

PROPOSED Salmon Recovery Funding Board Meeting Agenda

December 6-7, 2012

Natural Resources Building, Room 172, Olympia, WA 98504

Time: Opening sessions will begin as shown; all other times are approximate.

Order of Presentation:

In general, each agenda item will include a presentation, followed by board discussion and then public comment. The board makes decisions following the public comment portion of the agenda item.

Public Comment:

If you wish to comment at a meeting, please fill out a comment card and provide it to staff. Please be sure to note on the card if you are speaking about a particular agenda topic. The chair will call you to the front at the appropriate time.

You also may submit written comments to the Board by mailing them to the RCO, attn: Rebecca Connolly, Board Liaison at the address above or at rebecca.connolly@rco.wa.gov.

Special Accommodations:

If you need special accommodations to participate in this meeting, please notify us by December 3, 2010 at 360/902-3086 or TDD 360/902-1996.

THURSDAY, DECEMBER 6

OPENING AND WELCOME

9:00 a.m.	Call to Order	<i>Chair</i>
	<ul style="list-style-type: none">• Determination of Quorum• Review and Approval of Agenda (Decision)• Approval of September Meeting Minutes (<i>Decision</i>)	

MANAGEMENT AND PARTNER REPORTS (Briefings)

9:05 a.m.	1. Management Report	<i>Kaleen Cottingham</i>
	<ul style="list-style-type: none">A. Director's Report<ul style="list-style-type: none">• Policy and Legislative Updates• Performance UpdateB. Financial Report	
9:20 a.m.	2. Salmon Recovery Management Report	<i>Brian Abbott</i>
	<ul style="list-style-type: none">• Grant Management, Governor's Salmon Recovery Office, and Monitoring• Completed Projects of Note• Video Presentation: Condit Dam Removal	
10:00 a.m.	3. Reports from Partners	
	<ul style="list-style-type: none">A. Council of Regions ReportB. Lead Entity Advisory Group ReportC. Regional Fisheries Enhancement GroupsD. Board Roundtable: Other Agency Updates	<i>Jeff Breckel</i> <i>Cheryl Baumann</i> <i>Lance Winecka</i> <i>Mendy Harlow</i> <i>SRFB Agency Representatives</i>

General Public Comment: *Please limit comments to 3 minutes*

10:50 a.m. BREAK

11:00 a.m. 4. Follow-up Report: Efforts to Consolidate Lead Entities in the Upper Columbia Region

Julie Morgan

BOARD DECISIONS

11:15 a.m. 5. 2012 Grant Round

- Overview
- Review Panel Comments

*Brian Abbott
Patty Michak*

12:15 p.m. LUNCH

1:15 p.m. 2012 Grant Round, continued

- Regional Area Comment Period to Discuss Project Selection and Projects of Concern (*Optional, 10 minutes per region*)
 - Hood Canal Coordinating Council
 - Lower Columbia Fish Recovery Board
 - Northeast Washington
 - Puget Sound Partnership
 - Snake River Salmon Recovery Board
 - Upper Columbia Salmon Recovery Board
 - Washington Coast Sustainable Salmon Partnership
 - Yakima Basin Fish and Wildlife Recovery Board

*Scott Brewer
Jeff Breckel
Joe Maroney
Jeanette Dorner
Steve Martin
Julie Morgan
Miles Batchelder
Alex Conley*

Public Comment on Grant Funding and Projects: Please limit comments to 3 minutes

2:15 p.m. BREAK

2:30 p.m. 2012 Grant Round, continued

- Board Decisions: 2012 Grant Funding by Region (***Decisions***)
 - Hood Canal Coordinating Council
 - Lower Columbia Fish Recovery Board
 - Northeast Washington
 - Puget Sound Partnership
 - Snake River Salmon Recovery Board
 - Upper Columbia Salmon Recovery Board
 - Washington Coast Sustainable Salmon Partnership
 - Yakima Basin Fish and Wildlife Recovery Board

2:45 p.m. 6. Manual 18 Updates for 2013 Grant Cycle

- A. Administrative Changes and Minor Policy Clarifications
- B. Review Panel Recommendations
 - Knotweed control projects
 - Beaver re-introduction proposals
 - Bank stabilization projects
 - Review panel criteria

*Brian Abbott
Patty Michak*

BRIEFINGS

4:30 p.m.	7. Communications Plan	<i>Susan Zemek</i>
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5:00 p.m.	RECESS FOR THE DAY
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FRIDAY, DECEMBER 7

9:00 a.m.	Call to Order	<i>Chair</i>
	<ul style="list-style-type: none">Determination of Quorum	

BRIEFINGS

9:00 a.m.	8. State of the Salmon in Watersheds Report Preview and Status	<i>Jennifer Johnson</i>
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BOARD DECISIONS

9:30 a.m.	9. Adopt Board Meeting Schedule for 2013	<i>Rebecca Connolly</i>
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9:35 a.m.	10. Approve Funding and Scope of Work for Monitoring Program Assessment	<i>Brian Abbott</i> <i>Neil Aaland</i>
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10:15 a.m.	BREAK
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BOARD DISCUSSION

10:30 a.m.	11. Assessment of Roles and Responsibilities for the Governor's Salmon Recovery Office	<i>Kaleen Cottingham</i> <i>Jim Reid</i>
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12:00 p.m.	ADJOURN
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Expression of support for Discovery Bay projects- Enterprise Vault Archived Item

From Luke Cherney
To Connolly, Rebecca (RCO); John Cambalik
Cc
Subject Expression of support for Discovery Bay projects
 [2012 HCCC-LE Discovery Bay Proposals - Expression of Support memo FINAL 02AUG2012.pdf](#) (400 KB [HTML](#))  [Attached Message Part](#) (86 KB [HTML](#))

Rebecca,

I spoke with Mike Ramsey about how to handle getting a letter of support to the SRFB for two of our projects in this funding round and he said I could forward them to you. I am submitting the attached letter on behalf of the Strait Ecosystem Recovery Network. If there is some other procedure to follow for submission please let me know.

Luke Cherney
Habitat Assessment Biologist
Hood Canal Coordinating Council
17791 Fjord Drive NE, Suite 124
Poulsbo, WA 98370-8481
www.hccc.wa.gov
(360) 301-9565 cell
Skype: tailsfins
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----- Original Message -----

Subject:Re: Strait Action Area Priority Actions: Expression of support for Discovery Bay projects - FINAL for processing by 05AUG2012 deadline

Date:Thu, 2 Aug 2012 10:05:38 -0700

From:John Cambalik <StraitSoundEnvironmental@wavecable.com>

To:Luke Cherney <lcherney@hccc.wa.gov>, Richard Brocksmith <rbrocksmith@hccc.wa.gov>

Luke and Richard,

Attached is the final memo expressing support for the two Discovery Bay projects. Please log it in and process it accordingly. Thanks for your help! I'll be sending this memo to NOSC and JLT now so that they have a copy and to keep them informed.

Do I need to submit this memo to the RCO for the SRFB separately, or can you do that for me when the proposals are submitted? If not, can I submit this memo now to the RCO so that I can complete this work, or do I have to wait until November :-(?

John C.

To: Hood Canal Coordinating Council Lead Entity for Salmon Recovery (HCCC-LE) Staff

From: John Cambalik, Coordinator, Strait Ecosystem Recovery Network



Subject: 2012 SRFB/PSAR Funding Cycle – Expression of support for proposed Discovery Bay Salmon Recovery Projects

Date: August 2, 2012

I am writing on behalf of the Steering Group for the Strait Ecosystem Recovery Network (Strait ERN), the Local Integrating Organization for the Strait Action Area, to express support for two projects proposed for the 2012 Salmon Recovery Funding Board / Puget Sound Acquisition and Restoration Fund (SRFB/PSAR) funding cycle that are important to the Strait Action Area, namely the:

- Discovery Bay Railroad Grade Removal Project (proposed by the North Olympic Salmon Coalition), and the
- L. Brown Snow Creek Acquisition (proposed by the Jefferson Land Trust).

If funded, the Discovery Bay Railroad Grade Removal Project will go a long way in completing one of the specific actions that are a part of our "Packaged Local Near Term Actions" (Packaged LNTA) identified within the 2012 Action Agenda. Our Packaged LNTAs are considered to be the highest priority to accomplish in the near-term for the Strait Action Area. In a similar fashion, if funded, the L. Brown Snow Creek Acquisition project will support the overall efforts to recover the Salmon and Snow Creek watershed in Discovery Bay.

Thank you for considering this expression of support for these two projects.

If appropriate, please forward this memo to the HCCC Board and the SRFB.

SALMON RECOVERY FUNDING BOARD SUMMARIZED MEETING AGENDA AND ACTIONS, SEPTEMBER 19-20, 2012

Agenda Items without Formal Action

Item	Follow-up Actions
Item 3: Reports from Partners	No follow-up requested.
Item 5: Sharing Information about Salmon Recovery	Provide follow-up report in December.
Item 6: Follow-up Regarding Puget Sound Action Agenda	No follow-up requested.
Item 7: Discussion with Review Panel Chair on Topics of Interest	Topics to be presented for decision in December.
Item 8: Preview of Project Tour	No follow-up requested

Agenda Items with Formal Action

Item	Formal Action	Follow-up Actions
Minutes	Minutes from August 2012 Approved	There were no follow-up actions.
Item 1: Directors Report	Service Resolutions for Sara LaBorde, Megan Duffy, and Steve McLellan Approved	There were no follow-up actions.
Item 2: Salmon Recovery Management Reports	Request for board approval of funds for video component of <i>State of the Salmon in Watersheds</i> report Approved	There were no follow-up actions.
Item 4: Pacific Coastal Salmon Recovery Fund	Recommendation to move capacity budget requests to annual basis Approved	There were no follow-up actions.

SALMON RECOVERY FUNDING BOARD SUMMARY MINUTES

Date: September 19, 2012

Place: Red Lion Hotel, Port Angeles, WA

Salmon Recovery Funding Board Members Present:

Bud Hover, Chair	Okanogan County	Bob Everitt	Department of Fish and Wildlife
Harry Barber	Washougal	Carol Smith	Conservation Commission
Josh Brown	Kitsap County	Mike Barber	Department of Transportation
Phil Rockefeller	NWPCC		
David Troutt	Olympia		

Bob Everitt arrived at 12:35. Carol Smith arrived at 1:45 p.m.

Melissa Gildersleeve and Craig Partridge were excused.

It is intended that this summary be used with the notebook provided in advance of the meeting. A recording is retained by RCO as the formal record of meeting.

Opening and Welcome

Lower Elwha S'Klallam Tribe Chairwoman Frances Charles welcomed the board to the area. Lower Elwha S'Klallam Tribe River Restoration Manager Robert Elofsen also was in attendance. Port Angeles Mayor Cherie Kidd also welcomed the board.

Chair Bud Hover called the meeting to order at noon and a quorum was determined. Director Kaleen Cottingham noted the following additions to the agenda:

- Service resolutions for staff and former board member Sara LaBorde
- Request for board approval for an RFP for a video component of the *State of the Salmon in Watersheds* report

Phil Rockefeller moved to adopt the agenda.

Seconded by: Harry Barber

Motion: APPROVED

Josh Brown moved to adopt the August 2012 minutes.

Seconded by: Phil Rockefeller

Motion: APPROVED

Item 1: Management Reports

Director Cottingham presented information about federal funding for Habitat Work Schedule, noting that it is more difficult to secure funding since Congressman Norm Dicks has retired. One option would be to move to a state-owned system rather than proprietary software. She noted that Nona Snell had been hired as the new policy director/legislative liaison. She also discussed the approach she plans to take with regard to the future in the Governor's Salmon Recovery Office. Director Cottingham noted the request to recognize the service of Sara LaBorde, Megan Duffy, and Steve McLellan.

Josh Brown moved to adopt the service resolutions for Sara LaBorde, Megan Duffy, and Steve McLellan.

Seconded by: David Troutt

Motion: APPROVED

Steve McLellan noted that the 2013-15 budget request had been submitted for the Recreation and Conservation Office and its boards, and discussed the revenue forecasts. He also noted that the liability legislation is still under discussion by stakeholders. He noted that the legislation's proponents need to be more specific about how the proposal would affect the ability of sponsors to proceed with salmon recovery projects.

Item 2: Salmon Recovery Management Reports

Director Cottingham presented information from the Governor's Salmon Recovery Office, as described in the staff memo. Brian Abbott then presented the grant management report, as described in the staff memo, noting in particular the next steps in the 2012 grant cycle.

Abbott explained the request for board approval of up to \$32,000 in returned funds from the Pacific Coastal Salmon Recovery Fund (PCSRF) for a video component of the *State of the Salmon in Watersheds* report. A handout was provided to the board explaining the purpose of the request. Abbott showed two similar videos done by the Bonneville Power Administration.

Board members asked about the number of Web hits that staff anticipated, and if staff was asking for enough money. Director Cottingham responded that there were about 261,000 hits to the RCO Web in fiscal year 2012. Abbott noted that the funds requested would be enough to get started. Member David Troutt asked how this would be coordinated with other similar efforts, and recommended that it be more focused on the voice of the landowner and to also include a state of urgency. Abbott clarified that the examples were intended to show the quality, not the messaging. Chair Hover noted that the Upper Columbia Region produced a video, and it has been useful and been received well. He suggested that progress was just as important as urgency for messaging.

Josh Brown moved to approve the use of up to \$32,000 in PCSRF returned funds for a video component of the *State of the Salmon in Watersheds* report.

Seconded by: David Troutt

Motion: APPROVED

Abbott also showed a video about a beaver reintroduction project in preparation for the discussion with Patty Michak.

Item 3: Reports from Partners

Council of Regions: There was no report, aside from the memo provided in advance of the meeting.

Lead Entity Advisory Group: Cheryl Baumann and Darcy Batura presented information about how LEAG is coordinating to do additional outreach efforts; they are working together statewide to coordinate efforts. Member Phil Rockefeller asked how much work is done by paid staff versus volunteers, and suggested the use of contractors as volunteers. Baumann responded that they use volunteers, but it depends on the scale and degree of work. She also noted that contractors' work is typically captured as

project match. Batura noted that in the Yakima Region, they are exploring the use of curriculum developed by Cooperative Extension for use with their volunteers.

Regional Fisheries Enhancement Groups: Jason Lundgren presented an overview of the groups' history, funding, and accomplishments statewide. Rebecca Benjamin discussed the various types and scales of projects done by the groups.

Washington Department of Fish and Wildlife (WDFW): Member Bob Everitt reported that the supplemental budget had \$42 million for the hatchery program. WDFW has several actions moving forward for the hatchery reform program. He also noted that WDFW protected the salmon recovery portions of its general funds as well as it could in its budget request for 2013-15. The agency is recruiting to fill the vacancy left by Sara LaBorde as the Special Assistant for Salmon Recovery. He noted the negative impact of wolf issues and fires on agency resources.

Department of Transportation (DOT): Member Mike Barber reported that they are working on 20 fish passage projects: 7 are done, 13 are in progress. Member Rockefeller asked if the department has a plan to deal with culverts. Member M. Barber responded that the agency is trying to maintain funding of about \$24 million per biennium. It still is waiting for the final judgment in the court case that Rockefeller referenced. The fish passage program predates the lawsuit, and DOT has increased the funding over time.

Conservation Commission: Member Carol Smith noted that they were fully funded for Conservation Reserve Enhancement Program (CREP), so districts are busy with new riparian restoration projects. They also received \$5 million for water quality improvement projects. The commission is focused on 2013-15 budget.

General Public Comment

There was no general public comment.

Item 4: Pacific Coastal Salmon Recovery Fund

Brian Abbott explained the information as presented in the staff memo, reminding the board that Megan Duffy had presented the background at the August meeting. He explained that staff believes that the application for federal funds will be more competitive if funding for regional organizations and lead entities is requested annually rather than biennially.

Chair Hover noted that he was concerned that the regions still be able to contract for two years. Abbott responded that they could set the contracts for two years. Member Troutt asked if, aside from the contract issue, if there were other disadvantages. Abbott said there were not, but there was more uncertainty because of the budget climate. Member Rockefeller asked if the proposal affected the state budget request; Director Cottingham responded that RCO already had to estimate what would be received in the second year of the biennium for federal funds.

Phil Rockefeller moved to approve that capacity funding should be requested and allocated annually.

Seconded by: David Troutt

Motion: APPROVED

Item 5: Sharing Information about Salmon Recovery

Eric Neatherlin and Brodie Cox from the WDFW presented an overview and demonstration of the SCoRE Web site. They noted that SCoRE streamlined the delivery of the information and provided greater transparency and accountability. They demonstrated a number of ways that SCoRE provides data. They noted that the second phase will provide maps and other advance presentation tools.

Board members asked a variety of questions about how the data are exchanged, linked to other agency Web sites, and kept current to ensure consistency. They noted that it is difficult to use data from multiple agencies. Members also were concerned about whether WDFW had adequate staffing to keep the data updated; Neatherlin stated that they were designed to keep it updated with the data they could collect. Member Rockefeller noted that predation and invasive species were missing from the data set. Neatherlin responded that the issues are not captured unless they are limiting factors in the recovery plans; he could see adding them in the future. The board also asked questions about how SCoRE will collect and present data about harvest, and how WDFW is working with tribal co-managers.

Jennifer Johnson presented a preview of the State of the Salmon in Watersheds Web site, which will be launched in December. She noted that the content was still in development, and that she was presenting only the navigation at this time. She described how the site would provide different levels of information for different users. Johnson showed how the data would be shown at the statewide and regional levels, highlighting water quality and fish abundance, and how it links to the original source data. Director Cottingham noted that there would be a printable executive summary with statewide conclusions.

Director Cottingham noted that the goal is to make it interactive in the future, but that this is a good first step. Chair Hover clarified that this sets the stage for easier updates in the future. Board members commended Johnson for her work. Member Troutt asked if there had been any discussions about VSP parameters other than abundance. Johnson responded that the data were under discussion, but that she did not know what they would be able to do with this release. Member Troutt suggested including – at minimum – a mention of the other parameters. Director Cottingham noted that they would link to other reports that mention the parameters. Board members also suggested it would be helpful to see implementation of Total Maximum Daily Loads (TMDLs) under the water quality section and information about in-stream flows.

Item 6: Follow up Regarding the Puget Sound Action Agenda

Jeannette Dorner from the Puget Sound Partnership presented an update on the *Action Agenda*, which was approved in August. She explained the objectives and the development process, including stakeholders and the management boards for the Partnership. Dorner explained how the *Action Agenda* is organized, as well as the strategic initiatives, near-term actions, and ongoing actions. She presented the vital signs wheel and described the development of milestones, targets, and interim targets for the indicators. Dorner noted that salmon recovery is a strategic initiative, and discussed the efforts to align the work of the Partnership's salmon recovery team so that the *Action Agenda* and recovery plan would be coordinated. She also explained the role of the local integrating organizations and lead entities.

Board members discussed the Partnership's role as a body to facilitate discussions and provide a forum for setting priorities and direction, rather than as a regulatory agency or an entity that takes action itself. Member Troutt noted that the Partnership's role is to facilitate discussions, not do the work themselves. Member Rockefeller noted that the purpose was to align behaviors and actions; that has been the result of the Partnership. He stated that the *Action Agenda* provides an agreed-upon list of prioritized actions

and a mechanism for aligning the budget with priorities. Director Cottingham noted that salmon recovery is now truly integrated into this *Action Agenda*, as compared to previous versions.

Dorner highlighted the work in the Nisqually as an example of how the Partnership can facilitate the work and bring funding to the table for salmon recovery. She also noted that the Recovery Council will be having a retreat with the Watershed Councils to identify and find ways to overcome barriers.

Board members suggested that the Partnership be better able to explain the return on investment and how the agency has improved the effectiveness of efforts to recover Puget Sound. Member Brown encouraged the Partnership to focus on things that they can achieve and provide some results.

Item 7: Discussion with the Review Panel Chair of Topics of Interest

Brian Abbott noted that the board typically discusses topics of interest at the December meeting. This year, staff decided it would be more effective to have the discussions more often so that they could get a better sense of the board's interest and policy direction.

The board then discussed the following topics with Review Panel Chair Patty Michak: knotweed control, beaver reintroduction, and bank stabilization. Michak gave an overview of each topic, as presented in the board memo, followed by discussion with the board. Michak said that the Review Panel would come back in December with recommended language for Manual 18.

Knotweed control: Member Smith stated that the policy should address all invasive species. Member H. Barber stated that he does not think it is appropriate for salmon dollars, and is concerned that others may back away from funding if the board starts funding it. Chair Hover was concerned about it turning into a maintenance program, rather than a project-by-project situation. Member Troutt asked that the policy provide guidelines, but not be too prescriptive; he believes that getting rid of knotweed is a good goal, and other partners might not have the funds to do it. Board members noted that landowners need an incentive approach to deal with it because it is a Class B weed. Member Rockefeller noted that they should think about how to use the funds strategically, for example, setting a bar at which it makes sense to use funds for knotweed.

Beaver reintroduction: Michak explained that they need to provide guidance and metrics in Manual 18. Member Troutt asked if the projects had been identified in the three-year work plans or recovery plans. Michak said that she had seen them in the three-year work plans, but was not sure if they were in the recovery plans specifically. Board members expressed concern that we be sure that these are high priority projects, and ensure that there are good sideboards on these projects.

Bank stabilization: Michak noted that they need language to clarify when it is appropriate to include bank stabilization in a project. Member Troutt noted that it will be difficult to provide this kind of guidance.

Public Comment:

Jeannette Dorner, PSP: Dorner noted that there had been a decline in funding to the state Department of Agriculture for knotweed control. For bank stabilization, many project sponsors find that landowners want projects that have multiple benefits; stabilization can be one of those benefits. The more narrowly funds are defined, the more difficult it is for sponsors.

Item 8: Preview of Project Tour

Cheryl Baumann presented an overview of the North Olympic Peninsula Lead Entity. Tara Galuska previewed the project tour for Thursday, September 20, including a video about the removal of the Elwha dams. The video observes the 1-year anniversary of the removal.

Meeting adjourned at 5:37 p.m.

Date: September 20, 2012

Place: Clallam County, WA

Salmon Recovery Funding Board Members Present:

Harry Barber	Washougal	Bob Everitt	Department of Fish and Wildlife
Josh Brown	Kitsap County	Carol Smith	Conservation Commission
Phil Rockefeller	NWPCC	Mike Barber	Department of Transportation
David Troutt	Olympia		

Board members participated in a tour of projects from 8:00 a.m. until 3:30 p.m.

Minutes approved by:

Bud Hover, Chair

Date

Salmon Recovery Funding Board Briefing Memo

Meeting Date: December 2012
Title: Director's Report

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

This memo is the director's report on key agency activities, including operations, agency policy issues, legislation, and performance management. Information specific to salmon grant management report and the fiscal report are in separate board memos.

Board Action Requested

This item will be a:

<input type="checkbox"/>	Request for Decision
<input type="checkbox"/>	Request for Direction
<input checked="" type="checkbox"/>	Briefing

In this Report

- Agency Operations
- Legislative and Budget Updates
- Policy Updates
- Salmon Recovery News
- Coordinating with the Puget Sound Partnership
- Updates on Sister Boards
- Performance Measures

Agency Operations

Independent Reviews of Salmon Recovery

The Recreation and Conservation Office (RCO) has contracted with consultants to address two issues in the salmon recovery arena.

First, we have contracted with Jim Reid to interview all the regional recovery organizations, other state agencies, federal partners, lead entities, and RCO staff to recommend the future role of the Governor's Salmon Recovery Office. I asked for this information as part of deciding how to address the vacancy created when Megan Duffy departed to the Department of Natural Resources (DNR) in August. More information is in Item 11.

The second contract is with Neil Aaland and is focused on how the Salmon Recovery Funding Board invests its federal funds in monitoring. Again, this consultant is interviewing all the various salmon recovery entities to look at whether the two current strategic monitoring plans need to be updated or modified. Neil's end product will be a proposed scope of work for a larger examination of monitoring investments. More information is in Item 10.

One Salmon Recovery Audit Underway, Another Postponed

On October 15, I and several staff met with representatives from the Washington State Auditor's Office. The Auditor's Office will conduct a fiscal audit focused on RCO's Pacific Coastal Salmon Recovery Funds. The objective of this audit is to determine whether RCO has established and maintained internal controls designed to ensure compliance with federal laws and regulations. This audit should be complete in March.

The State Auditor's office also considered doing a performance audit on three salmon recovery questions:

1. Can salmon recovery efforts in Washington be better coordinated?
2. Are existing regulations enforced and do they adequately protect salmon habitat?
3. Are there opportunities to improve the state's salmon recovery project prioritization model?

We recently learned that this performance audit has been postponed.

RCO Information Technology

Washington's Chief Information Officer and his staff met with RCO to discuss observations and direction about our use of technology. They confirmed that RCO is managing its IT assets well, and asked that RCO share its successes more widely with other agencies. In particular, they asked that RCO look into becoming the first agency to virtualize its servers to "the cloud" and for us to periodically review off-the-shelf grant management systems for future PRISM improvements or replacement. They also advised us to drive a harder bargain for the Habitat Work Schedule contract.

PRISM and Mapping Project Updates

Staff is completing final preparations for implementing the PRISM sponsor application, which is a Web-based application module that will be used by sponsors in 2013 to submit applications to RCO. Designed as an application wizard, the system will guide the applicants step-by-step through the application requirements. As they complete each page, they can check the page for errors and determine if they have successfully completed that portion of the application. We have enhanced the system to identify what attachments must be included with their applications and we also have added a mapping tool to allow the sponsor to map the location of their project worksites.

We also have three new mapping features that staff will be seeing shortly:

- **Project Search Map** – This feature is an update to our existing project search feature on the RCO home page. Site user will now see search results on a map.
- **Pin-the-Point** –We have developed a mapping tool that will allow project sponsors to map the location of their projects just by dragging a worksite icon onto the map. This new feature will save grant managers hundreds of hours.
- **Dashboard Map** – Project sponsors will be able to see a map that shows the location of all of their projects.

Finally, RCO IT staff also met with the staff to begin a more focused discussion of plans for PRISM and the Habitat Work Schedule.

Fiscal Trainings Online

RCO recently added new fiscal [trainings](#) to its Web site. Just click on a video or narrated PowerPoint. (If you click on a video, it will start and if you click on a PowerPoint, just start the show and advance the slides when you are ready.) The nine topics posted cover the fiscal training:

- General Grant Overview
- Billing Information
- Reimbursement Overview
- Salmon Recovery Funding Board Advance
- RCO Internet Overview
- Tracking Expenditures
- Necessary Forms
- Backup Documentation Requirements
- PRISM Overview

RCO Staff Get Ethics Training

On October 30, RCO staff attended ethics training provided by the Washington State Executive Ethics Board. In the three-hour course, staff learned highlights of the Ethics in Public Service Act, about the ethics board, and the proper use of state resources. The instructor explained ethical concepts and practical tools so employees know how to handle ethical issues when they arise.

RCO Employee News

- October brought the retirement of **Steve McLellan**, our policy director and legislative liaison.
- **Nona Snell** joined RCO October 15 as the agency's policy director and legislative liaison. Nona comes to us with great depth of knowledge on our programs. For the past two years, she's been the policy director for the Washington State Treasurer's Office. Before that, she was the coordinator for the House Capital Budget Committee, where she oversaw RCO's capital budget. During her five years with the non-partisan staff for the House of Representatives, she served on both the Capital Budget and Appropriations Committees. Before coming to work in Olympia, she served as the senior finance associate for the Washington State Housing Finance Commission. She received her

undergraduate degree in communications from Washington State University and her master's in public administration from The Evergreen State College.

Legislative and Budget Update

The Recreation and Conservation Office (RCO) budget proposal, including funding for salmon recovery efforts as approved by the Salmon Recovery Funding Board in August, was submitted to the Office of Financing Management on September 5. Governor Gregoire is due to release her budget proposal in mid-December. The budget will likely be revised by incoming Governor Inslee in January. The November 14 revenue forecast update will determine the levels of operating revenue and capital budget bond capacity that will be used to develop the Governor's final budget proposals.

The 2012 Legislature proposed a constitutional amendment, Engrossed Senate Joint Resolution No. 8221, which was adopted by a public vote in November. This amendment phases-down the debt limit percentage from nine to eight percent and modifies the calculation period and the term general state revenues. The effect of the constitutional amendment is an increase in the 2013-15 bond capacity by over \$200 million.

Policy Update

The policy team continues work on the state's strategic outdoor recreation plan and has added a more in depth trails component to that plan. Staff also is working with a consultant to develop a web and mobile application (app) for boating facilities and recently finished work on the transition material for the new governor.

Habitat and Recreation Lands Coordinating Group

The lands group completed the publication of the [*2012 Biennial State Land Acquisition Forecast*](#) report. The report includes maps and other information for 40 state land acquisition projects proposed by the Department of Fish and Wildlife, the Department of Natural Resources, and the State Parks and Recreation Commission for the 2013-2015 biennium. Providing project information early in the acquisition planning process will help citizens, legislators, and state agencies make more informed decisions about state land acquisitions and encourage better coordination among state agencies. The report includes proposed project maps, costs, number of acres, funding sources, along with the project descriptions, intended uses, significance, and links to plans, partners, and legislative districts. Tables provide quick access to regional information about proposed acquisition and disposal projects.

In response to legislator requests, RCO submitted a budget request to the Office of Financial Management on behalf of the Habitat and Recreation Lands Coordinating Group for an update of the inventory of state-owned habitat and recreation lands. If approved for funding, the inventory will be GIS-based and Web-accessible. Legislators and others have requested this type of tool to provide a statewide picture of habitat and recreation land the state owns, including the amount of money that has gone towards acquisitions in areas of the state. The tool will be

useful for helping the Legislature and the public decide where investments in land should be directed. It also will help state land managing agencies prioritize future land purchases. Governor Gregoire is due to release her budget proposal in mid-December with a review and revision by the incoming Governor in January.

Allowable Uses Policy

In October, the Recreation and Conservation Funding Board (RCFB) approved new policies to address sponsor requests to use a project site in a way that is not in the project agreement or policy manuals. Two of the new policies relate to projects funded by the Salmon Recovery Funding Board:

- Tree removal – The tree removal policy gives guidelines on how tree removal must be conducted to be allowed on project sites
- Allowable uses framework – The framework provides a process and mandatory criteria to determine if requested uses that are not in the project agreement and policy are allowed.

Grant Management staff will soon have a discussion about implementing the policies and tracking whether certain uses of project sites are allowed.

Salmon Recovery News

Puget Sound Partnership Lead Entity Retreat

The Puget Sound Partnership (Partnership) serves as the regional salmon recovery organization for Puget Sound salmon. In October, the Puget Sound Salmon Recovery Council, a group of policy decision-makers who (1) develop guidance for implementation of the Puget Sound salmon recovery plan and (2) advise the Partnership on salmon recovery decisions, held a retreat to assess progress and barriers in implementing the salmon recovery plan at the watershed level. The outcome of the conference is intended to provide recommendations to address policy issues identified at the conference and to identify ways the Recovery Council can help with implementation in 2013 and beyond.

Council of Regions Meet to Develop Work Plan

Regional organizations charged with coordinating the implementation of salmon recovery plans met October 27 in Olympia to develop a work plan to ensure state agencies are aware of salmon recovery plans and building those actions into their programs. Regional coordinators and staff from the Governor's Salmon Recovery Office will coordinate activities for following-up with state agencies.

Coordinating with the Puget Sound Partnership

Puget Sound Partnership Interim Targets and State of the Sound Report

In October, the Puget Sound Leadership Council adopted interim targets for Puget Sound Recovery by 2020. Initial two year interim targets were developed through 2020. They will be refined as part of an adaptive management process in the future. The interim targets are for:

- Chinook salmon
- Marine water quality
- Marine sediment quality
- Swimming beaches
- Floodplains
- Eelgrass
- Estuaries
- Toxics in fish
- Shellfish beds
- On-site sewage systems
- Summer stream flows
- Orcas

RCO staff also provided information to the Partnership for the *State of the Sound* report, which the Partnership sent to the Governor in November. Cost estimates for implementing the two-year actions in the Action Agenda were included in the report. The Partnership expects the cost estimates to be used by the Ecosystem Coordination Board to conduct a funding gap analysis for the three strategic initiatives in the Action Agenda.

Update on Sister Boards

Recreation and Conservation Funding Board (RCFB)

The RCFB met October 17-18 in Olympia. The board approved several items through the consent agenda, including the City of Lacey conversion that they had previously discussed and service recognition for Steve McLellan. Most of the meeting was focused on considering the ranked lists of Washington Wildlife and Recreation Program and Aquatic Lands Enhancement Account projects, which have been forwarded to the Governor for funding consideration in the 2013-15 budget. Staff took a new approach to presenting these projects, providing a high level view of all of the projects, along with details of the top ranked project. The presentations are available on TVW; links are on our Web site. The first day ended with a presentation of the updated communications plan. The second day included an executive session on my performance evaluation, and a public session at which the board approved the new allowable uses policies. The board also adopted its 2013 meeting schedule; the first meeting will be on January 31 in Olympia.

Washington Invasive Species Council

The Council met on September 27 and discussed the Department of Fish and Wildlife's proposed aquatic invasive species legislation for 2012, changes to the state weed list, progress made on the Phase 2 baseline assessment project, and the council's draft letter to the National Science Foundation on eliminating invasive species in school science kits. Other updates from

the meeting were on the Squeal on Pigs outreach campaign, the new finding of New Zealand mud snails in Bellevue (Kelsey Creek), the Department of Fish and Wildlife's hull fouling risk assessment project, the spread of green crabs on Vancouver Island, and two regional invasive species meetings attended by council members.

Staff is making modifications to the council's Web site – adding features to its reporting page and updating it with new project information. Staff also is forming a new workgroup to examine the overlap between invasive species and salmon recovery, and planning a meeting of the Capitol Lake New Zealand mud snail working group to discuss management options in the winter months. Other tasks include writing the 2012 annual report and preparing several documents as required by the National Estuary Program grant.

Habitat and Recreation Lands Coordinating Group

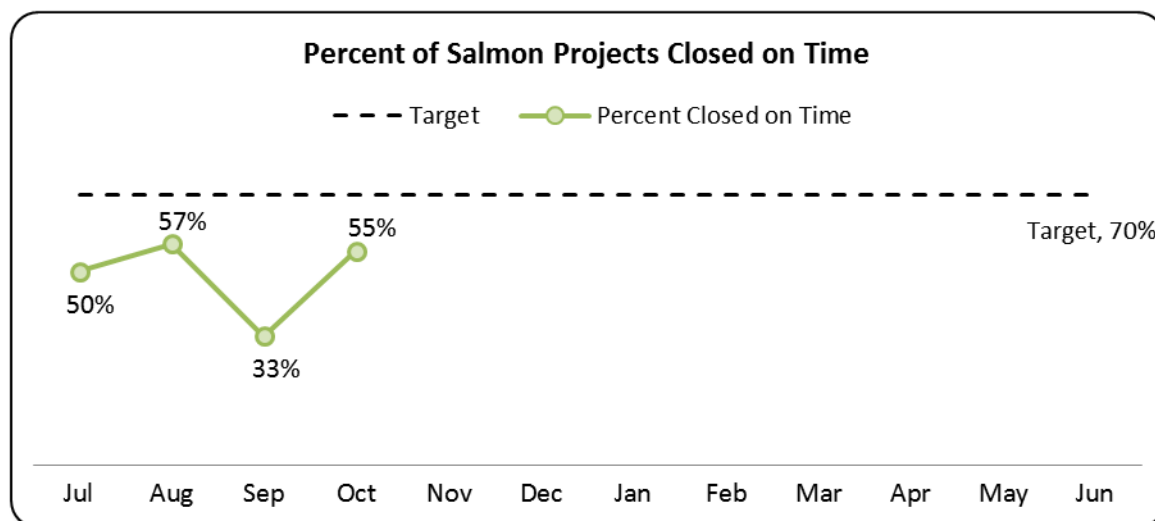
The lands group met on October 31 to update its charter and prepare its annual report to the Office of Financial Management. As issues about state land acquisitions are expected to arise in the next legislative session, the group is discussing how to improve the transparency and coordination of related issues such as funding for land maintenance. The group also is discussing how to better track, coordinate, and report on land acquisition data.

Performance Measures

All data are for salmon grants only, as of November 1, 2012.

Measure	Target	FY 2013 Performance	Indicator
Percent of salmon projects closed on time	70%	53%	●
% salmon grant projects issued a project agreement within 120 days after the board funding date	75%	These will be measured following the grant funding meeting in December 2012.	
% of salmon grant projects under agreement within 180 days after the board funding date	95%		
Cumulative expenditures, salmon target by fiscal month	30.2%	28.2%	●
Bills paid within 30 days: salmon projects and activities	100%	89%	●
Percent of anticipated stream miles made accessible to salmon	100%	99%	●

Projects Closed on Time

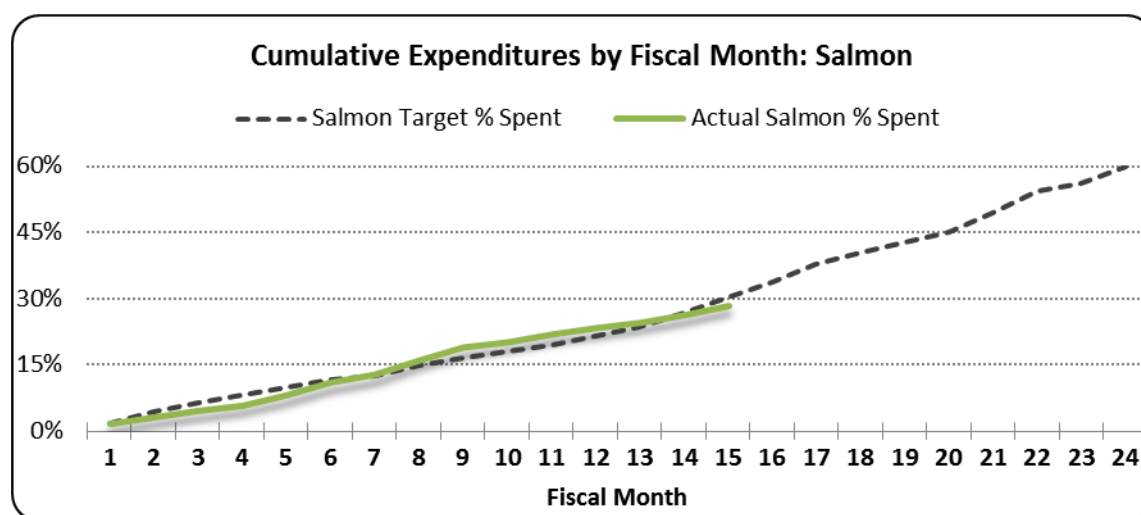


Forty of the 74 projects due to be closed during the first four months of fiscal year 2013 were closed on time; another two have closed late. The others remain in active status. This is a challenging time for both RCO staff and project sponsors to close projects because they are busy with the construction season and the application cycle. This is not atypical, and reflects seasonal agency priorities.

Project Agreements Issued and Signed on Time

The RCO will begin this measurement for fiscal year 2013 following the funding meeting in December 2012.

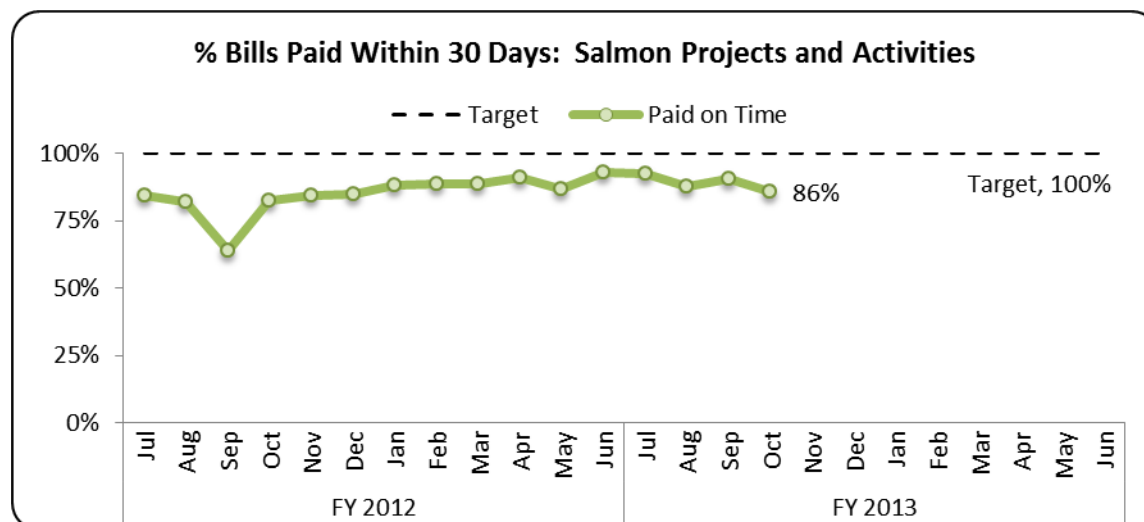
Cumulative Expenditures by Fiscal Month



In this biennium, the RCO is aiming for a 40 percent reappropriation rate for salmon funds. To achieve this, we need to expend 60 percent, or about \$120 million. As shown in the chart,

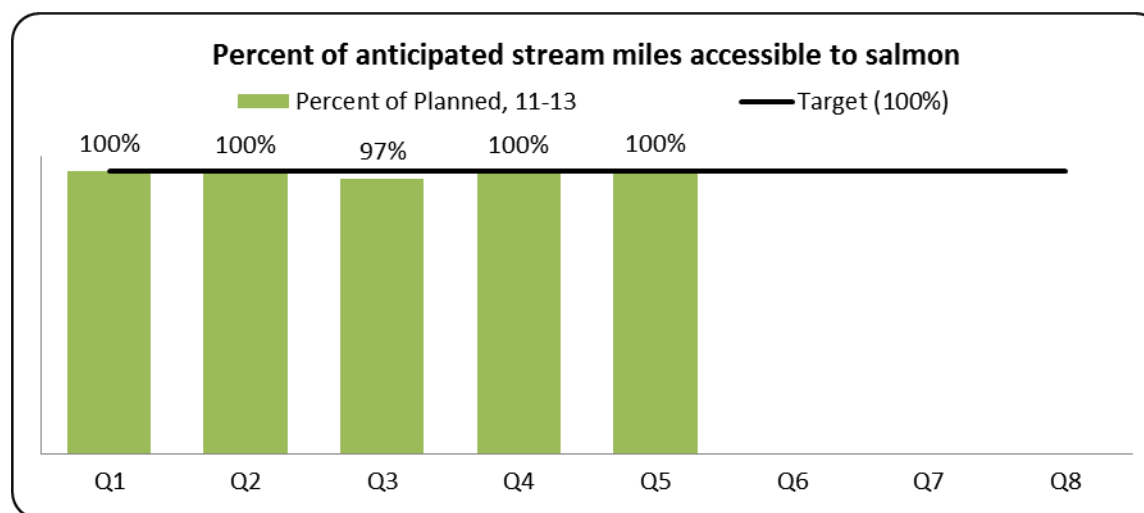
expenditures fell slightly below the targets as of fiscal month 15. The agency as a whole, however, is on track.

Bills Paid on Time



Between July 1 and October 31, there were 650 invoices due for salmon recovery projects and activities (e.g., lead entities, regions, and review panel). Of those, 580 were paid on time, 47 were paid late, and 23 remain unpaid. The average number of days to pay a bill was 12.

Stream Miles Made Accessible



This is one of many measures that the RCO collects about the benefits of projects. The measure compares the number of stream miles expected to be opened (at application) to the number of miles actually made accessible at project closure. Over 140 miles have been made accessible since July 1, 2011. Not all projects include this measure.

Salmon Recovery Funding Board Briefing Memo

Meeting Date: December 2012
Title: Management Status Report: Financial Report
Prepared By: Mark Jarasitis, Chief Financial Officer

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

This financial report reflects Salmon Recovery Funding Board (board) activities as of October 31, 2012.

The available balance (funds to be committed) is \$42.9 million. The amount for the board to allocate is \$21.1 million, and the amount for other entities to allocate is \$21.8 million.

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☐ Request for Direction
- ☒ Briefing

Balance Summary

Fund	Balance
Current State Balance	\$3,379,500
Current Federal Balance – Projects	\$17,722,283
Current Federal Balance – Activities	\$7,256,133
Lead Entities	\$205,997
Puget Sound Acquisition and Restoration (PSAR) & Puget Sound Restoration (PSR)	\$1,498,603
Estuary and Salmon Restoration	\$3,153,860
Family Forest Fish Passage Program (FFFPP)	\$9,678,351
Puget Sound Critical Stock	\$0

Salmon Recovery Funding Board Budget Summary

For the Period of July 1, 2011 - June 30, 2013, actuals through 10/31/2012 (fm16) 11/01/2012

Percentage of biennium reported: 66.6%

BUDGET new & reapp. 2011-13		COMMITTED		TO BE COMMITTED		EXPENDITURES	
		Dollars	% of budget	Dollars	% of budget	Dollars	% of comm
GRANT PROGRAMS							
State Funded 03-05	\$829,178	\$829,178	100%	\$0	0%	\$467,864	56%
State Funded 05-07	\$1,992,436	\$1,992,436	100%	\$0	0%	\$672,832	34%
State Funded 07-09	\$3,337,100	\$3,124,042	94%	\$213,058	6%	\$394,087	13%
State Funded 09-11	\$4,919,460	\$4,880,348	99%	\$39,112	1%	\$3,732,997	120%
State Funded 11-13	\$9,760,140	\$6,632,811	68%	\$3,127,329	32%	\$1,425,459	21%
State Funded Total	\$20,838,314	\$17,458,814	84%	\$3,379,500	16%	\$6,693,240	50%
Federal Funded 2007	\$6,771,390	\$6,771,390	100%	\$0	0%	\$6,771,390	100%
Federal Funded 2008	\$12,772,515	\$11,303,166	88%	\$1,469,348	12%	\$3,832,852	34%
Federal Funded 2009	\$11,189,547	\$10,319,896	92%	\$869,651	8%	\$5,335,562	52%
Federal Funded 2010	\$24,028,172	\$23,948,637	100%	\$79,536	0%	\$9,858,465	41%
Federal Funded 2011	\$24,728,261	\$22,041,380	89%	\$2,686,881	11%	\$4,602,530	21%
Federal Funded 2012	\$21,340,000	\$1,467,000	7%	\$19,873,000	93%	\$0	0%
Federal Funded Total	\$100,829,885	\$75,851,469	75%	\$24,978,416	25%	\$30,400,800	40%
Lead Entities	\$6,124,540	\$5,918,543	97%	\$205,997	3%	\$2,314,096	39%
Puget Sound Acquisition and Restoration	\$37,892,542	\$36,393,939	96%	\$1,498,603	4%	\$13,512,297	37%
Estuary and Salmon Restoration	\$10,259,147	\$7,105,287	69%	\$3,153,860	31%	\$2,499,352	35%
Family Forest Fish Passage Program	\$14,868,397	\$5,190,046	35%	\$9,678,351	65%	\$3,121,408	60%
Puget Sound Critical Stock	\$4,301,643	\$4,301,643	100%	-	0%	\$1,727,390	40%
Subtotal Grant Programs	\$195,114,469	\$152,219,741	78%	\$42,894,728	22%	\$62,374,003	41%
ADMINISTRATION							
SRFB Admin/Staff	\$4,439,720	\$4,439,720	100%	-	0%	\$2,416,459	54%
Technical Panel	\$598,777	\$598,777	100%	-	0%	\$303,364	51%
Subtotal Administration	\$5,038,497	\$5,038,497	100%	-	0%	\$2,719,823	54%
GRANT AND ADMINISTRATION TOTAL	\$200,152,966	\$157,258,238	79%	\$42,894,728	21%	\$65,093,826	41%

Salmon Recovery Funding Board Briefing Memo

Meeting Date: December 2012
Title: Salmon Recovery Management Report
Prepared By: Brian Abbott, Salmon Section Manager and GSRO Coordinator

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

The following are some highlights of work being done by the salmon section staff in the Recreation and Conservation Office (RCO) and the Governor's Salmon Recovery Office.

Board Action Requested

This item will be a:

<input type="checkbox"/>	Request for Decision
<input type="checkbox"/>	Request for Direction
<input checked="" type="checkbox"/>	Briefing

In this Report

- Grant Management
- Governor's Salmon Recovery Office
- Board Policy Development Update

Grant Management

2012 Grant Cycle

Since the September board meeting, staff members have been working with the Review Panel, lead entities, regions, and sponsors to complete the evaluation process for 144 projects. The Review Panel met in early October to draft individual comment forms; sponsors reviewed those comments for about two weeks, responding by October 18. The Regional Area Project meetings were held in Olympia on October 22 - 25. The regional organizations presented their project lists and explained the strategic importance of their projects, the future direction for salmon recovery in their regions, and the importance of any of the projects of concern. The funding report was published on November 16. Full details of the process and outcomes are in Item 5.

Other Grant Management Work

In other work, staff members have been completing final inspections of projects constructed this summer and working on updating Manual 18. Several staff members have taken on additional work to help after the loss of staff in the Governor's Salmon Recovery Office. Tara Galuska has taken on more enhancement projects and a greater role with the daily operations of the Salmon Section. Kat Moore has taken on 20 enhancement projects in the lower Columbia River region. Elizabeth Butler has taken on the Nisqually River lead entity projects. Keith Dublanica has taken on all the Northwest Indian Fisheries Commission enhancement and monitoring contracts.

Family Forest Fish Passage Program Projects Underway

Dave Caudill has been working closely with partner agencies to get the additional \$10 million dedicated by the Legislature to projects that remove fish passage barriers in small, privately owned forests. Recently 46 projects were approved and are in the early stages of design for work next year. Several projects approved in previous years have been completed this summer.

Estuary and Salmon Restoration Program

This program recently put out a call for projects and received more than 50 pre-proposals. This is the first step in the process. A technical group will review the proposals and decide which projects should submit a full proposal. There are a lot of exciting new projects being proposed this year with a broad distribution across Puget Sound and into the Strait of Juan de Fuca. There are also a number of shoreline restoration projects this time around due to the emphasis by federal Environmental Protection Agency to fund beach restoration projects.

Metrics Project

Sarah Gage has made significant progress on the Pacific Coastal Salmon Recovery Fund metrics project. She has been collecting performance measures on old projects, some as old as 12 years ago, to ensure we have a complete dataset and can tell the complete salmon recovery story. The gathering of this information was required by the National Oceanic and Atmospheric Administration (NOAA), our federal salmon recovery funding provider. Sarah has been working closely with project sponsors and salmon grant managers to collect this data. We recently reached the 73 percent complete mark. We have received an extension from NOAA to December 31, 2012 to complete the project.

Viewing Closed Projects

Attachment A lists projects that have closed between August 28 and October 30, 2012. To view information about a project, click on the blue project number¹. From that link, you can open and view the project attachments (e.g., design, photos, maps, and final report).

¹ Must be connected to the internet; Depending on the computer, you may have to right click and select "open hyperlink."

Salmon Recovery Conference

The 2013 Salmon Recovery Conference will be held on May 14-15 in Vancouver, Washington at the Vancouver Convention Center. Sarah Gage will organize this effort for RCO, with other staff and organizations providing input and assistance along the way. The first conference advisory committee meeting was held on November 7, 2012 to discuss details about the venue, review the planning timeline, and consider potential keynote speakers, workshop presentations, exhibitors, and other details. Additional advisory meetings will be held in January and March.

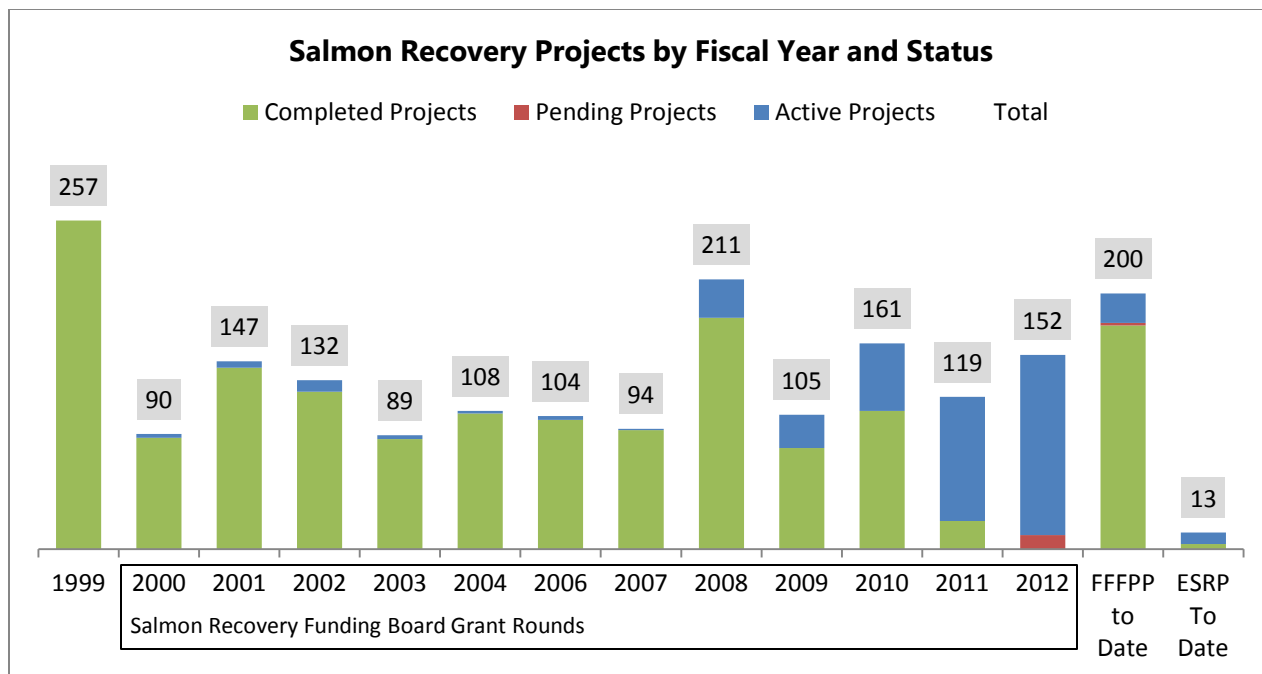
Amendments Approved by the Director

In December 2011, the board asked that this report include a list of major scope and cost increase amendments approved by the director. The table below shows the major amendments approved between August 28, 2012 and October 30, 2012. Staff processed a total of 172 amendments during this period, but most were minor revisions related to the metrics update project or time extensions.

Number	Name	Sponsor	Program	Type	Amount/Notes
09-1672	Chico Creek Phase 2	Kitsap County	Puget Sound Acquisition & Restoration (PSAR)	Cost Increase	\$10,000 – added funds to complete project scope
11-1377	Tree Farm Hole Acquisition	Stillaguamish Tribe of Indians	Salmon Federal & PSAR	Cost Increase	\$534,300 – added PSAR funds
07-1592	Skagit Nearshore Protection	Whidbey Camano Land Trust	PSAR	Cost Increase	\$136,000 – added to complete project scope
10-1789	Wild Salmon Recovery in San Juan County	Friends of the San Juans	PSAR	Cost Increase	\$9,150 – added to complete project scope
10-1757	Gull Harbor Estuary Barrier Removal	Capitol Land Trust	PSAR	Cost Increase	\$15,000 – added to complete project scope
10-1804	White River Van Dusen Conservation Easement	Chelan-Douglas Land Trust	Salmon Federal	Cost Increase	\$800 – added to gather additional measurement information

Grant Administration

The following chart and table show the progress of the Salmon Recovery Funding Board in funding and completing salmon recovery projects since 1999. Information is current as of November 3, 2012.



	Active Projects	Pending Projects (approved but not yet active)	Completed Projects	Total Funded Projects
Total	405	13	1,564	1,982
Percent	20.4%	0.7%	78.9%	

Governor's Salmon Recovery Office

The Governor's Salmon Recovery Office (GSRO) has been working through a transition period following the departure of its former executive coordinator. A task list has been developed to set priorities between now and June of 2013.

State law² requires the GSRO to prepare a biennial report on the *State of Salmon in Watersheds*. The GSRO is working with the regional salmon recovery organizations, Washington Department of Ecology, Washington Department of Fish and Wildlife, RCO, other agencies, and selected vendors to compile the data, which will be reported via a Web site. The site will be launched on December 28. Item 8 details the progress and timeline.

The GSRO also is managing 26 monitoring projects in varying degrees of complexity. Keith Dublanica has been coordinating with the various contractors and organizations involved to provide the best possible outcomes and efficiencies. Item 10 addresses the need for an

² RCW 77.85.020

independent contractor to review the board's monitoring program and recommend any changes.

The GSRO also manages the lead entity program. Lloyd Moody has been processing the lead entities' summer/fall progress reports, which were due on October 31. These reports are submitted twice a year and report progress on each of the elements in their scope of work, along with any challenges they face.

Habitat Work Schedule Contracting

The GSRO has taken on full responsibility for managing the Habitat Work Schedule, which is an online data system that tracks and helps prioritize salmon recovery activities. The Washington Department of Fish and Wildlife managed this data system until 2010, and then partnered with the Governor's Salmon Recovery Office in management through 2011. This is the first year that RCO received money directly from the U.S. Fish and Wildlife Service to fund and manage the system. It is unclear whether the Habitat Work Schedule will be fully funded in 2013, or whether the system will be federally funded in 2014. The RCO Director and GSRO staff are preparing a backup plan for maintaining the system if the funding decreases or diminishes.

Board Policy Development Update

In April 2012, staff presented a list of policy ideas and asked the board to support analysis of a few items during 2012. The board approved the tiered approach and asked staff to provide regular progress updates.

Attachment B provides updates on the following:

- Tier 1 issues – those that staff will address in 2012
- Tier 4 issues – those that others are addressing in 2012.

Staff is not providing updates on Tier 2 issues (those that may or may not be addressed in 2012) or Tier 3 issues (those that will be addressed in the future) at this time.

Attachments

- A. Salmon Projects Closed Between August 28 and October 30, 2012
- B. Status of Policy Updates

Salmon Projects Closed Between August 28, 2012 and October 30, 2012

Number	Name	Sponsor	Program	Closed On
07-1673	Walters Stream Restoration	Wahkiakum Conservation District	Salmon Federal Projects	8/30
07-1590	South Camano Nearshore Protection Planning	Whidbey Camano Land Trust	Salmon Federal Projects	8/30
07-1788	Entiat PUD Canal System Conversion Project	Cascadia Conservation District	Salmon Federal Projects	8/30
07-1894	Naselle Knotweed Control Project	Pacific Conservation District	Salmon Federal Projects	8/30
07-1790	Acme Early Chinook Restoration - Implementation	Whatcom County FCZD	Puget Sound Acq. & Restoration	8/31
09-1707	Price - Deadman Cr R7	Spokane Co Conservation District	FFFPP Grants	8/31
09-1268	Nearshore Sediment Nourishment Feasibility Study	Snohomish County of	Salmon Federal Projects	9/4
10-1761	Kapelke Diversion Screening	Department of Fish & Wildlife	Salmon Federal Projects	9/4
08-1958	Quinault 4300 Road	Quinault Indian Nation	Salmon State Projects	9/5
10-1027	Duncan Creek Dam Design	Lower Columbia River FEG	Salmon Federal Projects	9/6
09-1444	Fir Island Farm Restoration Feasibility Study	Department of Fish & Wildlife	Puget Sound Acq. & Restoration	9/6
09-1456	White River Nason View Acquisition	Chelan-Douglas Land Trust	Salmon Federal Projects	9/11
10-1819	Bridge to Bridge Levee Final Design	Tri-State Steelheaders Inc	Salmon Federal Projects	9/12
07-1754	Lower Canyon Creek Implementation-Ph 1	Whatcom County FCZD	Puget Sound Acq. & Restoration	9/13
09-1441	Turners Bay Road Removal - Construction	Skagit River Sys Cooperative	Puget Sound Acq. & Restoration	9/14
06-2325	Coweeman Com WS Part 2:Plan/Design	Cowlitz Conservation District	Salmon Federal Projects	9/17
09-1466	Nason Creek Upper White Pine Reconnection	Chelan Co Natural Resource	Salmon Federal Projects	9/18
10-1802	Methow River Acquisition 2010 RM 41.5	Methow Salmon Recovery Found	Salmon Federal Projects	9/18

<u>09-1775</u>	Red Salmon Slough Levee Removal	Nisqually Indian Tribe	Estuary & Salmon Restoration	9/19
<u>10-1925</u>	Wapato Reach Assessment 2	Yakama Nation	Salmon Federal Projects	9/20
<u>08-1954</u>	Alder Creek Side Channel Pilot Project - Final	Quinault Indian Nation	Salmon State Projects	9/25
<u>07-1865</u>	Peshastin Irrigation District Pipeline	Chelan Co Natural Resource	Salmon Federal Projects	9/28
<u>08-1910</u>	Salt Creek LWD Phase II	Lower Elwha Klallam Tribe	Salmon Federal Projects	10/4
<u>07-1691</u>	Lockwood Cr Phase 3	Lower Columbia River FEG	Salmon Federal Projects	10/4
<u>07-1692</u>	Lower Dean Creek Restoration	Lower Columbia River FEG	Salmon Federal Projects	10/4
<u>10-1866</u>	Linden Golf Course Oxbow Setback Levee	Puyallup City of	Salmon Federal Projects	10/4
<u>07-1737</u>	NF Stillaguamish ELJs	Stillaguamish Tribe of Indians	Puget Sound Acq. & Restoration	10/9
<u>10-1822</u>	Farrens Easement Assessment	Inland Empire Action Coalition	Salmon Federal Projects	10/11
<u>09-1362</u>	Lower East Fork Lewis River Floodplain Restoration	Clark County of	Salmon Federal Projects	10/11
<u>07-1650</u>	Port Townsend Bay Shoreline/Nearshore Acquisition	State Parks	Puget Sound Acq. & Restoration	10/16
<u>07-1764</u>	French-Segelsen Reach Acquisition & Restoration	Stillaguamish Tribe of Indians	Salmon Federal Projects	10/22
<u>10-1806</u>	South Fork Nooksack: Cavanaugh Island Restoration	Lummi Nation	Puget Sound Acq. & Restoration	10/24
<u>10-1824</u>	Fritze/Tracy Conservation Easement Acquisition	Blue Mountain Land Trust	Salmon Federal Projects	10/25
<u>10-1867</u>	Ceja Nisqually Shoreline Acquisition	Nisqually Land Trust	Salmon Federal Projects	10/25
<u>08-2025</u>	Touchet River Martin Conservation Easement	Blue Mountain Land Trust	Salmon Federal Projects	10/29

Status of Board Policy Updates

Tier One: Issues for staff to address during 2012

Issue	Update
Consider whether hatchery-related projects (like acclimation ponds) are an allowable use on board-funded properties and easements. (Hatchery projects are not eligible for board funding.)	Staff has done considerable work on the issue as previously reported and has significantly narrowed the scope to only include rearing juvenile salmon on SRFB/RCO assisted acquisition sites. This narrow definition can be included in Manual 18 and would not need prior approval. Rearing of juveniles in natural acclimation ponds that have no infrastructure that affects the site (e.g., no concrete or other semi-permanent structures and no ground disturbing activities) will be allowable. The "allowable uses" policy process will be used to address all other hatchery related projects proposed on a SRFB acquisition site.
Consider a ceiling for administrative and engineering costs for phased projects that have a previously-funded design-only phase	Staff is drafting proposed guidelines for administrative and engineering (A&E) costs, which are negotiated at the contract phase. Once language is complete, staff will ask grant managers to review and then solicit public comment from key stakeholders as part of the annual Manual 18 update. This work is in process; staff will have more details at the December board meeting.
Communicate availability of planning grants to improve project sponsor capacity	Staff is identifying potential venues for this communication, including the 2013 salmon conference, Habitat Work Schedule, and a new section to be incorporated into Manual 18 during the next update.
Consider requiring previously-funded deliverables to be completed when application/technical review is done for the next phase of a project	Staff is developing a list of advantages and disadvantages to requiring that both deliverables and design be completed before subsequent phases of a project. Once the list is completed, staff will ask grant managers to review and then solicit public comment from key stakeholders as part of the annual Manual 18 update.
Require that preliminary or final design be completed and submitted with application for construction funding	
Incorporate into PRISM a specific section where applicants identify the recovery plan priority actions addressed by a proposed project.	Staff has discussed including this in PRISM with the RCO/PRISM database manager. It will be included in updates to be completed in 2012. The lack of this information was identified as a weakness by NOAA.

Tier Four: Issues addressed in other forums or through other RCO processes

Lead by	Issue	Update
Review Panel	Consider outlining in which situations bank stabilization is an allowable project element.	The Review Panel provided a recommendation on bank stabilization. Staff is currently reviewing and taking input from regions and lead entities.
	Consider outlining the key design objective that bank stabilization project must meet to have a project approved.	
	Review the criteria used by the technical review panel in considering individual proposed projects.	
Monitoring Workgroup	Examine ways to support broader effectiveness monitoring and close the loop on learning from that investment.	In April, the board approved an effectiveness monitoring project that includes an examination of better ways to (1) communicate results and (2) consider analyses in a manner that supports regions, lead entities, and project sponsors. The successful vendor from this process (RFP 2012-003) was identified as TetraTech. Following OFM procedures, the vendor entered into a contract with RCO effective July 2012. This proposal is entitled Development of a Coordinated Monitoring Program at the Project Scale (RCO #12-1666). TetraTech has sub-contracted with Paladin for assistance in the communication strategy portion of the project.
	Review the option to focus on implementation monitoring as a way to provide information for future design and implementation.	In April, the board approved pilot proposals for implementation monitoring from the Lower Columbia, Upper Columbia, and Hood Canal regions. Contracts were finalized with these entities in May. They have begun to implement their pilot projects and will provide a report to the board in 2013.
		These projects are being tracked in PRISM as 12-1628, 12-1629, and 12-1630 respectively.

**Washington Council of Salmon Recovery Regions
Report to the Salmon Recovery Funding Board
December 2012**

The Council of Regions met in October to discuss the -

- Assessment of Roles and Responsibilities for the Governor's Salmon Recovery Office (GSRO)
- Priorities for continued collaboration with the state natural resource agencies
- Preview of the new NOAA salmon and steelhead recovery action tracking system
- Assessment of monitoring activities funded by the SRFB

The directors were interviewed by Jim Reid who is evaluating the future role of GSRO. The regions voiced a strong desire to see GSRO serve as the state policy lead for salmon recovery. The SRFB will be briefed on this topic at its December meeting.

The directors continued to focus on advancing the salmon recovery in coordination with state agencies. Beginning in January a series of meetings will be arranged to pursue areas of mutual interest.

Commerce: Ensure salmon recovery priorities are reflected in local land use measures. The regional directors would like the opportunity to meet with technical assistance staff to explain what is in each recovery plan.

DNR: Aquatic lands are an important part of habitat actions. Furthermore Forest and Fish plays a significant role in recovering the fish. The directors hope to increase their understanding of the value and contribution of these programs to salmon recovery and to build a stronger working relationship with DNR.

WDFW: The directors would like to meet with the executive management team to explore ways of building a better working relationship for managing the salmon recovery efforts. They also hope to discuss ways to advance monitoring that engages everyone in the work.

Conservation Commission: The directors would like to work with the commission on legislative issues in hopes of gaining more program efficiencies and collaboration.

Ecology: Status and trend monitoring is a priority for the regions. The directors would like to be involved in the selection of sites and coordinating with affected landowners. The directors also expressed an interest in the water quality funding review process for Centennial Clean Water Section 319 grants in hopes of exploring new ways to increase coordination between watershed management and salmon recovery through these awards.

Scott Rumsey and Shanna Dunn of NMFS demonstrated the beta test version of the salmon recovery action tracking system. Creating this database is in response to the federal Government Performance and Results Act that will help the Office of Management and Budget measure the percent and number of ongoing and completed recovery actions listed in each recovery plan. This system will not only track habitat actions but also other ecological impacts such as hatchery reform, local land use programs and harvest practices. Reporting is scheduled to begin in late 2012. Beta testing has been underway for the past several months. Reporting and tracking recovery plan actions is a priority so the regional organizations will continue to help develop and deliver the information over time.

The directors were interviewed by Neil Aaland who is developing a scope of work for reviewing the SRFB's approach for funding monitoring activities. The SRFB will be briefed on this topic tomorrow.

Item #3B

Lead Entity Advisory Group Report

There are no advance materials

Item 3C

Regional Fisheries Enhancement Groups

Lance Winecka

Executive Director

South Puget Sound Salmon Enhancement Group

Mendy A. Harlow

Assistant Director

Salmon Habitat and Farm Projects

Hood Canal Salmon Enhancement Group

Presentation Summary

The Regional Fisheries Enhancement Groups will be presenting information regarding the Salmon Recovery Funding Board (SRFB) funded Knotweed Control and Riparian Enhancement Projects and their importance to salmon habitat.

The presentation will include a brief knotweed life history with information on knotweed's detrimental impact on salmon habitat, control and replanting effort successes, and strategy for funding use.

Item #4

Follow-up Report: Efforts to Consolidate Lead Entities in the Upper Columbia Region

There are no advance materials

Salmon Recovery Funding Board Briefing Memo

Meeting Date: December 2012
Title: 2012 Grant Round Overview
Prepared By: Brian Abbott, Section Manager

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

The Salmon Recovery Funding Board will be asked to approve funding tables at the December meeting. The 2012 Grant Round Funding Report provides background on the process for identifying and evaluating the projects under consideration.

Board Action Requested

This item will be a:

<input checked="" type="checkbox"/>	Request for Decision
<input type="checkbox"/>	Request for Direction
<input type="checkbox"/>	Briefing

Proposed Motion Language

Motions will be presented for the board at the meeting.

Background

The 2012 Grant Round Funding Report, which was released on November 16, is included with this memo for review by Salmon Recovery Funding Board (board) members.

This report serves as the basis for the funding decisions. The projects under consideration are listed in the report by region and by lead entity. Applicants submitted their projects for board consideration through the application process described in board Manual #18, Section 3. The report summarizes information that the regional organizations and lead entities submitted to the Recreation and Conservation Office (RCO) regarding their local funding processes. The report also accounts for the work completed by the board's Review Panel and provides the panel's collective observations and recommendations on the funding cycle.

The report is structured in three main parts:

- Introduction and overview of the 2012 grant round;
- Discussion of the Review Panel and their findings;
- Region-by-region summary of local project selection processes.

Project Approval

The board will consider each region's list at its meeting on December 6, 2012, and will make funding decisions by regional area. The projects are listed in the tables at the end of each regional summary; final funding tables for approval will be provided to the board at the meeting. Each region will have ten minutes at the board meeting to discuss the project selection process and any projects of concern.

The board set a target funding amount of \$18 million at its June 2012 meeting, based on anticipated Pacific Coastal Salmon Recovery Fund (PCSRF) grant award. The PCSRF grant award, combined with returned funds and other available funds, make an \$18 million grant cycle possible. The proposed regional allocations in the funding tables reflect that funding target. The board also will be awarding any 2011-13 Puget Sound Restoration (PSR) funding that remains unallocated.

Each regional area and corresponding lead entities prepared its list of projects with the available funding in mind. Several lead entities also identified "alternate" projects on their list. These projects must go through the entire lead entity, region, and board review process. Project alternates within a lead entity list may be funded only within one year from the original board funding decision, and only if another project on the funded portion of the list is not able to be completed.

Attachments

The funding report is available on the web at
<http://www.rco.wa.gov/documents/salmon/2012SRFBFundingReport.pdf>.

Salmon Recovery Funding Board Briefing Memo

Meeting Date: December 2012

Title: Manual 18 Changes for 2013 Grant Cycle: Administrative Changes and Minor Policy Clarifications

Prepared By: Brian Abbott, Salmon Section Manager and GSRO Coordinator
Marnie Tyler, Salmon Recovery Policy Specialist

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

Recreation and Conservation Office (RCO) staff will summarize the administrative revisions to [Salmon Recovery Grants Manual 18: Policies and Project Selection](#). These revisions incorporate comments submitted by lead entities in their semi-annual progress reports, suggestions from the board's technical review panel, and board staff suggested clarifications and updates.

Board Action Requested

This item will be a:

<input type="checkbox"/>	Request for Decision
<input type="checkbox"/>	Request for Direction
<input checked="" type="checkbox"/>	Briefing

Background

Manual 18 contains the instructions and policies needed to complete a grant application to the Salmon Recovery Funding Board (board) and to manage a project once funded.

Each December, Recreation and Conservation Office (RCO) staff recommends manual updates to the board for the upcoming grant round. These revisions incorporate comments submitted by lead entities in their semi-annual progress reports, suggestions from the board's technical review panel, and clarifications and updates suggested by the staff. This year, the revisions also incorporate staff efforts to clarify policy issues as requested by the board.

The board is briefed on revisions in December so that lead entities and regions have a final version of the manual for developing their projects and processes at the start of the grant round. The RCO director has authority to approve administrative changes and minor policy clarifications, but staff reviews them at the December meeting so that (a) the board is informed and (b) the changes are reviewed in an open public meeting.

Manual 18 Changes Proposed for 2013 Grant Cycle

Administrative Changes

Staff plans to make some administrative changes – such as new contact information and updated links – to the manual as noted in Attachment A.

Policy Clarifications

Staff also is proposing to clarify some policy language that staff and stakeholders have found to be difficult to implement and apply to projects. These proposals are shown in Attachment A.

Board Policy Updates: Issues for staff to address during 2012 (Tier One)

The board asked staff to work on the following issues in 2012, as noted in Item 2. They are included in Attachment A.

- Consider whether acclimation ponds are an allowable use on board-funded properties and easements.
- Consider a ceiling for administrative and engineering costs for phased projects that have a previously-funded design-only phase
- Communicate availability of planning grants to improve project sponsor capacity
- Consider requiring previously-funded deliverables to be completed when application/technical review is done for the next phase of a project
- Require that preliminary or final design be completed and submitted with application for construction funding

Changes Recommended by the Review Panel

The board's Review Panel also is recommending changes to Manual 18, as described in Item B. These changes address knotweed control, beaver reintroduction, bank stabilization, and the Review Panel evaluation criteria.

The board is being asked to review and approve those proposals separately, so they are not included in Attachment A.

Analysis

The most noteworthy proposed changes to Manual 18 include:

- The 2013 grant round schedule.
 - Staff proposes that the July feedback loop be eliminated as an efficiency measure to save time and resources.
- Clarifying allowable uses (e.g., when acclimation ponds may or may not be allowable on sites purchased with board funds).
 - As noted in Item 2, this policy question was addressed at the direction of the board. Staff narrowed the scope to address only rearing juvenile salmon on

board-funded acquisition sites. This narrow definition will be included in Manual 18. The result of this policy clarification is that such uses would not need prior approval. Rearing of juvenile salmon in natural acclimation ponds that have no infrastructure that affects the site (e.g., no concrete or other semi-permanent structures and no ground disturbing activities) will be allowable, if the landowner and/or easement holder grants permission. The recently adopted “allowable uses” policy framework will be used to address all other hatchery related facilities proposed to be sited or constructed on a board-funded acquisition site. Staff proposes additional language to make that clarification.

- Clarifying when and how mitigation funding can be used in conjunction with board-funded projects.
 - Mitigation projects are not eligible for board funding or for use as match. Current policy does, however, encourage coordinating salmon recovery projects with mitigation activities. Current policy allows use of mitigation cash payments (e.g., money from a fund established as a mitigation requirement) as a match if the money has been passed from the mitigating entity to an eligible applicant, and if the board funding does not replace mitigation money, repay the mitigation fund, or supplant the obligation of the mitigating entity. Recently, staff has found several instances where better guidance would help sponsors and lead entities determine how and if mitigation funding can be used in conjunction with a board-funded project.

Opportunity for Stakeholder Comment

Staff has had informal discussions with many stakeholders about the proposed changes to the manual. We expect to receive additional comments at meetings with the Lead Entity Advisory Group and the Council of Regions before the board meeting, and will present that information to the board in December. Lead entities, regions, and other stakeholders will have another opportunity for comment on the proposed changes after the December 6-7 board meeting.

Next Steps

Staff will highlight some of the proposed changes to the manual at the December board meeting. Based on board discussion, staff will refine the proposals and share draft language for Manual 18 with the lead entities and regional organizations for their review and comment. The RCO director has authority to approve administrative changes and minor policy clarifications following final revisions. It is expected that the manual will be finalized in early January.

Attachments

- A. Proposed Administrative Changes, Policy Clarifications, and Grant Round Schedule for 2013

Attachment A: Proposed Administrative Changes, Policy Clarifications, and Grant Round Schedule for 2013

Page	Section of Manual	Proposed Clarification	Notes/Issue Description
Schedule	Update timeline for 2013	Key points: <ul style="list-style-type: none"> • Application due date August 16 • Reduce one feedback loop to streamline the grant process: <ul style="list-style-type: none"> ○ Eliminate early July response to initial project forms ○ Eliminate mid-July Review Panel meeting to discuss projects that were flagged ○ Eliminate late-July posting of Review Panel comments 	Proposed schedule follows
9	Section 1	Update staff contact list	Administrative change
17 App. D	Section 2: Restoration Projects	<ul style="list-style-type: none"> • Sponsors with phased restoration projects with a previously funded design must submit completed designs when applying for their next project phase. • For large scale restoration projects, a preliminary design, at a minimum, must be included when applying for construction funds. Applications lacking a preliminary design will automatically be assigned a status of 'conditioned for preliminary design review' by the Review Panel. 	Request from lead entity, Review Panel, and staff. Staff added in a "conditioned" option to allow for some flexibility this round.
19, 25, 37, 38	Section 2: Ineligible Project Elements/Mitigation	Clarify when and how mitigation funding can be used in conjunction with board-assisted projects	
20	Section 2: State-Owned Aquatic Lands	<ul style="list-style-type: none"> • Direct sponsors to correct authorization form to use for projects on state owned lands • Include link to Department of Natural Resources presentation on implementing restoration on state owned aquatic lands 	Administrative change
21-22	Section 2: Design projects and match	Clarify for sponsors of design projects when they will be required to provide matching funds	This has been requested by lead entities and sponsors to resolve confusion on this issue.
25-26	Section 2: Ineligible Project Elements	Add language to allow for juvenile rearing of salmon (acclimation ponds) on SRFB acquisition or easement sites.	Discussion of juvenile salmon rearing activities (such as acclimation ponds). This activity has been requested by a lead entity/region and staff seeks to clarify when and how it should be allowed.
29-30	Section 3: How to Apply/Materials to Submit	Explicitly list materials that must be included in the project description, as identified within PRISM	Administrative change

Page	Section of Manual	Proposed Clarification	Notes/Issue Description
30, 43	Invasive Species	Require sponsors to describe how they will prevent introduction of invasive species in the course of completing their project	RCO staff request to be consistent with other agency policy and build awareness about the spread of invasive species
48	Section 4: Proposal/Diversion and Screening Projects	Add supplementary questions for projects that will conserve water	RCO Staff request.
59	Section 5: Application Review	Add language to define "Conditioned" and "Project of Concern" and describe review process for these projects.	Staff request to ensure consistency in the use of these terms between review panel members, staff, regions, lead entities, and sponsors.
60	Section 6: Review Panel and Staff Report	Clarify purpose of grant fund report and how it is prepared	Lead entity request
69	Section 7: Project Agreement	Clarify information required of successful applicants	To reduce back and forth between grant managers and sponsors to initiate the project agreement
71	Section 7: Time Extension Requests	Make clear that design projects without match are not eligible for time extensions	Staff request to resolve confusion among project sponsors.
73	Section 7: Sponsor Resources	Add deliverable checklists	Administrative change
81-82	Section 7: Managing Your Grant/Cultural Resources Review	Add language to outline procedures to follow if artifacts are discovered during project activities	RCO staff request to be consistent with other agency policy, state executive order and federal law.
87-90	Appendix A – Salmon Recovery Contacts	Update Salmon Recovery Contacts	Administrative change
94	Appendix C – Submitting your Application	Update to reflect new procedure	Administrative change
140	Appendix N	Minor changes to regional and local summary questions to clarify for regions and lead entities how to structure their response	Administrative change

2013 Grant Schedule

Date	Phase	Description
January-June 30	Technical review (required)	RCO staff and review panel members meet with lead entities and grant applicants to discuss project ideas and visit sites. Requests for site visits are due to RCO by February 1. Site visits must be completed before June 30, 2012.
January – May 31	DUE DATE: Project draft-application materials due (required)	Projects are submitted to PRISM from the Habitat Work Schedule (Work with your lead entity). Project sponsors enter draft application materials in PRISM for the SRFB Review Panel. This step should be completed as early as necessary to fit lead entities' schedules. Complete draft application materials are required to secure a site visit by the review panel. Project materials must be provided, at a minimum, three weeks prior to the site visit.
February - June	Application workshops (on request)	RCO staff offer application workshops or Web-based meeting and conference call, on request, for lead entities. The lead entity coordinator shall schedule with the appropriate RCO grants manager.
February-June 30	SRFB review panel completes initial project review forms	Two weeks after visiting projects, the review panel will post comments in SharePoint for lead entities and grant applicants. The review panel's comments will specify in which sections of the proposal modifications should be made. Additional information needed from the sponsor will be clearly identified. Sponsor must address review panel comments through revisions to the draft application (using the MS Word track changes feature).
August 2	Optional early due date	Lead entities may choose an early submittal option of August 2. This will allow RCO staff more time to review applications, more time for sponsors to correct applications as needed, and more time for the review panel to do its work.
August 16	DUE DATE: Applications due Lead entity submittals due	Application materials, including attachments, must be submitted via PRISM by August 16. Lead entities without regional organizations must submit responses to the information questionnaire. (Appendices N and O)
August 16-30 -	RCO Grant manager review	All applications are screened for completeness and eligibility. If applications are submitted to PRISM via the Habitat Work Schedule/PRISM gateway before August 16, RCO staff can make them available to the review panel earlier.
August 30	Application materials made available to review panel in SharePoint and Habitat Work Schedule	RCO staff forwards all application information to review panel members for evaluation.
September 6	DUE DATE: Regional submittal	Regional organizations submit their recommendations for funding, plus up to two alternate projects; and responses to the information questionnaire (Appendices N and O).
September 23-26	SRFB review panel meeting	Review panel meets to discuss projects. The review panel will consider application materials and site visits to prepare comment forms and determine the status of each project.

Date	Phase	Description
October 4	SRFB review panel updates project review forms	Within one week of the review panel meeting the review panel will post comments in SharePoint for lead entities and grant applicants. A status will be identified for all projects as either "Clear", "Conditioned", "Need More Information" (NMI), or "Project of Concern" (POC)
October 17	DUE DATE: Response to comment forms	Grant applicants with projects that are assigned a status of "NMI," "Conditioned" "POC" should provide a response to review panel comments through revisions to the application in PRISM (using the MS Word track changes feature). If no response to comments is received from the sponsor by this date RCO staff will assume the project has been withdrawn for funding consideration.
October 24	Review panel list of projects for regional area meeting	The review panel will review the response to comments and will identify which projects have been cleared. They will also recommend a list of projects to be presented at the regional area project meeting
October 28-31	Regional area project meetings	Regional organizations, lead entities, and project sponsor present projects identified by the review panel. Regional presentation of strategies and/or recovery goals and objectives. Discuss list of projects and how they achieve these goals. Provide information on the following: <ul style="list-style-type: none"> • Overview map of where all the projects are and the discussion of how they fit into the regional priorities • Map of regional priority areas (and overlap with first item) • Present any third party reviews of project list and fit to recovery strategy • Other funding sources significantly contributing to restoration in region and how it all fits together. • Any science on how they're doing – effectiveness. • Noteworthy considerations of other factors influencing recovery: hydropower, hatcheries, and harvest. • Challenges to implementation that they'd like to highlight
November 7, 2013	Review panel finalizes comment forms	The review panel will finalize comment forms by considering application materials, site visits, sponsor's responses to comments, and presentations by the regions and during the regional area project meeting.
November 12	Lead entity submits signed copy of F1 or F2 Form	Lead entity submits signed copy of their Lead Entity List Memorandum. The grant funding report will not incorporate any updates submitted after this date
November 20	Final 2013 grant report made available for public review	The final funding recommendation report is available online for SRFB and public review.
December 4/5	Board funding meeting	Board awards grants. Public comment period available.

Salmon Recovery Funding Board Briefing Memo

Meeting Date: December 2012
Title: Manual 18 Updates for 2013 Grant Cycle: Review Panel Recommendations
Prepared By: Brian Abbott, Salmon Section Manager and GSRO Coordinator
Patty Michak, Review Panel Chair

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

The chair of the Salmon Recovery Funding Board Technical Review Panel will provide an overview for the recommendations for the 2013 grant round. This information also is included in the 2012 Grant Round Funding Report but called out here for board discussion and approval.

Board Action Requested

This item will be a:

<input checked="" type="checkbox"/>	Request for Decision
<input type="checkbox"/>	Request for Direction
<input type="checkbox"/>	Briefing

Proposed Motion Language

Move to adopt the recommendations of the Review Panel to update Manual 18 policies regarding knotweed control, beaver reintroduction projects, bank stabilization projects, and Review Panel evaluation criteria.

Background

The Recreation and Conservation Office (RCO) wants to ensure the Review Panel remains an independent body that can provide their insight on project review, grant round processes, and suggest improvements to the Salmon Recovery Funding Board (board). In 2012, in order to improve the grant making process RCO decided to select a chairperson who would be responsible for providing direct feedback to the board.

In September, the Review Panel chair presented three topics of interest needing more policy clarity – knotweed control projects, beaver reintroduction proposals, and bank stabilization projects – to the board. Based on that discussion with the board, the Review Panel has further refined their recommendations. The Review Panel also is recommending changes to its evaluation criteria.

Decision Requested

The board is being asked to adopt the following Review Panel changes for Manual 18, beginning with the 2013 grant cycle:

- Add a series of additional questions to the project proposal for knotweed projects to better understand project goals, objectives, completion timeline, and total funding projection for the sub-watershed/watershed being treated.
- Add guidance to address the habitat and watershed process restoration requirement of board-funded beaver reintroduction projects.
- Clarify the guidance for project sponsors and lead entity coordinators regarding stream bank stabilization and protection projects.
- Adopt several updates to the Review Panel evaluation criteria.

In addition, the Review Panel is asking the board to offer initial comments and direction on its proposal to require lead entities to relate knotweed projects to specific components of their strategies that address watershed riparian restoration approaches.

Staff Recommendation

RCO staff is not making a recommendation with regard to whether the board should adopt the Review Panel proposals. Staff will take board direction and incorporate changes as needed into Manual 18 and the 2013 grant round process.

Review Panel Policy Proposals

Knotweed control projects

Knotweed control projects have been proposed and funded since 2006. In the 2012 grant round, sponsors have proposed eight projects for board funding¹, totaling \$834,910. Many of these projects are a continuation of previous phases of control efforts within a watershed.

These projects tend to be more “programmatic” in nature when compared to typical, more discrete project actions that the board funds. Typically, most of the knotweed project costs are for 1) personnel who conduct landowner outreach, plan, treat sites, and supervise crews of technicians, and 2) equipment costs such as mileage, vehicles, chemicals, spray equipment and personal protective gear.

¹ Project numbers [12-1403](#), [12-1375](#), [12-1382](#), [12-1372](#), [12-1409](#), [12-1155](#), [12-1406](#), [12-1276](#)

To be effective, these projects need to work at a watershed scale and continue until they reach a point at which only a maintenance level of control is needed. As a result, proposals for funding typically address many years of treatment with no identifiable endpoint. The persistence and easy dispersal of knotweed requires multi-year treatments at each site. It can take years to treat an entire watershed due to limited resources and the need for outreach with many landowners. Nevertheless, some watersheds have dramatically reduced infestations with 4 to 10 years of treatment.

The Review Panel briefed the board on this project type in September 2012. Board members suggested that knotweed projects proposed for board funding should be part of a larger strategic plan for watershed riparian restoration, or at minimum be part of a strategic plan of knotweed eradication at a sub-watershed scale.

Suggested Manual 18 Revisions

The Review Panel agrees with the board that knotweed projects should be part of a larger riparian restoration effort, but does not have enough information to create useful policy language for Manual 18 before the 2013 grant cycle. As a result, they suggest a two-pronged approach as follows:

1. For 2013, require a series of supplemental questions for knotweed project proposals that will clarify the project's goals, objectives, timeline, and strategy (provided below).
2. During 2013, work with staff and the lead entities to further understand which lead entities have a strategic watershed riparian restoration plan within their strategy and which lead entities would need to develop a plan. Suggested elements of a plan are outlined within the Review Panel report. The Review Panel will bring this topic before the board through 2013 for further discussion.

For 2013, the Review Panel proposes that sponsors would be asked the following supplemental questions when they propose a project for knotweed control.

1. What is the level of infestation in the watershed?
2. What has been accomplished to date related to knotweed control in the watershed? Who has done the work? What is the success of these actions?
3. What is the planned approach for knotweed control within the sub-watershed or watershed? Include efforts prior to and beyond the duration of the requested grant funding.
4. What is the project sponsor's capacity to do the proposed work? Please compare your staffing level to the estimated annual treatment effort (e.g., river miles and percent of infestation to be treated).
5. What are the completed and/or planned landowner outreach efforts?
6. What is the time to control? Time to control is defined as treatment from upper extent to lowest; until the need is only minor maintenance control effort to prevent re-sprouting or new stems from getting established.

7. What is the trajectory to get to a maintenance control level?
8. What is your funding strategy for: 1) getting to maintenance control levels for the sub-watershed/watershed and 2) long-term maintenance/control?
9. What are the projected estimated costs of treatments required to be effective for knotweed control within the sub-watershed/watershed proposed for treatment?
10. How will the SRFB funds be leveraged with other programs in the same sub-watershed/watershed?
11. What are the proposed revegetation plans?

Beaver Reintroduction projects

In the 2012 grant round three beaver reintroduction projects² have been proposed; two are beaver reintroductions and one is an assessment to determine the feasibility of beaver reintroduction.

This is a relatively new type of project, so the Review Panel recommends that the board add guidance within Manual 18 to address the habitat and watershed process restoration requirement of board-funded beaver reintroduction projects.

Suggested Manual 18 revisions

The focus of these projects must be to restore priority wetland or instream habitat at specific locations that were identified as priorities in local watershed or recovery plans. These projects should be sited where there is valuable but degraded habitat and where beaver reintroduction would benefit salmonid habitat functions and values. Beaver reintroduction must be used as a tool for restoring salmon habitat at specific priority locations.

When beavers are removed from undesirable locations, the project sponsor should take action to discourage recolonization by beavers at the removal sites by removing the attractant and/or installing a low-tech structure to resolve beaver/human conflicts.

In addition, the following criteria must be met:

- Projects must have a habitat restoration goal and objectives.
- Projects must not be focused on, or used for, the management of 'nuisance' beavers.
- Potential for risk to existing infrastructure must be considered in site selection.
- Relocation sites within large tracks of public lands should be the priority.
- Projects should follow guidance of the most current State Aquatic Habitat Guidelines.

² Projects [12-1626](#), [12-1668](#), [12-1670](#)

Stream Bank Stabilization

The use of bank stabilization techniques within habitat restoration projects is an issue that the Review Panel has to address annually when determining the benefit to fish and the certainty of the project meeting its restoration objectives. Currently, the project review criteria states that if stream bank protection is 1) used to protect private property and 2) is the main focus of the project, then the project would be designated as a project of concern³.

Suggested Manual 18 revisions

The Review Panel recommends that the board clarify its guidance for project sponsors and lead entity coordinators. Specifically, Manual 18 should explicitly state that all of these elements must be met:

1. the stream bank stabilization/protection must be a minor, secondary element and a minor, secondary focus of the project;
2. the need for stream bank protection/stabilization must be justified within the project proposal as the only means to accomplish the larger habitat restoration project (e.g. to protect infrastructure that cannot be replaced or relocated);
3. the stream bank stabilization/protection elements must be designed to incorporate habitat features and incorporate the best practices as described within the Stream Habitat Restoration Guidelines 2012 and the Integrated Streambank Protection Guidelines 2003;
4. the project proposal must show that the project would have been proposed even in the absence of concern for the eroding stream bank;
5. the project proposal must show that significant habitat benefit would occur relative to the pre-project condition and the future condition of what would happen if the project did not occur;
6. the stream bank stabilization/protection must be linked to a watershed or species recovery plan;
7. the project should not lock the channel into an unstable channel pattern or reduce the meander belt width; and
8. the project should not transfer bank erosion to a new location.

Evaluation Criteria

To help ensure that every project funded by the board is technically sound, the Review Panel notes any projects it believes have low benefit to salmon, a low likelihood of being successful, and/or costs that outweigh the anticipated benefits of the project. Appendix E of Manual 18 lists the criteria that the Review Panel uses to make that determination.

³ Manual 18, page 123, Criteria 14

Suggested Manual 18 revisions

The Review Panel is proposing several updates to the evaluation criteria to reflect the coordination with Regional Technical Teams, and a project's fit to recovery plans and strategies. The update will also help better define and describe the deficiency of the project. The updates are described in Attachment A.

Next Steps

Based on board direction at the December meeting, staff will prepare changes for Manual 18, and circulate changes for lead entity and regional organization review. Staff aims to have a final Manual published in January 2013.

Attachments

A. Revised Review Panel Evaluation Criteria

Revisions to Appendix E SRFB Review Panel Evaluation Criteria

Proposed additions are shown in blue underline. Text proposed for deletion is shown in gray strikethrough.

Appendix E: SRFB Review Panel Evaluation Criteria

To help ensure that every project funded by the SRFB is technically sound, the SRFB Review Panel will note for the SRFB any projects it believes have:

- Low benefit to salmon
- A low likelihood of being successful
- Costs that outweigh the anticipated benefits of the project

Projects that have a low benefit to salmon, a low likelihood of success, or that have costs that outweigh the anticipated benefits will be designated as projects of concern. The Review Panel will not otherwise rate, score, or rank projects. It is expected that projects will follow best management practices and will meet local, state and federal permitting requirements.

When a project of concern is identified, the Review Panel Chair will contact the regional recovery organizations that represent the area in which the project is located*. The Review Panel Chair will discuss project issues and work with the regional recovery organization and representative from regional technical team advisor(s) to determine if the issues can be resolved before the list of "projects of concern" is presented to the board. This may require additional communication with the project sponsor, lead entity coordinator, and the regional recovery organization.

Criteria

For acquisition and restoration ~~and protection-related~~ projects, the panel will determine that a project is not technically sound and cannot be significantly improved if:

1. It is unclear there is a problem to salmonids the project is addressing. For acquisition projects, this criterion relates to the lack of a clear threat if the property is not acquired.
2. Information provided, or current understanding of the system, is not sufficient to determine the need for, or the benefit of, the project.
 - a) Incomplete application or proposal.
 - b) Project goal or objectives not clearly stated; or do not address salmon habitat protection or restoration.

* For Puget Sound this will be the Puget Sound Regional Implementation Technical Team Chair.

- c) [Project sponsor has not responded to Review Panel comments.](#)
 - d) [Acquisition parcel prioritization \(for multi-site proposals\) is not provided or the prioritization does not meet the projects goal or objectives.](#)
3. The project is dependent on other key conditions or processes being addressed first.
 4. The project has a high cost relative to the anticipated benefits and the project sponsor ~~and lead entity have~~ [has](#) failed to justify the costs [to the satisfaction of the review panel](#).
 5. The project does not account for the conditions or processes in the watershed.
 6. The project may be in the wrong sequence with other habitat protection, assessments, or restoration actions in the watershed.
 7. [\(New\). The project does not work towards restoring natural watershed processes, or prohibits natural processes.](#)
 - ~~7. The project uses a technique that has not been considered successful in the past.~~
 8. It is unclear how the project will achieve its stated [goal\(s\) or](#) objective(s).
 9. It is unlikely that the project will achieve its stated [goal\(s\) or](#) objective(s).
 10. There is low potential for threat to habitat conditions if the project is not completed.
 11. The project design is not adequate or the project is sited improperly.
 12. The stewardship description is insufficient or there is inadequate commitment to stewardship and maintenance and this likely would jeopardize the project's success.
 - ~~13. The project has not been shown to address an important habitat condition or watershed process in the area.~~
 - ~~13~~14. The main focus is on supplying a secondary need, such as education, stream bank stabilization to protect property, or water supply.

~~For assessment, design, feasibility, and research projects,~~

[Additional Criteria for Planning Projects](#)

[For planning projects \(e.g., assessment, design, inventories, and studies\), the Review Panel will consider the criteria for acquisition and restoration projects \(1-13\) and the following additional criteria. The review panel will determine that a project is not technically sound and cannot be improved significantly if:](#)

- ~~15. It is not clear there is a problem to salmonids the project is addressing (per the research plan).~~

~~14.16~~ The project does not address an information need important to understanding the watershed, is not directly relevant to project development or sequencing, and will not clearly lead to beneficial projects.

~~15.17~~ The methodology does not appear to be appropriate to meet the goals and objectives of the project.

~~18. The project has a high cost relative to the anticipated benefits.~~

~~19. The assessment or research does not account for the conditions or processes in the watershed, may be in the wrong sequence with other habitat assessment or restoration activities, or may be inconsistent with a larger assessment or research need.~~

~~20. The assessment uses a technique that has not been proven successful in past applications.~~

~~16.21.~~ There are significant constraints to the implementation of high priority projects following completion of the assessment. [planning project](#).

~~22. It is unclear how the assessment will achieve its stated objectives.~~

~~23. It is unlikely that the assessment will achieve its stated objective.~~

~~24. The main focus is on supplying a secondary need, such as education, stream bank stabilization to protect property, or water supply~~

[17. \(New\). The project does not clearly lead to project design or does not meet the criteria for filling a data gap.](#)

[18. \(New\). The project does not appear to be coordinated with other efforts in the watershed; or does not use appropriate methods and protocols.](#)

Salmon Recovery Funding Board Briefing Memo

Meeting Date: December 2012
Title: Update of Communication Plan
Prepared By: Susan Zemek, Communications Manager

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

The Recreation and Conservation Office (RCO) has a plan that guides the communications work of staff and board members. Staff will present a proposed update to the 7-year-old plan at the December meeting of the Salmon Recovery Funding Board.

Board Action Requested

This item will be a:

<input type="checkbox"/>	Request for Decision
<input type="checkbox"/>	Request for Direction
<input checked="" type="checkbox"/>	Briefing

Background

A formal communications program is a fairly new concept for this 48-year-old agency. The communications program began in 2004, at a time when the Recreation and Conservation Office (RCO) was beginning a growth spurt that would double its size and expand its mission. The agency would see the addition of three new boards, expansion of its core clients, and growth of its staff. The agency's first communication plan helped guide the agency during this period of growth and set the foundation for this updated communications plan.

The First Communications Plan

The agency's first communication plan focused on increasing support and recognition of the agency. Its four goals were:

1. Increase awareness and build support of outdoor recreation and salmon recovery by the general public and key stakeholders.
2. Position the agency as a leader in providing information on outdoor recreation and salmon recovery.
3. Strengthen the identity of the agency.
4. Increase the ability of staff to be good communicators of the agency's mission and values.

Much was accomplished under the agency's first communication plan. Following are a few of those accomplishments:

- Agency name was changed
- New logo was developed
- Agency slogan, *Investing in Washington's Great Outdoors*, was developed
- A media outreach program was created
- Graphic templates were created for agency publications
- Agency external and internal Web sites were redesigned
- Two educational Web sites were created (boating and invasive species)
- An Invasive Species Council Web site was created
- Customizable trade show booths were created for use at conferences
- Grant program fact sheets were developed
- Agency reception area was redesigned

Developing the Second Communications Plan

In April 2012, staff briefed the Salmon Recovery Funding Board (board) on the approach that would be used to update the communications plan. Staff will present the revised communication plan to the board at its December 2012 meeting.

Analysis of Current Communication Efforts

To assess the agency's current communications, staff:

- Interviewed 31 people in leadership positions of key partner organizations
- Reviewed the 2010 customer survey of nearly 130 customers from local governments, tribes, non-profit organizations, salmon groups, and others.
- Analyzed use of the agency's Web site
- Assessed the effectiveness of the media outreach efforts
- Considered the feedback provided by members of the Recreation and Conservation Funding Board and the Salmon Recovery Funding Board about their communication priorities.

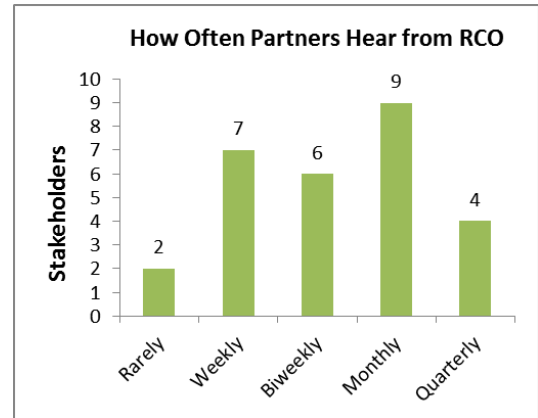
Stakeholder Interviews

Communications staff interviewed people of the following key partner organizations:

- Board members
- State and federal agencies
- Non-profit partners
- Lead entity advisory group
- Council of regions
- Professional associations
- User groups

Is RCO Communicating at the Right Level?

Most stakeholders felt the communication was at the right frequency. As shown in the chart, they generally heard from RCO between weekly and quarterly. They noted that RCO increased communication when something important was happening, such as a grant round. They also felt that they could contact staff easily if they needed something.



The 2010 customer survey revealed similar contentment. In that survey, respondents reported that the amount of communication from the RCO was just right (87 percent). Another 12 percent stated that it was not enough.

Stakeholders are hearing a mix of information from RCO, including details about grants, policy changes, and legislative issues. Nearly all of them felt it was the type of information they need to hear.

Several stakeholders said they would like to get more information from RCO about:

- Trends (for example, what is being funded, how RCO grants fit into overall funding, and if federal salmon funds are drying up)
- Bigger policy issues
- Changes made to manuals

Most stakeholders felt they were informed about major agency decisions. They also found the information we ask them to pass along to their members was helpful and does not need editing. Similar satisfaction was revealed in the 2010 customer survey where 96 percent found RCO's e-mails and letters easy to understand.

The only criticism RCO received was for not providing information more quickly. Some stakeholders requested that we provide the following information, or provide it sooner:

- Manual updates
- More information on the benefits of salmon recovery
- Notices about when the Web site is updated
- Map of funded projects

What is RCO's Reputation?

Overall, RCO is well regarded. Stakeholders think RCO is administered well, has an overhead rate that is acceptable, is very practical, and gets a lot done with few staff. RCO is viewed as an entity with a focused purpose that does its job very well, and sees itself in an appropriate way.

Stakeholders had some suggestions for improvements:

- Do a better job of telling the story about what the grants are providing.
- Do an "in the news" blog or newsletter.
- Increase visibility of salmon recovery in salmon regions and with the public.
- Ensure the information on Web and in manuals is consistent.

Where do Stakeholders Get Information about RCO?

Most (70 percent) stakeholders visit RCO's Web site first when they need information, then they call staff. While most stakeholder organizations use social media, the stakeholders said they did not use social media professionally and that it was not where they went for information. Most stakeholders advised the agency to put its resources into Web information.

How can RCO Improve its Web Site?

Generally, stakeholders found the Web site easy to use and the information they needed easy to find. The only suggestions for improvement were to eliminate some of the circular navigation (sending readers back to their start point after several clicks) and consider making quick links to things that viewers need the most.

Web Site Usage

Visits to RCO's Web site vary with the amount of grant money offered. When grant funds are up, so are the agency's Web visits. This makes sense because RCO's core customers are grant applicants and recipients. The agency's Web site does not offer very much information for the general public, outside of salmon recovery and invasive species information.

Most Web visitors (80 percent) come once and then do not return. This could be because people find RCO's Web site when they search for "Recreation in Washington State."¹ Visitors to the site do not find much information about where to go hiking or fishing, so they move on.

Essentially, intentional visitors come to the Web site when they are applying for a grant. The 2010 customer survey revealed similar results. In that survey, about 60 percent of customers said they visited the RCO Web site once or twice a month, usually to get RCO documents or contact information for staff; 20 percent visited only once or twice a year.

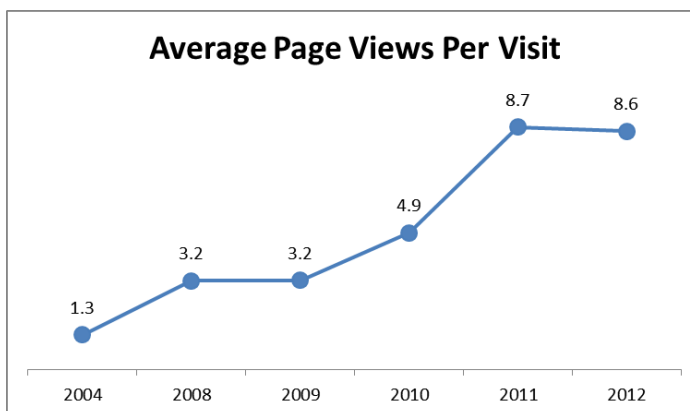
However, the number of people who are returning to our site has been increasing steadily since that customer survey. In 2010, 20,000 people were return visitors; in the first eight months of 2012, more than 24,000 were returning visitors.

When survey respondents visited, they were looking for:

Answer Options	Response Percent
Read or download policy manuals	83.6%
Get contact information	60.0%
Research available grants	52.7%
Find out how to apply for a grant	45.5%
Read or download "Grant News You Can Use"	23.6%
Find information about board meetings	13.6%

¹ For example, when this search is entered into Google, RCO is the fourth site listed.

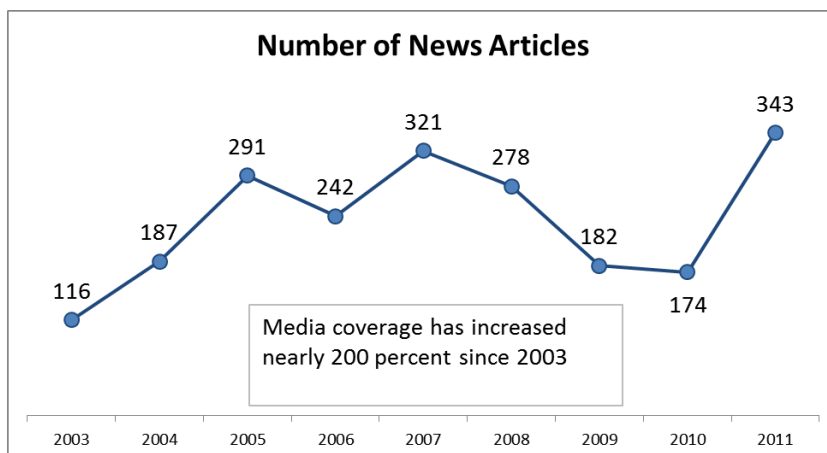
Another sign of engagement in the RCO Web site is how many pages people view when they get to the site. That number too, has been increasing steadily in the past few years from an average of three pages viewed per visit in 2009 to more than eight pages viewed per visit so far in 2012.



Media coverage

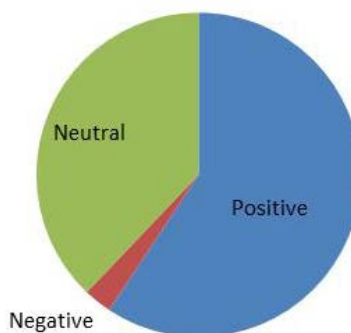
Media coverage of RCO, its boards, and missions is strong and generally well above what was generated without a communications program.

As shown in the chart to the right, the communications program has increased the number of news articles written about the agency by nearly 200 percent since 2003.



In addition, RCO is shaping that coverage. The number of news articles written as the result of news releases has increased from 10 in 2003 to 94 in 2011. The number of times an RCO representative is quoted in articles has increased as well from 5 times in 2003 to an average of 35 times in the succeeding years. The best news is that the portrayal of the RCO is positive in most stories. Articles are counted as positive if they present RCO in a way that the average person would consider good, such as giving money to build a community park or recover salmon. Articles are considered neutral when they advertise the start of a grant round, the need for volunteer grant evaluators, or that a local community is considering applying for a grant. Articles are considered negative when they question RCO's decisions or quote someone making negative comments about the agency.

Portrayal of RCO



The number of media impressions – the number of newspaper subscribers who could see any article – has topped 39 million.

2012 Communications Plan Update

The entire communications plan is included as Attachment A. The following is a summary of the plan's focus, followed by its goals, strategies, and key activities.

Note: In the Communications Plan, RCO generally is used as an umbrella term and includes the agency and the boards it supports.

2012 Communications Plan Focus

While much has changed with RCO in the past near decade, three of the goals of the initial communications plan remain relevant. The 2012 communications plan will continue work on those three goals but also will incorporate new technology and focus communications staff efforts on more proactive media outreach, more work with partners to share RCO information with their constituents, and more public celebration of RCO accomplishments.

The three main goals for the 2012 communications plan are:

- **Goal 1:** Build support for RCO's missions of salmon recovery, land conservation, recreation, and invasive species management.
- **Goal 2:** Ensure RCO maintains its brand as an exemplary, ethical, and open grant agency.
- **Goal 3:** Strengthen RCO's internal communications.

To accomplish Goal 1, communications staff will focus on creating a compelling story about the benefit of investing in RCO's missions and then working with the media and partners to help spread those messages.

For Goal 2, communications staff will focus on keeping partners informed of RCO activities and involved in its issues. Work will include coordinating with project sponsors and partners to schedule community celebrations and use those celebrations as opportunities to explain RCO's role in those projects and the value of its grant programs.

For Goal 3, communications staff will focus on ensuring other RCO staff have the tools they need to be good communicators and ambassadors of RCO.

Communications Plan Summary

Goal 1: Build support for RCO's missions of salmon recovery, land conservation, recreation, and invasive species management.

Strategy	Activities
Create compelling information about the benefit of investing in RCO's missions.	<ul style="list-style-type: none">• Develop key messages.
Engage the media in telling the story of RCO's missions.	<ul style="list-style-type: none">• Promote RCO's missions to the media through a combination of news releases, editorial boards, guest editorials, letters to the editor, reporters' tours, and interviews.• Update the media distribution list. Try to add blogs and other social media outlets.
Engage partners in educating their constituents about RCO's missions.	<ul style="list-style-type: none">• Ask partners to share information with their constituents about RCO's missions.• Recognize top ranking projects through RCO awards.• Attend annual meetings and conferences of key partners to share RCO's missions.
Educate the public.	<ul style="list-style-type: none">• Make our Web sites and publications sources of information about the benefits of RCO's missions.• Develop social media tools to draw people to RCO's Web sites.• Schedule agency leaders to speak at community events.

Goal 2: Ensure RCO maintains its brand as an exemplary, ethical, and open grant agency.

Strategy	Activities
Increase partners' understanding of RCO grant processes and programs.	<ul style="list-style-type: none">• Keep partners informed of RCO activities and involved in its issues. Work will include creating an electronic director's newsletter that informs partners of RCO activities and ways to participate.
Ensure RCO's grant processes and programs are accessible to the public.	<ul style="list-style-type: none">• Make our Web sites, publications, social media, and news media efforts sources of information about RCO's grant programs and processes.• Proactively work with project sponsors and partners to schedule community celebrations for WWRP and LWCF projects and use the opportunity to explain RCO's role in those projects. This will include developing an automatic PRISM trigger for projects nearing completion, so that celebrations can be encouraged.• Look for ways to share RCO information on the publications and Web sites of our partners.
Strengthen agency identity.	<ul style="list-style-type: none">• Develop a unified look for agency publications, presentations, and e-mail.
Provide tools for staff to be RCO brand ambassadors.	<ul style="list-style-type: none">• Ensure staff has the communications tools they need to do their jobs successfully and understand their role as RCO brand ambassadors.

Goal 3: Strengthen RCO's internal communications

Strategy	Activities
Ensure there are adequate tools to keep staff involved in and informed of agency activities.	<ul style="list-style-type: none">• Survey staff about use of internal communications tools.• Develop routine ways for staff to stay informed and engaged in agency activities.

Communication Plan Measurements

- Development of key messages for all three boards
- Increased media coverage generated by RCO outreach efforts
- Increased visits to places on the RCO Web sites targeted by social media tools
- Appearance by RCO at partner annual meetings and community events to share RCO's missions
- Development of products contained in the communications plan

Attachments

- A. Communications plan detail and schedule
- B. Trade show analysis

COMMUNICATIONS PLAN

2013-2018



Communication Plan Details

Goal 1: Build support for RCO's missions of salmon recovery, land conservation, recreation, and invasive species management.

RCO's missions help keep Washington a great place to live, economically, environmentally, and culturally. It is important for RCO's survival to build long-term support among decision-makers and the public for these missions.

Strategy 1: Create compelling information about the benefit of investing in RCO's missions.

Activity 1: Develop Key Messages.

Develop key messages that demonstrate the value of recreation, conservation, salmon recovery, and invasive species management, economically, environmentally, and culturally. These messages should be used throughout agency communications: Web, publications, newsletters, speeches, news releases, etc.

Task 1: Develop messages for RCFB. Consider messages that show:

- Recreation and conservation as drivers for the economy and tourism.
- The quality of life in Washington is tied directly to richness of our recreation and conservation.
- The economic benefits of the projects funded by the board.
- RCFB is strategic in its decision-making.
- RCFB grants create a legacy across the state, touching nearly every community.
- The health and well-being of people and wildlife are depended on RCFB grant programs.
- Grants help ensure clean air, clean water.

Task 2: Develop messages for SRFB. Work with federal, state, and regional partners to develop common messages about the value of and need for salmon recovery. Consider messages that show:

- Salmon recovery is a driver for the economy and tourism. (Will include stories of real businesses to illustrate this.)
- The economic benefits of the projects funded by the board.

- Washington's approach to salmon recovery combines local interests with scientific priorities to ensure projects have the best chances of success and the highest benefits to salmon.
- SRFB is strategic in its decision-making.
- Washington is making progress and slowing the decline of salmon. However, salmon recovery will not happen overnight and will take a partnership between people and organizations at all levels.
- Emphasize the need for sustained funding to reach the goals established in the federally approved recovery plans.

Task 3: Develop messages for Washington Invasive Species Council about the value of and need for invasive species management and the council itself. Consider working with other states to develop common messages. Consider messages that show:

- Invasive species can devastate Washington's rich natural legacy, if left unchecked.
- Invasive species can have a huge negative economic impact to keep industries and facilities.
- The Invasive Species Council serves the vital role of coordination for the state.
- Prevention and swift response to outbreaks will save state money in the long-term and protect our natural resources.

Strategy 2: Engage the media in telling the story of RCO's missions.

To increase support of RCO's missions, the agency needs to enlist the media, which can reach large, statewide audiences quickly, to tell the RCO story and the value of investing in its missions.

Activity 1: Promote RCO's missions to the media through a combination of news releases, editorial boards, guest editorials, letters to the editor, reporters' tours, and interviews.

Staff will produce and distribute information for the news media on a variety of subjects, including grant making, published reports, trends, outstanding projects, and board appointments. The releases should include the key messages. New work will include proactively pitching more news releases and increasing the number of opportunities to promote WWRP, LWCF, salmon recovery, SCORP, and the Invasive Species Council, specifically. Also consider writing guest editorials timed to coincide with RCO awards or attendance at ribbon cuttings and groundbreakings.

News releases

Task 1: Create RCFB news releases that on focus key times in the grant cycle as well as trend information produced by SCORP and reports produced by the Habitat and Recreation Lands Coordinating Group. Possible topics include:

- Grant application deadlines
- Volunteer recruitment
- Grant evaluation scores
- RCFB decisions on grant lists (both preliminary, final)
- Recreation trends revealed by SCORP
- SCORP public participation opportunities
- Lands' Group report on state agency land purchases and other reports
- Special recognition of top scoring projects
- Special recognition of exemplary projects completed each year

Task 2: Create SRFB news releases that focus on the salmon grant awards and release of the *State of Salmon in Watersheds* report. Possible topics covered include:

- Grant applications open for salmon recovery projects
- SRFB grant awards
- State of Salmon in Watersheds report
- Any significant scientific or monitoring reports issued
- Special recognition of SRFB "Wow" projects
- PCSRF award
- Salmon Recovery Conference
- Salmon returning to rivers
- Stories about businesses who benefit from salmon recovery

Task 3: Create Invasive Species Council news releases that focus on prevention campaigns and significant council milestones. Possible topics covered include:

- Puget Sound basin assessment
- Work to remove invasive species from classroom science kits
- Feature stories on how to prevent invasive species spread
- Feral pig and don't move firewood campaigns

Other media

Task 4: Pitching stories to newspaper editors for editorial boards, guest editorials, letters to the editor, reporters' tours, interviews, blogs, and other social media venues is a key way to reach the public and decision-makers. Because these are hard to get and require much staff work, RCO will consider them only for significant topics. Consider pitching stories to news media on the following topics:

RCFB

- Editorial boards on SCORP, WWRP.
- Guest editorial on WWRP, LWCF

SRFB

- Editorial boards, guest editorials on salmon recovery funding
- Letters to editor on lead entities
- Reporter tours on SRFB “Wow” projects

Washington Invasive Species Council

- Guest editorials or letters to the editor on campaigns
- Reporter tours of infested areas

Activity 2: Update the media distribution list. Try to add blogs and other social media outlets.

Strategy 3: Engage partners in educating their constituents about RCO’s missions.

To expand the reach of RCO’s messages, RCO will engage partner organizations to help spread the word to their constituents.

Activity 1: Ask partners to share information with their constituents about RCO’s missions.

Task 1: Share media releases, key messages, and specially written stories with key partners, asking them to use the information on their Web sites and in their constituent newsletters and social media. A few partners to consider are:

RCFB

- Washington Recreation and Park Association
- Washington Wildlife and Recreation Coalition
- Washington Association of Land Trusts
- Washington Port Association
- Northwest Marine Trade Association
- Associations of counties and cities (WSAC and AWC)
- Recreation trade groups and clubs
- Farming associations
- Sister state agencies
- Legislators (state and federal)
- Boating associations

SRFB

- Regional salmon recovery organizations
- Lead entities
- Salmon fisheries enhancement groups
- Sister state agencies
- Tribes
- Northwest Indian Fisheries Commission
- Columbia River Inter-tribal Fish Commission
- Columbia River Fish and Wildlife Authority
- Northwest Power and Conservation Council
- Conservation districts
- Sport fishing associations
- Legislators (state and federal)

Washington Invasive Species Council

- Sister state agencies
- Legislators (state and federal)
- Conservation districts
- Farming associations
- NW Power and Conservation Council

Activity 2: Recognize top ranking projects through RCO awards.

One way to build support for RCO's missions is to highlight projects in local communities. By working with our partners to arrange recognition events, we not only can showcase the local benefits of RCO's missions but also engage our partners in spreading the word.

Task 1: Create a recognition award for top ranked projects completed each year. Consider converting the big check awards to a different award for top ranked projects. Agency leadership will visit select communities to present project sponsors with public recognition. The award gives the agency a chance to promote sponsors and RCO's missions to event attendees, to the media, and to the community.

Task 2: Promote the noteworthy project designated by the RCFB and the "Wow" projects designated by the SRFB through news releases, Web postings, and social media.

Activity 3: Attend annual meetings and conferences of key partners to share RCO's missions.

Another way to engage our partners and their constituents in supporting RCO's missions is to share those missions at large gatherings, such as annual conferences and trade shows of partner organizations.

Task 1: Attend annual conferences and trade shows of key partners. Chose venues based on the trade show analysis in Appendix A or based on opportunities for exposure at the conferences.

Strategy 4: Educate the Public.

In addition to educating the public through the media and our partners, RCO will try to reach the public through the agency's Web site and social media tools and by appearing at public events. The agency has considered other methods, such as advertising campaigns, marketing events, fairs, electronic newsletters, and doesn't have the resources for those efforts.

Activity 1: Make our Web sites and publications sources of information about the benefits of RCO's missions.

To educate the public, RCO must first attract them to the Web sites. RCO will enhance its five public Web sites to better engage the public.

Task 1: Develop interactive features that engage the public, such as voting for their favorite parks, photography contests, customer surveys, changing metric charts that display number of jobs created or miles of trail completed. Share links to these interactive features with our partners.

Task 2: Incorporate more videos on our Web sites.

Activity 2: Develop social media tools to draw people to RCO's Web sites.

Task 1: Develop a facebook site or blog to highlight projects, the benefits of RCO's mission, and the work of our partners.

Activity 3: Schedule agency leaders to speak at community events.

By appearing at public celebrations, RCO has an opportunity to educate the public about the agency's missions.

Task 1: Schedule agency representatives to share RCO's missions at special communities events and large gatherings of stakeholders.

Goal 2: Ensure RCO maintains its brand as an exemplary, ethical, and open grant agency.

RCO is a small state agency, and fairly unknown. Among its clients, it has a stellar reputation. This goal is aimed at increasing the awareness of RCO and its brand as an exemplary grant agency among and beyond its core clients.

Strategy 1: Increase partners' understanding of RCO grant processes and programs.

RCO desires to work with its partners in meaningful ways. It is important for the agency to keep its partners informed of RCO activities, policy changes, and issues and to work with them collaboratively on issues.

Activity 1: Keep partners informed of RCO activities and involved in its issues.

Task 1: Create a director's electronic newsletter that informs partners of RCO activities and ways to participate. This would expand the director's current update to staff and would be sent to key stakeholders and posted online.

Task 2: Convert *Grant News You Can Use* into an electronic newsletter.

Task 3: Schedule regular meetings between the director and key stakeholder groups and elected officials to discuss issues and hear the latest RCO activities.

Task 4: Participate in the annual meetings and conferences of key stakeholders.

Task 5: When seeking comment from partners on policy issues, ensure adequate response time and wide distribution of information. Consider special outreach to eastern Washington.

Task 6: Educate legislators, the congressional delegation, and other elected officials about RCO's grant processes and programs by sending periodic updates and scheduled meetings.

Task 7: Continue support of agency's online grant workshops as a means of delivering information about RCO processes to partners.

Strategy 2: Ensure RCO's grant processes and programs are accessible to the public.

To help the public better understand the role of RCO, the agency needs to ensure information on its grant rounds is clear and easily understood. A second way to reach the public is to go directly to their communities. Through public appearances, RCO leadership can explain the agency's role in grant making.

Activity 1: Make our Web sites, publications, social media, and news media efforts sources of information about RCO's grant programs and processes.

Task 1: Regularly review materials to ensure they are up-to-date, easily understood by the public, and clearly explain our grant processes.

Task 2: Develop information graphics that explain the relationship between RCO and its partners (WWRC, WWRP, lead entities, regional salmon recovery organizations, etc.)

Task 3: Develop generic PowerPoint presentations and talking points about the agency and its grant processes for use by staff and board members.

Activity 2: Proactively work with project sponsors and partners to schedule community celebrations for WWRP and LWCF projects and use the opportunity to explain RCO's role in those projects.

Task 1: Develop a priority list of special events that kick off new projects and celebrate the completion of projects to attend. Proactively work with sponsors and partner organizations to promote the events.

Task 2: Develop an automatic PRISM trigger for projects nearing completion, so that celebrations can be encouraged.

Activity 3: Look for ways to share RCO information on the publications and Web sites of our partners.

Task 1: Investigate getting grant information in the grant portals of other organizations, such as those of the Washington Association of Cities and Senator Patty Murray.

Strategy 3: Strengthen agency identity.

In the recent past, RCO changed its name and created a new logo. Now is the time to strengthen the agency's identity by developing a unified look for the agency's publications and presentations.

Activity 1: Develop a unified look for agency publications, presentations and e-mail.

Task 1: Develop graphic standards and templates for agency publications, presentations, and Internet presence.

Strategy 4: Provide tools for staff to be RCO brand ambassadors

Activity 1: Ensure staff has the communications tools they need to do their jobs successfully and understand their role as RCO brand ambassadors.

Task 1: Regularly visit section meetings to discuss communications issues and query staff on needs for communications products.

Task 2: Develop template talking points for when they are at speaking engagements.

Task 3: Collect and distribute links of all news coverage of RCO programs to help staff stay informed. Distribute weekly to RCO staff and monthly to board members.

Goal 3: Strengthen RCO's internal communications.

Strategy 1: Ensure there are adequate tools to keep staff involved in and informed of agency activities.

RCO has seen a rise and then a fall of staff members and it is time to check in to ensure we have a good plan for keeping open communication with staff.

Activity 1: Survey staff about use of internal communications tools.

Task 1: Survey staff to see if the current communication tools are useful: Monthly director's report, all staff meetings, director e-mails, electronic and physical employee

suggestion boxes, Intranet site, section meetings, etc. Gauge how well agency leadership is keeping them informed of major decisions and recognizing their valuable contributions.

Activity 2: Develop routine ways for staff to stay informed and engaged in agency activities.

Task 1: Develop a plan for improving internal communications.

- Some examples mentioned by staff for communication tools they would like include creating information about long-term responsibilities for grant recipients and a tutorial on project search

Measurements

- Development of key messages for all three boards
- Increased media coverage generated by RCO outreach efforts
- Increased visits to places on the RCO Web sites targeted by social media tools
- Appearance by RCO at annual meetings and community events to share RCO's missions
- Development of products contained in this communications plan
- Improvements in ratings by RCO customers as shown in the agency customer survey

Implementation

Year 1

- Develop key messages for all boards
- Recognize top ranking projects through RCO awards.
- Director's newsletter and electronic grant newsletter
- Proactively work with project sponsors and partners to schedule community celebrations for WWRP and LWCF projects and use the opportunity to explain RCO's role in those projects.
- Look for ways to share RCO information on the publications and Web sites of our partners.
- Survey staff about use of internal communications tools.

Year 2

- Develop social media tools to draw people to RCO's Web sites.
- Update the media distribution list. Try to add blogs and other social media outlets.
- Ensure staff has the communications tools they need to do their jobs successfully and understand their role as RCO brand ambassadors.
- Develop routine ways for staff to stay informed and engaged in agency activities.

Year 3

- Develop a unified look for agency publications, presentations, and e-mail.

Ongoing

- Promote RCO's missions to the media through a combination of news releases, editorial boards, guest editorials, letters to the editor, reporters' tours, and interviews.
- Ask partners to share information with their constituents about RCO's missions.
- Recognize top ranking projects through RCO awards.
- Attend annual meetings and conferences of key partners to share RCO's missions.
- Make our Web sites and publications sources of information about the benefits of RCO's missions and sources of information about grant programs and processes.
- Schedule agency leaders to speak at community events.
- Keep partners informed of RCO activities and involved in its issues.

COMMUNICATIONS PLAN

2013-2018



Appendix A: Assessment of RCO Participation in Conferences

RCO has goals to educate its key partners about the agency and the grant programs offered, as well as recruit more grant applicants to those programs. One of the ways RCO meets those goals is to participate in about a half dozen annual conferences of our key partners. Often RCO hosts workshops at those conferences and sets up a trade show booth.

Traditionally, RCO has attended the annual conferences of the following partners:

- Washington Recreation and Parks Association (two conferences a year)
- Washington Public Ports Association
- Association of Washington Cities
- Washington State Association of Counties
- Washington State Trails Coalition

In addition to conferences sponsored by other organizations, RCO hosts a conference every other year for salmon recovery grant recipients, lead entities, and recovery organizations. The conference, which draws about 500 people, is a chance for grant recipients to share information about what types of projects are working and to learn about emerging trends.

Benefits

Participating in events important to our core clients is a great way to better understand their issues and connect with them on their home turfs. RCO benefits by generating good will with its partners for participating in their events. The conferences also give RCO a way to talk directly to future grant applicants.

Costs

RCO has not tracked the costs of participating, but absorbed them in its daily work. RCO tries to get free trade show booth space whenever possible. When not possible, booth space runs between \$500-\$1,000 for each event. In addition, there is travel costs for the employees staffing these events. Several years ago, RCO purchased a traveling exhibit and paid for graphics. Those graphics are now produced in-house and customized for the events.

Recommendations

As staffing has become constrained, RCO needs to take a fresh look at which annual conferences are most beneficial. The following list contains the organizations or conferences with the greatest opportunities for achieving results:

Washington Recreation and Parks Association

- Participate only by providing workshops, not with a trade show booth: In the past, visitation to the trade show booth has been minimal. It could be that many of the park and recreation professionals already are aware of RCO's grant programs and don't feel the need to stop by the booth.

RCO is often asked to pull together panels or workshops for these conferences, which continues to be a valuable way to connect with RCO's core clients and recruit new grant applicants. To minimize staff impact, staff recommends attending only one of the two annual conferences. Also suggest attending conferences in WWRP promotion years only.

Washington Public Ports Association

- RCO is often asked to provide workshops at these annual meetings and that work should continue. Trade show booth is not essential.

Association of Washington Cities

- This annual conference is often attended by council members and mayors of cities of all sizes. Because of the turnover in these elected officials, many are new and unaware of RCO or its grant programs. Attendance at the RCO trade show booth has been frequent and well received. RCO should continue attendance at this annual conference. Opportunities to host workshops should be considered if staff time allows.

Washington State Association of Counties

- This annual conference is often attended by county commissioners. Because of the turnover in these elected officials, many are new and unaware of RCO or its grant programs. Attendance at the RCO trade show booth has been frequent and well received. RCO should continue attendance at this annual conference. Opportunities to host workshops should be considered if staff time allows.

Other

- RCO doesn't attend conferences related to salmon recovery or invasive species and should look for opportunities that would hit its core audiences in these subject matters. RCO should continue, contingent on available funding, of sponsoring the biennial Salmon Recovery Conference.

Salmon Recovery Funding Board Briefing Memo

Meeting Date: December 2012
Title: State of the Salmon in Watersheds Report Preview and Status
Prepared By: Jennifer Johnson, Governor's Salmon Recovery Office

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

Governor's Salmon Recovery Office staff will provide an update on the progress for the biennial *State of Salmon in Watersheds* report, which will be published as a Web site in late December.

Board Action Requested

This item will be a:

<input type="checkbox"/>	Request for Decision
<input type="checkbox"/>	Request for Direction
<input checked="" type="checkbox"/>	Briefing

Background

State law¹ requires the Governor's Salmon Recovery Office (GSRO) to complete a biennial *State of Salmon in Watersheds* report. The 2012 report – slated for completion in December – will be the seventh report, and marks a major transformation in the reporting method. For the first time, the report will be housed on its own Web site (www.stateofsalmon.wa.gov).

At the September Salmon Recovery Funding Board (board) meeting, GSRO staff demonstrated various elements of the new Web site in its draft form, and how to navigate through the site. Several summary and sample pages of data and graphics were previewed. GSRO answered questions and described the overall schedule for completion.

At the December board meeting, members will preview the nearly-complete Web site and discuss the progress since the last meeting.

¹ RCW 77.85.020

Progress and Updates since the Last Meeting

Until September, the GSRO and its partners had focused primarily on bringing data together and agreeing upon norms and standards for the information. In the past few months, however, they have been working hard to (1) review the data for quality and accuracy and (2) bring the information together into the Web site.

As of this writing, much of the content has been drafted. GSRO staff and the vendor are entering the text and graphics into the Web site, and working with the regions and other partners to make final edits and refine the messages. This work helps to ensure that the regions have an opportunity to represent the data in a way that reflects their unique perspectives, needs, and approaches to salmon recovery.

Staff have aligned the data with the *State of the Sound* report wherever possible, and integrated links to other, similar reports. New maps have also been created to help present data in a more understandable manner.

Finally, design changes have been made to finalize the look and feel of the Web site and content.

Next Steps

The GSRO intends to launch the Web site on December 28, 2012. An email to key recipients will announce the launch. A printed executive summary will be distributed to the Governor's Office, Legislators, board members, agency partners, recovery implementation partners, NOAA, and other key stakeholders.

Salmon Recovery Funding Board Briefing Memo

Meeting Date: December 2012
Title: Board Meeting Schedule for 2013
Prepared By: Rebecca Connolly, Board Liaison

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

Statute requires the Salmon Recovery Funding Board (board) to establish its regular meeting schedule and notify the Code Reviser of the dates and locations before January 1 of each year. Board members are asked to approve a proposed schedule at the December meeting.

Board Action Requested

This item will be a:

<input checked="" type="checkbox"/>	Request for Decision
<input type="checkbox"/>	Request for Direction
<input type="checkbox"/>	Briefing

Proposed Motion Language

Move to adopt the 2013 meeting schedule as presented, with the October meeting to be held in the Snake Region.

Background

The Open Public Meetings Act requires state agencies to identify the time and place they will hold their regular meetings and to publish their schedule in the Washington State Register. The agency must notify the code reviser of that schedule before January of each year.

Decision Requested

The board is asked to approve the dates and locations for meetings in 2013.

Staff Recommendation

Staff recommends that the board approve the following dates and locations. Board members have indicated availability on these dates.

Date	Location
February 27-28, 2013	Olympia
May 22-23, 2013	Olympia
October 16-17, 2013	Snake River Region, exact location to be determined
December 4-5, 2013	Olympia

Analysis

The board typically meets four to six times per year to award grant funding and provide policy direction for the grant programs and planning activities.

Staff believes that the board can accomplish its work in four meetings during 2013. If needed, the chair may call for an additional special meeting, which could be conducted by phone. Further, the two-day meetings may be reduced to one day each, depending on the topics to be addressed.

Staff recommends that the board travel to the Snake River Region for its October meeting. October is the best meeting for travel based on likely agenda items and weather conditions for the project tour. The board has not visited the Snake Region since 2006. The Snake Region includes Asotin, Columbia, Garfield, Walla Walla, and parts of Franklin and Whitman Counties; the Nez Perce Tribe and the Confederated Tribes of the Umatilla Indian Reservation; and the Walla Walla, Lower Snake, and Middle Snake Water Resource Inventory Areas. More information about the region can be found on the Web at <http://www.snakeriverboard.org/>.

Next Steps

Staff will plan meetings for 2013 and make the required notifications. Dates or locations for regularly scheduled meetings can be altered, with sufficient notice. The chair may call special meetings at any location or time in compliance with the notice provisions of the Open Public Meetings Act.

Salmon Recovery Funding Board Briefing Memo

Meeting Date: December 2012
Title: Approve Funding and Scope of Work for Monitoring Program Assessment
Prepared By: Brian Abbott, Salmon Section Manager and GSRO Coordinator

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

In August 2012, the Director of the Recreation and Conservation Office briefed the Salmon Recovery Funding Board (board) that she had asked staff to prepare a proposal to assess how the board's monitoring funds are used. Staff has worked with an independent consultant to prepare a scope of work this assessment. The scope of work forms the basis for a competitive bid process to secure an independent contractor. The board will be asked for its feedback on the scope of the assessment and to approve funds so that the bid process can proceed.

Board Action Requested

This item will be a:

<input checked="" type="checkbox"/>	Request for Decision
<input type="checkbox"/>	Request for Direction
<input type="checkbox"/>	Briefing

Proposed Motion Language

Move to approve the use of 2012 monitoring funds (amount to be presented at the board meeting) for an assessment of the board's monitoring strategy.

Background

The Salmon Recovery Funding Board (board) monitors its investments in salmon recovery in a variety of ways.

The primary source of funding for monitoring is the federal Pacific Coastal Salmon Recovery Fund (PCSRF), an annual grant through the National Oceanic and Atmospheric Administration (NOAA). The PCSRF grant program requires that 10 percent of the overall state award be dedicated to monitoring efforts to determine (1) the impact of funded projects on salmon habitat and (2) whether the projects are affecting fish populations.

Board Approach to Monitoring

Early in the board's history, funds for monitoring were distributed on an ad hoc basis, including some to local project sponsors. The results were not satisfactory; monitoring was often not completed or was performed in a manner that was neither consistent nor comparable. As a result, the board decided to centralize the funding and take a new approach to monitoring.

The board's approach to monitoring was developed in 2003 and has been shaped by several key efforts including: 1) the Washington Comprehensive Monitoring Strategy; 2) the Framework for Monitoring Salmon Population Listed under the Federal Endangered Species Act and Associated Freshwater Habitats; and 3) the board's 2003 Monitoring and Evaluation Strategy for Habitat Restoration and Acquisition Projects¹. The board's approach also is informed by the PCSRF requirements and priorities.

The board has been using its strategy to guide key monitoring funding decisions and determine monitoring priorities. Based on its strategy, the board allocated most of its monitoring funding to three long-term monitoring efforts: 1) statistically-based project effectiveness monitoring; 2) fish-in/fish-out monitoring; and 3) intensively monitored watersheds.

Forum Review of the Board's Monitoring Strategy and Priorities

In October 2009, the board asked the Monitoring Forum to review its monitoring priorities.² The Monitoring Forum recommended some changes to the programs, but found the mix of monitoring programs represented "core" monitoring elements and was appropriate.

NOAA Priorities for Monitoring

In 2012, the National Oceanic and Atmospheric Administration (NOAA) introduced its own priorities for monitoring. This prioritization is an important factor for the board to consider in its allocation decisions, as the use of PCSRF funding must be consistent with the NOAA guidance and with the specific state application. Specifically, NOAA articulated that one of its top four priorities would be:

"Effectiveness monitoring of habitat restoration actions at the watershed or larger scales for ESA-listed anadromous salmonids, status monitoring projects that directly contribute to population viability assessments for ESA-listed anadromous salmonids, or monitoring necessary for the exercise of tribal treaty fish rights or native subsistence fishing on anadromous salmonids."

¹ "The Washington Comprehensive Monitoring Strategy and Action Plan for Watershed Health and Salmon Recovery" http://www.rco.wa.gov/documents/monitoring/Executive_Report_final.pdf; "Washington State Framework for Monitoring Salmon Populations Listed under the Federal Endangered Species Act and Associated Freshwater Habitats": http://www.rco.wa.gov/documents/monitoring/Framework_Document.pdf; "Monitoring and Evaluation Strategy for Habitat Restoration and Acquisition Projects" http://www.rco.wa.gov/documents/monitoring/SRFB_Monitoring_Strategy.pdf

² The memo is available online: <http://www.rco.wa.gov/documents/salmon/agendas/2009/2009-10/item7.pdf>

Requests for Review of Board Monitoring Strategy

The monitoring documents noted above were developed before the development or adoption of the regional salmon recovery plans. The regional recovery organizations, among others, have expressed both interest in and concerns about how monitoring is funded. At the June and August 2012 board meetings, members expressed concern about how the monitoring efforts, in particular the Intensively Monitored Watersheds program, fit with the project selection process and with the implementation of regional recovery plans.

Recreation and Conservation Office Actions to Review Monitoring Strategy

At the August 2012 board meeting, RCO Director Cottingham suggested that a portion of the remaining fiscal year 2012 federal monitoring funds³ be used for an objective and strategic assessment of how the board's monitoring funds should be used in the future. The board concurred, and directed staff to prepare a proposal of how that assessment could be done.

Staff entered into a contract with Aaland Planning Services to interview key persons involved with salmon recovery and to develop a scope of work that would form the basis for a Request for Proposals (RFP) for a more comprehensive assessment by an independent, competitively selected contractor. The consultant has interviewed the following parties as part of this work; the interview questions are in Attachment A:

- Regional recovery organization executive directors
- Salmon Recovery Funding Board staff
- Governor's Salmon Recovery Office staff
- A representative group of lead entities and project sponsors
- Individuals representing the Departments of Ecology and Fish and Wildlife, and the Northwest Indian Fisheries Commission.
- NOAA representatives
- Tetra Tech project lead for project effectiveness monitoring

As part of the December board meeting, the consultant will present the draft scope of work and solicit feedback from the board on any potential modifications. Board members should review the list of questions found in Attachment A in advance of the board meeting. In addition, the consultant will present a "not to exceed" cost estimate for conducting the assessment. The board will be asked to approve the RCO moving forward with the assessment and allocating 2012 monitoring funds for that purpose.

³ Federal monitoring funds are provided through the Pacific Coastal Salmon Recovery Fund (PCSRF) grant, which requires a minimum ten percent allocation to monitoring.

Decision Requested

The board is being asked to approve funds for an assessment of the board's monitoring strategy. This approval will allow staff to conduct an RFP process based on the scope of work being presented at the December board meeting and enter into a contract as appropriate.

Staff Recommendation

Staff recommends that the board approve the use of remaining federal fiscal year 2012 PCSRF monitoring funds (amount to be presented at the board meeting) for this assessment, to be awarded through a competitive bid process.

Analysis

The question that would be evaluated through this process is whether the strategic direction that governs the board's investment in monitoring needs to be updated. Questions have been raised by board members and stakeholders about whether the current monitoring strategy remains the best fit with the board's overall strategy and other practices (e.g., project selection process).

Any changes would need to be consistent with the statutory framework for salmon recovery and the NOAA guidance for use of PCSRF funds.

Staff is recommending the use of a consultant for this work due to limited staff resources and the advantage of having an objective, independent review of the strategy.

Next Steps

Staff and the consultant will present the proposed scope of work for the RFP at the board's December meeting, and will revise the scope of work based on board feedback.

If the board approves funding for the assessment, staff will then issue the RFP and begin work. The intent is to complete the assessment before 2013 PCSRF funds are awarded.

Attachments

The draft scope of work will be provided at the board meeting in December.

A. Interview Questions

Interview Questions, SRFB-Funded Monitoring

1. What do you like about the current monitoring strategy?
2. What concerns do you have about the current strategy?
3. Is the current mix of monitoring funded by the SRFB the correct mix? If not:
 - a. What new type of monitoring should be funded and what question would it answer?
 - b. What criteria should be used to recommend changes?
4. Should the SRFB invest more than just the 10% of the PCSRF grant in monitoring? If so:
 - a. What is the correct percentage?
 - b. What is the justification for a different percentage?
 - c. Should it come from the "bucket" used for projects or capacity?
5. What specific questions should the contractor seek to answer?
6. What data should the contractor examine, or develop, to answer the questions?
7. Should greater coordination regarding monitoring be explored with Oregon and Idaho entities?
 - a. If so, how?
8. Do you have any general advice for me as I develop a draft scope of work?

Salmon Recovery Funding Board Briefing Memo

Meeting Date: December 2012
Title: Assessment of Roles and Responsibilities for the Governor's Salmon Recovery Office
Prepared By: Kaleen Cottingham, Director

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

The Recreation and Conservation Office (RCO) is working with an independent consultant to assess the roles and structure of the Governor's Salmon Recovery Office. The work is being done through interviews and surveys. As part of the process, the Salmon Recovery Funding Board (board) will be asked to participate in a facilitated discussion at the December board meeting. This memo provides background about the GSRO and the project.

Board Action Requested

This item will be a briefing followed by a facilitated discussion.

Background

The Governor's Salmon Recovery Office (GSRO) was established in 1999 by the Legislature¹ and charged with (1) coordinating the development, implementation, and revision of regional salmon recovery plans; (2) maintaining the statewide salmon recovery strategy; and (3) ensuring a coordinated statewide approach to salmon recovery. The law also allows the GSRO to perform other duties related to salmon recovery.

In 2009, the Legislature assigned responsibility for the GSRO to the Recreation and Conservation Office (RCO). At the same time, the RCO took over responsibility for the lead entity program, and assigned that function to the GSRO. In 2011, when the Washington Forum on Monitoring Salmon Recovery and Watershed Health expired, the RCO reassigned the ongoing management of monitoring contracts from the executive coordinator of the Forum to GSRO staff.

Today, the GSRO includes four staff members: an executive coordinator and three staff members. The executive coordinator is primarily responsible for the contracts with the regional

¹ [RCW 77.85.030](#)

recovery organizations, coordination of salmon recovery between state, federal, tribal, local, and other partners and supervision of the other GSRO staff. Staff members have specialized areas of expertise such as monitoring and science, lead entity coordination, and data collection/reporting (e.g., Habitat Work Schedule and State of the Salmon Report).

In August 2012, the GSRO executive coordinator left the agency. Rather than filling the vacancy immediately, the RCO opted to use this opportunity to assess the long-term role and structure of the GSRO. The changing nature of the GSRO was one factor in that decision. The RCO also needed to consider the long-term effects of significant general fund budget cuts to the GSRO over the past two biennia.

Work Completed to Date

The RCO contracted with The Falconer Group, an independent consultant, to solicit feedback from many stakeholders and make recommendations to the RCO director.

The consultant has reviewed the statutes and other background materials to understand the current role and structure of the GSRO. Between September and December 2012, the consultant surveyed and/or interviewed lead entity coordinators, agency staff, agency leadership, directors of regional recovery organizations, and the former coordinators of the GSRO.

Next Steps

Jim Reid of The Falconer Group will attend the board's December meeting to solicit board members' feedback about the role and structure of the GSRO. The agenda includes time for a facilitated discussion that will include questions such as:

1. In what ways have you (as a board) relied on the GSRO (both the Executive Coordinator and the staff of the GSRO)?
2. What are the strengths and weaknesses of the relationship between GSRO and the board? Between GSRO and the grant managers within the Recreation and Conservation Office?
3. What are strengths and weaknesses of the relationship between GSRO and such partners as the regional organizations, Monitoring Forum, lead entities, state agencies, and/or the Governor's Office?
4. Who should be responsible for telling the salmon recovery story?
5. Recognizing legal restrictions on agency lobbying, who should be responsible for legislative and congressional advocacy?
6. If funding for the GSRO continues to decline, what functions should be a lower priority?
7. Is there anything else about the role and responsibilities of the Governor's Salmon Recovery Office that we should discuss?

Following the meeting, the consultant will compile all of the interview notes and present the common themes, key findings, and the mutual interests in a report to the RCO director. Participants will have an opportunity to review and comment on a draft of that report. By December 31, 2012, the contractor will provide recommendations that address the organizational structure and related issues such as reporting relationships, role, priorities, decision-making, or teamwork.

Attachments

None

SALMON RECOVERY FUNDING BOARD SUMMARIZED MEETING AGENDA AND ACTIONS, DECEMBER 6-7, 2012

Agenda Items without Formal Action

Item	Follow-up Actions
Item 1: Management Reports	There were no follow-up actions.
Item 2: Salmon Recovery Management Reports	There were no follow-up actions.
Item 3: Reports from Partners	There were no follow-up actions.
Item 4: Lead Entity Consolidation	There were no follow-up actions.
Item 7: Communication Plan Updates	There were no follow-up actions.
Item 8: State of the Salmon in Watersheds Report	There were no follow-up actions.
Item 11: Assessment of Roles and Responsibilities for the Governor's Salmon Recovery Office	There were no follow-up actions.

Agenda Items with Formal Action

Item	Formal Action	Follow-up Actions
Minutes	Approved Minutes from September 2012	There were no follow-up actions.
Item 5: 2012 Grant Round	Approved \$1,195,165 in SRFB funds for projects and project alternates in the Hood Canal Region. Approved \$2,700,000 for projects and project alternates in the Lower Columbia Region. Approved \$360,000 for projects in the Northeast Region. Approved \$6,795,035 in SRFB funds for projects and project alternates in the Puget Sound Region. Approved \$1,258,333 in PSAR funds for projects in the Puget Sound Region. Approved \$1,598,400 for projects and project alternates in the Snake River Region. Approved \$1,953,000 for projects and project alternates in the Upper Columbia Region. Approved \$1,620,000 for projects and project alternates in the Coastal Region. Approved \$1,776,600 for projects and project alternates in the Yakima Mid-Columbia Region.	There were no follow-up actions. The Washington Coast Region has asked that the board consider inviting the Wild Fish Conservancy to do a briefing on its Grays Harbor Juvenile Fish Use Assessment project.
Item 6A: Manual 18 Administrative Updates	Approved incorporating the criteria regarding acclimation ponds into Manual 18.	Staff to distribute Manual 18 for stakeholder comment before completing it in January 2013.

Item 6B: Manual 18 Review Panel Policy Recommendations	Adopted the recommendations of the Review Panel to update Manual 18 policies regarding knotweed control, beaver reintroduction projects, and Review Panel evaluation criteria.	Staff to consider the salmon recovery niche of knotweed strategy as part of its policy work during 2013. Staff will work with Member Troutt to address his concerns about the streambank stabilization language, and will share the resulting draft language with the board.
Item 9: Board Meeting Schedule	Approved the revised dates for 2013.	Staff to notify the code reviser and post the dates on the RCO web site.
Item 10: Approve Funding and Scope of Work for Monitoring Program Assessment	Approved the use of \$75,000 in 2012 monitoring funds for an assessment of the board's monitoring strategy.	Final report to the board in October 2013.

SALMON RECOVERY FUNDING BOARD SUMMARY MINUTES

Date: December 6, 2012

Place: Olympia, WA

Salmon Recovery Funding Board Members Present:

Bud Hover, Chair	Okanogan County	Bob Everitt	Department of Fish and Wildlife
Harry Barber	Washougal	Carol Smith	Conservation Commission
Josh Brown	Kitsap County	Craig Partridge	Department of Natural Resources
Phil Rockefeller	NWPCC	Melissa Gildersleeve	Department of Ecology
David Troutt	Olympia		

Josh Brown arrived at 1:55 p.m. Mike Barber was excused.

It is intended that this summary be used with the notebook provided in advance of the meeting. A recording is retained by RCO as the formal record of meeting.

Opening and Welcome

Chair Bud Hover called the meeting to order at 9:03 a.m. and a quorum was determined.

Phil Rockefeller moved to adopt the agenda.

Seconded by: David Troutt

Motion: APPROVED

David Troutt moved to adopt the September 2012 minutes.

Seconded by: Harry Barber

Motion: APPROVED

Item 1: Management Reports

Director Cottingham presented information as described in her director's report, focusing on the reviews of the salmon recovery structure, audits, hiring of a new policy director, information technology initiatives such as the online application tool, and training. She also explained the status of salmon-related budget requests for the state capital and operating budgets. She also addressed the constitutional amendment, and reminded the board about their responsibilities to adhere to the laws about lobbying during the legislative session.

Item 2: Salmon Recovery Management Reports

Brian Abbott reviewed the information from the management report. Grant manager Kat Moore reviewed the recently completed Bear River project; the board funded the design work but not the restoration. She reviewed future plans for the site and the effects of the restoration. Chair Hover asked if the outreach issues had been resolved. Moore responded that there was a new refuge manager and some new officials, and that they were working on the issues but that they had not been resolved. Member Troutt asked if they had adopted a Comprehensive Conservation Plan. Moore said they had. She then discussed the

Condit Dam Removal, which is not a board-funded project, but the board will be participating in several related habitat and restoration projects. She shared a National Geographic video of the dam removal.

Item 3: Reports from Partners

Council of Regions: Jeff Breckel presented the Council of Regions report. He noted the work that they have been doing with regard to the assessment of GSRO, the review of monitoring support, and their work with agencies to accomplish recovery plans, and noted specific items they would be discussing with each agency. They are looking forward to working with Conservation Commission on legislative initiatives and the same with Ecology. Rockefeller asked what the legislative initiatives might be; Breckel responded that included support for the conservation districts and support for the state match on programs like the conservation reserve enhancement program (CREP). On the State of the Salmon report, it has been a significant undertaking. They have invested a great deal of time and are anxious to see it come together.

Lead Entity Advisory Group: Darcy Batura presented information about leadership within various lead entities and shared a printed report. They are considering changing the name of the LEAG, and have developed a communications group. They are looking at improving their web site to do a better job at telling their story and using videos.

Regional Fisheries Enhancement Groups: Lance Winecka noted that RFEES are working to secure their federal funding, continuing their work to secure funding through the egg and carcass program with WDFW, and doing more educational outreach to the legislature.

Mendy Harlow presented information about their approach to controlling knotweed in riparian areas. She noted how they are able to use other funds to control the knotweed, and then use board funds to replant the areas. Member Troutt asked what their regional strategy looks like. Harlow responded that they focus first on freshwater, then on estuaries, and then on areas that don't have transport issues (e.g., terrestrial areas). They also address data collection and reporting, and use shared control methods so that they are using effective amounts. There also is a shared public outreach, monitoring, and lessons learned component. Member Barber asked how knotweed ranks compared to other salmon recovery needs. He and Hover suggested it should be a class A weed, rather than a class B weed, thereby requiring landowners to do the work. Member Troutt asked if the strategy gets to the watershed level. Harlow responded that it does get to that level, and often gets to the parcel-by-parcel level. Winecka noted that the lead entity is developing a similar plan in the Nisqually area. Member Rockefeller asked if there is a policy to deal with knotweed each time it is encountered. Harlow responded that they deal with it when it is encountered, so that they do not spread it in the process of doing other work. She also noted that they are able to use less herbicide over time as the plants die back. Member Smith asked if they work with conservation districts and others, and share methodologies and maps with them to achieve a strategic approach and funding strategy. Harlow responded that they do.

Washington Department of Fish and Wildlife (WDFW): Member Bob Everitt noted that Jennifer Quan has been selected to fill the vacancy left by Sara LaBorde during the summer. She likely will be taking on the board position in 2013. He also noted the federal sequestration of funds could result in a 7.8 percent reduction in funds for the hatchery program. WDFW will not do much with regard to the hydraulic permit program during legislative session, but is working on a web-based system to make it more efficient.

Conservation Commission: Member Carol Smith noted that they will be seeking funding from the legislature for the voluntary stewardship program. Once funding is found, there will be a technical panel

and recovery plans to deal with agricultural lands in critical areas. They also will be seeking funding for CREP, which is designed for riparian restoration toward salmon recovery. There is a lot of interest in the legislation to exempt landowners who participate in conservation efforts from civil liability.

Department of Natural Resources: Member Craig Partridge had no updates.

Department of Ecology: Member Melissa Gildersleeve updated the board on watershed planning grants. They will know if there is money after the legislative session.

Northwest Power Council: Member Rockefeller noted that the Northwest Power Council will be initiating year-long process to develop an updated fish and wildlife program for the Columbia Basin. They like to hear from the public, tribes, and fish and wildlife agencies. This is an opportunity for a strategic repositioning of the program efforts funded by Bonneville.

General Public Comment

There was no general public comment.

Item 4: Lead Entity Consolidation

Julie Morgan, Derek Van Marter, and Lloyd Moody presented this topic. Julie Morgan noted that the genesis of the effort was a letter from RCO Director Cottingham asking the region to explore the idea in the effort to reduce costs and improve efficiencies. She described the process, including actions and decision points, noting the RCO's involvement in the process. Morgan noted that cities, lead entities, and tribes were involved in the process, giving input and helping to design the structure. She shared how tasks would be administered by the region under the new structure. She provided a draft of the report, noting that a final report would be submitted to Director Cottingham the next week. A single lead entity coordinator would be hired, and would start in January 2013. Lead entities and tribes were integral to the transition process. She shared a list of organizations that wrote letters of support, noting that some were not interested in the process, while others increased their engagement and asked for annual updates. She noted that they will maintain separate citizen committees to respect local preferences. They also met with project sponsors to understand their concerns; their preferences will be reflected in the regions. Van Marter thanked the board for letting them handle it locally rather than top-down. The cost savings will be 10 percent. Director Cottingham noted that additional budget reductions would not be added to that. Chair Hover noted it relieves perceived conflicts of interest and saves money.

Member Troutt asked if the new lead entity has been formed; she noted that it would happen on January 1, but the paperwork is in place. He asked how they would manage two citizen committees. Van Marter responded that they already maintain three citizen committees and submit one regional list, and explained the process of developing the project list.

Item 5: 2012 Grant Round

Brian Abbott thanked salmon section staff for their hard work in 2012 to make the grant round work. He also acknowledged Marnie Tyler for her work in helping to create the funding report.

Abbott described the 2012 grant round timeline, noting the major milestones leading up to the funding meeting. He noted that for Puget Sound Acquisition and Restoration (PSAR) funds, the funding table includes some returned funds. The total that the board is approving includes those funds. He also noted that the project of concern for the Hood Canal region had been cleared by the Review Panel, and staff was recommending that the board approve the list with the project clear and approved as an alternate.

Patty Michak gave an overview of the Review Panel comments, explaining what they found worked well and what did not. They have asked that they reduce the review cycles from four to three in the 2013 grant cycle. They noticed this year that there are some projects that are setting the stage for future high-cost, large-scale projects; the Review Panel is concerned that funding may not exist. Member Barber asked if the projects could be sequenced. Michak responded that many would be, but that some construction projects cannot be sequenced, or would incur additional costs if they were because equipment would be staged multiple times.

Comments from the Regions

Hood Canal: Richard Brocksmith and Richard Carlson presented information about the application process, noting that they included more community involvement in 2012. Brocksmith noted that they have complete agreement on the list between the citizen and technical committees, and they are very proud of their list. Member Troutt asked if the Regional Implementation Technical Team (RITT) reviewed Hood Canal projects. Brocksmith responded that they review the 3-year work plan. For summer chum, they work directly with NOAA domain team, which has greater technical expertise. Chair Hover asked what the issue was on the project of concern. Brocksmith responded that the project was proposed narrowly, so it didn't provide enough material to satisfy the Review Panel. It took them a lot of time to get from a concept to a detailed proposal, and there was a lot of miscommunication. Member Troutt asked about how the funding for project six (#12-1385, Dosewallips and Duckabush Acquisitions 2012) would be applied. Brocksmith responded that the partial funding would go to the higher priority acquisition first, as a condition of the citizens' committee. Brocksmith then discussed results of the projects, in terms of escapement and spatial diversity.

Lower Columbia: Jeff Breckel stated that there was a good process in 2012. Most of the projects were designed and implemented to build on work that was already done in the subbasins. They have two projects that are related to knotweed. This has been a concern for their technical review panel, but these provide systemic approaches. Both projects are proposed by the conservation district, and both focus on finding the uppermost extent of the knotweed. He addressed a few projects with conditions, and noted that the local technical committee agreed with the conditions. Breckel concluded by stating that they had a good turnout and good support from sponsors, resulting in a good list.

Northeast: Nick Bean presented. He noted that they had a typical year that resulted in two good projects. They are going through a transition process. Kelley Jorgenson provided really good comments for the project sponsors, and that worked well, making it a clean grant round process. Director Cottingham reminded the board that these projects are funded with state funds because the Northeast has no anadromous fish.

Puget Sound: Jeannette Dorner reviewed their selection process, noting that there was good progress on coordinating the Review Panel and the RITT. In 2012, there were 52 projects for Puget Sound. Dorner highlighted a few projects of note: Rocky Bay Estuary Acquisition, Lower Ohop Creek Protection and Restoration, and Fir Island Farm Restoration. She thanked the board for the thorough review and selection process, and thanked RCO staff for their support and assistance. Director Cottingham noted that she and Dorner attended a ribbon-cutting at Port Susan the day before.

Snake River: Steve Martin noted that he appreciates the regional allocation framework because, when combined with the three-year workplan, it provides a great degree of predictability. That works well for planning. He thanked the board, but took time to also thank the landowners who allow the work on

private property, the sponsors, grant manager Kay Caromile, the Review Panel, and the rest of the RCO. He noted that projects are becoming more complex, and are requiring more integration of multiple funding sources and partners. They have Bonneville Power Administration, tribes, and the city of Dayton as sponsors this year.

Upper Columbia: Julie Morgan and Derek Van Marter presented. Van Marter thanked the board and said that the success in Washington is due to the top-down approach that makes resources available to the local decision makers. He then reviewed regional highlights, and the need to have a way to share the story and line up funding for large-scale projects. He noted that they have started to work with others on related issues like forest health. Morgan then discussed how fish are responding, sharing adult abundance figures for sockeye, steelhead, and spring Chinook. Van Marter concluded the presentation, stating that their ongoing success is dependent on voluntary involvement of landowners, so they are continuing to work on the landowner liability issue.

Washington Coast: Miles Batchelder thanked the board and the RCO. He also noted that it remains important to fund preservation of healthy populations along with recovery. This was a good grant round for them, with a good process that resulted in a strong list. He noted that having Road Maintenance and Abandonment Plan (RMAP) projects be eligible is important to them because so much prime habitat is on timber company land. He also noted that the Wild Fish Conservancy is doing the third round of funding on the Grays Harbor Juvenile Fish Use Assessment. He wants to have the sponsor present results to the board. He mentioned the Wein's Farm Riparian Acquisition, which has 100 feet of water rights; this is an important first step to do some water rights banking in the Chehalis Basin. He also noted that the regional plan is near completion.

Klickitat Lead Entity: John Foltz from the Klickitat Lead Entity presented information about the three projects they are proposing and the numbers of steelhead. Member Gildersleeve asked about the relationship to Condit Dam. He responded that the extent of the restoration is still up in the air, so they are waiting to do any work until the issue is resolved. Member Rockefeller asked when he thought that might be sorted out. Foltz responded that he thought that sponsors would step in soon for simple revegetation projects because the need is great. They need to start looking at the projects and planning soon.

Yakima Basin: Alex Conley discussed the Yakima Basin, reminding the board of the diversity of the region and the types of projects that they are doing. They are working with a number of partners to do different types of work, which may or may not be funded by the board. He shared data about how fish are responding to the work, noting that some populations are doing better than others. He also shared 2012 highlights of their process and list. He thanked the board, staff, and Review Panel for their support and work.

Josh Brown moved to approve \$1,195,165 in SRFB funds for projects and project alternates in the Hood Canal Region, as listed on Funding Table 2012-01, dated December 6, 2012.

Seconded by: David Troutt

Motion: APPROVED

Josh Brown moved to approve \$2,700,000 for projects and project alternates in the Lower Columbia Region, as listed on Funding Table 2012-02, dated December 6, 2012.

Seconded by: Phil Rockefeller

Motion: APPROVED

Director Cottingham noted that this includes projects for the Klickitat County lead entity.

Josh Brown moved to approve \$360,000 for projects in the Northeast Region, as listed on Funding Table 2012-03, dated December 6, 2012.

Seconded by: David Troutt

Motion: APPROVED

Josh Brown moved to approve \$6,795,035 in SRFB funds for projects and project alternates in the Puget Sound Region, as listed on Funding Table 2012-04, dated December 6, 2012.

Seconded by: David Troutt

Motion: APPROVED

Josh Brown moved to approve \$1,258,333 in PSAR funds for projects in the Puget Sound Region, as listed on Funding Table 2012-04, dated December 6, 2012.

Seconded by: David Troutt

Motion: APPROVED

Chair Hover noted that unallocated funds would be awarded through the process noted in Manual 18.

Josh Brown moved to approve \$1,598,400 for projects and project alternates in the Snake River Region, as listed on Funding Table 2012-05, dated December 6, 2012.

Seconded by: David Troutt

Motion: APPROVED

Phil Rockefeller moved to approve \$1,953,000 for projects and project alternates in the Upper Columbia Region, as listed on Funding Table 2012-06, dated December 6, 2012.

Seconded by: David Troutt

Motion: APPROVED

Phil Rockefeller moved to approve \$1,620,000 for projects and project alternates in the Coastal Region, as listed on Funding Table 2012-07, dated December 6, 2012.

Seconded by: David Troutt

Motion: APPROVED

Phil Rockefeller moved to approve \$1,776,600 for projects and project alternates in the Yakima Mid-Columbia Region, as listed on Funding Table 2012-08, dated December 6, 2012.

Seconded by: David Troutt

Motion: APPROVED

Director Cottingham noted that this includes one project for the Klickitat County lead entity.

Item 6A: Manual 18 Administrative Updates

Brian Abbott and Marnie Tyler presented the information as described in the staff memo. They highlighted changes to the grant round schedule, clarifications to the allowable uses policy, and clarifications to how mitigation funding can be used in conjunction with board funds. In addition, they are proposing changes to the design requirements for phased and large scale restoration projects. The board was concerned about projects getting funded for construction before design was complete, and supported the staff effort.

Director Cottingham clarified that the allowable uses policy question about acclimation ponds applied to land acquired with board funds. She stated that she wanted to ensure that staff could give consistent responses to sponsor requests. The board expresses reservations about any policy that would be too prescriptive, and asked a number of questions about the word "temporary," landowner preferences, community support, relationship to implementation plans, relationship to salmon recovery, and ground disturbance. They asked staff to provide revised criteria via email. Marnie Tyler clarified that the board was asking for revised criteria that ensured that acclimation ponds were consistent with original purpose, had no ground disturbance, promoted a naturalized setting, and minimized visual impacts. Abbott clarified that the policy was designed to allow proposals that met those criteria to be approved more easily; others would go through an allowable uses process.

Abbott and Tyler also discussed the addition guidance related to managing invasive species and cultural resources. Abbott concluded by discussing the next steps of stakeholder involvement.

Revised Acclimation Pond Language

On the second day of the meeting, December 7, 2012, Marnie Tyler, Brian Abbott, and Marc Duboiski presented follow-up information about acclimation ponds. Duboiski noted that the typical temporary pen was installed for 6 to 8 weeks and showed some examples at project sites. Tyler presented the following revised draft criteria for allowing acclimation ponds on board-funded sites, without the allowable uses process:

- Proposed use is consistent terms of existing board conservation easement between the sponsor and landowner.
- Salmon Recovery Region or Lead Entity has reviewed and approved supplementation proposal for consistency with the salmon recovery plan.
- Listed species are not harmed or negatively affected.
- Proposed use is consistent with sponsor/landowner board conservation easement terms.
- The acclimation pond is a natural pond, wetland, or stream channel (off-channel or side channel)
- Temporary structures only during juvenile rearing season. Usually 6-8 weeks in the Spring (March through May). Structures removed after acclimated juveniles are released.
- No excavation or construction of ponds is allowed. No earth moving, water diversion, or substantial alteration to the existing habitat conditions is conducted. Efforts taken to use least impactful methods to achieve project goals.

Member Gildersleeve noted that they have seen a number of these operations, and that they can affect water quality. She asked that the criteria include a requirement that they have all required permits, and that the sponsors contact the Department of Ecology. Member Troutt was concerned that if there is excavation, that it would automatically be disallowed; Tyler clarified that it meant that they just needed additional review. Member Rockefeller asked who decides if a project meets the criteria. Tyler responded that the sponsor would be able to make the determination, but the grant manager must be notified. Director Cottingham noted that it was consistent with compliance policy.

Public Comment

Julie Morgan, Upper Columbia Salmon Recovery Board, commented that they forwarded this request to RCO because acclimation ponds are consistent with hatchery best practices. They are trying to get fish into smaller acclimation areas so they rear in more natural settings.

Josh Brown moved to incorporate the criteria into manual 18.

Seconded by: Phil Rockefeller

Motion: APPROVED

Item 6B: Manual 18 Review Panel Policy Recommendations

Patty Michak presented information about the Review Panel recommendations, as described in the memo.

Knotweed: Member Barber asked how the questions that were proposed addressed who else was doing the work. Member Partridge asked how the questions would get at the bigger strategy and wants to look at the salmon niche. Michak acknowledged that the questions do not get at broad strategy, and that the Review Panel wanted to do that work in 2013.

Director Cottingham noted that part of the problem is that knotweed is on the "Class B" list and there is a funding gap. Director Cottingham asked if RCO staff need to add this to the policy list for 2013, starting with an assessment of the funding picture. Member Partridge thought that would be a good idea. Member Troutt suggested that staff should consider how effective the investment has been to date; he would not want to see funding reduced if it is making a difference. Chair Hover said that he would prefer a strategic approach with an end date. Member Barber noted that they can do a great job, but that their funding should be going to salmon. Member Brown agreed, and suggested that they also need to be coordinated with the right local partners. He noted that the board cannot do everything, and counties can put an assessment in place.

Public Comment

Scott Moore, Watershed Steward, Snohomish County, had two knotweed projects approved today and is also the chair of the King County Noxious Weed Control Board. In Snohomish County, the work was tied closely with the salmon habitat, so this funding made sense. Their project was flagged as a project of concern; he welcomed the questions and concern. He hopes to participate in developing the questions for the guidelines. Ten years is not unreasonable for surveying for doing stewardship. He thinks knotweed is a threat to any salmon project. He is concerned that knotweed control is not considered restoration unless there is planting as well; it takes three years of treatment before it makes sense to plant.

Jill Silver, 10,000 Years Institute, also has board-funded knotweed projects and shared weed booklets with the board. She has done a number of salmon recovery restoration projects, but started dealing with knotweed when it invaded the Hoh River. She expressed concern that knotweed and other invasive species could reverse the benefits of the restoration projects that the board has funded. She encouraged the board to think of itself as a funder of knotweed control in salmon habitat.

Beavers: Member Everitt noted that agencies have been asked to come up with beaver management plans, and asked how the idea of relocation fits. Director Cottingham noted that this is not about managing problem beavers.

Stream Bank Stabilization: Member Troutt commented that he was uncomfortable with the language and thought that there were some difficult definitions. He offered to work directly with RCO staff to address his concerns. The result will be shared with the board by email.

Public Comment:

Richard Brocksmith, Hood Canal Coordinating Council, commented that they are trying to find guidance that balances multiple interests. Before there are huge changes, they should look at all perspectives on the issue.

Evaluation Criteria:Public Comment:

Alex Conley, Yakima Basin Fish & Wildlife Recovery Board, commented on the evaluation criteria. He suggested that the terms "large" and "cost effectiveness" be defined. They will make those noted during the stakeholder comment period. He suggested that the definition be made based on dollar amounts.

Josh Brown moved to adopt the recommendations of the Review Panel to update Manual 18 policies regarding knotweed control, beaver reintroduction projects, bank stabilization projects, and Review Panel evaluation criteria.

Seconded by: Phil Rockefeller

David Troutt moved to amend the motion to remove the bank stabilization portion of the motion.

Seconded by: Harry Barber

Motion: APPROVED

Main Motion: APPROVED

Item 7: Communication Plan Updates

Susan Zemek presented the plan update, as described in the staff memo, along with quotes from the stakeholder survey that highlighted successes and challenges. She also shared statistics about web use and media coverage. The proposed plan was attached to the memo.

Rockefeller asked for a copy of the presentation. Brown asked if the news articles specifically mentioned the RCO; Zemek responded that they mentioned either the RCO or the boards. He also asked about the note about recognizing top ranking projects through RCO awards. Director Cottingham explained how they do "big check" ceremonies and ribbon cuttings on the RCFB side; part of the communication plan will be to find ways to do this on the SRFB side. She noted that board members also participate; SRFB members indicated an interest in playing the same role. Josh noted he would also be willing to do op-ed pieces. Board members suggested projects that highlight partnerships or complex approaches would be good. Troutt also offered the idea of social marketing, and to have measurable goals about target audiences.

Director Cottingham noted that this is a five-year plan, and that she wants to be very cautious about social media.

Meeting adjourned at 4:37 p.m.

SALMON RECOVERY FUNDING BOARD SUMMARY MINUTES

Date: December 7, 2012

Place: Olympia, WA

Salmon Recovery Funding Board Members Present:

Bud Hover, Chair	Okanogan County	Bob Everitt	Department of Fish and Wildlife
Harry Barber	Washougal	Carol Smith	Conservation Commission
Josh Brown	Kitsap County	Craig Partridge	Department of Natural Resources
Phil Rockefeller	NWPCC	Melissa Gildersleeve	Department of Ecology
David Troutt	Olympia		

Mike Barber was excused.

It is intended that this summary be used with the notebook provided in advance of the meeting. A recording is retained by RCO as the formal record of meeting.

Opening and Welcome

Chair Bud Hover called the meeting to order at 9:03 a.m. and a quorum was determined.

Item 8: State of the Salmon in Watersheds Report

Jennifer Johnson shared a preview of the web site, which is scheduled to launch on December 28. She highlighted ways in which the site will offer live data by navigating through select pages at the state level and for the Snake Region. Member Barber noted the continued absence of nutrient data; Director Cottingham reminded the board that if other agencies do not collect the information, the RCO cannot report it. Board members expressed concerns about the presentation of some data. For example, David Troutt was concerned about the use of pie charts to show harvest data. Member Brown asked if the board could be more involved in the presentation of data in future reports. Member Troutt noted that abundance is still a focus, and wants more emphasis on VSP parameters. Johnson responded that they continue to have the discussion with WDFW. Scott Boettcher, subcontractor to Paladin Data Systems, and Tim Smith, who have partnered on the site, also thanked the board and noted that the move to the web is a huge effort that brings greater transparency to the work. Member Barber commented that he was glad to see that the data split hatchery from wild fish.

Director Cottingham said that they would launch the site on December 28, and then announce it in mid-January after it is tested for major glitches. There will be an update in May to add video.

Public Comment

Alex Conley, Yakima Basin Fish Recovery Board, thanked Jennifer for her work, and noted that it was a lot more work than anyone anticipated. This process has been a new way of working with a lot more back and forth communication about sharing and integrating data. It has been the best peer review that has been done yet. He believes that these discussions need to continue.

Item 9: Board Meeting Schedule

Rebecca Connolly presented the schedule as described in the memo. She noted that one board member had announced a conflict with the May meeting dates and proposed an alternate date. The board approved the alternate date of May 21-22, 2013.

Josh Brown moved to approve the revised dates as presented.

Seconded by: David Troutt

Motion: APPROVED

Item 10: Approve Funding and Scope of Work for Monitoring Program Assessment

Neil Aaland presented the information as described in the staff memo. He then presented a draft scope to produce an updated SRFB Monitoring Strategy with recommendations for implementation. The scope of work includes three major tasks:

- Review the three components of current strategy and evaluate their effectiveness in meeting program goals
- Review/evaluate the monitoring components of the regional salmon recovery plans and determine which elements are appropriate for state funding
- Evaluate how information is exchanged on monitoring results and make recommendations on changes

The work also would include evaluating (1) how current SRFB monitoring fits into monitoring in Washington currently being conducted by federal agencies, (2) current funding levels for SRFB monitoring and whether the present three major components are funded at appropriate percentages, and (3) whether (and how) a portion of funding should be reserved for regional monitoring or ad-hoc activities. The cost would be about \$75,000 and would be done through a competitive process. The final report would be done in October.

Director Cottingham noted that due to the timeline, the board may need to make funding decisions in May 2013 based on the existing paradigm. She noted that the assessment also would include a transition strategy if it recommended changes.

Member Troutt asked that a tribal representative be added to the steering committee. Member Rockefeller suggested involvement of Bonneville Power Administration and Northwest Power and Conservation Council. Member Gildersleeve asked if there would be a peer review of the strategy. Director Cottingham responded that it would be an investment strategy, not a scientific strategy.

Member Rockefeller noted that the monitoring should at minimum supply data for the high level indicators noted in the State of the Salmon report, and asked if the contractor's approach would look at all of the different types of monitoring to get to high level indicators. Director Cottingham responded that the use of NOAA funds is governed by their guidelines, but that some of the initial information indicates that some respondents think there should be a shift in the funding priorities.

Public Comment

Tim Quinn, Department of Fish and Wildlife, commented that he applauded the effort, but the fundamental way to evaluate a monitoring program is decide what questions they want to answer with their monitoring. He encouraged the board to think through what they want to know as part of the effort. It also is important to know how important each question is. Some of the work already has been reviewed.

He also suggested that it is important that the board fully understand what each of the monitoring programs can do.

Jeff Breckel, Lower Columbia Fish Recovery Board, said that he is pleased with Neil's presentation and the proposal. One of the strongest points is the need to consider what is going on across the state with monitoring. State of the Salmon is showing what is going on in the watersheds. The board should see what is going on and be strategic about filling its needs and the unmet needs in the regions.

Phil Rockefeller moved to approve the use of \$75,000 in 2012 monitoring funds for an assessment of the board's monitoring strategy.

Seconded by: Josh Brown

Motion: APPROVED

Item 11: Assessment of Roles and Responsibilities for the Governor's Salmon Recovery Office

Kaleen Cottingham presented this topic, beginning with an overview of the background and responsibilities of the Governor's Salmon Recovery Office. She noted that their focus has moved from advocacy and policy to operations, and that some stakeholders have expressed concern about this shift. In light of this situation, she hired the consultant to assess the roles and responsibilities of the office, and described the work of the consultant to date. She noted that the consultant was unable to attend, and asked board members for feedback on the questions in the board memo.

All board members noted that there has been a change in the role of the GSRO over time, especially for the GSRO executive coordinator. Board members noted that in the past, the coordinator played a larger role with regard to the governor's policy on salmon recovery and provided a single "voice" for salmon recovery messaging at the state level. Some board members expressed a desire to have the GSRO return to the governor's office; Director Cottingham responded that the assessment was bound by the current legal structure. It was suggested that the GSRO could potentially have a stronger role despite the legal structure.

Most board members agreed that high-level advocacy, integration across agencies and programs, serving as a point person/agency for state and federal efforts, and coordination were all important functions for the GSRO. Some board members, however, believed that if functions such as coordination or advocacy were institutionalized across agencies, then they could be removed from the GSRO.

Board members also discussed a broader role for the regional boards in doing the advocacy work for salmon recovery.

Public Comment

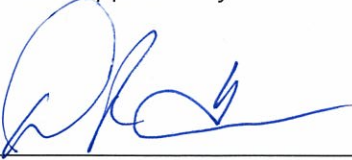
Jim Kremer, citizen, remarked that what is happening in the state is a grand experiment, and referenced the discussion on monitoring. He said that it is interesting to see something become institutionalized, and you lose the gravitas and innovation. He suggested that thinking about how to build on the role of the regions is an important way to think about this, and that the power of salmon recovery is in bringing all of the local resources together to solve problems.

Steve Martin, Snake River Recovery Region, noted that there is a lot of institutional knowledge and encouraged the board to include more people in the conversation. Salmon recovery is going to take both regions and GSRO. For example, he represented the regions in a conversation with Commerce about the

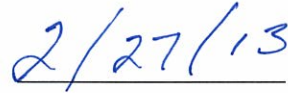
fact that they are losing habitat faster than they can restore it. It would have been better if there was someone there from GSRO.

Meeting adjourned at 10:58 am.

Minutes approved by:

A handwritten signature in blue ink, appearing to read 'Bud Hover', written over a horizontal line.

Bud Hover, Chair

A handwritten date '2/27/13' in blue ink, written over a horizontal line.

Date

To: Hood Canal Coordinating Council Lead Entity for Salmon Recovery (HCCC-LE) Staff

From: John Cambalik, Coordinator, Strait Ecosystem Recovery Network



Subject: 2012 SRFB/PSAR Funding Cycle – Expression of support for proposed Discovery Bay Salmon Recovery Projects

Date: August 2, 2012

I am writing on behalf of the Steering Group for the Strait Ecosystem Recovery Network (Strait ERN), the Local Integrating Organization for the Strait Action Area, to express support for two projects proposed for the 2012 Salmon Recovery Funding Board / Puget Sound Acquisition and Restoration Fund (SRFB/PSAR) funding cycle that are important to the Strait Action Area, namely the:

- Discovery Bay Railroad Grade Removal Project (proposed by the North Olympic Salmon Coalition), and the
- L. Brown Snow Creek Acquisition (proposed by the Jefferson Land Trust).

If funded, the Discovery Bay Railroad Grade Removal Project will go a long way in completing one of the specific actions that are a part of our "Packaged Local Near Term Actions" (Packaged LNTA) identified within the 2012 Action Agenda. Our Packaged LNTAs are considered to be the highest priority to accomplish in the near-term for the Strait Action Area. In a similar fashion, if funded, the L. Brown Snow Creek Acquisition project will support the overall efforts to recover the Salmon and Snow Creek watershed in Discovery Bay.

Thank you for considering this expression of support for these two projects.

If appropriate, please forward this memo to the HCCC Board and the SRFB.