

Salmon Recovery Funding Board Meeting Retreat Agenda



September 10, 2019

DoubleTree Hotel, 415 Capitol Way North, Olympia, WA (10th)

Retreat Expectations:

- Understand how the various programs that fund salmon recovery have evolved and continue to evolve as we prepare for the future.
- Understand how other issues impact salmon recovery: ocean conditions, climate change, hatchery policies and practices, invasive species, etc.
- Discuss how to increase funding for salmon recovery.
- Preview and help prioritize Recreation and Conservation Office (RCO) agency and program priorities for the upcoming biennium.

Tuesday, September 10

SALMON RECOVERY FUNDING BOARD RETREAT

9:00 a.m.	Opening <ul style="list-style-type: none"> • Welcome, Introductions, and determination of Quorum • Review Retreat Objectives and Approval of Agenda • Agree on ground rules 	<i>Chair Rockefeller and Susan Gulick (Facilitator)</i>
9:20 a.m.	1. <u>Overview of Board's Strategic Plan and Authorities</u>	<i>Kaleen Cottingham and Wyatt Lundquist</i>
10:00 a.m.	2. <u>History of The Statewide Salmon Recovery Strategy and Feedback to the Consultants about the Update</u>	<i>Kaleen Cottingham and Joy Juelson</i>
<i>*Break called by chair, when convenient.</i>		
12:00 p.m.	LUNCH	
1:00 p.m.	3. What has the Board Accomplished Over the Past Biennium?	<i>Wendy Brown and Scott Robinson</i>
1:30 p.m.	4. Other Factors that May Influence the Priorities of the Board Over the Next Two Years <ul style="list-style-type: none"> • Salmon Return Trends and Updates • Climate Impacts on Salmon Recovery • Growth Impacts on Salmon Recovery • Orca Task Force Update • Funding Trends 	<i>Ron Warren, Crystal Raymond, Margen Carlson and Erik Neatherlin</i>
3:00 p.m.	BREAK	
3:15 p.m.	5. <u>Staff Recommended Policies and Priorities for the</u>	<i>Wendy Brown</i>

[Coming Biennium](#)

4:00 p.m. 6. Updating the Board's Strategic Plan

*Scott Robinson and
Wyatt Lundquist*

5:00 p.m. ADJOURN FOR THE DAY

Chair

Next meeting: September 11, 2019 - Natural Resources Building, Room 172, Olympia, WA 98501



Salmon Recovery Funding Board Meeting Agenda

September 11, 2019

Natural Resources Building, Room 172, Olympia, WA 98501

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: To comment at the 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. Public comment will be limited to 3 minutes per person.

You also may submit written comments to the board by mailing them to the RCO, Attn: Wyatt Lundquist, Board Liaison, at the address above or at Wyatt.Lundquist@rco.wa.gov

Special Accommodations: Persons with disabilities needing an accommodation to participate in RCO public meetings are invited to contact us via the following options: 1) Leslie Frank by phone (360) 902-0220 or email leslie.frank@rco.wa.gov; or 2) 711 relay service. Accommodation requests should be received by August 24, 2019 to ensure availability.

Wednesday, September 11

OPENING AND MANAGEMENT REPORTS

9:00 a.m.	Call to Order	<i>Chair Rockefeller</i>
	<ul style="list-style-type: none"> • Roll Call and Determination of Quorum • Review and Approval of Agenda (Decision) • Approve July, 2019 Meeting Minutes (Decision) • Remarks by the chair 	
9:10 a.m.	1. <u>Director's Report</u>	<i>Kaleen Cottingham</i>
	A. Director's Report <ul style="list-style-type: none"> - Lean Update - 2020 Calendar B. Performance Update (<i>Written only</i>) C. Fiscal Report (<i>Written only</i>)	
9:30 a.m.	2. <u>Salmon Recovery Management Report</u>	
	A. Salmon Recovery Management Report <ul style="list-style-type: none"> • Governor's Salmon Recovery Office Report • Salmon Section Report 	<i>Jeannie Abbott</i> <i>Tara Galuska</i>

9:50 a.m.	General Public Comment for items not on the agenda: <i>Please limit comments to 3 minutes.</i>	
BOARD BUSINESS: DECISION		
10:00 a.m.	3. <u>Allocation of Funds for Targeted Investment</u>	Kaleen Cottingham and Tara Galuska
General Public Comment: <i>Please limit comments to 3 minutes.</i>		
11:00 a.m.	BREAK	
11:15 a.m.	4. <u>Effectiveness Monitoring Scopes of Work</u>	Keith Dublanica and Panel Co-Chairs
General Public Comment: <i>Please limit comments to 3 minutes.</i>		
12:00 p.m.	LUNCH	
BOARD BUSINESS: REQUEST FOR DIRECTION		
1:00 p.m.	5. <u>Washington Administrative Code Updates</u>	Katie Pruitt
1:45 p.m.	6. <u>Developing Ranked Lists Before the Legislative Session – Transitional Approach</u>	Tara Galuska and Kat Moore
2:45 p.m.	BREAK	
BOARD BUSINESS: BRIEFING		
3:00 p.m.	7. <u>Manual 18</u>	Tara Galuska and Kat Moore
3:30 p.m.	8. <u>Cultural Resources Overview</u>	Sarah Thirtyacre
4:00 p.m.	9. Project Highlights	TBD
4:30 p.m.	10. Reports from Partners (7 minutes max per report) General Public Comment: <i>Please limit comments to 3 minutes.</i>	
5:00 p.m.	ADJOURN	Chair

Next meeting: December 12-13, 2019 - Natural Resources Building, Room 172, Olympia, WA 98501

[FULL PRINTABLE VERSION](#)

Salmon Recovery Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: September 10, 2019

Title: Overview of the Board's Strategic Plan and Authorities

Prepared By: Ben Donatelle, Policy Specialist

Summary

This memo provides an overview of the Recreation and Conservation Funding Board's (Board) Strategic Plan and Authorities.

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

Summary

The Salmon Recovery Funding Board provides funding for elements necessary to achieve overall salmon recovery, including habitat projects and other activities that result in sustainable and measurable benefits for salmon and other fish species. The board is governed by Chapter [77.85 RCW](#) and [Title 420 WAC](#).

The Board's strategic plan was last updated for the 2017-2019 biennium and is linked below for reference. It was a summarized and slightly updated version of the board's 2015-2017 Strategic Plan, also linked. The attached Organizational Matrix was put together as part of the 2017-19 work plan as a high level overview of the functions, authorities, and duties of the Governor's Salmon Recovery Office, the Salmon Recovery Funding Board, the Regional Organizations, and the Lead Entities.

This information is provided to help the board decide whether any changes are needed to its strategic plan.

Links and Resources

[2015-2017 Strategic Plan](#)

[2017-2019 Strategic Plan](#)

Attachment A: 2017 Organizational Matrix

Attachment A: Salmon Recovery Organizational Matrix; February 21, 2017

Entity	State Law Tasks (RCW 77.85)	Current Work Plan Items (SRFB, GSRO, Regional and Lead Entity Work Plans)	Work Proposed in New Communication and Funding Plan
Governor	<ul style="list-style-type: none"> • Appoint SRFB members, including one cabinet level appointment • Statewide salmon recovery strategy • Coordinate with forestry • Negotiate federal assurances 		<ul style="list-style-type: none"> • Help promote state of the salmon in watersheds report • Provide letter of support for salmon recovery network
GSRO	<ul style="list-style-type: none"> • Coordinate overall state response 	<ul style="list-style-type: none"> • Quantify the loss of salmon habitat • Establish habitat goals to measure progress • Align metrics, goals, indicators, definitions, and data systems • Coordinate and share data systems • Coordinate biennial salmon recovery conference • Produce videos, brochures, web communications • Obtain PCSRF funds • Implement the Coordinated Communications Framework and develop communications plan (with SRFB) (see next column) • Support Salmon Recovery Network (SRNet) (with SRFB) 	<ul style="list-style-type: none"> • Hire communication coordinator • Assemble communication advisory committee • Secure communications funding for regions, lead entities, and RFEs • Build strategies to build relationships • Provide messaging training • Promote salmon recovery

Entity	State Law Tasks (RCW 77.85)	Current Work Plan Items (SRFB, GSRO, Regional and Lead Entity Work Plans)	Work Proposed in New Communication and Funding Plan
			conference <ul style="list-style-type: none"> • Conduct media editorial outreach • Develop storytelling and materials for outreach • Participate in 2019 Internal Year of the Salmon
GSRO	<ul style="list-style-type: none"> • Act as liaison to local, state, federal, tribes and elected 	<ul style="list-style-type: none"> • Educate congressional delegation • Coordinate outreach activities at state and federal levels that coordinate with local efforts • Coordinate an annual meeting of salmon recovery leaders 	<ul style="list-style-type: none"> • Build relationship at all levels of government and other partners • Coordinate 2018 Salmon Summit to Accelerate Recovery
GSRO	<ul style="list-style-type: none"> • Maintain statewide salmon recovery strategy 	<ul style="list-style-type: none"> • Update 2002 Salmon Recovery Reference Guide • Update the statewide salmon recovery strategy 	
GSRO	<ul style="list-style-type: none"> • Develop statewide implementation plan, timeline, and budget 	<ul style="list-style-type: none"> • Identify and prioritize funding needs. Diversify funding courses • Identify and prioritize capital funding needs 	<ul style="list-style-type: none"> • Create fundraising team • Secure new public and private funding
GSRO	<ul style="list-style-type: none"> • Provide recommendations to the Governor and Legislature that would further the success of salmon recovery 	No specific work plan items identified.	<ul style="list-style-type: none"> • Form legislative panel of experts
GSRO	<ul style="list-style-type: none"> • Work with federal agencies and assist others to obtain 	<ul style="list-style-type: none"> • Ensure collaboration with 5-year NOAA status reviews • Meet with tribal co-managers and state to review 	

Entity	State Law Tasks (RCW 77.85)	Current Work Plan Items (SRFB, GSRO, Regional and Lead Entity Work Plans)	Work Proposed in New Communication and Funding Plan
	federal assurances and accomplish federal commitments	commitments and collaboration opportunities	
GSRO	<ul style="list-style-type: none"> Work with regional organizations to ensure a coordinated and consistent statewide approach 	<ul style="list-style-type: none"> Support regional recovery organizations Support Council of Regions 	
GSRO	<ul style="list-style-type: none"> Coordinate regional recovery planning and implementation 	<ul style="list-style-type: none"> Coordinate with regions on updates to GMA and SMP Participate in regional recovery plan updates Identify process to tie indicators together to adaptively manage recovery plan implementation Account for hatchery and harvest reform in implementation of recovery plans Coordinate across regions and manage regional organization contracts Request information from agencies on progress in recovery plan implementation 	
GSRO	<ul style="list-style-type: none"> Issue biennial State of Salmon in Watersheds report 	<ul style="list-style-type: none"> Produce State of the Salmon in Watersheds report (overlaps with RCO producing the report) 	<ul style="list-style-type: none"> Promote State of Salmon on Watersheds report
GSRO	<ul style="list-style-type: none"> Produce periodic reports pursuant to state of salmon report 	No specific work plan items identified.	
GSRO	<ul style="list-style-type: none"> Provide support to science panels 	<ul style="list-style-type: none"> Coordinate SRFB monitoring program (status and trends, IMW, effectiveness) Support Monitoring Panel and committees Advocate for additional resources to fund monitoring gaps Communicate monitoring panel outputs through habitat work schedule Member of Pacific Northwest Aquatic Monitoring Partnership 	

Entity	State Law Tasks (RCW 77.85)	Current Work Plan Items (SRFB, GSRO, Regional and Lead Entity Work Plans)	Work Proposed in New Communication and Funding Plan
		steering committee <ul style="list-style-type: none"> Member of Puget Sound Ecosystem Monitoring Program steering committee 	
GSRO	<ul style="list-style-type: none"> Member of Fish Barrier Removal Board 	<ul style="list-style-type: none"> Work with DFW to upgrade fish passage barrier data, find additional funding, and to expand their technical services 	
GSRO	Additional work not specifically identified in statute but in a work plan.	<ul style="list-style-type: none"> SRFB policy work Manage monitoring projects Manage habitat work schedule Support lead entities including data entry into habitat work schedule and assure data quality Support lead entities and Washington Salmon Coalition 	
SRFB	<ul style="list-style-type: none"> Provide grants for salmon recovery 	<ul style="list-style-type: none"> Address policy issues through biennial policy plan and adopt grant round policies Approve grants and other funding requests 	
SRFB	<ul style="list-style-type: none"> Allocate funding 	<ul style="list-style-type: none"> Approve region and lead entity capacity funding 	
SRFB	<ul style="list-style-type: none"> Establish criteria 	<ul style="list-style-type: none"> In Manual 18 	
SRFB	<ul style="list-style-type: none"> Provide a list proposed project and list of projects funded to Legislature 	<ul style="list-style-type: none"> Prepare report to legislature (included with State of Salmon in Watersheds reports) 	
SRFB	Additional work not specifically identified in statute but in a work plan.	<ul style="list-style-type: none"> Approve capital and operating budget requests Establish funding allocation committee to conduct an allocation review and update formula Communications Plan with GSRO Support Salmon Recovery Network (SRNet) (with GSRO) Conduct board retreat Allocate federal funds to monitoring and Support Salmon Recovery Funding Board Monitoring sub-committee Evaluate effectiveness of Monitoring Panel 	

Entity	State Law Tasks (RCW 77.85)	Current Work Plan Items (SRFB, GSRO, Regional and Lead Entity Work Plans)	Work Proposed in New Communication and Funding Plan
		<ul style="list-style-type: none"> Review and update monitoring adaptive management policies for projects and overall program Hold board retreat 	
RCO	<ul style="list-style-type: none"> Administer SRFB grants 	<ul style="list-style-type: none"> Conduct grant round including preparing and soliciting for applications, conducting projects review involving the SRFB technical review panel, and prepare recommendations for funding Manage state and PCSRF funds including metrics and annual reporting, fiscal accountability and auditing, project inspection and compliance, and maintain PRISM database Survey applicants for ways to improve RCO application process 	
RCO	<ul style="list-style-type: none"> Support SRFB 	<ul style="list-style-type: none"> Board administration Manage SRFB technical review panel SRFB policy work 	
RCO	<ul style="list-style-type: none"> Produce biennial report (state of salmon and watersheds) 	Majority of work done by GSRO.	
RCO	<ul style="list-style-type: none"> Track all state and federal funds for salmon recovery and water quality 	Develop state and federal tracking documents that show all state investments in salmon recovery (all agencies). (Work mostly done by GSRO.)	
RCO	<ul style="list-style-type: none"> Support lead entities 	Majority of work done by GSRO.	
RCO	Additional work not specifically identified in statute but in a work plan.	<ul style="list-style-type: none"> Administer NOAA critical stock funds Administer NOAA coastal resiliency funds Administer ESRP funds Administer FFFPP funds Administer WCRI funds Administer Chehalis Basin funds Administer Ecology funds 	

Entity	State Law Tasks (RCW 77.85)	Current Work Plan Items (SRFB, GSRO, Regional and Lead Entity Work Plans)	Work Proposed in New Communication and Funding Plan
		<ul style="list-style-type: none"> Support salmon recovery conference Results WA project to coordinate salmon and water quality grant programs (GSRO work plan item) Potential to manage Fish Barrier Removal Board funds in 2017-2019 	
Regional Organizations	<ul style="list-style-type: none"> Plan, coordinate, and monitor regional recovery plan 	<ul style="list-style-type: none"> Organizational Development and Maintenance Recovery Plans and Implementation Schedules Recovery Plan Implementation and Reporting – including review of lead entity projects lists to ensure fit with recovery plan Monitoring and Adaptive Management Communication and Outreach Finance Strategies for Operations and Implementation 	<ul style="list-style-type: none"> Support state agency requests Get to know your local, state and congressional representatives Work with local elected officials Leverage relationships with Tribes Work a list of potential funders
Lead Entities	<ul style="list-style-type: none"> Establish citizen committee 	<ul style="list-style-type: none"> Maintain citizens committee and technical advisory committee, if applicable Maintain criteria and guidelines consistent with local recovery chapter, if applicable 	
Lead Entities	<ul style="list-style-type: none"> Compile habitat project list, priorities, and sequence of implementation 	<ul style="list-style-type: none"> Puget Sound LEs: maintain 4-year work plan and capital project list, Identify all potential funding sources 	
Lead Entities	<ul style="list-style-type: none"> Submit habitat project lists to SRFB 	<ul style="list-style-type: none"> Per Manual 18 	
Lead Entities	<ul style="list-style-type: none"> Submit monitoring data to WDFW 	<ul style="list-style-type: none"> Submit data in habitat work schedule 	

Entity	State Law Tasks (RCW 77.85)	Current Work Plan Items (SRFB, GSRO, Regional and Lead Entity Work Plans)	Work Proposed in New Communication and Funding Plan
Lead Entities	Additional work not specifically identified in statute but in a work plan.	<ul style="list-style-type: none"> • Develop annual work plan • Maintain lead entity organization • Conduct community outreach • Provide regular progress reports • Puget Sound LEs: update Miradi database, develop quantitative habitat goals, engage in steelhead recovery planning • Other tasks as defined: coordination, web pages 	
Council of Regions	Not identified in statute.	Purpose statement: Develop solutions to common issues and to coordinate implementation of shared priorities.	
Washington Salmon Coalition	Not identified in statute.	<p>Mission Statement:</p> <ol style="list-style-type: none"> 1. Develop strategies to improve long-term stability of LE/WSC/Salmon Recovery funding. 2. Periodically review and reaffirm WSC's identity and strategies. 3. Encourage Lead Entity consensus on priority recommendations and communicate in a unified manner. 4. Facilitate the interchange of information, relationship building, and mentoring amongst LEs. 5. Support professional development and training opportunities. 6. Utilize habitat work schedule (HWS) as an effective reporting and communication tool. 7. Actively advise the Salmon Recovery Funding Board on local salmon recovery and Lead Entity issues. 8. Promote the Lead Entity Program as the local, scientifically-based program for developing salmon habitat projects that fit within local community values. 9. Increase Lead Entity efficacy and profile by engaging at 	

Entity	State Law Tasks (RCW 77.85)	Current Work Plan Items (SRFB, GSRO, Regional and Lead Entity Work Plans)	Work Proposed in New Communication and Funding Plan
		regional, state, and national levels.	
Salmon Recovery Network	Not identified in state.	Mission statement: SRNet work group members strive to speak with a unified voice to build public, political, and financial support for protecting and recovering salmon in Washington State. SRNet work group members also work together with a wide range of other local and state-wide organizations to maintain an effective, broad coalition and implement salmon and steelhead recovery on the ground.	<ul style="list-style-type: none"> • Merge with new communication s advisory committee? • Help with fundraising ?

Salmon Recovery Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: September 10, 2019

Title: Updating the Statewide Salmon Recovery Strategy

Prepared By: Erik Neatherlin, Governor's Salmon Recovery Office

Summary

This memo summarizes the Statewide Salmon Recovery Strategy and its history. It also identifies an opportunity for the board to discuss the update process.

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

Summary

Twenty years ago, Governor Locke adopted the statewide salmon strategy (*Extinction is not an Option*) after two years of development by the Joint Natural Resources Cabinet. In the time since, many factors have changed across the social, political, and physical landscape. What remains is the sense of urgency to comprehensively and collaboratively address the challenges facing salmon recovery.

The legislature provided funding to the Recreation and Conservation Office (RCO) to coordinate a process to update the Statewide Salmon Recovery Strategy. The Governor's Office is the lead for this process, supported by the Recreation and Conservation Office, Governor's Salmon Recovery Office, and Washington Department of Fish and Wildlife. A steering committee has been convened to lead the update and a facilitator has been selected through a competitive process (Triangle Associates (Triangle)). As part of the process, the Governor's Office will be reaching out to Tribes directly, and Triangle will be reaching out to partners and salmon recovery policy makers, including the board, to gather information to inform the update.

At the retreat, GSRO staff will provide an overview of and a brief history of the strategy. Then Triangle will run the board through a general discussion of the Strategy and its update (and get feedback). This an opportunity for the board to begin thinking about

how that strategy has informed and guided salmon recovery over the last 20 years, and what is needed to ensure there is a robust strategy to make progress over the next twenty years and beyond.

The updated strategy will be completed and presented to the Governor for adoption by November 1, 2020.

Links to Resources

[Salmon Recovery Statewide Strategy](#)

[2006 Update: "The Washington Way"](#)

Salmon Recovery Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: September 10, 2019

Title: Policy topics for the 2019-21 policy work plan

Prepared By: Wendy Brown

Summary

This memo presents options for SRFB policy development in the 2019-21 biennium.

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

Overview

The Salmon Recovery Funding Board will discuss options for policy development in the 2019-21 biennium. The topics agreed upon by the board will be included on the final RCO policy work plan for 2019-21. Below is a list of potential policy topics, based on past board discussions and staff recommendations. The board may also decide to include other policy topics not listed below.

Potential SRFB policy topics for the 2019-21 biennium:

- Develop options for preparing a biennial project list in advance of the submittal of our biennial budget request to the Governor.
- Provide input to the Governor's office during the process to update the statewide strategy for salmon recovery.
- Finalize the WAC updates as recommended from the LEAN Study.
- Develop policies and criteria for a targeted investment strategy in areas nearing delisting.
- Develop guidance for the board, review panel and staff discussions about public safety and risk in the funding of salmon recovery projects.

- Investigate opportunities for applying climate change considerations to SRFB projects, building off the work done by the Recreation and Conservation Funding Board.
- Incorporate new WDFW guidance on riparian buffers into salmon recovery grant programs.
- Investigate what is affecting "landowner willingness" to allow a project on their property and what tools might help. See if potential new landowner requirements such as bonds and insurance to address liability or future repair work are allowable expenses and how to address requirements that extend beyond the contract term.
- As follow up to the water rights appraisal policy, develop long-term policy and guidance for water rights acquired with grant funds. Modify current board policy on appraisals to be relevant for water right acquisitions.
- Support SRFB subcommittee looking at permit streamlining and permit cost issues.

Salmon Recovery Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: September 11, 2019

Title: Director's Report

Prepared By: Kaleen Cottingham, RCO Director and Wendy Brown, Policy Director

Summary

This memo describes key agency activities and happenings.

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

Agency Update

Salmon Grant Awards Announced

RCO issued two news releases announcing grant awards that took effect July 1. First, was the [announcement](#) of the 64 Puget Sound Acquisition and Restoration grants, totaling more than \$45 million. Next was the [announcement](#) of the \$25 million in grants from the Brian Abbott Fish Barrier Removal Board. These grants will fund more than 50 projects in 20 counties to remove fish passage barriers that block salmon and steelhead from swimming upstream to their spawning areas.



Orca Task Force Plans Work Ahead

After the legislative session, the Southern Resident Killer Whale Task Force met to discuss next steps. Overall, the legislative session was positive for orcas, with five major policy bills and nearly \$1 billion in funding passed. Nonetheless, the task force voiced major concern that orcas are still in crisis and on the brink of extinction. Continued urgency on this issue, immediate and bold actions,



and a steep increase in funding for habitat protection and restoration were all things the task force highlighted as important to focus on in the coming year. In the two remaining meetings, the task force will work towards development of year two recommendations, which also will include climate change and human population growth and their effects on food availability, vessel traffic and noise, and contaminants.

New Custom Project Agreements

A major improvement to the RCO grant process took effect in July, with customized agreements. Now, staff can tailor grant contracts by program, project type, organization type, fund source, and other elements. The customization means that grant recipients won't be confused by elements in their contracts that don't apply to them and staff no longer will have to print different reports and append PDFs.

New from the Boards

The Recreation and Conservation Funding Board had a successful retreat, which included a phenomenal motivational speech about [Diversity and Inclusion in Outdoor Recreation](#), led by Glenn Nelson founder of [Trail Posse](#). The retreat was followed by a regular meeting on a second day at which the board awarded grants totaling \$126 million for 333 projects statewide. Read the [news release](#).



The Washington Invasive Species Council met in Olympia to discuss topics such as a northern pike science and economic review, a Lake Roosevelt invasive mussel rapid response exercise, and the incident command system as it relates to invasive species response. Watch the online TVW [morning](#) and [afternoon](#) recordings.



See the new Salmon Recovery Funding Board picture below.



Conserving Grayland Wetlands and Old-growth Trees

This month I had the chance to join the Washington Department of Fish and Wildlife (WDFW) in Westport to celebrate its newly acquired Grayland property. In partnership with Ducks Unlimited, WDFW used a \$500,000 Washington Coast Restoration and Resiliency Initiative grant to buy and protect 1,110 acres in the first phase of a project to buy 1,750 acres by the end of 2019. The property features diverse natural resources, including large wetlands and old-growth Sitka spruce trees. A variety of wildlife use the area for year-round habitat, including several species of waterfowl, Roosevelt elk, black-tailed deer, and black bears. The site also will provide additional recreation opportunities, including hiking, birding, and big-game and waterfowl hunting. The land is near the Elk River Natural Resources Conservation Area, Twin Harbors State Park, and John's River Wildlife Area, outside of Westport. The department also will use a \$1.5 million Washington Wildlife Recreation Program and a \$68,000 salmon grant awarded to Ducks Unlimited to preserve additional land in connection with this project.



Employee Changes

Theron "Jim" Lochner joined the fiscal team in June. He comes to RCO with a lot of experience gained at other state agencies (Services for the Blind, Department of Veteran's Affairs, Health Care Authority, and Department of Social and Health Services). He has worked in many different aspects of accounting, including accounts payable, fiscal monitoring, and grant management.



Christopher Popek joined the Grant Services Section as an administrative assistant. Chris has extensive customer service experience as a wilderness ranger at Mount Rainier National Park, operations manager and lead fine artist at a graphic and design studio in Gig Harbor, sales representative at REI, and a park aide at Washington state parks. Chris grew up near Mount Rainier and is a graduate of Western Washington University, with a bachelor of fine arts. He is an avid outdoor recreationist, who loves to hike, backpack, and explore the outdoors.



Lanlailit (Lan) Nicolai joined the Recreation and Conservation Grants Section as an administrative assistant. Lan is a graduate of California Polytechnic State University (Cal Poly) with a degree in recreation, parks, and tourism administration. Since arriving in Washington, she has worked for the University of Washington's Radiology Department at Harborview Medical Center and at the Seattle Cancer Care Alliance as its program coordinator. Before moving to Washington, Lan was a grants coordinator at Cal Poly for 2 years. Lan enjoys trail running, growing oyster mushrooms, traveling, and reading. She and her husband, Eric Nicolai (an engineer with the Department of Fish and Wildlife) also enjoy backpacking and hiking.



Julia McNamara joined the RCO Policy Team as an administrative assistant. Julia is a graduate from St. Martin's University with a Bachelor's of Science degree in Biology. She has most recently worked as a physical therapy aide and clerical assistant at Inspire Physical Therapy and is an active volunteer in the community. In addition to supporting the policy and communication staff, Julia will be responsible for supporting all four of the boards and councils at the RCO. Julia loves spending time with her family and friends and can often be found outside kayaking, hiking, and camping.

Lean Study Implementation Tracking

Color Key

- No major challenges are anticipated that would impact an on-time completion.
- Some challenges were encountered and additional resources may be necessary for on-time completion.
- This task is unlikely to be completed on time OR this task is overdue.
- Task completed.

Implementation of Lean Study Recommendations				
Grant Round Redesign	Lead Person for Implementation	Due Date	Status	Notes
1.1 – Redesign Grant Round Process	Tara Galuska	12/2019	●	Draft timeline developed. Met with WSC in April. Revised draft timeline. Sent to COR and WSC in June. Presenting to the SRFB for approval of timeline in July. Once finalized, will be incorporated into Manual 18, which will go to SRFB in September. Bd approved 2020 timeline.
1.2 – Formalize Biennial Grant Round Option	Tara Galuska	02/2019	●	Complete - Included in Manual 18.
Standardization and Role Clarification				
2.1 – Update Washington Administrative Code	Katie Pruitt, Sarah Gage, Tara Galuska	12/2019	●	Assigned to Katie Pruitt. She held a meeting with COR and WSC representatives. The draft WACS were sent out to COR and WSC for comment. Katie is analyzing comments and will brief the SRFB in September. The public hearing and final adoption will take place at the SRFB meeting in December 2019. Request for direction will be at Sept SRFB meeting.
2.2 – Update Manual 19	Sarah Gage, Jeannie Abbott	02/2019	●	Complete – sent to Lead Entity Coordinators, Regional Directors, and placed on the website on 5/30/2019. May

Implementation of Lean Study Recommendations				
				need to update following the adoption of new WACs and new grant round timelines. Adopted done.
2.3 – Document Evaluation Process and Identify Best Practices	WSC	12/2019	●	Kaleen, Jeannie, Brent and Tara met with Lead entities. Lead Entities working on best practices. Lead Entity coordinators will discuss this topic each time that they meet. They are setting up a “box” account for improved document sharing. Box site set up – stuff in site. Best practices discussions.
Funding Policy and Project Prioritization				
3.1 – Develop Targeted Investment Program	Kaleen Cottingham, Scott Robinson	12/2019	●	Board reviewed 7 options at March 2019 meeting. Asked for more concrete data on several topics. A survey was sent out based on board memo feedback; Survey results received from regions, lead entities and sponsors. Survey results have been reviewed by subcommittee and staff. Subcommittee met on the 29 th of May and narrowed some options for board discussion. Memo drafted based on survey results and subcommittee feedback for July SRFB meeting. Bd approved up to \$6.4 M for specific projects in regions nearing delisting. Going back to the SRFB for decision in Sept 2019.
3.2 – Evaluate Whether Regional Priorities are Being Achieved	Tara Galuska	06/2020	●	Added question to regional summaries requirement in Manual 18. Regions will submit to RCO in September for review. Survey (see 3.1) also gave us some additional information. Will evaluate in Oct/Nov.
3.3 – Improve Efficiency of Capacity Funding	Jeannie Abbott, Brent Hedden	12/2020	●	Brent, Jeannie working with Scott C. determined that the best way to collect this information is through PRISM. After meeting with WSC representatives, redesigned the

Implementation of Lean Study Recommendations				
				Lead Entity scopes of work and will lump work into three "buckets" and link to PRISM worksites to track expenditures. These new contracts will be effective August 1, 2019. Will evaluate results in August 2020 or later to see if there are any issues to address.
3.4 – Improve Alignment of Capacity to Project Funding	Wendy Brown	12/2020	●	Will work with new GSRO program manager for lead entities (Jeannie) later in 2019.
3.5 – Initiate Inter-Agency Funding Coordination	Tara Galuska	Ongoing	●	Progressing. Tara continue to serve on the inter-agency workgroup.
System and Metrics				
4.1 – Enhance PRISM to Improve Efficiency of Process	Scott Chapman	12/2019 12/2020	●	Process started; high level design of PRISM changes will be complete in June. <u>Date may change once we have a design and know costs in mid-2019.</u> To move forward will need to allocate funding for PRISM. If development funded, expect to complete by the end of 2020. Progress shared with the SRFB in March. Looks like this will not be completely ready for the 2020 SRFB grant cycle. New date established 12/2020.
4.2 – Establish Process Metrics (2 or 3)	Scott Robinson, Brent Hedden, Scott Chapman	12/2019	●	Re-thinking the early metrics suggested by MC2. Not certain these help with measuring lean improvements. Are considering new metrics such as # of new sponsors and leveraged and required match. Internal staff discussions taking place. Will need clear definitions before rolling out any new metrics. Tara and Kat need to chat before Scott and Brent can begin.

Fiscal Report

The fiscal report reflects Salmon Recovery Funding Board activities as of August 20, 2019

Balance Summary

Fund	Balance
Current State Balance *reflects removal of potential audit questioned cost payment	\$22,374,301
Current Federal Balance – Projects	\$1,823,978
Current Federal Balance – Activities, Hatchery Reform, Monitoring	\$2,786,280
Lead Entities	\$3,921,992
Puget Sound Acquisition and Restoration (PSAR) and Puget Sound Restoration	\$9,933,303

Salmon Recovery Funding Board

For July 1, 2019 - June 30, 2021, actuals through August 20, 2019 (FM 2). 8.3% of biennium reported.

PROGRAMS	BUDGET New and Re- appropriation 2019-2021	COMMITTED % of Dollars Budget	TO BE COMMITTED % of Dollars Budget	EXPENDITURES % of Dollars Committed
State Funded				
2013-15	\$1,936,999	\$1,936,999 100%	\$0 0%	\$0 0%
2015-17	\$2,973,000	\$2,973,000 100%	\$0 0%	\$392,502 13%
2017-19	\$11,332,731	\$10,528,430 93%	\$804,301 7%	\$231,230 2%
2019-21	\$21,570,000	\$0 0%	\$21,570,000 100%	\$0 0%
Total	37,812,730	15,438,429 41%	22,374,301 59%	623,732 4%
Federal Funded				
2015	\$3,333,263	\$3,099,958 93%	\$233,305 7%	\$570,906 27%
2016	\$7,782,478	\$7,075,670 91%	\$706,808 9%	\$488,051 8%
2017	\$11,149,935	\$8,798,251 79%	\$2,351,684 21%	\$1,216,992 11%
2018	\$16,258,379	\$14,939,918 92%	1,318,461 8%	\$285,116 2%
Total	38,524,055	33,913,798 88%	4,610,257 12%	2,561,065 8%
Grant Programs				
Lead Entities	\$7,607,354	\$3,685,361 48%	\$3,921,992 52%	\$181,475 5%
PSAR	\$99,855,000	\$89,921,697 90%	\$9,933,303 10%	\$3,237,682 4%
Subtotal	183,799,139	142,959,285 78%	40,839,853 22%	6,603,954 5%

PROGRAMS	BUDGET	COMMITTED		TO BE COMMITTED		EXPENDITURES	
	New and Re-appropriation 2019-2021	Dollars	% of Budget	Dollars	% of Budget	Dollars	% of Committed
Administration							
Admin/Staff	7,534,243	7,534,243	100%	0	0%	293,765	4%
Subtotal	7,534,243	7,534,243	100%	0	0%	293,765	4%
GRAND TOTAL	\$191,333,382	\$150,493,528	79%	\$40,839,853	21%	\$6,897,718	5%

Note: Activities such as smolt monitoring, effectiveness monitoring, and regional funding are combined with projects in the state and federal funding lines above.

Performance Update

The following data is for grant management and project impact performance measures for fiscal year 2020. Data included are specific to projects funded by the board and current as of August 6, 2019.

Project Impact Performance Measures

The following tables provide an overview of the fish passage accomplishments funded by the Salmon Recovery Funding Board (board) in fiscal year 2020. Grant sponsors submit these performance measure data for blockages removed, fish passages installed, and stream miles made accessible when a project is completed and in the process of closing. The Forest Family Fish Passage Program, Coastal Restoration Initiative Program, and the Estuary and Salmon Restoration Program are not included in these totals.

Four salmon blockages were removed so far this fiscal year (July 1, 2019 to August 6, 2019), with two passageways installed (Table 1). These projects have cumulatively opened 47.9 miles of stream (Table 2).

Measure	FY 2020 Performance
Blockages Removed	4
Bridges Installed	0
Culverts Installed	2
Fish Ladders Installed	0
Fishway Chutes Installed	0

Project Number	Project Name	Primary Sponsor	Stream Miles
14-1204	Reducing road density in the Naches watershed	Mid-Columbia RFEG	3
14-2266	Elochoman Hatchery Barrier Removal	Fish & Wildlife Dept. of	44
15-1050	Kristoferson Creek Fish Passage Improvements	Snohomish Conservation Dist.	0.9
15-1555	Ellsworth Creek Watershed Restoration	The Nature Conservancy	0
Total Miles			47.9

Grant Management Performance Measures

Table 3 summarizes fiscal year 2020 operational performance measures as of August 6, 2019.

Measure	FY Target	FY 2020 Performance	Indicator	Notes
Percent of Salmon Projects Issued Agreement within 120 Days of Board Funding	90%	75%	●	Four agreements for SRFB-funded projects were to be mailed this fiscal year to date. Staff mail agreements on average 35 days after a project is approved.
Percent of Salmon Progress Reports Responded to On Time (15 days or less)	90%	93%	●	89 progress reports were due this fiscal year to date for SRFB-funded projects. Staff responded to 83 in 15 days or less. On average, staff responded within 6 days.
Percent of Salmon Bills Paid within 30 days	100%	100%	●	During this fiscal year to date, 125 bills were due for SRFB-funded projects. All were paid on time.
Percent of Projects Closed on Time	85%	100%	●	Four SRFB-funded projects were scheduled to close so far this fiscal year, and all four closed on time.
Number of Projects in Project Backlog	5	3	●	Three SRFB-funded projects are in the backlog. This is less than the last board meeting.
Number of Compliance Inspections Completed	125	0	●	Staff have inspected zero worksites this fiscal year to date. They have until June 30, 2020 to reach the target.

Salmon Recovery Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: September 11, 2019

Title: Salmon Recovery Management Report

Prepared By: Tara Galuska, Salmon Section Manager & Erik Neatherlin, GSRO Executive Coordinator

Summary

This memo summarizes the recent work completed by the Governor's Salmon Recovery Office (GSRO) and the Recreation and Conservation Office's (RCO) Salmon Recovery Section. .

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

Governor's Salmon Recovery Office (GSRO)

GSRO Activities

GSRO coordinated two tours with the Office of Financial Management (OFM). One tour was in Snake and Mid-Columbia regions and the other tour was in the Hood Canal region. These are the first of more OFM tours to come that will happen throughout the year eventually in all of the regions. The purpose of the tours is to help OFM better understand how salmon recovery works in Washington state, and to help OFM's staff put into the context the salmon recovery investments that they frequently encounter during the budgeting process. The tours were well attended and included senior OFM staffers from the policy office and from the operating, capital, and transportation budget offices. Also along for the tours were local partners and RCO and GSRO staff.

GSRO is participating in two Congressional tours in August. First, the annual Congressional staff tour organized by Washington Department of Fish and Wildlife, including staff from the Governor's DC office and staff from the offices of Senator Murray, Senator Cantwell, Congressman Kilmer, Congresswoman Herrera Beutler, Congressman Newhouse, and Congresswoman Schrier. The second tour includes

Congressional Members from the House Committee on Appropriations, Subcommittee on Interior, Environment, and Related Agencies.

GSRO and RCO staff are also participating in a state Senate committee tour, scheduled for September 11, 2019 on the Olympic peninsula.

Orca Task Force

The Southern Resident Killer Whale Task Force (Orca Task Force) will meet on September 9 to continue their progress on year two recommendations. The meeting comes on the heels of very sad and disappointing news that three adult orcas were declared dead by the Center for Whale Research. The orcas reported dead included a 42-year old matriarch female (J17), and two adult males, K25 and L84. This represents one orca from each pod and leaves the southern resident orca population at 73. The orca task force will meet two more times before finalizing their work. The year two report is expected to focus on and make recommendations to address climate change and population growth for orca recovery. More information on the Orca Task Force can be found [here](#).

Salmon Recovery Section Report

2019 Grant Round

RCO staff, lead entities and sponsors are in the midst of the 2019 grant round. Project site visits were completed in early June and the panel met in July to discuss all draft projects. Final applications were due from project sponsors on August 8, 2019. The Review Panel will meet starting September 18, 2019 and complete comment forms for each project. To date, 130 applications have been submitted in PRISM. This is lower than the average number of projects submitted for an annual grant round, which is 172 (based on applications filed between 2004 and 2018). However, submissions are still within the range of number of projects submitted per year, which is between 115 and 219.

2020 Grant Round – implementing LEAN recommendations on timeline and process

The salmon section developed a revised timeline for the 2020 grant round, based on last year's LEAN study recommendations. This new timeline was shared with the Washington Salmon Coalition in April and the SRFB approved the timeline at the July 2019 meeting. The timeline was reviewed by the panel in July and sent out to all lead entities and regions in preparation for starting the grant round and setting site visit dates this November.

Salmon Recovery Funding Board Grant Administration

The following table shows projects funded by the board and administered by staff since 1999. The information is current as of August 6, 2019. This table does not include projects funded through the Brian Abbott Fish Barrier Removal Board program (FBRB), the Family Forest Fish Passage Program (FFPP), the Washington Coastal Restoration Initiative program (WCRI), or the Estuary and Salmon Restoration Program (ESRP). Although RCO staff support these programs through grant and contract administration, the board does not review and approve projects under these programs.

Table 1. Board-Funded Projects

	Pending Projects	Active Projects	Completed Projects	Total Funded Projects
Salmon Projects to Date	47	410	2,481	2,938
Percentage of Total	1.6%	14.0%	84.4%	

Strategic Plan Connection

https://www.rco.wa.gov/documents/strategy/SRFB_Strategic_Plan.pdf

The Salmon Recovery Management Report supports *Goal 2* of the board's strategic plan, which focuses on the board's accountability for investments. By sharing information on staff activities and the grant round processes, the board can ensure accountability for the efficient use of resources.

Attachments

Closed Projects

Attachment A lists projects that closed between June 3, 2019 and August 5, 2019. Each project number includes a link to information about the project (e.g. designs, photos, maps, reports, etc.). Staff closed out twenty-six projects or contracts during this time.

Approved Amendments

Attachment B shows the major amendments approved between June 1, 2019 and August 5, 2019. Staff processed 56 project-related amendments during this period; most amendments were minor revisions related to administrative changes or time extensions.

Attachment A

Salmon Projects Completed and Closed from June 3, 2019 – August 5, 2019

Project Number	Sponsor	Project Name	Primary Program	Closed Completed Date
<u>13-1211</u>	State Parks	Dosewallips Riparian Corridor Acquisition Phase II	Salmon State Projects	7/29/2019
<u>13-1312</u>	Mid-Columbia RFEG	Little Rattlesnake Creek Road Decommissioning	Salmon State Projects	6/3/2019
<u>14-1204</u>	Mid-Columbia RFEG	Reducing road density in the Naches watershed	Salmon Federal Projects	7/29/2019
<u>14-1215</u>	Kittitas Co Conservation Dist.	Naneum-Coleman Fish Passage Projects	Salmon State Projects	6/6/2019
<u>14-1310</u>	Cowlitz Indian Tribe	Abernathy Creek Midway Project	Salmon State Projects	7/9/2019
<u>14-1322</u>	Jefferson Land Trust	Duckabush Riparian Habitat Acquisition	Puget Sound Acq. & Restoration	7/25/2019
<u>14-1333</u>	Kenmore City of	Squire's Landing Park Riparian Restoration	Salmon Federal Projects	7/8/2019
<u>14-1338</u>	Lower Columbia FEG	SF Toutle Riparian Restoration	Salmon State Projects	8/2/2019

Project Number	Sponsor	Project Name	Primary Program	Closed Completed Date
<u>14-1339</u>	Lower Columbia FEG	Haapa Habitat Restoration Phase I project	Salmon State Projects	7/31/2019
<u>14-1360</u>	Lower Columbia FEG	Dougan Creek Confluence Restoration	Salmon State Projects	6/7/2019
<u>14-1384</u>	Jamestown S'Klallam Tribe	Dungeness Habitat Protection- RM 6.5 to 7.5 Phase	Puget Sound Acq. & Restoration	7/3/2019
<u>14-2262</u>	Fish & Wildlife Dept. of	Alternative Gear Testing 2014	Salmon Federal Activities	7/8/2019
<u>14-2266</u>	Fish & Wildlife Dept. of	Elochoman Hatchery Barrier Removal	Salmon Federal Activities	7/8/2019
<u>15-1050</u>	Snohomish Conservation Dist.	Kristoferson Creek Fish Passage Improvements	Salmon State Projects	7/9/2019
<u>15-1087</u>	Lewis County Public Works	Lacamas Creek Side Channel Reconnection	Salmon Federal Projects	7/9/2019
<u>15-1257</u>	Makah Tribe	Big River and Umbrella Creek Riparian Restoration	Salmon Federal Projects	6/13/2019
<u>15-1576</u>	Fish & Wildlife Dept. of	Tribal Mass Marking PS and Coast 2015	Salmon Federal Activities	7/8/2019

Project Number	Sponsor	Project Name	Primary Program	Closed Completed Date
<u>16-1031</u>	Ecolution LLC	PERS SRV Monitoring Panel Ecolution LLC 2016	Salmon Federal Activities	7/25/2019
<u>16-1036</u>	NW Indian Fisheries Comm	PERS SRV Monitoring Panel NWIFC 2016	Salmon Federal Activities	7/29/2019
<u>16-1760</u>	Trout Unlimited Inc.	Upper Yakima Tributary Flow Restoration	Salmon State Projects	8/2/2019
<u>16-1956</u>	King Co Water & Land Res	Wayne Sammamish Riverfront	Puget Sound Acq. & Restoration	7/25/2019
<u>16-2240</u>	Fish & Wildlife Dept. of	WDFW Lower Columbia VSP Monitoring - 2015	Salmon Federal Activities	7/15/2019
<u>17-1355</u>	Pierce County Planning	Alward Rd. Acquisition Phase 3	Salmon Federal Projects	7/25/2019
<u>17-1494</u>	Fish & Wildlife Dept. of	WDFW Status and Trends Monitoring (Fi/Fo) 2018	Salmon Federal Activities	7/15/2019

Attachment B

Project Amendments Approved by the RCO Director

Project Number	Project Name	Sponsor	Program	Type	Date	Amount/Notes
16-1356	Zis a ba Estuary Restoration	Stillaguamish Tribe of Indians	PSAR	Cost Change	7/11/2019	Reduce match to 34% of agreement total due to loss of National Estuary Program funding. Scope remains the same.
17-1048	Riverton Creek Flapgate Removal II	City of Tukwila	Salmon Federal Projects	Cost Change	6/19/2019	Increase funds by \$100,000 in returned PSAR funds and \$184,500 in matching funds for higher design and construction costs.
17-1228	Lower Derby Creek Fish Passage	Cascade Col Fish Enhancement Group	Salmon State Projects	Cost Change	7/22/2019	Increase funds by \$32,196 to complete the project.
16-2116	MF Porter Creek Reach Instream Restoration Ph. 4	Lummi Nation	Salmon Federal Projects	Cost Change	7/16/2019	Reduce cost by \$55,110 in PSAR funds, because project completed under budget.

Project Number	Project Name	Sponsor	Program	Type	Date	Amount/Notes
<u>18-1751</u>	Camp 18 Phase 1 Instream Wood Placement	Lummi Nation	Salmon State Projects	Cost Change	7/23/2019	Increase funds by \$117,000 in PSAR funds and \$26,400 in match to accomplish construction.
<u>16-2052</u>	SF Nooksack Fish Camp Reach Design	Nooksack Indian Tribe	PSAR	Cost Change	7/1/2019	Add \$35,264 in matching funds to project.
<u>16-1703</u>	SJC Salmon Conservation Easement Protections	Friends of the San Juans	PSAR	Cost Change	7/24/2019	Add \$35,264 in sponsor matching funds to project.
<u>15-1257</u>	Big River and Umbrella Creek Riparian Restoration	Makah Tribe	Salmon Federal Projects	Project Type Change	6/10/2019	Change project type from Restoration and Design to Restoration only.

Salmon Recovery Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: September 11, 2019

Title: Allocation of Funds for Targeted Investment

Prepared By: Erik Neatherlin, GSRO Executive Coordinator & Tara Galuska, Salmon Section Manager

Summary

This memo summarizes information to allow the Salmon Recovery Funding Board (board) to make a decision on allocating up to \$6,430,562 of approved state and federal salmon funding for two specific species near de-listing.

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

Background

At the July 2019 Salmon Recovery Funding Board meeting, the board approved the fiscal year 2020 funding, allotting state bond funds and federal Pacific Coastal Salmon Recovery Funds (PCSRF). (Table 1 below).

Table 1: SRFB Approved Funding FY20

State Fiscal Year 2020	
SRFB Approved Funding FY20	
State General Funds (Lead Entities)	\$487,000
State Bond funds (includes Admin)	\$8,052,316
PCSRF* 2019-2020 (includes Admin)	\$18,645,000
Return Funds Used/Available	\$2,464,806
Total Funds Approved	\$29,724,122

The board deferred a decision on targeted investments that included \$5,000,000 in state capital funds and \$1,430,562 in federal return funds (total = \$6,430,562). The board made this deferral after hearing presentations from Recreation and Conservation Office staff about the targeted investment survey results and presentations from three regions outlining species nearing de-listing - Hood Canal Summer chum and Mid-Columbia Steelhead.

The board discussed four options for targeted investments that included (1) investing in projects that would get to federal ESA delisting, (2) investing in Chinook projects that target southern resident orca prey availability, (3) funding a combination of de-listing and orca projects, and (4) status quo funding through the existing allocation formula (i.e., increase funding for all regions). The board was interested in seeing more details on de-listing projects before making a final decision.

The following language was passed by the board *"Allocate all or a portion of the \$6,430,562 to targeted investments in actions that will directly contribute to de-listing species and ask the regions (Hood Canal, Mid-Columbia and Snake) nearing de-listing to bring back specific lists of projects to the September board meeting."*

The direction from the board was that the lists be specific and include information about how projects would make demonstrable progress towards de-listing. The tables below outline the lists and attached are detailed summaries provided by each of the three regions.

The decision before the board at its September meeting is to determine how the \$6,430,562 should be allocated in the current biennium. Once the board makes its decision, the regions, lead entities, and review panel can then expedite a process to vet and review the projects in preparation for the December 2019 board meeting at which time funding decisions will be made.

Option 1: Approve funding up to \$6,430,562 for targeted investments for Hood Canal Summer Chum and Mid-Columbia steelhead, and expedite a Lead Entity and Review Panel process to vet and review projects in preparation for the December 2019 board meeting at which time funding decisions will be made. The lists must come to the board in priority order. These funds would be split 50%-50% between the two listed species.

Option 2: Approve funding up to \$4,430,562 for targeted investments for Hood Canal Summer Chum and Mid-Columbia steelhead, and expedite a Lead Entity and Review Panel process to vet and review projects in preparation for the December 2019 board meeting at which time funding decisions will be made. The lists must come to the board in priority order. These funds would be split 50%-50% between the two listed

species. In addition, and given the recent three adult orca mortalities, the board approves up to \$2,000,000 to be allocated in the 2019 grant round using the regional allocation formula with the assumption that the majority of the projects would benefit Chinook salmon projects.

Option 3: Allocate the entire \$6,430,562 using the regional allocation formula, dividing the amount equally between the 2019 and 2020 grant rounds.

Table 2: Hood Canal Summer Chum Projects

Region	Project	Cost
Hood Canal	Duckabush	\$ 2,797,458.00
	Lower Snow	\$ 1,354,700.00
	Lower Big Beef	\$ 718,524.00
	Union River	\$ 1,559,880.00
TOTAL		\$ 6,430,562.00

Table 3: Middle Columbia Steelhead Projects

Region	Project	Cost
Snake	Division to Roosevelt	\$ 500,000.00
Snake	Clinton to Division	\$ 950,000.00
Snake	Merriam to Clinton	\$ 900,000.00
Snake	Otis to Meridian	\$ 400,000.00
Yakima	Little Naches Floodplain	\$ 600,000.00
Yakima	Wilson/Naneum/Caribou	\$ 943,500.00
TOTAL		\$ 4,293,500.00

Attachments

Attachment A – Hood Canal Coordinating Council proposed project lists covering Hood Canal Summer Chum in the Hood Canal Salmon Recovery Region

Attachment B – Snake River Salmon Recovery Board and the Yakima Basin Fish and Wildlife Recovery board proposed project lists covering Middle Columbia Steelhead in the Middle Columbia River Salmon Recovery and the Snake Salmon Recovery Regions



Hood Canal and Eastern Strait of Juan de Fuca Summer Chum Salmon Recovery

Proposed Projects to Accelerate Recovery to Achieve Viability Abundance, Productivity, and Spatial Diversity

The Hood Canal Coordinating Council (HCCC), as the regional recovery organization for Hood Canal and Eastern Strait of Juan de Fuca summer chum salmon, has determined the approach to expedite progress for moving the species toward recovery and delisting. Additionally, HCCC has identified a decision pathway to address marine survival conditions such as PDO-related factors, the largest critical uncertainty that could potentially affect a delisting decision. Ensuring quality habitat in key areas for summer chum offers further resiliency to the uncertainty of conditions in the future. The 2018 Recovery Goal Review and Updated Guidance for the Hood Canal Summer Chum Salmon ESU states, “In general, the key to enabling summer chum to cope with adverse climate change effects will be to improve and protect characteristics of habitat quality within freshwater, river mouth estuarine, and nearshore habitats.”

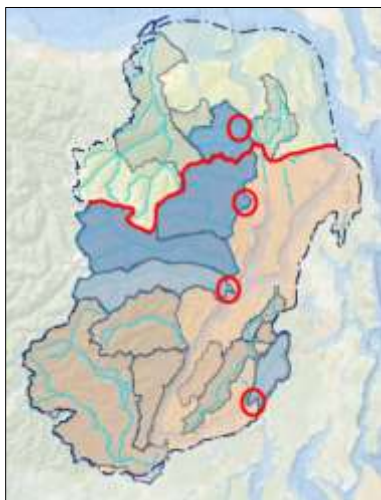


Figure 1: Ensuring abundance of summer chum in core sub-populations.

To ensure that summer chum salmon achieve recovery and remain there will require the robust abundance of core subpopulations within each of the two main populations (Hood Canal and Eastern Strait of Juan de Fuca) and a spatial structure of these sub-populations that will provide diversity and resilience. Specific habitat restoration and protection projects have been identified towards achieving these priorities.

For the Eastern Strait of Juan de Fuca main population, the primary core sub-population is produced in the Snow/Salmon Creek watershed. For the Hood Canal population, the Duckabush and Union River are important sub-populations that significantly contribute to abundance and spatial diversity.

The Duckabush River project provides a unique opportunity to increase the habitat quality in that system and strengthen spatial diversity for the Hood Canal population. Moving the Highway 101 causeway and the bridge over the Duckabush River further up-river will improve the quality of salmon rearing habitat in the estuary and ensure resiliency for summer chum early marine survival. The Duckabush project will also contribute significantly to overall Puget Sound Chinook salmon recovery by bolstering a key chinook population in Hood Canal and leveraging funds for multiple other projects in other areas of Puget Sound.

HCCC has determined that a particular focus needs to be on the east side of Hood Canal or along the West Kitsap Peninsula. The target area includes the Big Beef Creek watershed. Projects designed to provide this focus are planned in both the Union River and Big Beef Creek watersheds. The Union River sub-population provides abundance and spatial diversity for the southern Hood Canal area and the West Kitsap Diversity Unit.

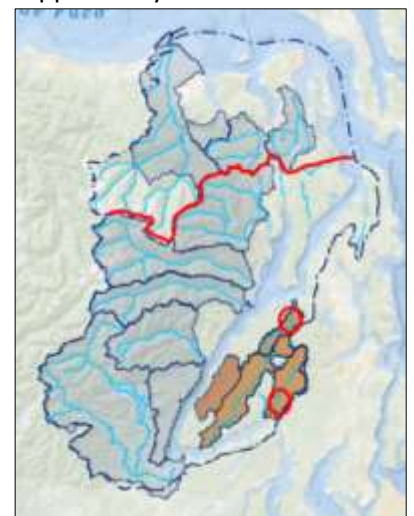


Figure 2: Ensuring spatial diversity of summer chum populations.

Prioritized Hood Canal and Eastern Strait of Juan de Fuca Summer Chum Projects:	
<i>Duckabush PSNERP Design Phase</i>	
<i>The Duckabush River Estuary – PSNERP Project addresses the Highway 101 crossing impacts to summer chum habitat by moving the causeway and the bridge further up river to restore the Duckabush estuary. The PSNERP Project benefits summer chum, Mid-Hood Canal Chinook, Puget Sound Chinook, and fisheries limits. The overall project includes Chinook restoration in Nooksack and Skagit Rivers with a total cost of over \$452M. The Duckabush project is much of the local match (35% requirement) for all three locations in the project with a cost of about \$90.5M. Design funding from USACE and WA State is mostly in hand. This includes \$1,982,458 for WSDOT design and \$65,000 in landowner outreach. The total design cost is \$13.5 M, leveraging \$7.7 M federal funding and \$5.8 M non-federal funding from DFW and partners. Acquisitions to implement the final designs of the project is estimated at \$750,000.</i>	
Current phase: conceptual design complete, in river pre-project monitoring in progress, SEPA comment period currently in progress	Project Cost: \$2,797,458
<i>Lower Snow Creek Weir Impacts Alternatives Analysis and Wood Enhancements</i>	
<i>The Salmon-Snow population of summer chum is considered robust although has lower thresholds for recovery and therefore more sensitive to lower returns than core sub-populations in the Hood Canal population. Snow Creek has more potential for restoration and the population must have enough quality habitat to ensure population resilience into the future. There has been extensive work in the nearshore of Discovery Bay. Snow Creek is straightened and perched in a higher elevation from that of the historic floodplain. Fine sediments impact productivity above the weir with scour impacts productivity in other reaches. An alternatives analysis needs to be conducted on weir impacts while wood supplementation and ELJs are designed and implemented above the weir in the Uncas Rd Reach.</i>	
Current phase: conceptual designs and reach based recommendations from assessment and preliminary report from NSD	Project Cost: \$1,354,700
<i>Lower Big Beef Creek Protection and Weir Impacts Analysis</i>	
<i>The Big Beef Creek population of summer chum needs to rebound. There have been recent and substantial habitat restoration efforts in the watershed but needs estuarine habitat restoration work including the weir to lesson impacts to the population productivity. Big Beef Creek is considered an Intensively Monitored Watershed along with neighboring creeks. There has been a great deal of salmon recovery investments in Big Beef Creek restoring habitat above the weir where they monitor the fish responses to restoration. Protection of the entire lower reach of the creek is mostly funded with \$543,524 shortfall of the overall cost of \$3,800,900. An alternatives analysis needs to be conducted on weir impacts which is currently in use on the property.</i>	
Current phase: most restoration above the weir is complete, protection mostly funded	Project Cost: \$718,524
<i>Union River Middle Reach Protection and Restoration</i>	
<i>The Union River Population is considered robust and needs to be maintained in this condition. There must be enough quality habitat to ensure the population resilience into the future. There has been extensive conservation on the estuarine habitat and restoration of tidally influenced areas. Previous investments also included a strong focus on riparian health along the river, working with multiple landowners and developing working relationships to enable restoration needs in the watershed. Protection and restoration planning of bridge impacts, floodplain reengagement as well as implementation of armor removal and wood placements are currently ready to move forward.</i>	
Current phase: project identification done, prioritization done, Conceptual designs being developed	Project Cost: \$1,559,880
Total List Cost: \$6,430,562	

Snake River Salmon Recovery Board Lead Entity Tier I Projects		
Mill Creek Passage Project (4 phases)	<p><i>Viability Nexus:</i> Specifically required and critical to meet abundance and spatial structure goals for Walla Walla Population; specifically identified in NOAA's 2016 Stock Status Review. With full passage in Mill Creek the Walla Walla Population status would go from at-risk to viable by increasing abundance and improving spatial structure by restoring passage into an unoccupied major spawning area (Mill Creek). The Mill Creek Passage Project is the most black and white, "point-source" project need to reach population viability in the Washington portion of the Walla Walla/Umatilla major population group.</p>	<p>Division to Roosevelt</p> <p>\$500,000</p>
	<p><i>Project Description:</i> Mill Creek has a seven mile long flood control project which includes a concrete channel that extends over two miles through Walla Walla. The 2009 Mill Creek Barrier Assessment identified and described barriers within the flood control project for Endangered Species Act (ESA) listed steelhead and bull trout and for reintroduced spring Chinook (extirpated). Currently, returning adults encounter flow dependent depth and velocity barriers, and a lack of resting opportunities. Juvenile fish encounter low spring flows, and high water temperatures in late spring. Often by mid-May, adults and juveniles become trapped in the flood control channel where they experience lethal temperatures. These passage issues are considered imminent threats in the Snake River Salmon Recovery Plan for SE Washington. Removing these barriers will open access to 50+ miles of mainstem and tributary habitat. The Mill Creek channel upstream of the flood control project is a critical and under-utilized area for spawning and rearing of ESA listed species. Restoring fish passage to upper Mill Creek provides an important recovery opportunity for ESA listed fish, as well as good habitat for other native fish and reintroduced spring Chinook. Passage through the concrete flume reach has been identified as the top priority passage project by the Mill Creek Working Group and through the Lower Mill Creek Habitat Assessment and Strategic Action Plan. Designs for remodeling the concrete channel to improve water velocities and depths have been implemented and tested in three previous construction projects. This project will complete construction of the Otis to Roosevelt portion of the concrete channel. This project, which is phase-able, is one of multiple projects that are necessary to correct fish passage problems in the Mill Creek flood control project.</p>	<p>Clinton to Division</p> <p>\$950,000</p>
		<p>Merriam to Clinton</p> <p>\$900,000</p>
		<p>Otis to Merriam</p> <p>\$400,000</p>
	<p><i>Notes:</i> Division to Roosevelt is match needed for current \$1.6 million FBRB grant (Design complete through SRFB); other 3 phases are match to 2020 FBRB grant request and BPA funding (Design complete through SRFB).</p>	<p><i>Chinook Nexus:</i> Critical for reintroduced spring Chinook.</p>

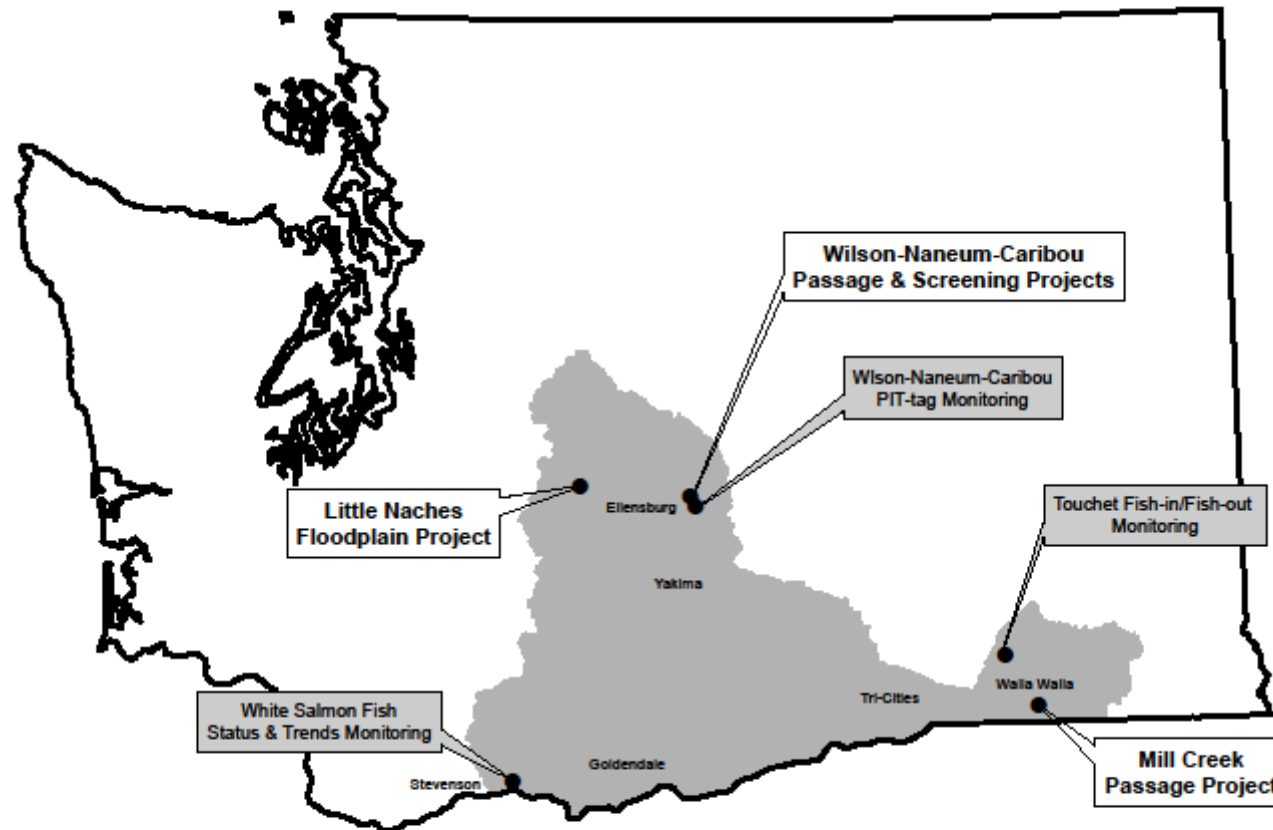
Yakima Basin Fish & Wildlife Recovery Board Lead Entity Tier I Projects		
Little Naches Floodplain Restoration	<i>Viability Nexus:</i> The Little Naches is one of the primary production areas for the Naches River steelhead population, which needs to move from its current maintained status to viable status before the Yakima Major Population Area can be considered viable. This project focuses on restoring instream and floodplain conditions in the most degraded portion of the Little Naches watershed.	\$600,000
	<i>Project Description:</i> The entire streambed in the project reach was bulldozed up into levees following floods in the 1970s, and all large wood was removed. Spawning and rearing habitats are highly degraded for ~2 miles, with a lack of suitable spawning gravels, continuous run habitat, and no cover. Designs and permits for restoration actions are currently being completed. The Mid-Columbia Fisheries Enhancement Group will use the requested funding to pay for levee breaching and/or removal, side channel construction, large wood placement and floodplain revegetation. Construction is planned for summer/fall of 2021.	<i>Chinook Nexus:</i> The project reach is a key production area for the Naches Spring Chinook population, (part of Mid-Columbia spring chinook, an important orca food source).
	<i>Notes:</i> Design, permitting and construction match are being funded as part of the Yakima Basin Integrated Plan.	
Wilson/Naneum/Caribou Fish Passage & Screening	<i>Viability Nexus:</i> To meet spatial structure criteria identified in the Mid-C Steelhead Recovery Plan, the Upper Yakima population needs to show that steelhead have occupied a specific number of formerly blocked watersheds. Restoring steelhead access to the Wilson-Naneum-Caribou watershed will meet this requirement.	\$943,500
	<i>Project Description:</i> The Wilson-Naneum-Caribou watershed contains many small irrigation dams and unscreened diversions that block passage into upstream habitats. The Kittitas County Conservation District has been working to restore passage in these creeks since 2000. The proposed project includes construction work at 4 sites (Caribou Creek RM 2.0 (\$293k) and 4.2 (\$168k), Naneum Creek RM2.9/3.2 (382.5k)) and final design work at an addition 4 sites (\$100k). It reflects the next stage of investment following the \$2.6 million allocated to this focal watershed by the Fish Barrier Removal Board in the current biennium.	<i>Chinook Nexus:</i> The project area is heavily used for fall and winter rearing by juvenile Mid-C spring chinook from the Upper Yakima population.
	<i>Notes:</i> This project includes work on up to 8 sites and is scalable. Cost share is being provided by the BPA-funded Yakima Tributary Access and Habitat Program and the Fish Barrier Removal Board.	
Tier I Totals for both Lead Entities		\$4,293,500

Non-capital Monitoring Projects¹		
White Salmon Fish Status and Trends monitoring	<i>Project Description:</i> The White Salmon Technical Working Group agreed to a 5-year natural recolonization upon the removal of Condit Dam in 2011. Since that time, work group members continue to coordinate efforts and there is a lack of significant monitoring done to determine returns and juvenile out-migration. This project will continue the steelhead spawning surveys and the screw trap for which funding is expiring. Pit-tag antennas will also be installed in key locations within the basin.	\$150,000
Touchet Fish-in/Fish-out monitoring	<i>Project Description:</i> The Washington Department of Fish and Wildlife (WDFW) began monitoring Touchet River steelhead smolt production in 2007 as one of the Fish In/Fish Out (FIFO) projects. Since inception, the main objectives of the program have been to understand smolt yield, life history diversity, and smolt-to-adult survival (SAR) for long-term monitoring of restoration action effects within the basin. This information provides the foundation for estimates of in-basin capacity, productivity, and overall fish survival, and an understanding of limiting factors that must be addressed in order to achieve recovery. Juvenile monitoring is a primary tool for evaluating hatchery impacts on life history diversity and productivity of steelhead populations across the State of Washington. Indeed, although the Touchet River steelhead HGMPs have been submitted, final consultation and authorization of a permit are forthcoming.	\$83,550
Wislon-Naneum-Cherry Watershed PIT tag antennas and tagging	<i>Project Description:</i> Currently all adult steelhead passing Roza Dam are pit-tagged. Installing pit-tag antennas at key locations in the Wilson-Naneum-Caribou watershed will allow us to confirm reestablishment of steelhead use and document whether or not we are meeting NOAA occupancy criteria for these watersheds. Tagging juvenile O. mykiss in these watersheds will allow us to document reproductive success and prioritized future work based on the relative productivity of specific areas.	\$100,000 Preliminary estimate

Note: This project list, while advancing middle Columbia steelhead towards viability and thus de-listing, was developed specifically in response to the July 2019 SRFB request and will not meet delisting criteria alone. Additional projects are ready to proceed in the Mid-Columbia and Snake Regions that advance recovery if additional funding becomes available.

¹ Note that these non-capital monitoring projects are not eligible for state bond funding, nor for the returned federal funding discussed in this memo.

Mid-Columbia Targeted Investment Projects



Salmon Recovery Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: September 11, 2019

Title: Funding for two monitoring projects: 1) Project Effectiveness study plan, and 2) a cost increase for the Straits Intensively Monitored Watershed (IMW) contract.

Prepared By: Keith Dublanica, Science Coordinator GSRO, Pete Bisson, Leska Fore, and Micah Wait, Monitoring Panel

Summary

This memo summarizes the progress of the monitoring panel since the July Salmon Recovery Funding Board (SRFB) meeting. The monitoring panel is requesting a decision so it can proceed with posting the first of this series of "Request for Proposals" (RFPs), with periodic check-ins as the project selection process proceeds. The memo also outlines a monitoring cost increase for one of the IMWs.

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

Background

At the July 2019 board meeting in Yakima, the monitoring panel co-chairs presented recommendations and options that outlined possible pathways to modify or replace what had been reach-scale project effectiveness monitoring. Following the July discussion, the GSRO staff and monitoring panel were directed develop a request for proposals (RFP) process to identify and select monitoring projects consistent with the [July memo](#) and discussion.

Introduction to effectiveness monitoring options

As outlined in the July 2019 board memo, the SRFB Strategic Plan for monitoring emphasizes accountability, sharing of information, adaptive management and evaluation of the effectiveness of recovery projects. All these goals rely on collecting and analyzing information about how recovery projects are working. Since the original reach-scale project effectiveness program was implemented, the types of projects

implemented have increased in size, complexity, and cost, and include new types of actions and habitats.

Outline of Project Effectiveness processes, steps and questions

There will be up to three (3) requests for proposals (RFPs) in the coming years associated with this process. Today's briefing primarily addresses RFP #1 (the study plan) and alludes to other future RFPs¹.

Request for Proposal #1:

Development of a Study Plan to determine floodplain and riparian project effectiveness using remote sensing techniques. Cost: Up to \$50,000 in federal monitoring funds.

Monitoring questions to be included in the proposed study plan

There are a wide variety of enhancement techniques that can be used to restore floodplain and riparian habitat. For example, floodplain enhancement may include restoring lateral and longitudinal connectivity by barrier or dam removal, levee removal or setback, re-meandering, aggrading incised channels, channel reconstruction, and reconnecting or constructing side channels and floodplain ponds and wetlands. Other activities such as riparian plantings, invasive species removal, flow augmentation or flood restoration, and placement of instream structures (wood and rock) are used as part of floodplain enhancement. In part, the enhancement techniques used will influence what monitoring questions can be answered.

The development of the RFP for the study plan will have input from the monitoring panel, as well as from the council of regions, because of their particular regional frames of reference. Attached is Table 1, which details the tasks, deliverables, timeline and costs.

The final RFP will be reviewed by the monitoring panel and board monitoring sub-committee members, prior to posting for the competitive procurement. The RFP will include regular and critical milestone "check-ins" with the monitoring panel in order to review interim draft deliverables throughout the project period. Such deliverables will assist in the preparation of a subsequent late spring 2020 *combined* RFP² specific addressing geospatial information collection and statistical analysis.

¹ Future RFPs may be combined for efficiency.)

² The SRFB will be briefed on any subsequent RFPs at a future board meeting.

Unforeseen Monitoring Cost Increase Request

In mid -2019, it came to the attention of the monitoring panel that there was a shortfall in funding for one of the Intensively Monitored Watershed (IMW) contracts of approximately \$50,000. This is not new work, but rather, supports ongoing WDFW habitat monitoring in the Straits IMW complex.

The shortfall is due to reductions to the IMW program taken over several years that were masked with contract extensions. This funding request is intended to amend the contract to reflect the actual cost of the IMW work. It is required to complete ongoing work this calendar year. The information gathered will be utilized in a comprehensive Straits IMW workshop to be scheduled this fall with principal investigators, NOAA, project partners, and monitoring panel representatives.

Funding for this amendment will come from unobligated federal monitoring funds from 2018 or 2019.

The monitoring panel has discussed and supports this funding request.

Direction / Next Steps

If approved by the board, staff and the monitoring panel will finalize the RFP and select the appropriate finalist to complete the study plan for the potential to determine floodplain and riparian project effectiveness using remote sensing techniques. Staff will also amend the IMW straits contract to add \$50,000.

Actions requested

- 1) Motion: Move to approve up to \$50,000 in federal monitoring funding for RFP #1 to develop a study plan as identified in Attached Table 1.
- 2) Motion: Move to approve \$50,000 to be added to the Straits IMW contract (#16-2495) in order to support the completion of the habitat monitoring through the end of the calendar year 2019.

Table 1 – Detailed scope of work for RFP #1, including subtask activities, deliverables, due dates, and payment for deliverables.

Task	Task/Activities/Description	Outcome/Deliverable	Due Date/ Timeframe	Payment Information
Task 1: Project coordination				estimate
1A	Project kick off meeting. Objective is to ensure roles and expectations are clear and to identify clear points of contact for project	Agenda and summary notes for kick off meeting	Meeting held not later than Nov. 15, 2019	\$500
1B	Collaborate with GSRO and SRFB Monitoring Panel to create a work plan with timeline(s), milestones, deliverables and decision points.	Work plan	Ongoing with updates to work plan as needed	\$1,500
Task 2: Develop a Study Plan to assess the effectiveness of floodplain restoration				
2A	Literature review to provide the context regarding what is known about methods, indicators, and approaches for evaluating floodplain restoration projects that are typically funded by the SRFB.	Draft document provided for review by the monitoring panel and key stakeholders (e.g., COR) Review comments provided by GSRO	Jan. 17, 2020 Jan. 31, 2020	\$10,000
2B	Prepare document outline describing a study plan to answer the proposed monitoring questions that includes a description of methods and protocols, parameters to measure, frequency and scale of data collection, data analysis, cost estimate for data collection and analysis, and schedule for reporting. Results from Task 2A should also be included as a foundation for RFP #2 recommendations as well as final report	Outline of proposed document prepared for review by monitoring panel and key stakeholders. Review comments provided by GSRO from monitoring panel	Feb. 21, 2020 Mar. 6, 2020	\$15,000
2C	Present study plan approach to monitoring panel.	Agenda and presentation	TBD	\$1,000
2D	Prepare draft report incorporating comments and edits from monitoring panel and other key stakeholders as determined by GSRO. Report to include recommendations for implementation of the study plan, and subsequent RFP #2 particulars scheduled for Fall 2020.	Final Report Review comment provided by GSRO from monitoring panel RFP #2 posted to WEBS	April 3, 2020 April 17, 2020 May 1, 2020	\$12,000
3D	Present at public meeting(s) to relevant audiences representing key salmon recovery partners. (i.e. SRFB, SRFNET, COR et.al.)	Presentation(s)	TBD	\$1000
3E	Incorporate responses and comments from monitoring panel and other reviewers into final report. Prepare a 2-page fact sheet summarizing highlighting key points from final report	Final report with response to comments and edits to reflect comments. Fact sheet(s)	May 15, 2020 May 22, 2020	\$8,000 \$1,000
				10% retainage to be held

Salmon Recovery Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: September 11, 2019

Title: Proposed new sections to the Washington Administrative Code (WAC)

Prepared By: Katie Pruitt, Planning and Policy Analyst

Summary

The 2018 Salmon Recovery LEAN study recommended changes to Title 420 Washington Administrative Code (WAC). Title 420 WAC are the administrative rules to carry out the Salmon Recovery Act.

New sections are proposed to capture the roles and responsibilities of lead entities, regional recovery organizations, and the GSRO. The intent is to formalize the foundational work that has been set since 1998 and provide a framework for the future.

Staff are requesting the board's direction on the proposed changes before soliciting public comment. A public hearing will be scheduled in December during the board meeting.

Board Action Requested

This item will be a:

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

Background

Title 420 Washington Administrative Code

The Salmon Recovery Funding Board (board) has statutory authority to adopt administrative rules to carry out the purposes of the Salmon Recovery Act.¹ The administrative rules are published in Title 420 of the Washington Administrative Code.

¹ RCW 77.85.120(1)(d)

The board first adopted rules in 2001 with no major update until 2016. In general, administrative rules are updated due to changes in current law and implementation practices. In 2016, substantive changes were made to update definitions and add new definitions, modify grant program requirements, revise the public records procedures, reorganize chapters and updates references. For more information about the 2016 amendments, the permanent rule can be found [here](#).

Minor updates have also occurred – once in 2002 to clarify definitions under disbursement of funds and again in 2014 to change the agency’s name to the Recreation and Conservation Office and correct outdated statutory references.

Lean Study Recommendation

In 2018, the Washington State Legislature directed the board to conduct a Lean study to improve the project development and prioritization process used by the board. The [Salmon Recovery Lean Study Recommendations](#) were approved by the board at the December 6, 2018 board meeting. The board directed staff to bring back implementation actions in 2019.

The Lean Study recommended an agency rule update to provide role clarification and to standardize the process. Please see Attachment A: Lean Study Recommendation 2.1.

Proposed New Sections to Title 420 WAC

Roles and Responsibilities

The proposed new sections intend to capture the roles and responsibilities of lead entities, regional recovery organizations, and the GSRO. Another objective is to formalize the foundational work that has been set since 1998 and provide a framework for the future. A summary is provided in the tables below. Title 420 WAC with mark up changes is included as Attachment B.

New Section	Title	Intent
420-04-065	Duties of the GSRO	Clarifying the duties of the Governor’s Salmon Recovery Office that are described in statute.
420-08-010	Forming a Lead Entity	Documenting the lead entity formation process.
420-08-020	Duties of a Lead Entity and Citizens Committee	Clarifying the roles, responsibilities and relationship of the lead entity organization, the coordinator, citizens committee and the technical advisory group.

420-08-030	Duties of a Regional Recovery Organization	Lists the responsibilities of the regional recovery organization. Specifies that a regional organization may also be a lead entity.
420-08-040	Capacity Funding	Clarifies capacity-funding process. Further information is in Manual 19.

Definitions

Section 420-04-010: Two new definitions are added and one proposed change.

Name	Definition
Initiating Governments	<u>"Initiating governments" means the counties, cities, and tribal governments that choose to participate in the formation of a lead entity area.</u>
Non-initiating Governments	<u>"Non-initiating governments" means the counties, cities, and tribal governments that decline to participate in the selection of a lead entity area. Any government that declines to participate in the formation of a lead entity area, with or without formal notification, is a non-initiating government. Non-initiating governments may participate in other functions of the lead entity.</u>
Lead Entity Ranked Project List	"Lead entity ranked project list," also known as the "habitat work schedule," means those projects on the habitat project list that will be implemented in the current funding cycle per RCW 77.85.010(4) and as described in RCW 77.85.060.

Stakeholder Review

Stakeholder Review

Members of the Washington Salmon Coalition (WSC) and the Council of Regions (COR) provided input on the new sections in writing and in person at a meeting held on May 30, 2019. Comments were received from five Lead Entity Coordinators and six representatives of Regional Recovery Organizations, as well as two citizens.

After considering feedback, an analysis of the comments and a second draft was distributed for stakeholder review July 1, 2019. The regions and lead entity coordinators provided additional feedback requesting the amendment to the "lead entity ranked project list" definition.

Request for Direction

Staff requests direction from the board on the content of the draft administrative rules to be distributed for public review.

Next Steps

Public Review

A public review draft of the proposed WAC changes will be posted to the RCO website and distributed to interested parties by November 1, 2019. As required by law², the pre-proposal notice and public review draft will be filed in a timely manner with the Washington State Register to meet the statutory deadlines. (The pre-proposal notice will be published October 2 and the public hearing draft will be published November 20.)

Public Hearing

The public hearing will be held during the regular board meeting on December 12 or 13, 2019. If adopted, the rule changes become effective 31 days after public hearing.

Strategic Plan Connection

https://www.rco.wa.gov/documents/strategy/SRFB_Strategic_Plan.pdf

Goal 1: Fund the best possible salmon recovery activities and projects through a fair process that considers science, community values and priorities, and coordination of efforts.

Process Strategy: Ensure that the processes to identify, prioritize, and fund projects are based on (1) regional salmon recovery plans, lead entity strategies, and tribal governments' salmon recovery goals, (2) sound science and technically appropriate design, and (3) community values and priorities.

Key Actions: Fund projects that reflect community support and priorities, sound science, and that benefit salmon.

Attachments

- A. Lean Study Recommendation 2.1
- B. Proposed Amendments to Title 420 WAC

² Chapter 34.05 RCW - Administrative Procedure Act

Attachment A - Lean Study Recommendation 2.1

Standardization and Role Clarification Recommendations

Recommendation 2.1: Update Washington Administrative Code (WAC)	
Purpose	During the Current State Analysis phase of the Lean Study, project sponsors expressed concerns regarding the need for clarification of roles of the various process participants working within and with Lead Entities. Project sponsors also expressed concerns regarding the lack of standardization across the Lead Entities. The purpose of the WAC update is to provide additional role clarification, which will help avoid confusion that arises at times in the project development and prioritization process regarding who is responsible for which functions and to improve consistency across the Lead Entities. The role clarification will also help ensure that the right people are involved with the evaluation of projects, consistent with statute.
Description	Update the WACs to include definitions, role clarifications, and expectations for the following roles: <ul style="list-style-type: none">• Lead Entities• Lead Entity Coordinators• Fiscal Agents• GSRO• Citizen Committees• Local Technical Committees• Regional Organizations
Approach	The RCO policy group will draft the WAC update, provide Lead Entities and Regions with an opportunity to review the draft, and then will present to SRFB for public hearing and rule adoption.
Timeline	<ul style="list-style-type: none">• RCO Policy group drafts – 3/19-8/19• Reviews with lead entities and regions – 8/19• Reviews with SRFB – 9/19• Public review – 10/19• Finalize – 11/19• Public Hearing and Adoption - 12/19
Resources	<ul style="list-style-type: none">• RCO Policy group writes WAC update and develops board materials• Lead Entities and Regions review and comment on draft• RCO staff manages board presentation and public review effort• SRFB reviews and holds public hearing/approves WAC update
Benefits	The following benefits are expected to be achieved through implementation of this recommendation: <ul style="list-style-type: none">• Attraction and retention of project sponsors• Time savings in process resulting from less confusion around who is responsible for which activities in the process

ATTACHMENT B: PROPOSED AMENDMENTS TO TITLE 420 WAC

Title 420 WAC

Last Update: 3/17/16

RECREATION AND CONSERVATION OFFICE

(SALMON RECOVERY FUNDING BOARD)

Chapters

420-04	General.
<u>420-08</u>	<u>Local and regional organization rules.</u>
420-12	Grant assistance rules.

Chapter 420-04 WAC

GENERAL

WAC Sections

420-04-010	Definitions.
420-04-015	Address.
420-04-020	Duties of the board.
420-04-030	Policies and procedures.
420-04-060	Director's authority.
<u>420-04-065</u>	<u>Duties of the Governor's Salmon Recovery Office.</u>
420-04-070	Compliance with the State Environmental Policy Act and other laws.
420-04-080	Petitions for declaratory order of a rule, order, or statute.
420-04-085	Petitions for adoption, amendment, or repeal of a rule.
420-04-100	Public records.

420-04-010

Definitions.

For purposes of Title 420 WAC, the definitions in RCW 77.85.010 apply. In addition, unless the context clearly indicates otherwise, the following definitions also apply:

"Acquisition project" means a project that purchases or receives a donation of fee or less than fee interests in real property. These interests include, but are not limited to, conservation easements, access or trail easements, covenants, water rights, leases, and mineral rights.

"Agreement" or "project agreement" means the accord accepted by the office and the sponsor for the project and includes any attachments, addendums, and amendments, and any intergovernmental agreements or other documents that are incorporated into the project agreement subject to any limitations on their effect.

"Applicant" means any party that meets qualifying standards as described in RCW 77.85.010(6), including deadlines, for submission of an application soliciting a grant of funds from the board.

"Application" means the documents and other materials that an applicant submits to the office to support the applicant's request for grant funds.

"Board" means the salmon recovery funding board as described in RCW 77.85.110.

"Capacity funding" is a grant to lead entities and regional organizations as described in RCW 77.85.130(4) to assist in carrying out functions to implement chapter 77.85 RCW.

"Chair" means the chair of the board described in RCW 77.85.110.

"Citizens committee" means a committee established by a lead entity that consists of representative interests of counties, cities, conservation districts, tribes, environmental groups, business interests, landowners, citizens, volunteer groups, regional fish enhancement groups, and other habitat interests as described in RCW 77.85.050.

"Director" means the director of the office or that person's designee, as described in RCW 79A.25.150.

"Enhancement project" or "hatchery and harvest enhancement project" means a project that supports hatchery reform to improve hatchery effectiveness to minimize impacts to wild fish populations, ensure compatibility between hatchery production and salmon recovery programs, or support sustainable fisheries.

"Habitat project list" means the list of projects as described in RCW 77.85.010(3) compiled by a citizens' committee and submitted by a lead entity to the board as described in RCW 77.85.050(3). The habitat project list shall establish priorities for individual projects and define the sequence for project implementation as described in RCW 77.85.050. The list of projects in the habitat project list must be within the lead entity area as described in RCW 77.85.050(2). The habitat project list includes the lead entity ranked project list.

"Lead entity" means a city, county, conservation district, special purposes district, tribal government, regional recovery organization or other entity that is designated jointly by any one or more of the counties, cities, and Native American tribes within the lead entity area as described in RCW 77.85.050.

ATTACHMENT B: PROPOSED AMENDMENTS TO TITLE 420 WAC

"Lead entity area" means the geographic area designated jointly by any one or more of the counties, cities, and Native American tribes within that area, which is based, at a minimum, on a watershed resource inventory area, as described in RCW 77.85.010(13), combination of water resource inventory areas, or any other area as described in RCW 77.85.050(2) that does not overlap with another lead entity area for the same salmon species.

"Lead entity ranked project list," ~~also known as the "habitat work schedule,"~~ means those projects on the habitat project list that will be implemented in the current funding cycle per RCW 77.85.010(4) and as described in RCW 77.85.060.

"Manual(s)" means a compilation of state and federal laws; board rules, policies and procedures; and director procedures, forms, and instructions assembled in manual form for dissemination to parties that participate in the board's or office's grant program(s).

"Match" or "matching share" means the portion of the total project cost in the project agreement provided by the project sponsor.

"Monitoring or research project" means a project that monitors the effectiveness of salmon recovery restoration actions, or provides data on salmon populations or their habitat conditions.

"Non-initiating governments" means the counties, cities, and tribal governments that decline to participate in the selection of a lead entity area. Any government that declines to participate in the formation of a lead entity area, with or without formal notification, is a non-initiating government. Non-initiating governments may participate in other functions of the lead entity.

"Office" means the recreation and conservation office as described in RCW 79A.25.010.

"Initiating governments" means the counties, cities, and tribal governments that choose to participate in the formation of a lead entity area.

"Planning project" means a project that results in a study, assessment, project design, or inventory.

"Preagreement cost" means a project cost incurred before the period of performance identified in the project agreement.

"Project" means the undertaking which is, or may be, funded in whole or in part with funds administered by the office on behalf of the board.

"Project area" means the area consistent with the geographic limits of the scope of work of the project. For restoration projects, the project area must include the physical limits of the project's final site plans or final design plans. For acquisition projects, the project area must include the area described by the legal description of the properties acquired in the project.

"Regional recovery organization" or "regional salmon recovery organization" means an organization described in RCW 77.85.010(7).

"Reimbursement" means the payment of funds from the office to the sponsor for eligible and allowable project costs that have already been paid by the sponsor per the terms of an agreement.

ATTACHMENT B: PROPOSED AMENDMENTS TO TITLE 420 WAC

"Restoration project" means to bring a site back to its historic function as part of a natural ecosystem or improving or enhancing the ecological functionality of a site.

"Salmon recovery region" means a geographic area as described in RCW 77.85.010(10).

"Sponsor" means an eligible applicant under RCW 77.85.010(6) who has been awarded a grant of funds and is bound by an executed project agreement; includes its officers, employees, agents, and successors.

420-04-015

Address.

All communications with the board, office, director and staff shall be directed to the recreation and conservation office at the Natural Resources Building, 1111 Washington Street S.E., P.O. Box 40917, Olympia, Washington 98504-0917. Telephone 360-902-3000, fax 360-902-3026, web site www.rco.wa.gov.

420-04-020

Duties of the board.

(1) The board was created by the legislature in the Salmon Recovery Funding Act of 1999 (section 3, chapter 13, Laws of 1999 special session) codified in RCW 77.85.110.

(2) Membership of the board is defined in RCW 77.85.110.

(3) The board is authorized to:

(a) Allocate and administer funds for salmon habitat projects and salmon recovery activities from amounts appropriated by the legislature as described in RCW 77.85.120;

(b) Develop procedures and criteria for allocation of funds for salmon habitat projects and salmon recovery activities on a statewide basis to address the highest priorities for salmon habitat protection and restoration as described in RCW 77.85.130(1);

(c) Adopt an annual allocation of funding as described in RCW 77.85.130(1);

(d) Establish a maximum amount of funding available for any individual project as described in RCW 77.85.130(1);

(e) Establish criteria for determining the award of grants for capacity funding as described in RCW 77.85.130(4);

(f) Give preference and consideration to projects as described in RCW 77.85.130(2);

(g) Require applicants to incorporate the environmental benefits of the project into their grant applications, and utilize the statement of environmental benefits in its prioritization and selection process as described in RCW 77.85.135;

(h) Adopt procedures for lead entities to submit habitat project lists as described in RCW 77.85.050, including establishing the submission deadlines;

ATTACHMENT B: PROPOSED AMENDMENTS TO TITLE 420 WAC

- (i) May reject, but not add, projects from a habitat project list submitted by a lead entity for funding as described in RCW 77.85.130(3);
 - (j) Develop appropriate outcome-focused performance measures to be used both for management and performance assessment of the grant program as described in RCW 77.85.135; and
 - (k) Provide the legislature with a list of the proposed projects and a list of the projects funded as described in RCW 77.85.140.
- (4) The board does not own or operate any salmon recovery properties or facilities.
- (5) The board is not a public hearings board and does not decide land use issues. To the extent possible, all project proposals should demonstrate adequate public notification and review and have the support of the public body applying for the grant or where the project is located.
- (6) The office, under the supervision of the director appointed by the governor, performs and accomplishes work on behalf of the board.
- (7) The board:
- (a) Conducts regular meetings, pursuant to RCW 42.30.075, according to a schedule it adopts in an open public meeting;
 - (b) May conduct special meetings at any time, pursuant to RCW 42.30.080, if called by the chair;
 - (c) Maintains an official record of its meetings in a recorded audio format, unless written minutes are otherwise indicated for logistical reasons;
 - (d) Defines a quorum as three of its voting members, with a preference that at least two of the agency members shall also be present; and
 - (e) Adopts parliamentary meeting procedure generally as described in *Robert's Rules of Order*. Only voting members may make motions or formal amendments, but agency members may request the chair for leave to present a proposal for board consideration.

420-04-030

Policies and procedures.

- (1) The board shall adopt plans, policies, and procedures per the duties of the board as described in WAC 420-04-020. Board policies shall be considered and approved by the board in an open public meeting. Notice of such considerations will be given by distribution of the agenda for the meeting, press releases, formal meeting notice in the *Washington State Register*, or other such means as appropriate.
- (2) The director shall approve procedures per the duties of the director in WAC 420-04-060 (1)(c).
- (3) The office shall publish the policies and the procedures and make them available to applicants, sponsors, and other interested parties.
- (4) Applicants, sponsors, or other interested parties may petition the director for a waiver or waivers of those items dealing with administrative procedures. The director may refer any petition on an

administrative procedure to the board for determination. Determinations on petitions for such waivers made by the director are subject to review by the board at the request of the petitioner.

(5) Applicants, sponsors, or other interested parties may petition the board for a waiver or waivers of those items dealing with policy and procedures. Petitions for waivers of subjects regarding board policy and procedures, those petitions referred by the director to the board, and determinations made in subsection (4) of this section at the request of a petitioner, shall be considered by the board at an open public meeting.

420-04-060

Director's authority.

(1) Consistent with RCW 79A.25.240 and other applicable laws, the director is delegated the authority and responsibility to carry out policies and administrative functions of the board. This includes, but is not limited to, the authority to:

- (a) Provide staff support to the board as described in RCW 77.85.110;
- (b) Provide all necessary grants and loans administration assistance to the board, and distribute funds as provided by the board in RCW 77.85.130 as described in RCW 77.85.120;
- (c) Approve all procedures, except the procedures for lead entities to submit habitat project lists described in WAC 420-04-020 (3)(h), to implement the board's policies and general grant administration;
- (d) Enter into contracts and agreements with applicants upon approval of the board;
- (e) Administer all applicable rules, regulations and requirements established by the board or reflected in the laws of the state;
- (f) Implement board decisions;
- (g) Approve certain waiver requests as described in WAC 420-04-030 and certain amendments to project agreements as determined by board policy;
- (h) Appoint such technical and other committees as may be necessary to carry out the purposes of this chapter; and
- (i) Approve the contents, requirements and format for receiving grant applications.

(2) The director may waive the board's administrative rules or policies only after the board has delegated such authority in an open public meeting.

(3) Consistent with chapter 77.85 RCW and other applicable laws, the director has authority and responsibility to carry out actions to support salmon recovery. This includes, but is not limited to, the authority to:

- (a) Administer funding to support the functions of lead entities as described in RCW 77.85.050;
- (b) Provide administrative support to the governor's salmon recovery office as described in RCW 77.85.030;

(c) Track all funds allocated for salmon habitat projects and salmon recovery activities on behalf of the board, including both funds allocated by the board and funds allocated by other state or federal agencies for salmon recovery or water quality improvement as described in RCW 77.85.140;

(d) Produce a biennial report on the statewide status of salmon recovery and watershed health, summarize projects and programs funded by the salmon recovery funding board, and summarize progress as measured by high-level indicators and state agency compliance with applicable protocols established by the forum for monitoring salmon recovery and watershed health as described in RCW 77.85.020; and

(e) Administer other programs related to salmon recovery as delegated by the legislature, governor, or through interagency agreements with other state agencies.

420-04-065

Duties of the Governor's Salmon Recovery Office

The purpose and duties of the governor's salmon recovery office are described in RCW 77.85.030. Among other duties, the governor's salmon recovery office must maintain and revise a statewide salmon recovery strategy as described in 77.85.150.

420-04-070

Compliance with the State Environmental Policy Act and other laws.

(1) The board's and office's activities and programs are exempt from threshold determinations and environmental impact statement requirements under the provisions of WAC 197-11-875.

(2) To the extent applicable, it is the responsibility of sponsors to comply with the provisions of chapter 197-11 WAC, the State Environmental Policy Act rules and comply with all applicable federal, state, and local laws and regulations regardless of whether the sponsor is a public or private organization.

420-04-080

Petitions for declaratory order of a rule, order, or statute.

(1) Any person may submit a petition for a declaratory order pursuant to RCW 34.05.240 in any written form so long as it:

(a) Clearly states the question the declaratory order is to answer; and

(b) Provides a statement of the facts which raise the question.

(2) The director may conduct an independent investigation in order to fully develop the relevant facts.

(3) The director will present the petition to the board at the first meeting when it is practical to do so and will provide the petitioner with at least five days notice of the time and place of such meeting. Such notice may be waived by the petitioner.

(4) The petitioner may present additional material and/or argument at any time prior to the issuance of the declaratory order.

(5) The board may decide that a public hearing would assist its deliberations and decisions. If such a hearing is ordered, it will be placed on the agenda of a meeting and at least five days notice of such meeting shall be provided to the petitioner.

420-04-085

Petitions for adoption, amendment, or repeal of a rule.

Any person may submit a petition requesting the adoption, amendment or repeal of any rule by the board, pursuant to RCW 34.05.330 and the uniform rules adopted by the office of financial management that are set forth in chapter 82-05 WAC.

420-04-100

Public records.

(1) The board is committed to public access to its public records. All public records of the board, as defined in RCW 42.56.070 as now or hereafter amended, are available for public inspection and copying pursuant to this regulation, except as otherwise provided by law including, but not limited to, RCW 42.56.050 and 42.56.210.

(2) The board's public records shall be available through the public records officer designated by the director. All access to the board's records shall be conducted in the same manner as in chapter 286-06 WAC.

(3) The office will include language in the project agreement that requires sponsors that are not subject to public disclosure requirements under chapter 42.56 RCW to disclose any information in regards to funding as if the sponsor were subject to chapter 42.56 RCW (RCW 77.85.130(8)).

Chapter 420-08 WAC

LOCAL AND REGIONAL ORGANIZATION RULES

WAC Sections

<u>420-08-010</u>	<u>Forming a Lead Entity</u>
<u>420-08-020</u>	<u>Duties of a Lead Entity and Citizens Committee</u>
<u>420-08-030</u>	<u>Duties of a Regional Recovery Organization</u>
<u>420-08-040</u>	<u>Capacity Funding</u>

420-08-010

Forming a Lead Entity

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- (1) All counties, cities, and tribal governments within a lead entity area must have an opportunity to determine whether they wish to initiate the formation of a lead entity area and the selection of a lead entity.
- (2) Initiating governments must jointly designate, by resolution or letters of support, a lead entity area and select an entity or organization to act as a lead entity through an adopted resolution or letter of support as described in RCW 77.85.050.
- (3) If a lead entity and lead entity area already exists and the initiating governments agree that the lead entity should be changed to another organization, they must do so by following subsections (1) and (2) of this section.
- (4) If a non-initiating government decides to participate in the lead entity after it has been acknowledged by the office, they must adopt a resolution or letter of support and provide it to the office. Non-participating governments may participate in other salmon recovery activities described in Title 420.

420-08-020

Duties of a Lead Entity and Citizens Committee

- (1) A lead entity administers a local process to identify salmon habitat restoration and acquisition projects and activities that support salmon recovery efforts critical to implementing salmon recovery plans. To accomplish this purpose, a lead entity must hire a coordinator to:
 - (a) Facilitate the work of a citizens committee;
 - (b) Work closely with a regional salmon recovery organization, if within a recognized region, to develop a local strategy to restore salmon habitat that meets the needs identified in a salmon recovery plan; and
 - (c) Recruit organizations to implement salmon habitat restoration projects and activities identified in a local strategy.
- (2) A lead entity must establish a citizens committee as described in RCW 77.85.050. A lead entity, or its fiscal agent, shall not designate itself as the citizens committee. A lead entity shall not make decisions on behalf of the citizens committee. The citizen committee must be comprised of people within the lead entity area that represent initiating governments, businesses, interests groups, and private citizens interested in salmon recovery. The citizen committee may include non-initiating governments.
- (3) A lead entity must adopt a conflict of interest policy consistent with state guidance that applies to the lead entity and the citizens committee and other committees convened by the lead entity.
- (4) The main purpose of a citizens committee is to develop a habitat project list as described in RCW 77.85.050, including a lead entity ranked list, that:
 - (a) Is based on the critical pathways methodology as described in RCW 77.85.060;

ATTACHMENT B: PROPOSED AMENDMENTS TO TITLE 420 WAC

- (b) Gives a preference for funding projects in areas that contain salmon species listed or proposed for listing under the federal endangered species act as described in RCW 77.85.050 or supports tribal treaty fishing rights;
 - (c) Defines a sequence for project implementation and establishes priorities for individual projects as described in RCW 77.85.050 Habitat project lists; and
 - (d) Identifies federal, state, local and private funding sources for individual projects as described in RCW 77.85.050.
- (5) A lead entity must submit a habitat project list compiled by a citizens committee, including a lead entity ranked project list, to the board by the deadline established by the board and described in RCW 77.85.140. A lead entity must not reorder or substantively alter the habitat project list compiled by a citizens committee without citizens committee's approval.
- (6) A citizens committee or lead entity may designate a local technical advisory group as described in RCW 77.85.060. The main purpose of a local technical advisory group is to:
 - (a) Assist in evaluating the technical merits of individual projects to ensure projects are scientifically valid;
 - (b) Assist with implementing the critical pathways methodology, including limiting factors analyses;
 - (c) Advise on prioritizing projects; and
 - (d) Provide consultation to project sponsors and landowners on how to implement projects.

420-08-030

Duties of a Regional Recovery Organization

- (1) The main purpose of a regional recovery organization is to coordinate salmon recovery planning and implementation. A regional recovery organization works directly with the federal government to develop, implement, and monitor a regional salmon recovery plan. A regional recovery organization also works directly with the lead entities within the salmon recovery region to develop and implement the recovery plan.
- (2) A regional organization may be selected as a lead entity per WAC 420-08-010 Forming a lead entity.
- (3) Lead entities within a salmon recovery region may request the governor's salmon recovery office recognize them as a regional salmon recovery organization as described in RCW 77.85.090 except for those lead entities within the areas covered by the Lower Columbia Fish Recovery Board and Puget Sound Leadership Council.
- (4) A regional organization must submit all federally recognized salmon recovery plans and amendments to the governor's salmon recovery office for incorporation into the statewide salmon recovery strategy.

ATTACHMENT B: PROPOSED AMENDMENTS TO TITLE 420 WAC

- (5) A regional organization shall advise the board on whether a project on a habitat project list submitted by a lead entity is a priority in the regional salmon recovery plan or strategy. The board will consider the regional organizations advice before it makes a decision on whether to fund a project.

420-08-040

Capacity funding.

- (1) The board may award capacity grants to regional salmon recovery organizations as described in RCW 77.85.030 and 77.85.090 and lead entities as described under RCW 77.85.130 for administrative support to implement salmon recovery activities. The governor's salmon recovery office shall administer capacity grants through an executed agreement as described in RCW 77.85.050.
- (2) The office will execute an agreement for a capacity grant to a lead entity after the initiating governments select a lead entity area and a lead entity. If the office has an existing agreement for a capacity grant and a lack of consensus on a lead entity area or a lead entity develops, the office may suspend, terminate, or fail to renew the agreement with that lead entity until the initiating governments agree.

Chapter 420-12

GRANT ASSISTANCE RULES

WAC Sections

420-12-010	Scope of chapter.
420-12-020	Application requirements and the evaluation process.
420-12-030	Grant program deadlines.
420-12-040	Eligible matching resources.
420-12-045	Final decision.
420-12-050	Project agreement.
420-12-060	Disbursement of funds.
420-12-070	Retroactive, preagreement, and increased costs.
420-12-075	Nonconformance and repayment.
420-12-080	Acquisition project long-term obligations.

420-12-085 Restoration projects – Conversion to other uses.

420-12-090 Condemnation not eligible.

420-12-010
Scope of chapter.

(1) This chapter contains general rules for grant program eligibility, applications, and projects funded with money from or through the board.

(2) The director may apply the rules in this chapter to programs administered by the office but which are not subject to the board's approval.

420-12-020
Application requirements and the evaluation process.

(1) The board shall adopt a technical review and evaluation process to guide it in allocating funds to and among applicants. The board's technical review and evaluation process for applications and habitat project lists shall:

- (a) Be developed, to a reasonable extent, through the participation of interested parties and specialists, and include best available science;
- (b) Consider regional recovery plans goals, objectives, and strategies;
- (c) Be adopted by the board in open public meetings;
- (d) Be made available in published form to interested parties;
- (e) Be designed for use by an independent state technical review panel or team of evaluators with relevant expertise when selected for this purpose; and
- (f) Be in accord with RCW 77.85.130, 77.85.135, and 77.85.240 and other applicable statutes.

(2) The office shall administer the technical review and evaluation process adopted by the board and prepare funding options or recommendations for the director to present for the board's consideration.

(3) The office shall inform all applicants of the application requirements and the technical review and evaluation process. All grant requests must be completed and submitted to the office in the format prescribed by the director.

If the director determines that the applicant is eligible to apply for federal funds administered by the board, the applicant must execute any additional forms necessary for that purpose.

(4) All applications for funding submitted to the office that meet the application requirements will be referred to the director for review and recommendations. In reaching a recommendation, the director shall seek the advice and counsel of the office's staff and other recognized experts, including an independent state technical review panel or team of evaluators or from other parties with relevant experience.

420-12-030

Grant program deadlines.

(1) Applications must be submitted by the due date approved by the board. Unless otherwise authorized by the board, the director and staff have no authority to extend the application filing deadlines. Excepted are applications for programs where the director specifically establishes another deadline to accomplish new or revised statutory direction, board direction, or to meet a federal grant application deadline.

(2) To prepare a project agreement, certain documents or materials in addition to the application may be required by the office. These documents or materials must be provided by the applicant to the office at least two calendar months after the date the board or director approves funding for the project or earlier to meet a federal grant program requirement. After this period, the board or director may rescind the offer of grant funds and reallocate the grant funds to another project(s).

(3) An applicant has three calendar months from the date the office sends the project agreement to sign and return the agreement to the office. After this period, the board or director may reject any agreement not signed and returned, and reallocate the grant funds to another project(s).

(4) Compliance with the deadlines is required unless it is extended by the board or director. Such extensions are considered based on several factors which may vary with the type of extension requested, including any one or more of the following:

- (a) Current status and progress made to meet the deadline;
- (b) The reason the established deadline could not be met;
- (c) When the deadline will be met;
- (d) Impact on the board's evaluation process;
- (e) Equity to other applicants; and
- (f) Such other information as may be relevant.

420-12-040

Eligible matching resources.

(1) Applicant resources used to match board funds must be eligible in the grant program. Sources of matching resources include, but are not limited to, any one or more of the following:

- (a) Appropriations and cash;
- (b) Value of the applicant's expenses for labor, materials, and equipment;
- (c) Value of donated real property, labor, services, materials, and equipment use; and
- (d) Grant funds.

(2) Agencies and organizations may match board funds with other state funds, including recreation and conservation funding board funds, so long as the other state funds are not administered by the board

and if otherwise allowed by state law. For the purposes of this subsection, grants issued by other agencies under the Jobs for Environment program and the Forests & Fish program are not considered to be administered by the board.

(3) The eligibility of federal funds to be used as a match is governed by federal requirements and thus may vary with individual proposals and grant cycles.

420-12-045

Final decision.

(1) The board shall review recommendations from the director for grant awards at regularly scheduled open public meetings.

(2) The board retains the authority and responsibility to accept or deviate from the director's recommendations and make the final decision concerning the funding of an application or change to a funded project. Unless otherwise required by law, the board's decision is the final decision.

420-12-050

Project agreement.

(1) For every funded project, an agreement shall be executed within the deadlines in WAC 420-12-030 and as provided in this section.

(2) The project agreement shall be prepared by the office after approval of the project by the board at a public meeting. The project agreement is executed upon the signature of the office and the applicant and the parties are then bound by the agreement's terms. The applicant shall not proceed until the project agreement has been executed, unless specific authorization pursuant to WAC 420-12-070 has been given by the director.

(3) If the project is approved by the board to receive a grant from federal funds, the director shall not execute an agreement or amendment with the applicant until federal funding has been authorized through execution of an agreement with the applicable federal agency.

420-12-060

Disbursement of funds.

(1) Except as otherwise provided in this chapter, the office will authorize disbursement of project funds only on a reimbursable basis at the percentage identified in the project agreement after the sponsor has presented an invoice documenting costs incurred and compliance with the provisions of the project agreement.

(2) The amount of reimbursement may never exceed the cash spent on the project by the sponsor.

(3) Reimbursement shall not be approved for any donations, including donated real property.

(4) Direct payment to an escrow account of the office's share of the approved cost of real property and related costs may be made following office approval when the sponsor indicates a temporary lack of funds to purchase the property on a reimbursement basis. Prior to release of the office's share into escrow, the sponsor must provide the office with a copy of a binding agreement between the sponsor

and the seller, all required documentation, and evidence of deposit of the sponsor's share, identified in the project agreement, into an escrow account.

(5) Advance payments may be made in limited circumstances only, pursuant to the policy outlined in the adopted reimbursement manual.

(6) As required by RCW 77.85.140, sponsors who complete salmon habitat projects approved for funding from habitat project lists will be paid by the board within thirty days of project completion. This means the board will issue a reimbursement within thirty days of the sponsor's completion of the billing requirements described in the board's reimbursement policy manual.

420-12-070

Retroactive, preagreement, and increased costs.

(1) Unless otherwise provided in this chapter, the office shall not approve the disbursement of funds for costs incurred before execution of a project agreement.

(2) The office will only reimburse costs that occur within the period of performance in the project agreement.

(3) The director may grant a waiver of retroactivity for acquiring real property whenever an applicant asserts, in writing, the justification for the critical need to purchase the property in advance of the project agreement along with any documentation required by the director. When evidence warrants, the director may grant the applicant permission to proceed prior by issuing a written waiver. This waiver of retroactivity will not be construed as an approval of the proposed project. If the project is subsequently approved, however, the costs incurred will be eligible for grant funding. If the project is to remain eligible for funding from federal funds, the director shall not authorize a waiver of retroactivity to the applicant until the federal agency administering the federal funds has issued its own waiver of retroactivity as provided under its rules and regulations. A waiver may be issued for more than one grant program.

(4) The only retroactive acquisition, development, and restoration costs eligible for grant funding are preagreement costs as defined by the board.

(5) Cost increases for approved projects may be granted by the board or director if financial resources are available.

(a) Each cost increase request will be considered on its merits.

(b) The director may approve a cost increase delegated by the board. The director's approval of an acquisition project cost increase is limited to a parcel-by-parcel appraised and reviewed value.

420-12-075

Nonconformance and repayment.

Any project cost deemed by the board or director to conflict with applicable statutes, rules and/or related manuals, or the project agreement, must be repaid, upon written request by the director, to the appropriate state account per the terms of the project agreement. Such repayment requests may be made in consideration of an applicable report from the state auditor's office.

420-12-080

Acquisition project long-term obligations.

- (1) Without prior approval of the board, the project area of a facility or property acquired with money granted by the board shall not be converted to a use other than that for which funds were originally approved. The board shall only approve such a conversion under conditions which assure the substitution of other land that is eligible for grant funding and of at least equal fair market value at the time of conversion, and of as nearly feasible equivalent usefulness and location.
- (2) For acquisition projects of perpetual interest in real property, sponsors must execute a binding instrument(s) which contains the following provisions:
 - (a) A legal description of the property acquired with grant funds which defines the project area;
 - (b) A conveyance to the state of Washington of the right to use the described real property forever for the designated salmon habitat protection purposes; and
 - (c) A restriction on conversion of use of the land.
- (3) For acquisition of nonperpetual interests in real property, except for leases, sponsors must execute a binding instrument(s) which contains the following provisions:
 - (a) A legal description of the property acquired which defines the project area;
 - (b) A conveyance to the state of Washington of the right to use the described real property for the term of the nonperpetual interest for the designated salmon habitat protection purposes; and
 - (c) A restriction on conversion of use of the land.
- (4) For acquisition of lease interests, sponsors must execute a binding instrument(s) which contains a legal description of the project area and rights acquired which:
 - (a) Must be for at least fifty years unless precluded by state law;
 - (b) May not be revocable at will;
 - (c) Must have a value supported through standard appraisal techniques;
 - (d) Must be paid for in lump sum at initiation; and
 - (e) May not be converted, during the lease period, to a use other than that for which funds were originally approved, without prior approval of the board.

420-12-085

Restoration projects—Conversion to other uses.

- (1) Without prior approval of the board, a facility or project area restored with money granted by the board, shall not be converted to a use other than that for which funds were originally approved.
- (2) The board shall only approve such a conversion under conditions which assure that:
 - (a) All practical alternatives to the conversion have been evaluated and rejected on a sound basis;

- (b) A new restoration project or facility will be provided to serve as a replacement which:
- (i) Is of reasonably equivalent habitat utility and location;
 - (ii) Will be administered under similar stewardship methods as the converted development;
 - (iii) Will satisfy need(s) identified in the project sponsor's watershed strategy or plan; and
 - (iv) Includes only elements eligible under the board's program from which funds were originally allocated.
- (3) The board may condition any conversion approval as needed to protect the public habit investment.

420-12-090

Condemnation not eligible.

The board shall not approve any grant for proposals where the title to property is acquired through or as a direct result of condemnation proceedings. All acquisitions must be on a willing-seller basis.

Salmon Recovery Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: September 11, 2019

Title: Developing project lists before the submittal of biennial budget requests to the Governor and Legislature

Prepared By: Tara Galuska, Salmon Section Manager and Kat Moore, Salmon Outdoor Grants Manager

Summary

This memo provides information on the concept of developing project lists in advance of the submittal of the biennial budget to the Governor and the legislature so that RCO has project lists in hand when requesting salmon funding from the capital budget. The goal of this concept would be to help justify higher funding levels.

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

Every two years, in even-numbered years, the Recreation and Conservation Office (RCO) submits a budget request to the Governor and legislature for our grant programs. The majority of our grant programs have ranked project lists accompanying the budget request. For example, the Estuary and Salmon Restoration Program, the Puget Sound Restoration and Acquisition Program, and the Brian Abbott Fish Barrier Removal Board programs all submit reviewed and ranked project lists supporting RCO's budget request. The Salmon Recovery Funding Board does not have a project list accompanying its budget request. Instead, RCO staff base the salmon budget request on the need shown in the Habitat Work Schedule (HWS) database. The board decides in August (of even-numbered years), the funding level for salmon recovery to include in RCO's budget request.

Since 1999, the salmon program has run an annual grant round. Funding for the annual grant round is comprised of state salmon funding received in July of odd-numbered years and the federal NOAA Pacific Coastal Salmon Recovery Fund (PCSRF), awarded

annually, generally in August. Lead entities submit ranked project lists to the SRFB annually and the SRFB approves funding in December of each year after RCO receives the state capital budget and the annual PCSRF award. In 2020, applicants will submit projects earlier and the SRFB will fund projects annually in September, as recommended by the Lean study.

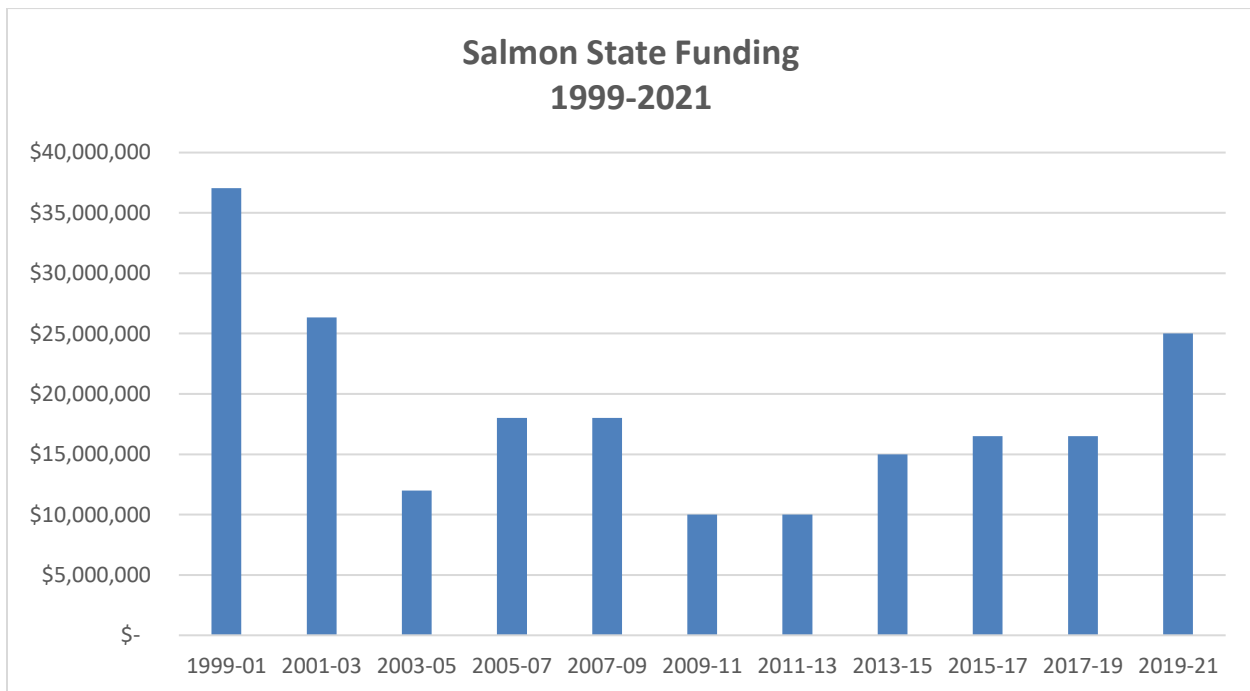
At the July 2019 SRFB meeting, the RCO Director identified that not having a project list with the budget request may be a barrier to increasing state salmon funding. For reference, Table 1 shows the state salmon funding approved in the capital budget since 1999. Budget requests with an accompanying project list provides the legislature concrete examples of projects the funding supports. Additionally, legislators are accustomed to viewing lists for other RCO programs. However, in order to provide the legislature with a project list, the salmon grant program would need to fundamentally change the process by which projects are prioritized. Instead of an annual grant round, which disperses funding already in-hand, we would need to shift to a biennial grant round which develops a list of projects in advance of having funding in-hand.

As an alternative approach, RCO has been working toward strengthening the Habitat Work Schedule (HWS) database to help with budget requests. This year RCO is implementing the "Planned Project Forecast List" for the 2021-23 budget request. Current lead entity scopes of work include developing these lists. Lead entities will tag "Planned" projects by grant round and RCO can query HWS to create the forecast lists. RCO data staff has completed the following work to implement this change:

- Configured HWS to output projects by grant round;
- Completed a "dry run" including grant rounds 2019 and 2020 – the intent being to have lead entities practice tagging projects and test HWS;
- Developed a dashboard for legislative outreach – the dashboard is designed to accompany the biennial list which will enable the legislators to visualize the planned project within their districts;
- Developed HWS training video for project tagging; and
- Informed / collaborated with lead entities during monthly HWS Action Committee meetings.

Table 1. This table and graph show the level of state salmon funding since the program's inception in 1999.

Salmon State Funding Total Approved Per Biennium	
Biennium	Amount Approved
1999-2001	\$37,040,000
2001-2003	\$26,351,000
2003-2005	\$12,000,000
2005-2007	\$18,000,000
2007-2009	\$18,000,000
2009-2011	\$10,000,000
2011-2013	\$10,000,000
2013-2015	\$15,000,000
2015-2017	\$16,500,000
2017-2019	\$16,500,000
2019-2021	\$25,000,000



Current Process

Since 1999, the salmon program has run an annual grant round. Lead entities annually submit ranked project lists to the SRFB, which approves funding in December, using funds already in-hand from the state capital budget and PCSRF award. In 2020, applicants will submit projects earlier and the SRFB will fund projects annually in September.

Current Process:

- Annual Grant Round
 - Lead entities recruit and submit ranked project lists annually per RCW;
 - Projects are funded by SRFB and put under agreement by RCO annually;
 - RCO receives federal funding from NOAA annually (state funds used as match);
 - Review Panel contracts are funded annually.
- New in 2020: “Planned Project Forecast List” will provide the foundation for the biennial state capital budget request to the legislature.
 - RCO, lead entities, and sponsors have already started this process and are beginning to implement Planned Project Forecast Lists.

Future Process Options

The following are options for future grant round and list development processes. Option 1 can be considered our new and improved status quo option, which uses the planned project forecast list to show the 2-year work plan for each lead entity. The forecast list would be approved by each lead entity citizen advisory committee, but not ranked. Projects would also not be reviewed by the technical review panel. It would provide a more realistic idea of projects likely to be implemented by each lead entity in the upcoming biennium. Options 2 and 3 would require moving to a biennial grant round (recruiting projects every two years and funding them annually). These options would produce reviewed and ranked project lists in advance of the legislative session and budget request.

Future Process Options:

- 1. Current Process with new HWS Planned Project Forecast List:** Continue with an annual grant round and ranked list and use the Planned Project Forecast List to provide the basis for the legislative budget request.
- 2. Big Push, biennial grant round:**
 - Move to a biennial grant round in 2020

- i. Lead Entities would submit 3 years of project lists in 2020
- ii. SRFB approves Year 1 and Year 2 project lists biennially (every two years)
 - Ranked, approved lists would be developed in advance of the 2021-23 leg session
 - Could also be implemented in 2022, for the 2023-25 legislative session
 - Projects put under agreement annually. Still must hold funds for annual funding due to PCSRF award.

3. Staggered approach, biennial grant round

- Move to a biennial grant round in 2021.
 - i. Lead entities produce two project lists every two years starting in 2021.
 - ii. SRFB approves Year 1 and Year 2 project lists biennially (every two years)
 - Ranked approved lists would be developed in advance of the 23-25 leg session.
 - Projects put under agreement annually. Still must hold funds for annual funding due to PCSRF award.

Stakeholder Outreach

RCO data staff have been working with lead entities on the HWS Planned Project Forecast List since June 2018. The Planned Project Forecast List was initially incorporated into the lead entity scope of work in August 2018. In April 2019, lead entities participated in a project tagging exercise. The intent of tagging exercise was to provide a training opportunity for lead entities and test the HWS database to ensure the process provided the desired output for legislative outreach. RCO data staff provided the results of the tagging exercise a broader group of RCO staff on June 28, 2019. Based on recommended enhancements, the requirements for the Planned Project Forecast List have been updated. These requirements are currently reflected in the lead entity scopes of work.

The RCO Policy Director attended the Washington Salmon Coalition's (WSC) meeting on August 13, 2019 to discuss the new Planned Project Forecast Lists and the potential of moving to a biennial grant round in order to provide project lists with the budget request. Staff developed **Attachment A: Pros and Cons of a Biennial Grant Round** based on feedback from the WSC meeting and internal discussions.

Staff Recommendation

Staff received strong feedback that moving immediately to a biennial grant round in 2020 (option 2) would be too burdensome to implement for all involved in the process. Instead of moving to a biennial grant round and providing a reviewed, ranked list of projects for the budget request, staff recommends moving ahead with the Planned Project Forecast List (option 1).

To facilitate the Planned Project Forecast List development, staff recommends that the SRFB set the potential legislative budget request amount for 2021-23 and direct lead entities to provide projects to meet or exceed their allocations at that level. For example, if the SRFB desires to request \$50 million from the legislature for the 2021-23 biennium that would include funding for the following:

- \$2,400,000 million in lead entity capacity funding;
- \$45,540,000 for salmon recovery projects (\$22.77M per fiscal year); and
- \$2,060,000 (4.12%) to RCO to administer these grants and contracts

Staff can then provide the regions and lead entities with their projected funding allocation amounts (by applying the allocation formula to the \$45.54 million potential request and the two-year expected PCSRF awards), thus providing a clear target for their Planned Project Forecast Lists. We would divide the potential request between the two years (\$22.77 million per year) and add the amount requested from PCSRF, to set a target of \$32.77 million annual grant round (\$22.77 million per year, plus \$10 million annually from PCSRF). See Table 2: Projects Regional Allocations for FY 2021, which shows the regional allocations for a \$32.77 million grant round (this would be mirrored in FY 2022 for a total of 65.54 million for projects).

Because RCO will use the Planned Project Forecast List to support the legislative budget request, staff recommend the following practices to strengthen the Planned Project Forecast List:

- Projects tagged as planned are strongly encouraged to have landowner acknowledgment forms.
- Lead entities should develop a review or vetting process for planned projects that fits their lead entity structure. Lead entities and sponsors need to be aware that planned projects may be provided to legislators or available to members of the public.
- Although planned projects are not required to go through technical review, all planned projects should implement the regional recovery plan.

Table 2. Example of a Projected Regional Allocations for FY 21

Regional Salmon Recovery Area	Regional Allocation Percent of Total	FY21 Allocation based on \$32.77 million grant round	FY22 Allocation based on a \$32.77 million grant round	Total Biennial Allocation
Hood Canal Coordinating Council*	2.40%	\$786,480	\$786,480	\$1,572,960
Lower Columbia Fish Recovery Board	20.00%	\$6,554,000	\$6,554,000	\$13,108,000
Northeast Washington	1.90%	\$622,630	\$622,630	\$1,245,260
Puget Sound Partnership	38.00%	\$12,452,600	\$12,452,600	\$24,905,200
Snake River Salmon Recovery Board	8.44%	\$2,765,788	\$2,765,788	\$5,531,576
Upper Columbia Salmon Recovery Board	10.31%	\$3,378,587	\$3,378,587	\$6,757,174
Washington Coast Sustainable Salmon Partnership	9.57%	\$3,136,089	\$3,136,089	\$6,272,178
Yakima Basin Fish and Wildlife Recovery Board	9.38%	\$3,073,826	\$3,073,826	\$6,147,652
TOTAL	100%	\$32,770,000	\$32,770,000	\$65,540,000

*Note that Puget Sound's allocation is 38% but they give 10% of their allocation to Hood Canal
 Projected Federal Pacific Coastal Salmon Recovery Fund award for 2020 is \$10 million

Next Steps

At a minimum, RCO staff will have the Planned Project Forecast Lists for the 2021-2023 budget request. To facilitate this, staff ask the board to provide direction on a tentative budget request amount. The example above shows allocations at \$50 million; however, we can set allocations at any targeted amount.

Although staff is not recommending moving to a biennial grant round for 2020, staff can continue to do outreach with sponsors, lead entities and regions on future options for building project lists, or moving to a biennial grant round, if the board so directs.

Strategic Plan Connection

https://www.rco.wa.gov/documents/strategy/SRFB_Strategic_Plan.pdf

Briefing the board on developing project lists supports **Goal 1:** Fund the best possible salmon recovery activities and projects through a fair process that considers science, community values and priorities, and coordination of efforts. By sharing information and strategy around developing project lists, the board and partners can have a discussion to make the program as successful as possible while considering options to develop project lists.

Attachments

Attachment A – Pros and Cons of a Biennial Grant Round

Pros and Cons of a Biennial Grant Round

PROS	CONS
Agency consistency. <i>Majority of the other RCO programs have lists. There are new legislators, so easier to explain program with a list.</i>	Allocation formula. <i>Salmon program is not consistent with other programs due to allocation formula by geography/recovery regions.</i>
Potential to increase funding. <i>Providing a list may encourage legislators to increase salmon funding because the outcomes are tangible.</i>	No increase. <i>Concern that we shift entire grant round timing and no additional funding from legislature. Record of accomplishment?</i>
	PCSRF issue. <i>We receive an annual contract from PCSRF, which requires match from the same timeframe. We cannot use state funding awarded prior to the start date of the PCSRF contract as match. This requires RCO to hold back state funds to disperse each year.</i>
Lists provided to Legislature. <i>Lists provided prior to the 2021-23 or 2023-25 legislative sessions. Allows for increased transparency and support.</i>	List adjustment. <i>Risk that the legislature could change or adjust lists. Risk that lists would be included in budget language (LEAP lists) and remove any local flexibility or changing circumstances.</i>
	Loss of nimbleness. <i>What if a Lead Entity wants to change the "year 2" list previously approved by the board and submitted the legislature? Would RCO need to seek legislative approval? This would become a top-down approach, counter to the Washington way.</i>

	<p>Lack of flexibility. <i>SRFB program is reasonably flexible around cost increases, scope changes, and returned funds. How would flexibility continue with a list approved by the legislature? Would the RCO Director continue to have delegated authority to add or reduce funding as circumstances arise?</i></p>
<p>Funding available sooner? <i>Theoretically, RCO could get agreements out as soon as the budget becomes effective (generally July 1), like how PSAR functions now.</i></p>	<p>Not really, due to annual agreements. <i>PCSRF requires we disseminate funds the same way we do now due to NOAA's annual grant (PCSRF problem). There is no way to get the money on the ground earlier. We are implementing the Lean recommendations of a shorter grant round with funding meeting in September.</i></p>
	<p>Landowner Willingness. <i>Raised as one of the top 3 barriers to big projects. A biennial grant round would get landowners to the table only every two years. 52% of salmon projects are on private lands. How to continue keeping landowners engaged and forward momentum for salmon recovery?</i></p>
	<p>Project readiness. <i>Because projects must be submitted 2+ years prior to funding, project designs and permitting may not be fully developed prior to application.</i></p>
	<p>Premature cost estimates. <i>Concerns regarding the accuracy of cost estimates for projects implemented 2+ years in the future.</i></p>

	Impact on acquisitions. <i>Difficult to secure landowner willingness for acquisitions when funding may be 2+ years out. Likely disproportionate impact on nonprofits who are less able to afford purchases with a waiver. Prices may fluctuate greatly over two years.</i>
Workload shift. <i>Because the grant round will occur every other year, RCO staff may have an "off-year" where they can focus on active and completed projects.</i>	RCO work intensity. <i>Intensive work every other year with ALL salmon section programs funded at the same time. Currently salmon work is spread out.</i>
	Review panel funding. <i>Included each year in the PCSRF award. Difficult to justify annual PCSRF request when they will be working every other year.</i>
	Review panel engagement and capacity. <i>Shift will impact panel workload. May be difficult to keep panel engaged in off years. We may need additional capacity on the list years.</i>
Sponsor workflow. <i>Sponsors only have to apply every other year, allowing more time to implement projects in the off-year.</i>	Sponsor capacity. <i>Will our sponsors have the capacity to develop a 3-year, or 2-year lists? Sponsor have expressed support for consistent, annual process.</i>
	Increased wait-time for funds. <i>Potentially sponsors will have to wait longer (up to 2 years) for funding. This is due to the PCSRF problem.</i>
	Loss of annual grant round. <i>Sponsors appreciate SRFB to engage landowners on an annual cycle. Could lose opportunities that come up within the two-year cycle. Annual grant round allows sponsors to secure match for other funding sources.</i>

<p>Lead entity workflow. <i>Biennial grant round could allow technical and citizens groups to work on their recovery planning, or visit active/completed projects in the off year.</i></p>	<p>Lead entity engagement. <i>Some lead entities may struggle to keep citizens and technical volunteers engaged if they are not reviewing and funding projects each year.</i></p>
<p>RCW consistency. <i>Lead entities would still submit annual lists (year 1, and year 2 of the biennium) to satisfy the RCW requirements.</i></p>	<p>RCW consistency. <i>Lists are due annually per RCW</i></p>
	<p>Change. <i>This could be a lot of change at once. RCO is implementing the Lean recommendations this biennium; it could be difficult to determine the success of those recommendations if we implement this concurrently.</i></p>
	<p>Local support and Washington way. <i>Salmon recovery in Washington is not driven by any single agency, but instead from the ground up. The appearance of this proposal, following a lengthy Lean study, is that the state is imposing this upon the local process.</i></p>

Salmon Recovery Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: September 11, 2019

Title: Manual 18

Prepared By: Kat Moore, Salmon Senior Outdoor Grants Manager and Tara Galuska, Salmon Section Manager

Summary

This memo summarizes the proposed administrative revisions and policy changes 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 Technical Review Panel, and clarifications and updates from Recreation and Conservation Office staff.

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

[*Salmon Recovery Grants Manual 18*](#) contains the instructions and policies needed for completing a grant application for submission to the Salmon Recovery Funding Board (board) and for managing a project, once funded. The board approves any large policy proposals contained in Manual 18; the Recreation and Conservation Office (RCO) director has authority to approve administrative changes and minor policy clarifications.

Typically the RCO staff brief the SRFB on Manual 18 updates for the next year's grant round in December. This year, the briefing is in September in order to start the grant round earlier, per the Lean Study recommendation approved by the SRFB in July. The board is briefed on the manual now in order to finalize it by the start of the grant round, supporting lead entities and regions as they develop their projects and processes. The revisions incorporate: 1) the new 2020 timeline; 2) changes from comments by lead entities in their progress reports; 3) changes from comments by sponsors through the 2018 survey; 4) suggestions from the Technical Review Panel; and 5) clarifications and

updates from RCO staff. Presentation of these changes to Manual 18 and discussion at the September SRFB meeting allows administrative changes to be reviewed in an open public meeting. Staff will send a final draft of Manual 18 to regions and lead entities for comment prior to publishing the final version on the RCO website.

At the July meeting, the board adopted the 2020 Grant Schedule (Attachment A). No additional major policy additions or revisions are proposed for the 2020 grant round; therefore, no other board decisions are needed.

Manual 18 Changes Proposed for 2020 Grant Cycle

Administrative Updates and Policy Clarifications

RCO staff plan to make the following administrative updates and minor policy clarifications to Manual 18 and the PRISM application:

- Update "Appendix B: Puget Sound Acquisition and Restoration Fund." RCO and the Puget Sound Partnership are accepting applications for projects requesting PSAR funding, including large capital projects. The PSAR appendix will reflect the 2020 application process.
- Updates to: Section 3: How to Apply; Section 4: SRFB Evaluation Process; Section 5: Lead Entity and Recovery Region Instructions. These sections have been revised to reflect the changes to the 2020-timeline and application requirements. Specifically, applicants are now required to submit complete applications prior to site visits; applicants will receive two comments forms, instead of three; lead entities and applicants have the opportunity to discuss projects on a conference call with review panel members; and RCO will no longer hold Regional Area Meetings as a final feedback loop.
- Removal of Appendix C1-3: Project Proposals. RCO is working to move the salmon project proposal questions online into the PRISM application.

PRISM and Application Updates

RCO staff are working to update PRISM online to include the questions previously included in Appendix C-1, C-2, C-3, and C-4. Applicants will no longer attach a separate salmon project proposal; instead, they will answer questions throughout the online PRISM application. Staff is working to implement the online salmon project proposal prior to the start of the 2020 grant round.

In addition to moving the project proposal online, RCO staff is also working to move the technical review process (i.e. comment forms) to PRISM online. Staff are working to implement the PRISM online review module by March of 2020 to align with the 2020 review process.

Policy Changes

There are no policy changes for the 2020 Salmon Recovery Grants manual other than the major timeline change adopted by the SRFB in July.

Review Panel Recommendations

The Review Panel does not have recommendations for major policy changes to manual 18 this year.

Opportunity for Stakeholder Comment

Staff, sponsors, lead entities, and regions provide feedback throughout the year, which RCO then uses to propose administrative changes. Staff also receives feedback from lead entities through the lead entity progress reports. After the September 2019 board meeting, staff will publish a draft of the revised manual and stakeholders will have an additional opportunity to review the administrative changes. RCO staff will present the final version of Manual 18 to the Director for approval by October 2019.

To prepare for future grant cycles, RCO will continue to conduct a sponsor survey every two years. RCO will also be working on implementing additional Lean study recommendations during 2019 and 2020.

Next Steps

After the SRFB meeting, staff will publish a draft of the revised Manual 18 for stakeholders, lead entities, and regional organizations to review and comment on the administrative changes. RCO expects to finalize the manual in the fall of 2019, in preparation for the 2020 grant cycle.

Strategic Plan Connection

https://www.rco.wa.gov/documents/strategy/SRFB_Strategic_Plan.pdf

Briefing the board on administrative changes in Manual 18 supports **Goal 1: Fund the best possible salmon recovery activities and projects through a fair process that considers science, community values and priorities, and coordination of efforts.** By sharing information about Manual 18, the board and partners are aware of how projects go through the grant round process for funding.

Salmon Recovery Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: September 11, 2019

Title: Cultural Resources Review

Prepared By: Sarah Thirtyacre, Cultural Resources Specialist

Summary

This memo serves as a summary of all the cultural resources requirements for most salmon recovery projects funded by the board. Staff will provide more information during the board briefing.

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 Regulation: Washington Governor Chris Gregoire signed Executive Order 05-05 (EO 05-05) in November of 2005. The executive order requires all state agencies implementing or assisting capital projects using funds appropriated in the State's biennial capital budget to consider how proposed projects may impact significant cultural and historic places. To do so, agencies are required to notify the Department of Archaeology and Historic Preservation (DAHP), the Governor's Office of Indian Affairs (GOIA), and concerned tribes and afford them an opportunity to review and provide comments about potential cultural resources impacts that may be caused by the project.

The goal behind the Executive Order is to have the State be proactive in protecting our rich history for future generations and to use tax payer money wisely by avoiding unnecessary damage and loss of significant sites, structures, and buildings.

Federal Regulation: As massive government-sponsored construction projects, such as the interstate highway system and urban renewal in older cities, became commonplace after World War II, an estimated 25 percent of the nation's finest historic sites were lost. In response to growing public concern, Congress passed the [National Historic Preservation Act \(NHPA\) in 1966 \(16 U.S.C. 470 et seq.\)](#) The law established a national

policy for the protection of important historic buildings and archeological sites, and outlined responsibilities for federal and state governments to preserve our nation's heritage.

The State Historic Preservation Officer (SHPO) is mandated by the NHPA to represent the interests of the state when consulting with federal agencies under Section 106 of the NHPA and to maintain a database of historic properties. The NHPA also created the [Advisory Council on Historic Preservation \(ACHP\)](#), an independent federal agency in the executive branch that oversees the Section 106 review process. In addition to the views of the agencies and council, input from the general public and Native American tribes is also required. The responsibilities of all parties in the Section 106 review process are set forth in federal regulations

The NHPA requires any agency issuing a federal permit or license, providing federal funds or otherwise providing assistance or approval to comply with Section 106. RCO administers a number of federal grant program and many of our state funded projects require a federal permit or are using federal funding as match, thus mandating compliance with Section 106.

RCO's Cultural Resource Program

RCO reviews restoration, construction and acquisition projects for impact to cultural and historic resources in compliance with the Governor's Executive Order 05-05 (unless a federal nexus exists). Most projects are required to undergo extensive review to minimize impacts to cultural resources. RCO's goal is to facilitate a comprehensive consultation process that provides a thorough review view of funded projects.

RCO, through an interagency agreement, contracts with archaeologists at the Washington State Department of Transportation for technical support. These archaeologists assist RCO staff in reviewing grant-funded projects for potential impacts to cultural resources. RCO's cultural resources coordinator conducts consultation with tribal councils, tribal cultural resources directors, and the Department of Archeology and Historic Preservation. This consultation effort serves to identify potential impacts to cultural resources and to further enhance the government-to-government relationship with tribes.

RCO staff facilitates cultural resources trainings for grant recipients, participates in the annual Cultural Resources Protection Summit, frequently meets with tribal cultural resources staff and attends functions hosted by tribes.

RCO grant recipients are responsible for hiring consultants that meet the Secretary of Interior Standards to complete any cultural resources work for their projects. This work may include archaeological field surveys, historic property evaluations and inventories, mitigation plans, or obtaining permits through DAHP. All cultural resources work is an eligible item for reimbursement as part of the grant contracts; it is vital that grant sponsor to include costs to address cultural resources and budget appropriately.

Project of Interest: Point No Point Planning

Both State and Federal cultural resources regulations direct agencies to consider cultural resources during the planning phase of the project. For Salmon Recovery Grants, RCO expects that restoration projects will go through a planning and design process that generally follows the guidance described in Appendix D of Manual 18. By aligning the cultural resources review, consultation and investigation with the overall project planning phase, the opportunity is created to design projects in a way that avoids and potentially protects cultural resources.

This early consultation is occurring as part of the Point No Point Restoration Reconnection Feasibility Study (#17-1032R) sponsored by the Mid-Puget Sound Fisheries Enhancement Group. The project is located within the Point No Point Treaty area; the treaty was signed in 1855 by the S'Klallam, Chimakum and Skokomish tribes. This complex cultural landscape has challenging set of environmental, cultural and community priorities. Addressing both cultural and environmental issues leads to developing projects with both cultural and environmental integrity.

Strategic Plan Connection

This briefing meets SRFB's Strategic Plan by briefing the board on requirements set forth in Executive Order 05-05 (EO 05-05). Complying with this Executive Order also meets *Goal 1* of the SRFB Strategic plan by considering all community values and priorities.

https://www.rco.wa.gov/documents/strategy/SRFB_Strategic_Plan.pdf