacting the support to lead entities.

The board agreed to change the August 26 meeting from a conference call to an in-person meeting. RCO staff will provide options in greater detail for the board's consideration.

Break 2:30-2:45 p.m.

Decisions

Item 10: Lead Entity and Regional Organization Allocation of Year Two Capacity Funds

Brian Abbott presented information about RCO's application to NOAA for Pacific Coastal Salmon Recovery Fund (PCSRF) grant funding. Capacity funding is requested and approved annually as of September 2012, and comprised about 32 percent of the application for PCSRF funding for the current biennium. The proposal moving forward is 16 percent for capacity funding to avoid competition pitfalls. He confirmed that funding is available for an 18 million dollar grant round for 2014, as well as RCO's funding commitment for IMWs up to 2 million dollars, and funding capacity for lead entities and regions. RCO will know the 2014 PCSRF award amount by the end of June or early July, and expects at least 20 million dollars to support work in the next year. Pending approval from the board, contract amendments will be prepared and ready on July 1.

Mr. Abbott provided information about two additional considerations for the board. He reminded the board of an additional \$100,000 for regional capacity approved last year, with \$50,000 going to Coastal Washington and the other half to Lower Columbia. Coastal Washington's addition was a one-time request, though Lower Columbia's request was intended to be a permanent allocation adjustment.

Mr. Abbott shared information about the request from the Washington Coast Sustainable Salmon Partnership for an additional \$50,000 to develop a business plan. If approved, this amount would be matched with \$100,000 from the National Fish and Wildlife Foundation (NFWF), private donations, and other supplemental funding sources.

Mr. Abbott posed the staff recommendation that the board delegate authority to Director Cottingham to enter in to contracts once RCO has been notified of the 2014 PCSRF funding amount. He also recommended approval for Lower Columbia's request for a permanent \$50,000 allocation adjustment, and approval for WCSSP's additional \$50,000 for business plan development.

Member Bugert moved to delegate authority Director Cottingham to enter into contract once the 2014 PCSRF notice of awarded funds is received. Member Biery seconded; motion approved.

Member Rockefeller moved to add \$50,000 to the Lower Columbia lead entity annual allotment, correcting a GSRO error. Member Biery seconded; motion approved.

Member Bugert moved to add \$50,000 in funds for the Washington Coast Regional contract to develop a business plan. Member Biery seconded; motion approved.

Item 11: Monitoring Funding

IMW Contract Extension - Bridge Funding for Remainder of Federal Fiscal Year: Keith Dublanica, Governor's Salmon Recovery Office (GSRO), requested the board pass an amendment to extend the current IMW monitoring contract from June 30, 2014 to September 30, 2014, to align with the 2015 federal fiscal year, and to add \$463,000 of funding (from returned funds). Staff will present new monitoring contracts for each IMW to the board for approval in September, with an anticipated effective date of October 1, 2014. Mr. Dublanica reported that the Governor's Salmon Recovery Office is recruiting the board's monitoring panel, which staff expects to have in place by early summer. The monitoring panel will make recommendations on new monitoring contracts to take effect October 1, 2014.

Member Rockefeller moved that the board approve a contract time extension for the IMW contract, and the associated cost increase of \$463,000 from return funds to align this contract with the federal fiscal year. Member Biery seconded; motion approved.

Update to the 2003 Monitoring Evaluation Strategy: Keith Dublanica provided an update on the SRFB Monitoring Evaluation Strategy, in draft form since 2003. Updates to the Monitoring Evaluation Strategy will provide clarification on monitoring funding activities, reporting requirements, information exchange, and adaptive management. Mr. Dublanica indicated that updates to draft were originally going to be completed by the monitoring panel, set for their initial meeting this coming Friday, June 6, but several RFQQ respondents have expressed interest in completing this work. Mr. Dublanica stated the subcommittee's intention to present a final draft for board approval at the September meeting.

Mr. Dublanica presented the staff recommendation that the board approve up to \$10,000 in PCSRF returned funds to hire an independent contractor to update and finalize the board's monitoring and evaluation strategy. Upon approval, the request also includes delegated authority to enter into a personal services contract with timing consistent with the tasks and timeline of monitoring panel. The panel will then review the draft and provide feedback to the contractor, and the panel chair will present a final draft for approval at the September board meeting.

Member Rockefeller moved to approve the use of \$10,000 of PCSRF funds return funds to hire a contractor via personal service contract to update and finalize the monitoring and evaluation strategy. Member Biery seconded; motion approved.

Item 12: Adoption of Washington Administrative Code (WAC) Changes

Leslie Connelly, Policy Specialist, RCO, presented information regarding the official name change of the Recreation and Conservation Office name in the Title 420 WAC. Ms. Connelly reported the suspension of all non-critical rule-making from October 11, 2011 through December 31, 2012 by Governor's Executive Order 11-03. Ms. Connelly indicated the board could not update the administrative rules to reflect the name change because the agency name change was considered non-critical rule-making. Since the order expired at the end of 2012, non-critical rule-making may now be filed with the Office of the Code Reviser. The proposed Title 420 WAC changes reflect the board's value for citizen oversight and accountability of the expenditure of public funds and to conduct its work with openness and integrity.

Ms. Connelly provided information regarding the process RCO used to inform the public of this change. Ms. Connelly stated that prior to the board meeting the public was made aware of the expedited rule-making on the following occasions:

- Notice of Expedited Rule-making (CR-105, Attachment B) filed April 1, 2014 and published in issue #14-08-087 of the Washington State Register on April 16, 2014,
- Agenda item at the June 2014 board meeting posted on RCO's Web site,
- Posting of proposed rule-making on RCO's Web site, and
- Email notification sent to interested persons.

Ms. Connelly stated the deadline for the public to file an objection was June 3, 2014, and no objections to the expedited rule-making process were received. Ms. Connelly stated that staff recommend adoption of the expedited rule-making filed April 1, 2014 and published in issue #14-08-087 of the Washington State Register on April 16, 2014. Ms. Connelly indicated that should the board adopt the expedited rule making, staff will prepare a Concise Explanatory Statement and file a permanent rule notice for publication in the next available Washington State Register. Adopted rules are effective 31 days after they are filed with the Office of the Code Reviser. Ms. Connelly provided resolution 2014-01 for the board's consideration.

Member Biery moved to approve resolution to adopt the name change and to amend Title 420 of the Washington Administrative Code. Member Rockefeller seconded; motion approved.

Item 13: Riparian Buffer Guidelines

Leslie Connelly, Policy Specialist, RCO, updated the board on the recommendations from the National Oceanic and Atmospheric Administration (NOAA) for minimum riparian habitat widths on Puget Sound agricultural lowlands.

At the March meeting, the board asked RCO staff to collect public comment on whether the board should adopt statewide guidelines for the width of a riparian restoration project. To solicit public response staff prepared four questions for the public's consideration and comment:

Question 1 - *Should the board adopt guidelines for minimum buffer widths for projects with a specific objective to improve riparian habitat? If yes, should the guidelines apply to Puget Sound only, western Washington only, or statewide?*

Question 2 - *What constraints would be reasonable justification for smaller riparian habitat buffers that are less than the guidelines?*

Question 3 - *What types of conservation incentives should be offered to landowners who allow salmon recovery projects on their property? Which types of incentives should be eligible for salmon recovery funding through the Salmon Recovery Funding Board?*

Question 4 - *Should the board encourage prioritizing funding for riparian habitat projects that meet the guidelines? If so, how could the board encourage such prioritization at the local, regional or state level?*

Ms. Connelly reported that RCO staff posted the public comment notice on RCO's Web site and sent an e-mail notification to over 1,800 individuals. Comments were accepted from April 10-30, 2014.

Ms. Connelly reported that 57 individuals and organizations provided feedback on the proposal to adopt guidelines for a minimum riparian width for riparian restoration projects. The Northwest Indian Fisheries

Commission, U. S. Fish and Wildlife Service, Department of Ecology, and three citizens supported the guidelines. The remaining comments expressed a lack of support or had concerns about the guidelines including concerns over landowner participation, the need for flexibility to design and implement riparian restoration projects, and a desire to maintain the current local review process to prioritize applications.

Ms. Connelly stated that based on the comments received, the board should consider the following options:

1. Defer adopting any minimum riparian restoration widths pending the Washington Department of Fish and Wildlife (WDFW)'s update to its management recommendations for riparian habitat.
2. Continue to use the 2012 WDFW Stream Habitat Restoration Guidelines as the board's preferred guidelines for all of the board's restoration projects.
3. Collect riparian restoration width information in the application to better understand the scope of the riparian restoration project.
4. Remind lead entity organizations of their critical role in evaluating riparian restoration projects to ensure riparian habitat area widths are appropriate for the site and represent a clear benefit to salmon recovery as articulated in the regional recovery plans.
5. Provide generic guidance to the board's technical review panel that they must evaluate riparian restoration projects for salmon benefit and certainty as appropriate for the site and as articulated in the regional recovery plans.
6. Incorporate the guidelines in the local prioritization process conducted by the regional organizations.
7. Adopt riparian restoration width guidelines for projects on agricultural land in the Puget Sound region only.
8. Adopt riparian restoration width guidelines for projects on any land use type in the Puget Sound region only.
9. Adopt riparian restoration width guidelines for projects in western Washington.
10. Adopt riparian restoration width guidelines for projects statewide.
11. Apply site-specific riparian restoration widths based on soil type and potential vegetation height.
12. Allow funding for additional types of incentives to encourage landowner participation such as temporary construction easements, short-term conservation easements, and leases.

Ms. Connelly indicated that after extensive review, staff recommends that the board adopt options one through five and option twelve. Ms. Connelly emphasized that the recommendations maintain the practice of using the 2012 WDFW Stream Habitat Restoration Guidelines as the preferred guidelines for all of the board's restoration projects until new or revised best management practices are available. In addition to the riparian restoration area length along a stream, RCO would collect riparian restoration area width as part of the application data to accurately capture the scope of a project. Lead entities would maintain their responsibilities as the local evaluation teams responsible for ensuring riparian restoration projects clearly provide a net benefit to meeting salmon recovery goals as outlined in the regional recovery plans. The board's technical review panel would be instructed to evaluate each riparian restoration project for benefits to salmon recovery.

Finally, to encourage the participation of private landowners in salmon recovery, staff recommends the board explore option twelve to allow additional types of financial incentives for the use of private land for salmon recovery projects. Staff will implement the direction provided by the board for new grant applications starting in 2015 and will bring back to the board any additional action items for future discussion and decision.

Member Cusimano indicated that the Department of Ecology (DOE) supports the minimum buffer. He brought up the issue of sustainability and balancing all interests with limited available funds, asking how one should recover salmon given the scientific information and riparian needs for integrity. He agreed that RCO staff recommendations to adopt one through five and explore twelve are good, but DOE still supports original proposal.

Member Quan agrees with the recommendation to adopt the limited number of options, but stated that she views option five more as general guidance and less a new requirement. Since the original proposal was only riparian projects and the review panel should use the best available science, she questioned whether it was necessary to provide more guidance on the evaluation process. Ms. Connelly explained that applying the best available science is within the existing duties of the review panel, but the option is meant to highlight and focus on the riparian width as part of the criteria to determine long-term ecosystem benefits. Member Quan stated the need to explore the language in option twelve and refocus on "recovery" efforts.

Member Bugert feels comfortable with the presented options and asked about requirements for incentives, acknowledging that the public involvement process has been conducted well. Ms. Connelly responded that a handful of ideas were presented as incentives, however minimal public feedback was received on the subject.

Member Cierebiej stated that she would support the recommendations and added that buffer width, composition, and context within the watershed are all important and should be under protection.

Member Rockefeller agreed with options one through five; however, option twelve was a concern. He asked whether the incentives would be instituted as a formal practice and documented in Manual 18, stating that salmon recovery projects may only occur if participants are paid. He expressed concern that salmon recovery would go from a volunteer process, to one in which RCO pays for participation. Member Rockefeller asked to adopt the first five and explore option 12. Chair Troutt indicated anything adopted by the board would be added to Manual 18. Member Bugert suggested the board look at the exact language in Manual 18.

Member Bugert moved to adopt recommendations one through five on buffer guidelines and to explore option 12. Member Rockefeller seconded; motion approved.

Item 14: Department of Fish and Wildlife's 21st Century Salmon

This item was postponed until a later meeting due to time limitations.

Closing

Meeting adjourned at 4:33 p.m.

Minutes approved by:

David Troutt, Chair

Date