



**REVISED**

# Salmon Recovery Funding Board Meeting Agenda

**September 17-18, 2014**

Sun Mountain Lodge, 604 Patterson Lake Rd, Winthrop, WA 98862

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

**Order of Presentation:**

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

**Public Comment:**

If you wish to comment at a meeting, please fill out a comment card and provide it to staff. Please be sure to note on the card if you are speaking about a particular agenda topic. The chair will call you to the front at the appropriate time. You also may submit written comments to the Board by emailing them to Wendy Loosle, Board Liaison, at [wendy.loosle@rco.wa.gov](mailto:wendy.loosle@rco.wa.gov).

**Special Accommodations:**

If you need special accommodations to participate in this meeting, please notify us at (360) 902-3086 or TDD (360) 902-1996.

## September 17, 2014

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**8:00 a.m. Breakfast at Sun Mountain Lodge (Pasayten B)**

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**8:30 a.m. Introduction to Board Tour (Pasayten A)**

- Overview of the Upper Columbia Salmon Recovery Region
- Overview of Tour

*Derek Van Marter  
Joy Juelson*

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**9:30 a.m. Depart for Board Tour (Map Point A, Vehicles in Sun Mountain Lodge Parking Lot)**

- Transportation provided for board members and staff
  - Directions and tour agenda available for members of public and other interested parties
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**10:00 a.m. Winthrop National Fish Hatchery (Map Point B)**

- Lower Chewuch Beaver Restoration, U.S. Forest Service (USFS), [12-1670](tel:12-1670)
  - Methow Hatchery Programs, U.S. Fish and Wildlife Service
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**11:00 a.m. Depart for Hancock Springs**

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**11:15 a.m. Hancock Springs (Map Point C)**

- Hancock Creek Restoration, Cascade Columbia Fisheries Enhancement Group, [00-1217](tel:00-1217)
  - Methow Critical Riparian Habitat Acquisition, Methow Conservancy, [02-1650](tel:02-1650)
  - Hancock Springs Restoration, Yakama Nation, [06-2292](tel:06-2292)
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**12:15 p.m. Depart for Pearrygin Lake**

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**12:45 p.m. Lunch - Pearrygin Lake (Map Point D)**

- Chewuch River Instream Flow Enhancement, Trout Unlimited – Washington Water Project, [13-1336](tel:13-1336)
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**1:45 p.m. Depart for Middle Methow Reach**

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**2:00 p.m. Methow River – Middle Methow Reach (Map Point E)**

- Middle Methow River Acquisition RM 48.7, Methow Salmon Recovery Foundation, [10-1801](tel:10-1801)
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- Middle Methow (M2) Conservation Easement RM 45.75, Methow Salmon Recovery Foundation & Methow Conservancy, [12-1662](#)
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**2:45 p.m. Depart for Twisp River Ponds**

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**3:00 p.m. Twisp River Ponds (Map Point F)**

- Lower Twisp River Side Channel Acquisition, Methow Salmon Recovery Foundation, [00-1676](#)
  - Twisp River Conservation Acquisition, Methow Salmon Recovery Foundation, [05-1469](#)
  - Twisp River Conservation Acquisition 2, Methow Salmon Recovery Foundation, [08-1986](#)
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**4:00 p.m. Depart for Beaver Creek Fire Impacted Area**

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**4:15 p.m. Beaver Creek Fire Impacted Area (Map Point G)**

- Beaver Creek sites (*to be announced*)
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**5:00 p.m. Depart for Sun Mountain Lodge**

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**6:00 p.m. Social Hour Hosted by Upper Columbia Salmon Recovery Board**

- Sun Mountain Lodge (Pasayten Foyer)
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**7:00 p.m. ADJOURN FOR THE DAY**

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## September 18, 2014

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**8:30 a.m. Breakfast at Sun Mountain Lodge (Pasayten B)**

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### OPENING AND WELCOME

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**9:00 a.m. Call to Order (Pasayten A)**

- Determine Quorum
  - Welcome to Winthrop
  - Review and Approve Agenda (**Decision**)
  - Approve August Meeting Minutes (**Decision**)
  - Approve 2015 meeting schedule (**Decision**)
- 

*Chair*

*Julie Muyllaert*

*Chair*

*Wendy Loosle*

### MANAGEMENT AND PARTNER REPORTS

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**9:05 a.m. 1. Management Report**

*Kaleen Cottingham*

- A. Director's Report
    - Staff changes at RCO
    - Legislative and Policy Updates
    - Budget Submitted to OFM
  - B. Financial Report (*written only*)
  - C. Performance Update (*written only*)
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**9:45 a.m. 2. Salmon Recovery Management Report**

*Brian Abbott*

*Tara Galuska*

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- 10:00 a.m. 3. Reports from Partners**
- A. National Oceanic and Atmospheric Administration (NOAA) *Scott Rumsey*
  - B. Council of Regions *Jeff Breckel*
  - C. Washington Salmon Coalition *Darcy Batura*
  - D. Regional Fisheries Enhancement Groups Coalition *Jason Lundgren*
  - E. State Agency Partner Reports: *SRFB Agency Representatives*
    - a. Department of Natural Resources
    - b. Department of Fish and Wildlife
    - c. Department of Transportation
    - d. Conservation Commission
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**General Public Comment:** *Please limit comments to 3 minutes.*

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**BOARD BUSINESS: BRIEFINGS**

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- 10:30 a.m. 4. Open Public Meetings Training (as required by new legislation)** *Wendy Brown*
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**11:00 a.m. BREAK**

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**BOARD BUSINESS: DECISIONS**

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- 11:15 a.m. 5. Puget Sound Acquisition and Restoration (PSAR) Projects** *Tara Galuska*
- Approval of Projects from Unobligated PSAR Funds
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- 11:35 a.m. 6. Intensively Monitored Watershed (IMW) Projects** *Tara Galuska*  
*Keith Dublanica*
- Approval of Projects that Advance IMW Monitoring
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- 11:45 a.m. 7. Monitoring Contracts (Federal Fiscal Year 2015 Using 2014 PCSRF Funds)** *Brian Abbott*  
*Keith Dublanica*
- Project Effectiveness Monitoring
  - IMW Monitoring
  - Fish in / Fish out Monitoring
  - Monitoring Panel
- 

**BOARD BUSINESS: BRIEFINGS**

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- 12:15 a.m. 8. Monitoring Panel Update** *Dr. Marnie Tyler*
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**12:35 p.m. ADJOURN** (Staff will provide box lunches for board members upon leaving)

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**Next regular meeting:**

December 3-4, 2014  
Olympia, WA 98501

## Recreation and Conservation Funding Board Briefing Memo

### APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

**Meeting Date:** September 2014  
**Title:** Tour Preview  
**Prepared By:** Marc Duboiski, Salmon Recovery Grants Manager

#### Summary

This memo notes the projects that the board will tour on September 17, 2014. More information about each site will be provided in the Upper Columbia Salmon Recovery Board presentation prior to the tour and by the individual project sponsors at each site.

#### 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              |

### Tour Overview

The Salmon Recovery Funding Board (board), the Upper Columbia Salmon Recovery Board (UC Board), their respective staff, and interested parties will convene in the Pasayten Room at Sun Mountain Lodge at 8:30 a.m. for an overview of the Upper Columbia region and the tour agenda. Beginning at 9:30 a.m. and ending at 5:00 p.m., the tour will consist of six board-funded sites including at least 10 salmon recovery projects, including both habitat acquisition and restoration elements.

#### ➤ Site 1 – Winthrop National Fish Hatchery (Map Point B)

##### Lower Chewuch Beaver Restoration (12-1670)

*Salmon Funds: \$44,652 Match Funds: \$194,000*

The Methow Conservancy (Conservancy) partnered with the U.S. Forest Service to restore six active beaver colonies in the lower Chewuch River. This project supported the return of key watershed processes that have been missing for 200 years. The Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan includes Beaver Restoration as a prescribed action to restore stream complexity, increase riparian vegetation, improve groundwater recharge, capture sediment, reduce stream temperature, and delay stream runoff for later in the season.

The Chewuch Basin provides spawning areas for approximately 25% of Spring Chinook salmon in the Methow Watershed, and also supports spawning steelhead, cutthroat trout, and bull trout. Water stored behind beaver dams and delivered later in the season, as well as cooler ground water arising from beneath beaver ponds, are important factors that mitigate the effects of climate change.

##### Methow Watershed Hatchery Programs – U.S. Fish & Wildlife Service (USFWS)

National fish hatchery staff will present their respective programs and describe how they relate to salmon recovery in the Upper Columbia region.

➤ **Site 2 – Hancock Springs (Map Point C)**

**Hancock Creek Restoration (00-1217)**

*Salmon Funds: \$13,854 Match Funds: \$3,800*

The Cascade Columbia Regional Fisheries Enhancement Group installed three rocked livestock watering points in order to maintain the integrity of the stream banks and prevent erosion, and to convert the surface water right to a ground water right. The project also involved drilling a well to eliminate the need for ponding of the water above the Wolf Creek road created by the undersized culvert. The undersized culvert on Wolf Creek Road created a velocity barrier to fish, and therefore was replaced with a bottomless pipe arch using USFWS funds. Steelhead is the targeted species.

**Methow Critical Riparian Habitat Acquisition (02-1650)**

*Salmon Funds: \$218,584 Match Funds: \$500,000*

The Methow Conservancy secured a 122-acre conservation easement along two miles of both sides of the mainstem Methow River, and the mouth of Hancock Springs. The riparian habitat protects natural habitat forming processes benefitting all life history stages of spring Chinook and steelhead.

**Hancock Springs Restoration (06-2292)**

*Salmon Funds: \$128,350 Match Funds: \$159,000*

The Yakama Nation opened up one mile of critical rearing and spawning habitat within the upper Methow River basin. This area has the highest density of spawning Endangered Species Act (ESA) listed spring Chinook and steelhead in the basin. Hancock Creek has unique hydrologic conditions that are very favorable to salmonids.

The project included the installation of fencing to manage livestock and deer, the planting of native wetland vegetation, the installation of instream wood structures to decrease erosion and to provide cover, the construction of resting pools, the placement of spawning gravels, and brook trout eradication.

➤ **Site 3 – Pearrygin Lake (Map Point D)**

**Chewuch River Instream Flow Enhancement (13-1336)**

*Salmon Funds: \$318,547 Match Funds: \$1,950,000*

Trout Unlimited Washington Water Project (TU-WWP) enhanced flows in the Chewuch River during the low-flow periods of the late summer through winter season when the river falls below 100 cubic feet per second (cfs). Before October 1, 10 cfs is perpetually conserved to the stream, while 15 cfs is conserved after October 1. A combination of water right contracts and extensive irrigation upgrades will be used to accomplish the goal of enhanced aquatic habitat for ESA-listed Chinook and steelhead species in the Chewuch and Methow Rivers.

➤ **Site 4 – Middle Methow River Reach (Map Point E)**

**Middle Methow River Acquisition RM 48.7 (10-1801)**

*Salmon Funds: \$157,924 Match Funds: \$121,680*

The Methow Salmon Recovery Foundation (MSRF) acquired 17.13 acres of riparian and side channel habitat along one mile of the Methow River. The property includes active floodplain, side channel, and limited upland area. These habitats are functioning well and provide habitat diversity, water storage, and

critical rearing, refuge, and migratory habitat for ESA-listed spring Chinook, summer steelhead, and bull trout.

### **Middle Methow (M2) Conservation Easement RM 45.75 (12-1662)**

*Salmon Funds: \$87,340 Match Funds: \$15,410*

MSRF and the Conservancy acquired a seventeen-acre conservation easement of priority floodplain and wetlands habitat along the Methow River. The conservation easement allows active restoration of this property which is necessary for reconnecting the isolated floodplain wetland with overbank flows during annual spring flows. The property is immediately adjacent to protected properties owned by the Washington Department of Fish and Wildlife (WDFW), and has a direct surface water connection to the Methow River that will be enhanced by proposed habitat actions. The project benefits ESA-listed salmonids, including spring Chinook and steelhead.

### ➤ **Site 5 – Twisp River Ponds (Map Point F)**

#### **Lower Twisp River Side Channel Acquisition (00-1676)**

*Salmon Funds: \$239,626 Match Funds: \$126,000*

MSRF acquired 9.5 acres of key Twisp River floodplain and side channel habitat, and restored the river connection to the side channel and year-round ponds on the site. The project benefits Chinook and steelhead, and MSRF allows the Yakama Nation to acclimate steelhead in the ponds. There are interpretive signs, an overlook, and a trail on-site.

#### **Twisp River Conservation Acquisition (05-1469)**

*Salmon Funds: \$146,706 Match Funds: \$48,119*

MSRF used in salmon funds, along with in match, to acquire 10.5 acres of high priority Twisp River floodplain habitat. The project benefits Chinook and steelhead. This acquisition builds upon protecting developable floodplain habitat just upstream of the Town of Twisp, and facilitates riparian habitat restoration.

#### **Twisp River Conservation Acquisition 2 (08-1986)**

*Salmon Funds: \$246,287 Match Funds: \$215,240*

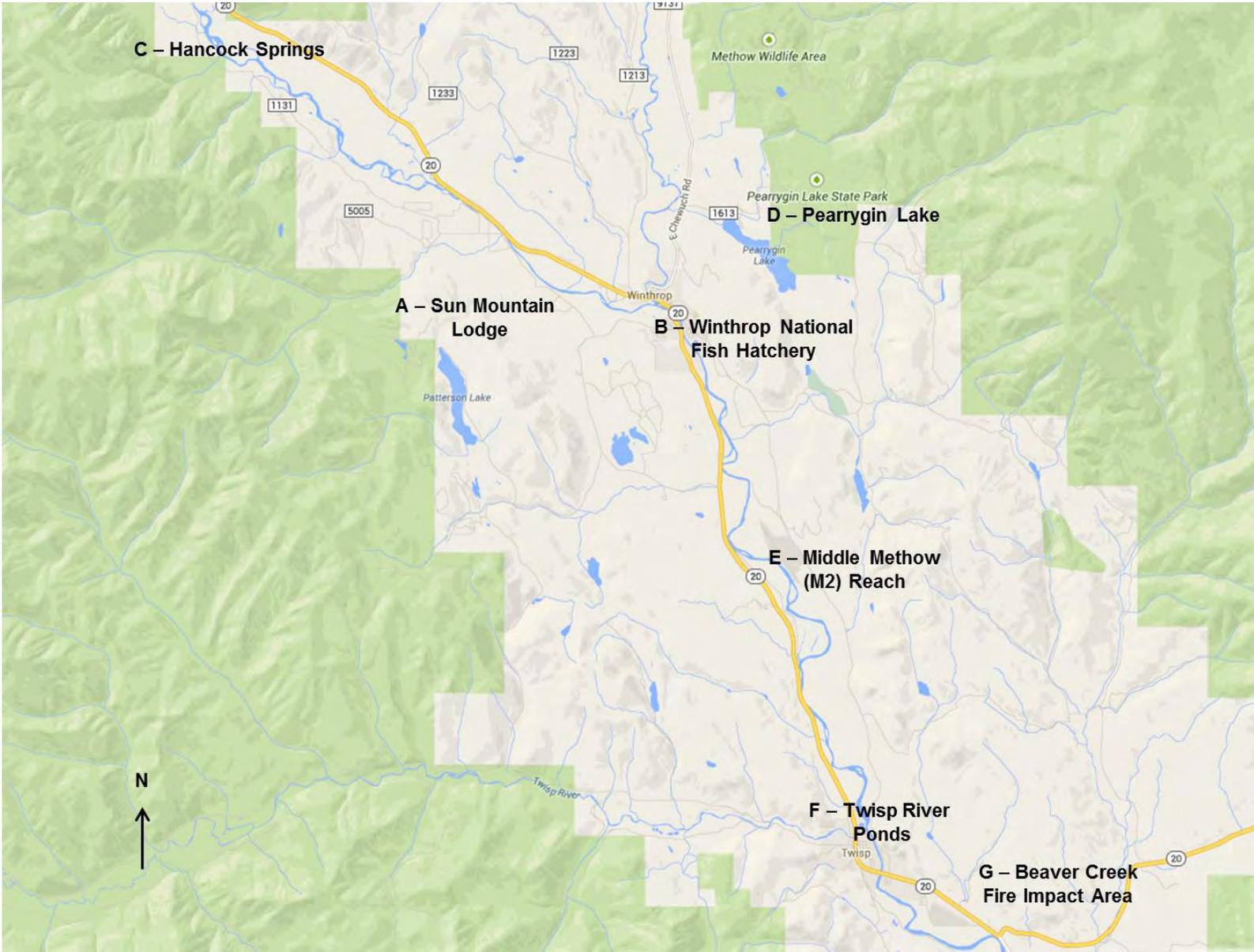
MSRF acquired 13.25 acres of left bank floodplain habitat, opposite the property acquired in the first two grants above (00-1676, 05-1469). This acquisition was followed by off-channel restoration, wood debris placement, and riparian plantings on the property. The project benefits Chinook and steelhead, and protects key habitat parcels from being developed.

### ➤ **Site 6 – Beaver Creek Forest Fire Impacted Area (Map Point G)**

*Site(s) to be determined by Upper Columbia Salmon Recovery Board, as time allows. The objective is to observe the impacts of forest fires on riparian habitat and on salmonid species.*

## **Map and Driving Directions**

A map with driving directions will be provided at the meeting. The times shown on the agenda are approximate. All tour participants are encouraged to ride on the bus to hear presentations and discuss salmon recovery issues in the Upper Columbia region.



## Salmon Recovery Funding Board Briefing Memo

### APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

**Meeting Date:** September 2014

**Title:** Director's Report

#### Summary

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

#### Board Action Requested

This item will be a:

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

#### In this Report

- Agency operations
- Legislative, budget, and policy updates
- Update on sister boards

## Agency Operations

### Washington State Unveils New Online Map of Public Lands

The Recreation and Conservation Office (RCO) RCO launched a new online, interactive map of natural resource and recreation lands owned by public entities: at <http://publiclands.smartmine.com/>.

The statewide map allows people to click on a location and learn which agency owns the land, the number of acres, the primary use of the land, and the cost of acquisition if acquired within the past 10 years. Information is provided on land owned by cities, counties, the federal government and three state agencies – the State Parks and Recreation Commission, the Department of Fish and Wildlife, and the Department of Natural Resources. The public can search government-owned parcels by owner and principal land use. In addition, details about acquisition grants from RCO are linked to the interactive map.

RCO was tasked by the state Legislature in 2013 to provide an inventory of lands in Washington owned by federal, state and local governments. In the past, these public land inventories were printed documents. The Legislature also tasked RCO with making recommendations on how to maintain this inventory in the future. Read the recommendations at:

<http://www.rco.wa.gov/documents/plip/2014WashingtonPublicLandsInventory.pdf>

### Outdoor Recreation Task Force Begins to Write Recommendations

The Governor's Blue Ribbon Task Force on Parks and Outdoor Recreation has released a draft of its recommendations to the Governor. The Governor called together leaders in outdoor recreation to develop an action plan for increasing outdoor recreation activities and encouraging recreation-related

jobs and businesses. The task force, which has been meeting since April, is on target to complete its work by September 19. The task force also has ended its public comment period. There were 8,000 visitors to its online town hall Web site and more than 750 participants submitted 3,200 comments and nearly 1,000 ideas. Task force members now are focused on developing draft recommendations due to the Governor by September 4.

### **RCO Joins Facebook**

RCO has joined the Facebook community. Check out our page at [www.facebook.com/WSRCO](http://www.facebook.com/WSRCO) and please "like," "share," or "friend" us so we can spread the word about the great work that you all are doing. In our inaugural stories, we've highlighted our recently completed [Public Lands Inventory](#) and featured two great projects:

- **Jacobs Point Dedication:** The Anderson Island Park and Recreation District used a \$1 million grant from the [Aquatic Lands Enhancement Account](#) program to buy 82 acres on Jacob's Point on Anderson Island in south Puget Sound.
- **Ohop Groundbreaking:** The Nisqually Land Trust, the Nisqually Indian Tribe, and the South Puget Sound Salmon Enhancement Group broke ground on the next phase of the Ohop Creek Restoration Project – construction of 1.5 miles of new salmon-friendly creek and restoration of 80 acres of floodplain forest.

### **The Future of the Habitat Work Schedule**

We have been working to finalize our contract for the licensing and support of the Habitat Work Schedule, a database system that we manage that tracks past and future salmon recovery projects regardless of funding source. We met with our contractor, Paladin Data Systems, in July to discuss the Habitat Work Schedule contracts, our working relationship, and the status of federal funding that currently pays for the system. We are working with the Department of Enterprise Services to finalize the contracts for future services and software licensing. And anytime we talk about intellectual property, we generally need to have the experts in the Attorney General's Office to advise us. I am hopeful that we can get this contract signed by the end of September. In addition, we will be seeking some funding in our budget to strategize a path forward in the event our federal funding should evaporate.

### **Staff Attend NOAA Workshop**

Tara Galuska attended a grant management workshop hosted by the National Oceanic and Atmospheric Administration (NOAA) in Seattle. There were folks in attendance from all over the western states, and we learned that RCO is the Number 2 recipient of grant funding in the country from the Grants Management Division for NOAA, just under the Louisiana Gulf.

### **Estuary and Salmon Restoration Program Grants Now Being Accepted**

Grant applications for the [Estuary and Salmon Restoration Program](#) are being accepted now until September 12. Applications are used to produce the 2015 investment plan, which is presented to the Legislature for funding consideration. This grant program funds projects that protect and restore the Puget Sound near-shore.

### **RCO Adds a New Grant Program**

RCO received three applications, by the June 1<sup>st</sup> deadline, for a new grant program: Marine Shoreline Protection. RCO is jointly managing this program with the Departments of Fish and Wildlife and Natural Resources. RCO processes the applications and will manage the grants once awarded. The other agencies will evaluate the grant proposals and select the projects to fund. This grant program aims to protect high-priority Puget Sound marine shorelines from the impacts of development through land purchases and

voluntary land preservation agreements. Preference will be given for projects that protect intact habitat in areas that are rapidly developing. The Marine Shoreline Protection Program is funded by the Environmental Protection Agency as part of the Puget Sound Marine and Nearshore Grant Program.

### **Sister Board Updates**

#### [Recreation and Conservation Funding Board \(RCFB\)](#)

RCFB held a very productive meeting in Vancouver in July, providing direction on the Washington Wildlife and Recreation Program and Youth Athletic Facilities Program, as well as preparing for the 2015-17 Biennial Budget request that will be the focus of the August meeting. The second day of the meeting was reserved for a tour of six sites funded by the board, accompanied by staff and elected officials from Clark County and the City of Camas.

#### [Washington Invasive Species Council](#)

Wendy Brown, executive coordinator of the Invasive Species Council, has transitioned to a new role at RCO – policy director. The council is working to recruit a new coordinator and hopes to have someone in the position by mid-September. Council staff recently participated in the Invasive Species Workgroup meeting of the Pacific Northwest Economic Region, which is a regional organization of northwest states and Canadian provinces. The organization's invasive species group coordinates and share resources on issues related to invasive species prevention across the region. Staff also is preparing a contract to update the WA Invasives reporting app. New species will be added to the information pages, existing data incorporated into the map, and reporting features enhanced in the next version.

#### [Habitat and Recreation Lands Coordinating Group](#)

The Habitat and Recreation Lands Coordinating Group held a quarterly meeting in June to discuss the land acquisition forecast report. The decision was made to include additional information related to measurable goals and how potential acquisitions fit into agency and other plans. The report will be completed by November 1, 2014, and will include a summary of lands for which agencies are requesting funding in the 2015-17 biennium.

## Salmon Recovery Funding Board Briefing Memo

### APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

**Meeting Date:** September 2014  
**Title:** Management Status Report: Financial Report  
**Prepared By:** Mark Jarasitis, Chief Financial Officer

#### Summary

This financial report reflects Salmon Recovery Funding Board activities as of July 2014.

The available balance (funds to be committed) is \$43.6 million, with the majority of these funds to be awarded to projects by the December 2014 board meeting. The amount for the board to allocate is approximately \$39.7 million, primarily in new state and federal funds as well as returned funds. The amount for other entities to allocate is \$3.8 million.

#### Board Action Requested

This item will be a:

- Request for Decision
- Request for Direction
- Briefing

### Balance Summary

| Fund   | Balance      |
|--|--------------|
| Current State Balance  | \$8,746,792  |
| Current Federal Balance – Projects, Hatchery Reform, Monitoring                | \$1,310,791  |
| Current Federal Balance – Activities   | \$879,675    |
| Lead Entities  | \$172,120    |
| Puget Sound Acquisition and Restoration (PSAR) & Puget Sound Restoration (PSR) | \$29,679,944 |
| Estuary and Salmon Restoration   | \$909,007    |
| Family Forest Fish Passage Program (FFPPP)                                     | \$1,854,942  |
| Puget Sound Critical Stock   | \$0          |

## Salmon Recovery Funding Board Budget Summary

For the Period of July 1, 2013 - June 30, 2015, actuals through 8/14/2014 (fiscal month 13).  
 Percentage of biennium reported: 54.2%

| Grant Programs                          | BUDGET                                | COMMITTED            |             | TO BE COMMITTED     |             | EXPENDITURES        |                |
|---|---------------------------------------|----------------------|-------------|---------------------|-------------|---------------------|----------------|
|   | New & Re-appropriation 2013-2015 (\$) | Dollars (\$)         | % of Budget | Dollars (\$)        | % of Budget | Dollars (\$)        | % of Completed |
| <b>State Funded</b>                     |                                       |                      |             |                     |             |                     |                |
| 2003-05                                 | \$159,127                             | \$159,127            | 100%        | \$0                 | 0%          | \$159,127           | 100%           |
| 2005-07                                 | \$947,980                             | \$936,749            | 99%         | \$11,231            | 1%          | \$565,163           | 60%            |
| 2007-09                                 | \$1,892,914                           | \$1,669,306          | 88%         | \$223,608           | 12%         | \$751,232           | 45%            |
| 2009-11                                 | \$210,888                             | \$205,363            | 97%         | \$5,525             | 3%          | \$208,308           | 101%           |
| 2011-13                                 | \$7,238,131                           | \$5,833,041          | 81%         | \$1,405,090         | 19%         | \$3,566,222         | 61%            |
| 2013-15                                 | \$14,382,000                          | \$7,280,662          | 51%         | \$7,101,338         | 49%         | \$236,857           | 3%             |
| <b>State Funded Total</b>               | <b>24,831,040</b>                     | <b>16,084,248</b>    | <b>65%</b>  | <b>\$8,746,792</b>  | <b>35%</b>  | <b>5,486,908</b>    | <b>34%</b>     |
| <b>Federal Funded</b>                   |                                       |                      |             |                     |             |                     |                |
| 2009                                    | \$4,221,631                           | \$4,221,631          | 100%        | \$0                 | 0%          | \$4,221,631         | 100%           |
| 2010                                    | \$12,820,920                          | \$12,820,921         | 100%        | \$0                 | 0%          | \$5,901,212         | 46%            |
| 2011                                    | \$12,544,842                          | \$12,440,421         | 99%         | \$104,421           | 1%          | \$3,957,954         | 32%            |
| 2012                                    | \$19,224,074                          | \$18,208,415         | 95%         | \$1,015,659         | 5%          | \$7,161,483         | 39%            |
| 2013                                    | \$18,284,837                          | \$17,214,451         | 94%         | \$1,070,386         | 6%          | \$3,228,492         | 19%            |
| <b>Federal Funded Total</b>             | <b>67,096,304</b>                     | <b>64,905,839</b>    | <b>97%</b>  | <b>\$2,190,466</b>  | <b>3%</b>   | <b>24,470,772</b>   | <b>38%</b>     |
| <b>Grant Programs</b>                   |                                       |                      |             |                     |             |                     |                |
| Lead Entities                           | 6,743,978                             | 6,571,858            | 97%         | 172,120             | 3%          | 2,735,419           | 42%            |
| Puget Sound Acquisition and Restoration | 83,787,108                            | 54,107,163           | 65%         | 29,679,944          | 35%         | 13,592,379          | 25%            |
| Estuary and Salmon Restoration          | 16,749,076                            | 15,840,069           | 95%         | 909,007             | 5%          | 4,481,926           | 28%            |
| Family Forest Fish Passage Program      | 11,911,409                            | 10,056,467           | 84%         | 1,854,942           | 16%         | 4,987,784           | 50%            |
| Puget Sound Critical Stock              | 2,399,980                             | 2,399,979            | 100%        | 0                   | 0%          | 1,414,175           | 59%            |
| <b>Subtotal Grant Programs</b>          | <b>213,518,894</b>                    | <b>169,965,622</b>   | <b>80%</b>  | <b>43,553,272</b>   | <b>20%</b>  | <b>57,169,363</b>   | <b>34%</b>     |
| <b>Administration</b>                   |                                       |                      |             |                     |             |                     |                |
| SRFB Admin/Staff                        | 4,265,478                             | 4,265,478            | 100%        | -                   | 0%          | 1,827,979           | 43%            |
| Review Panel                            | 677,173                               | 677,173              | 100%        | -                   | 0%          | 300,589             | 44%            |
| <b>Subtotal Administration</b>          | <b>4,942,651</b>                      | <b>4,942,651</b>     | <b>100%</b> | <b>-</b>            | <b>0%</b>   | <b>2,128,568</b>    | <b>43%</b>     |
| <b>GRANT AND ADMINISTRATION TOTAL</b>   | <b>\$218,461,545</b>                  | <b>\$174,908,273</b> | <b>80%</b>  | <b>\$43,553,272</b> | <b>20%</b>  | <b>\$59,297,931</b> | <b>34%</b>     |

## Salmon Recovery Funding Board Briefing Memo

### APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

**Meeting Date:** September 2014  
**Title:** Performance Report  
**Prepared by:** Jennifer Masterson, Data and Special Projects Manager

#### Summary

This memo summarizes fiscal year 2014 grant management and project impact performance measures for projects funded by the Salmon Recovery Funding Board. The data included are specific to projects funded by the Salmon Recovery Funding Board and current as of August 11, 2014.

#### Board Action Requested

This item will be a:

- Request for Decision
- Request for Direction
- Briefing

#### In this Report

- Project Impact Performance Measures
- Grant Management Performance Measures

### Project Impact Performance Measures

The following tables provide an overview of fish passage accomplishments funded by the Salmon Recovery Funding Board in fiscal year 2014. 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.

Thirty-four salmon blockages were removed in fiscal year 2014 (July 1, 2013 to June 30, 2014), with 19 passageways installed (Table 1). These projects have cumulatively opened over 53 miles of streams (Table 2).

**Table 1. SRFB-Funded Fish Passage Metrics**

| Measure                  | FY 2014 Performance |
|--------------------------|---------------------|
| Blockages Removed        | 34                  |
| Bridges Installed        | 10                  |
| Culverts Installed       | 6                   |
| Fish Ladders Installed   | 0                   |
| Fishway Chutes Installed | 3                   |

**Table 2. Stream Miles Made Accessible**

| <b>Project #</b>   | <b>Project Name</b>                              | <b>Primary Sponsor</b>         | <b>Stream Miles</b> |
|--------------------|--|--------------------------------|---------------------|
| 10-1776            | Midway Creek Fish Barrier Removal Project        | South Puget Sound SEG          | 0.6                 |
| 10-1481            | Canyon Creek Barrier Removal                     | Whatcom County FCZD            | 3.9                 |
| 10-1504            | Middle Branch LeClerc Creek Restoration          | Kalispel Tribe                 | 0.25                |
| 09-1637            | Upper Methow Riparian Protection II              | Methow Conservancy             | 0.5                 |
| 10-1794            | Camp Creek Culvert Replacement                   | Pacific Coast Salmon Coalition | 3.2                 |
| 10-1847            | Teanaway River - Red Bridge Road Project         | Kittitas Co Conservation Dist  | 2.8                 |
| 10-1916            | Green Creek Weir Removal                         | Pacific County Anglers         | 5.89                |
| 11-1285            | McDonald Creek Restoration                       | Chehalis Basin FTF             | 0.62                |
| 11-1340            | Christmas Creek Drainage Restoration             | Pacific Coast Salmon Coalition | 1.04                |
| 12-1635            | NF Touchet R Fish Passage Improvement at Rd 650  | Umatilla Confederated Tribes   | 0.25                |
| 12-1456            | Schoolhouse Creek Culvert Replacements           | Pierce Co Water Programs Div   | 0.5                 |
| 11-1516            | Middle Branch LeClerc Creek Restoration Phase II | Kalispel Tribe                 | 3                   |
| 11-1441            | Upper Chumstick Barrier Removal                  | Chelan Co Natural Resource     | 3                   |
| 07-1676            | Historic Skamokawa Creek Restoration             | Wahkiakum Conservation Dist    | 2.2                 |
| 11-1597            | Ellsworth Creek Fish Passage Project             | The Nature Conservancy         | 1                   |
| 10-1856            | Hansen Creek Reach 5 Acquisition & Restoration   | Skagit River Sys Cooperative   | 0.59                |
| 11-1250            | Cedar Creek Road Barrier Culvert Correction      | Chehalis Basin FTF             | 2                   |
| 10-1750            | Little Bear Creek - 132nd Ave Barrier Removal    | Adopt A Stream Foundation      | 8                   |
| 09-1232            | Wickett Flood Plain Connection/Barrier Removal   | Chehalis Confederated Tribes   | 14.15               |
| <b>Total Miles</b> |  |                                | <b>53.49</b>        |

## Grant Management Performance Measures

Table 3 summarizes fiscal year 2014 operational performance measures. Recreation and Conservation Office grant managers and fiscal staff continue to meet or exceed performance targets related to timely issuance of project agreements, response to progress reports, and project closure.

**Table 3. SRFB-Funded Grants: Management Performance Measures**

| Measure  | FY Target     | FY 2014 Performance | Indicator | Notes   |
|--|---------------|---------------------|-----------|---|
| Percent of Salmon Projects Issued Agreement within 120 Days of Board Funding | 85-95%        | <b>88%</b>          | ●         | A total of 138 agreements for SRFB-funded projects were due to be mailed in fiscal year 2014. Staff mail agreements on average 65 days after a project is approved.   |
| Percent of Salmon Progress Reports Responded to On Time (15 days or less)    | 65-75%        | <b>85%</b>          | ●         | A total of 446 progress reports were due in fiscal year 2014 for SRFB-funded projects. Staff responded to 381 in 15 days or less. On average, staff responded in 8 days.                                    |
| Percent of Salmon Bills Paid within 30 days                                  | 100%          | <b>91%</b>          | ●         | During fiscal year 2014, 1109 bills came due for SRFB-funded projects. 1012 bills were paid on time. Bills may not be paid on time because of incomplete sponsor paperwork or lack of proper documentation. |
| Percent of Projects Closed on Time   | 60-70%        | <b>73%</b>          | ●         | A total of 122 SRFB-funded projects were scheduled to close fiscal year 2014. Eighty-nine of these projects closed on time.   |
| Number of Projects in Project Backlog  | 0             | <b>9</b>            | ●         | Nine SRFB-funded projects were in the backlog. This represents a 25 percent reduction from the last performance memo.   |
| Number of Post-Completion Inspections Done                                   | No target set | <b>41</b>           | N/A       |   |

## Salmon Recovery Funding Board Briefing Memo

### APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

**Meeting Date:** September 2014  
**Title:** Salmon Recovery Management Report  
**Prepared By:** Brian Abbott, Governor's Salmon Recovery Office Executive Coordinator  
Tara Galuska, Salmon Recovery Section Manager

#### Summary

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

#### Board Action Requested

This item will be a:

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

### Grant Management

#### 2013 Grant Cycle Update

As of August 1, 2014, 151 out of 157 projects funded by the board in 2013 are under agreement and in active status. There are six projects that remain in funded status and grant management staff is working with sponsors to get the agreements signed. Our performance measure was to have all 2013 board funded projects in active status by June 4, 2014. Of the active projects, some sponsors are well underway in implementing their projects.

#### 2014 Grant Cycle

As of August 1, 2014, 208 applications for the 2014 grant cycle were entered into PRISM, the Recreation and Conservation Office's (RCO) project database. Staff continues to review applications and work with project sponsors. Between April and June 2014 lead entities coordinated project site visits with the review panel and staff. The site visits are an opportunity to see the project sites, learn about the project specifics, and provide feedback to the sponsor in the form of a project comment form. The salmon grant application deadline was August 15, 2014. Lead Entities were also required to submit their ranked project lists at this time.

The 2014 grant cycle includes submission and review of five components:

- Puget Sound Acquisition and Restoration (PSAR) projects in order to allocate the remaining 2013-15 PSAR funds at the September 2014 Salmon Recovery Funding Board (board) meeting.
- PSAR large capital projects in order to allocate the remaining 2013-15 PSAR large capital funds at the September 2014 board meeting.

- Intensively Monitored Watershed (IMW) projects in order to allocate up to \$2 million (this is the grant round amount that the board approved for design and restoration projects in IMW complexes). Project funding decisions will be requested at the September 2014 board meeting.
- PSAR large capital projects for the 2015-17 biennium. The Puget Sound Partnership (PSP) released a request for proposals (RFP) with specific criteria for 2015-17 large capital projects to be submitted by August 15, 2014. The technical review panel reviewed all projects entered into PRISM. PSP reviewed and ranked the large capital projects which will appear as alternates on the ranked list of projects until the Legislature appropriates funds next legislative session. The request for approval of this ranked list will take place at the December 2014 board meeting so that it can be shared with the Office of Financial Management and the Legislature.
- All salmon applications for state and federal funding approval at the December 2014 board meeting.

As described in the components above, funding decisions will be requested at both the September and December 2014 board meetings. Applications were due in two phases to meet the project review and approval timelines. Application due dates were July 1, 2014 for 2013-15 PSAR and IMW projects, and August 15, 2014 for all other projects.

An early action process is being utilized to allocate the remaining 2013-15 PSAR funds, as well as funding for the IMW projects. The early PSAR projects required a completed full application prior to project site visits. As of May 15, there is \$8,151,016 remaining to be allocated in the regular PSAR account and two large capital PSAR projects to be funded in the amount of \$16,714,230. The Review Panel met on July 14-15, 2014 to review all early PSAR and IMW projects. RCO staff anticipates allocation of all the PSAR funds at the September board meeting.

### **Family Forest Fish Passage Program (FFFPP) Projects Underway**

In 2003, the Legislature created the Family Forest Fish Passage Program (FFFPP) – a cost-share program that provides financial and technical resources to families who own small forests in order to correct fish barriers. Three state agencies – the Department of Natural Resources, the Department of Fish and Wildlife, and the Recreation and Conservation Office – work together to manage the program.

RCO staff work closely with partner agencies to get the 2014 FFFPP projects underway, including the remaining funds from the \$10 million allocation in 2012 and \$2 million allocation in 2013. Staff continues to close out the 42 projects constructed during the summer of 2013. There are 52 new projects under construction this summer. Even with these new projects, there are 458 eligible landowners with 678 crossings on the waiting list.

### **Estuary and Salmon Restoration Program**

The Estuary and Salmon Restoration Program (ESRP) is a proven and innovative program for ecosystem restoration and adaptive management strategies for Puget Sound shorelines. A key component of the Puget Sound Action Agenda, ESRP supports local communities and the public interest in restoring nearshore ecosystems and the salmon populations they support. This grant competition acts as a vehicle for project sponsors, local communities, and key partners to develop, prioritize, and implement critical and innovative restoration and protection projects. This builds local capacity for ecosystem restoration, supporting jobs, and ensuring a healthy environment now and into the future. The Department of Fish and Wildlife, the Puget Sound Partnership, and the Recreation and Conservation Office collaboratively manage the program.

RCO staff is working on project agreements and the respective scopes of work for twenty ESRP projects funded with \$12 million in 2013. Six additional projects received \$2.3 million through the Environmental Protection Agency's National Estuary Program for beach restoration projects and are being managed by RCO staff.

On July 15, 2014, ESRP announced that the application process for the 2014 ESRP grant competition was open. This process produces the 2015 ESRP Investment Plan to be presented to the Washington Legislature for funding consideration. Proposals funded by ESRP will advance critical nearshore restoration and protection efforts in Puget Sound.

### Viewing Closed Projects

Attachment A lists projects that have closed between May 5, 2014 and August 1, 2014. To view information about a project, click on the blue project number. From that link, you can open and view the project attachments (e.g., designs, photos, maps, and final report).

### Amendments Approved by the Director

The table below shows the major amendments approved between May 1, 2014 and August 1, 2014. Staff processed a total of 51 project related amendments during this period, but most were minor revisions related to project scope or time extensions.

| Number                  | Name                                      | Sponsor                                    | Program                 | Type                | Amount/Notes   |
|-------------------------|---|--|-------------------------|---------------------|--|
| <a href="#">13-1388</a> | Stringer Creek Barrier Replacement Design | Pacific County Anglers                     | Salmon State Projects   | Project Cost Change | Increase cost by \$6000 to complete a cultural resources survey                      |
| <a href="#">12-1622</a> | Lower White River Floodplain Design       | Cascade Columbia Regional Fish Enhancement | Salmon Federal Projects | Project Cost Change | Increase cost by \$2691 to complete a cultural resources survey                      |
| <a href="#">11-1343</a> | Moses Prairie Reclamation                 | Quinault Indian Nation                     | Salmon Federal Projects | Project Cost Change | Increase costs by \$70,000 due to difference in bridge size from preliminary design. |

### Grant Administration

The following table shows projects funded by the board and administered by staff since 1999. The information is current as of July 28, 2014.

- Staff works with sponsors to place "pending" projects under agreement, following approval at the December 2014 board meeting.
- Active projects are under agreement. Sponsors are working on implementation with RCO support for grant administration and compliance.

|                         | Pending Projects | Active Projects | Completed Projects | Total Funded Projects |
|-------------------------|------------------|-----------------|--------------------|-----------------------|
| Salmon Projects to Date | 13               | 374             | 1,498              | 1,885                 |
| Percent of Total        | 0.7%             | 19.8%           | 79.5%              |                       |

This table does not include projects funded through the Family Forest Fish Passage Program or the Estuary and Salmon Restoration Program. Although RCO staff support these programs through grant administration, the board does not review and approve projects under these programs.

## **Governor's Salmon Recovery Office**

### **Communications Plan**

A communications plan and a summary report of recommendations were presented to the board at their June 2014 meeting. Staff from the Governor's Salmon Recovery Office (GSRO) developed a proposal to start implementing these recommendations and presented it to the board at the August 2014 meeting for consideration.

### **Mitigation Matching Demonstration Project**

The GSRO solicited contractor proposals in early February for a mitigation matching project that matches transportation projects with habitat restoration and protection projects. Funding for this project was included in the state salmon capital budget in the amount of \$100,000. RCO received three proposals and, with the help of an evaluation team, selected "Eldred and Associates."

The scope of this project is to develop a system that enables a landscape mitigation approach and evaluates compensatory mitigation in an ecosystem context. Mitigation matching can both minimize permit delays and optimize salmon habitat restoration for compensatory mitigation. This project will show how state-of-the-art technology can streamline permitting by providing ease-of-access to habitat project lists and mapped locations, which can help permitting agencies and permit applicants to implement projects more efficiently. Mitigation matching can assist the state of Washington and RCO to optimize the benefits of their salmon recovery and habitat protection and restoration planning by identifying proposed projects and actions that align with transportation mitigation obligations.

RCO's salmon restoration project tracking and reporting system, Habitat Work Schedule (HWS), will help make mitigation matching in Washington State possible. HWS tracks nearly 8,500 habitat restoration and protection projects, of which 2,000 are proposed or conceptual projects that are either partially or not yet funded. Paired with the sophistication of the Washington Department of Transportation's planning products and technologies, HWS creates an excellent opportunity to test the benefits of mitigation matching. The contract with Eldred and Associates will run through the end of the year. GSRO and RCO staff is working on a factsheet, a Web page, and other tools that will help inform partners on the progress of this work.

### **Washington Salmon Coalition**

The board approved \$50,000 of return funds to provide capacity support for the Washington Salmon Coalition (WSC). The WSC is a collaborative effort among lead entity coordinators to collectively discuss and address emergent issues in salmon recovery and provide training and advice for the development of local salmon recovery programs. The GSRO prepared a request for proposal (RFP) and the contract was awarded to "Long Live the Kings." This funding will assist the WSC in implementing their action plan.

### **Regional Organization Monitoring Budget Request**

Regional organizations have consistently expressed a need for additional funding to meet delisting requirements. Monitoring activities can be funded only through federal funds or state operating funds; state capital (bond) funds cannot be used for monitoring. The GSRO has committed to work with regional organizations to develop a state general fund budget request to submit to the Office of Financial

Management for potential inclusion in the Governor's proposed budget for the 2015-2017 biennium. After much deliberation the regional organizations requested that a budget request not go forward this year. In light of the general fund budget exercise (15% reduction) the regions believe priority should be given to the funding needed to sustain the capacity of the GSRO and Lead Entities.

### **Salmon Recovery Funding Board Monitoring Panel**

The board approved the creation of a 5 member monitoring panel to fill four important roles:

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

The GSRO and the RCO released a call for monitoring panel members. Eight responded to the request for quotes and qualifications (RFQQ). An evaluation team selected five members for the monitoring panel, who have now met twice in-person and have held one conference call. The panel's names, biographies, and activities are detailed in Memo 8.

### **State of Salmon Report**

The Departments of Ecology and Fish and Wildlife (WDFW) collaboratively produced data for several State of Salmon indicators. They are publishing their data to <https://data.wa.gov/>, the state's web-based tool for charting and tracking live data that feeds into the State of Salmon report website. Our web designer is currently pulling this data into our development site.

GSRO staff met with the Northwest Indian Fisheries Commission (NWIFC), the Puget Sound Partnership (PSP), and WDFW to increase coordination of data, technologies, and messages for our respective reports: The State of Our Watersheds report (NWIFC), the State of the Sound report (PSP), and our State of Salmon report. All three documents report similar indicators. This coordination will also decrease pressure on our data sources in the long term.

### **Habitat Work Schedule**

GSRO recently held its first Habitat Work Schedule (HWS) Action Committee meeting with lead entity coordinators who will help inform GSRO about what system users need, how metrics can be clarified and streamlined within the system, and which outside data would be useful to bring into HWS. GSRO staff conducted two trainings with contractor Paladin Data Systems, lead entities, and sponsors. Staff continues to work with lead entities to align HWS and RCO's PRISM grant management data system for historic projects where the data had been out-of-sync. GSRO and the lead entities are identifying priority HWS metrics to report across the state at various scales, including in the State of Salmon report at the state scale. GSRO and lead entities are also working with PSP to report Puget Sound Action Agenda targets using specific PSP metrics that lead entities tracked in HWS.

## Salmon Projects Completed and Closed from May 15, 2014-July 28, 2014

| Number                  | Name   | Sponsor                        | Program                        | Closed On |
|-------------------------|--|--------------------------------|--------------------------------|-----------|
| <a href="#">12-1670</a> | Lower Chewuch Beaver Restoration                 | Methow Conservancy             | Salmon Federal Projects        | 5/20/2014 |
| <a href="#">09-1637</a> | Upper Methow Riparian Protection II              | Methow Conservancy             | Salmon Federal Projects        | 5/21/2014 |
| <a href="#">09-1612</a> | Teanaway- 3M Ditch Project                       | Kittitas Co Conservation Dist  | Salmon Federal Projects        | 5/30/2014 |
| <a href="#">11-1356</a> | Lower Mainstem Chimacum Creek Acquisition        | Jefferson Land Trust           | Puget Sound Acq. & Restoration | 6/11/2014 |
| <a href="#">09-1410</a> | Port Susan Bay Estuary Restoration               | The Nature Conservancy         | Puget Sound Acq. & Restoration | 6/13/2014 |
| <a href="#">10-1856</a> | Hansen Creek Reach 5 Acquisition & Restoration   | Skagit River Sys Cooperative   | Salmon State Projects          | 6/13/2014 |
| <a href="#">11-1386</a> | Abernathy Creek Two Bridges                      | Cowlitz Indian Tribe           | Salmon State Projects          | 6/16/2014 |
| <a href="#">11-1459</a> | Penrose Point Bulkhead Removal- Construction     | South Puget Sound SEG          | Salmon Federal Projects        | 6/19/2014 |
| <a href="#">09-1665</a> | Southern Hood Canal Riparian Enhancement Project | Mason Conservation Dist        | Salmon Federal Projects        | 6/20/2014 |
| <a href="#">11-1348</a> | Union River Estuary Restoration                  | Hood Canal SEG                 | Puget Sound Acq. & Restoration | 6/26/2014 |
| <a href="#">09-1596</a> | Tucannon River Off-Set Dike Construction         | Columbia Conservation Dist     | Salmon State Projects          | 6/30/2014 |
| <a href="#">09-1392</a> | Canyon Creek Road Treatments                     | Stillaguamish Tribe of Indians | Puget Sound Acq. & Restoration | 7/2/2014  |
| <a href="#">11-1574</a> | Pataha Creek Watershed Assessment                | Pomeroy Conservation Dist      | Salmon Federal Projects        | 7/9/2014  |
| <a href="#">12-1757</a> | Entiat IMW –Dillwater Project                    | Chelan Co Natural Resource     | Pacific States Projects        | 7/15/2014 |
| <a href="#">11-1455</a> | Hoh River Knotweed Control Project               | 10,000 Years Institute         | Salmon Federal Projects        | 7/15/2014 |
| <a href="#">11-1469</a> | Wenatchee Nutrient Assessment - Treatment Design | Cascade Col Reg Fish Enhance   | Salmon Federal Projects        | 7/18/2014 |

## Salmon Recovery Funding Board Briefing Memo

### APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

**Meeting Date:** September 2014  
**Title:** Open Public Meetings and Record Retention Briefing  
**Prepared By:** Jen Masterson, Data and Special Projects Manager

#### Summary

This memo provides information on the Open Government Trainings Act, which requires basic open government training for local and statewide officials. In compliance with this Act, members of the Salmon Recovery Funding Board will be trained about requirements for open public meetings during its September meeting.

#### Board Action Requested

This item will be a:

- Request for Decision
- Request for Direction
- Briefing

### Background

According to the state Attorney General's Office, Washington has some of the strongest open government laws in the nation. These laws, called "sunshine laws," reflect the desire of Washington citizens to be informed about their government and to hold government officials accountable for their decisions. A transparent and accountable government fosters public trust and confidence in government.

In March 2014, the Governor signed into law the Open Government Trainings Act ([Engrossed Senate Bill 5964](#)). The Act makes open government education a recognized obligation of public service. It is designed as a risk management requirement for public agencies, to improve trust in government, and to help prevent costly lawsuits. The Act requires basic open government training for local and statewide officials and records officers.

After July 1, 2014, members of a governing body of a public agency must receive open public meetings training no later than 90 days after they take their oath of office or assume their duties. They also must receive refresher training at intervals of no more than four years, as long as they are members of a governing body.

Members of the Salmon Recovery Funding Board (board) are required to participate in training on open public meetings requirements. During the September meeting, staff will show the board a training video produced by the Attorney General's Office. This will fulfill the training requirement of all board members in attendance through September 2018. Board member participation in the training will be formally documented in the meeting's audio recording and minutes.

Although the board is not explicitly required by the Open Government Trainings Act to participate in public records training, staff will also summarize pertinent records requirements from the Public Records Act at the September meeting.

A "Question and Answer" document published by the Attorney General's Office on the Open Government Trainings Act is included as Attachment A.

## **Attachments**

- A. Attorney General of Washington Q&A, 2014 Open Government Trainings Act



**Bob Ferguson**  
**ATTORNEY GENERAL OF WASHINGTON**

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**2014 Open Government Trainings Act**

The Open Government Trainings Act, Chap. 66, 2014 Laws ([Engrossed Senate Bill 5964](#)) was enacted by the 2014 Washington State Legislature, effective July 1, 2014. Here is a guide.

**1. Why did the Legislature enact this new law?**

*Answer:* The bill was introduced at the request of the Attorney General, with bipartisan support. A 2012 Auditor’s Office report noted more than 250 “open government-related issues” among local governments. These included issues concerning the Open Public Meetings Act (OPMA) at RCW [42.30](#). In addition, in recent years the courts have imposed some significant monetary penalties against state and local public agencies due to their non-compliance with the Public Records Act (PRA) at RCW [42.56](#). Most violations are not malicious or intentional; they are often the result of insufficient training and knowledge. The comments to the Attorney General’s Office advisory Model Rules on the PRA, and case law, have recognized that PRA training for records officers is a best practice. See, for example, [WAC 44-14-00005](#).

The Legislature passed ESB 5964 in March 2014 and the Governor signed it on March 27, 2014. The Act is designed to foster open government by making open government education a recognized obligation of public service. The Act is also designed to reduce liability by educating agency officials and staff on the laws that govern them, in order to achieve greater compliance with those laws. Thus, the Act is a risk management requirement for public agencies. The Act provides for open public meetings and records trainings. In sum, the Act is intended to improve trust in government and at the same time help prevent costly lawsuits to government agencies. *[Section 1]*

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**2. What is the Act called?**



*Answer:* The Open Government Trainings Act. *[Section 6]*

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**3. When is the Act effective?**



*Answer:* July 1, 2014. *[Section 7]*

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**4. What is a quick summary of the Act’s requirements?**



*Answer:* The Act requires basic open government training for local and statewide officials and records officers. Training covers two subjects: public records and records retention (“records training”), and open public meetings. *[Sections 1-4]* Whether you are

required to take trainings on one or both subjects depends on what governmental position you fill.

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5. **What is the Attorney General's Office role?**

*Answer:* The Attorney General's Office may provide information, technical assistance, and training. [Section 5] See also RCW [42.56.570](#) and RCW [42.30.210](#). The office maintains and provides a public [web page](#) with training videos as well as training resources.

The office is also providing other assistance such as this Q & A guidance. The Assistant Attorney General for Open Government (ombudsman) is also available as a resource. See Q & A Nos. 13 and 22.

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6. **Who is subject to the Act's training requirements?**

*Answer:*



► **Members of governing bodies.**

Members of a governing body of a public agency subject to the OPMA must receive **open public meetings training (OPMA training concerning RCW [42.30](#))**. "Public agency" and "governing body" are defined in the OPMA. RCW [42.30.020](#).

They include members of city councils, boards of county commissioners, school boards, fire district boards, state boards and commissions, and other public agency boards, councils and commissions subject to the OPMA. Effective July 1, 2014, those members must receive OPMA training no later than 90 days after they take their oath of office or assume their duties. They can take the training before they are sworn in or assume their duties of office. They must also receive "refresher" training at intervals of no more than four years, so long as they are a member of a governing body. [Section 2]

**Note:** If a member of a "governing body" is also an elected local or statewide official, he or she must receive both open public meetings and records trainings (see next bullet).

\* \* \*



► **Elected local and statewide officials.**

Every local elected official, and every statewide elected official, must receive **records training (PRA training concerning RCW [42.56](#), plus records retention training concerning RCW [40.14](#))**.

Effective July 1, 2014, they must receive this training no later than 90 days after they take their oath of office or assume their duties. They can take the training before they are sworn in or assume their duties of office. They must also receive "refresher" training at intervals of no more than four years. [Section 3]

**Note:** If an elected local or statewide official is also a member of a “governing body,” the official must receive both open public meetings and records trainings.

\* \* \*

► **Records officers.** 

Public records officers for state and local agencies, and state agency records (retention) officers designated under RCW [40.14.040](#), must receive **records training (PRA training concerning RCW 42.56 and records retention training concerning RCW 40.14)**. Effective July 1, 2014, they must receive this training no later than 90 days after they assume their duties. They must also receive “refresher” training at intervals of no more than four years. [Section 4]

*Note: While Section 4(2) of the bill refers to “public records officers” in the training schedule, the act’s training requirements were intended to apply to both public records officers under the PRA and to state agency records officers designated under RCW 40.14.*

\* \* \*

► **Others.** 

Other public agency officials and employees who are not listed in the Act are not required to receive training. However, this Act sets only minimum training. Agencies may wish to provide or arrange for additional or more frequent training, or training for additional staff.

Training is essential because even one unintentional mistake can amount to a violation of the PRA or OPMA. PRA training reduces risks of lawsuits. As the State Supreme Court has explained, “An agency’s compliance with the Public Records Act is only as reliable as the weakest link in the chain. If an agency employee along the line fails to comply, the agency’s response will be incomplete, if not illegal.” *Progressive Animal Welfare Society v. University of Washington*, 125 Wn.2d 243 (1995). And the Supreme Court has held that PRA training can reduce PRA penalties. *Yousoufian v. Office of Ron Sims*, 168 Wn.2d 244 (2010).

As a consequence, an agency may want persons who are not listed in the Act to receive training. How much training each employee receives may depend on his or her role. For example, an agency may want all employees to be trained on the basics of records management, search requirements, how to identify a request for records, and what is a public record. An agency could include basic records training in all its new employee orientations, covering both PRA and records retention.

Other employees may benefit from additional training. For example, public records officers may have other designated staff to assist them in responding to records requests. Thus, records training would be useful for those staff. And, that records training for those who regularly assist public records officers may be more detailed or frequent than, say, that provided to a board member.

Or, while a local government agency is not required to formally designate a records retention officer under RCW 40.14.040, as a practical matter, the agency may have staff who is key in maintaining records using the local government records schedules. Therefore, those local government agencies may want to provide or arrange for those staff to receive training on RCW 40.14.

Or, a board may have a staff member or clerk who posts meeting notices and agendas, and maintains minutes, so that person may likely benefit from training on the open public meetings requirements under the OPMA.

And, regular refresher training may be appropriate for any of these employees, depending upon the person's governmental position and developments in the law.

In sum, while training is not required for governmental positions not listed in the Act, the Attorney General's Office encourages agencies to consider that persons in other positions are subject to or working with these laws, and would likely benefit from receiving training, if feasible. Training on the laws is a best practice, even if not specifically required by the Act. Education helps support transparency in government and reduces risk to agencies.

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**7. Who is not subject to the Act's training requirements?**



*Answer:* As noted in Q & A No. 6, public agency employees and officials not listed in the Act are not required to receive training. The courts and the State Legislature are also not required to receive training (unless the person also holds another governmental position where training is required, for example, serving on a governing body subject to the OPMA). Even so, the Act does not restrict them from receiving or participating in open government training.

Others not subject to the Act include board members, officials or employees of purely private organizations. Examples are nonprofit boards, homeowners associations, or other private entities that are not a public agency or the functional equivalent of a public agency.

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**8. What if I am in my elected position (an incumbent) on July 1, 2014, and I am not up for re-election in 2014? How does the training schedule work for me? What if I already received training in 2014?**



*Answer:* Even if not specifically required by the Act, we recommend that incumbents in office on July 1, 2014 receive training for each of the required sections of law during 2014, if they have not already received such training. If they have already received training in 2014 for the required sections of law, we suggest they document it. (See Q & A No. 17). Then, calendar refresher trainings at intervals of no later than four years (as long as you are a member of the governing body or public agency). We suggest this approach for several reasons.

- First, the training will help establish a “**culture of compliance**” with open government laws in the agency if officials and others subject to the Act demonstrate they have recently received or are quickly willing to receive the training.
- Second, it will help set a similar “**base year**” for scheduling four-year refresher trainings if several officials in a public agency are required to receive that training.
- Third, it is a **good idea** for an elected official to receiving training in 2014, even if the training covers some of the same topics previously reviewed during an earlier year’s orientation or training. Given the public interest in these laws, it is good to keep them in the forefront of the official’s or employee’s base knowledge. And, there may be new developments in the statutes or court decisions that were not covered in a prior training.
- Finally, the **sooner training is received and documented, the sooner that information will be available** to a court or others if needed. Since 2010, the State Supreme Court has said it will consider PRA training in assessing penalties for public records violations specified in the PRA. (See more discussion under Q & A No. 20 discussing non-compliance with the Act.)

9. **What if I am in my elected position (an incumbent) on July 1, 2014, and I am seeking re-election in 2014? How does the training schedule work for me?**



*Answer:* Incumbents who are re-elected in November 2014 must receive training no later than 90 days after they take their new oath of office or otherwise assume their duties. However, they can take the training sooner. Therefore, they could either take the training some time by the end of 2014 (perhaps with other officials and staff receiving training in 2014), or they could wait to take the training within 90 days after they take their oath of office or otherwise assume their duties of office if re-elected in November.

Then, refresher training must be taken no later than every four years (as long as you are a member of the governing body or public agency).

10. **What if I am in my position as an incumbent public records officer or records officer on July 1, 2014? How does the training schedule work for me?**



*Answer:* If you were in your position prior to July 1, 2014, and you have already received training in 2014, we recommend you document it. However, if you did not receive any records training in 2014, we recommend you receive training this year, given the reasons and approach stated in Q & A No. 8, and document that training. (See Q & A No. 17). Then, 2014 becomes your “base year” from which you schedule the refresher

trainings that are required no more than four years later (as long as you are in the records officer position).

If you are appointed on or after July 1, 2014, you will need to receive training no later than 90 days after assuming your duties, and then receive refresher trainings no more than four years later.

You can receive more frequent trainings, too, if feasible. More frequent trainings are not restricted in the Act.

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## 11. What must the training include?

*Answer:*



- **Open public meetings training** should cover the basics of the OPMA. [Section 2]

The Act does not provide further details. However, for example, the training could cover the purpose of the act, requirements for regular and special meetings, public notice, executive sessions, and penalties. The training may also include the requirement to maintain minutes and have them open for public inspection, as described in another law at RCW [42.32.030](#).

The Attorney General's Office online OPMA video and OPMA Power Point cover the basics of the OPMA and satisfy this requirement.



- **Records training – PRA.** Training on the Public Records Act should cover the basics of the PRA at RCW 42.56. Training must be consistent with the Attorney General's Office [Model Rules](#). [Sections 3, 4] The Act does not provide further details.

However, for example, the training could cover the purpose of the PRA, what is a "public record," basic public records procedures, how an agency responds to requests, searches, what an agency must do before withholding information in a record from the public, and penalties. The training might also cover an agency's particular PRA procedures set out in its rules or policies.

The Attorney General's Office online PRA video and PRA Power Point cover the basics of the PRA and satisfy this requirement.



- **Records training – records retention.** Record retention training should cover the basics of RCW 40.14. [Sections 3, 4]

The Act does not provide further details. However, for example, the training could cover basic retention requirements, what is a records retention schedule, and a brief description of what schedule(s) apply to the agency. For board members, it may

also specifically cover how to manage emails and other electronic records. For a records officer, the training may be much more detailed, addressing more specifically the agency's records retention schedules and categories of records.

The Washington State Archives records retention training covers the basics of records retention and satisfies this requirement.



- **The four-year “refresher” training** should cover the basic requirements in effect at the time of the training. It is a good idea to cover any recent developments in the law since the last training. Under the Act, the refresher trainings must occur at intervals of no more than four years.

There may be options an agency wants to consider for giving refresher training. For example, it may be useful to have a refresher training once a year such as at a board meeting or staff workshop. In that way, officials and employees subject to these laws can receive ongoing refreshers as well as updates on the laws, without needing to individually calendar the four-year cycle.



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## 12. Who will provide the training?

*Answer:* That choice is up to each agency official and employee, depending on the agency's needs and resources. The Attorney General's Office has provided a [web page](#) with training information. That web page includes resources for PRA and OPMA training. Examples include Power Point presentations, videos, manuals, and links to other training resources. The web page also provides links to the Washington State Archives online training materials and other information describing records retention requirements. Other training options are available as well. See Q & A No. 13.

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## 13. What are the training options for an official or employee?

*Answer:* There are many options to receive training. To illustrate, an official or employee could take training in any of the following ways:



- **In-House Training at the Agency.**
  - In-house training provided by the agency's legal counsel, assigned Assistant Attorney General, or agency staff familiar with the requirements of the law.
  - Training through videos or Power Points at a board meeting or staff meeting or workshop, perhaps with someone available to answer follow-up questions.
  - Training as part of the orientation for new members and new staff.



- **Internet or Remote-Technology Based Training.** [Sections 2, 3, 4]
  - Online or internet-based training, webinar training, or training via Skype.
  - The training resources provided on the Attorney General's Office training web page includes videos and links to training materials. The Attorney General's Office OPMA and PRA videos and two Power Point presentations linked there satisfy the OPMA and PRA training requirements. The State Archives records retention training linked there satisfies the records retention training requirements.



- **Training from Public Agencies or Public Agency Associations.**
  - Training offered by or at other public agencies or associations.
  - For example, training may be provided by a school board association, a fire district association, a public records officer association, and similar entities.
  - The Attorney General's Office is also examining whether its training videos can be made available online on the State of Washington Department of Enterprise Services "Learning Management System" website for state employees.



- **Outside Training.**
  - Training from an outside private trainer.
  - For example, a resource for local governments is the [Municipal Research and Services Center](#).
  - The Washington State Bar Association may also provide Continuing Legal Education (CLE) programs, particularly on the PRA and OPMA. These may be useful for persons who are attorneys who must receive training under the Act and who are also required by the WSBA to obtain CLE credits.



- **Washington State Archives - Records Retention Training.**
  - The Washington State Archives provides guidance and support to state and local government agencies in public records management by offering education and training opportunities.
  - Information about the State Archives training for state agencies and local agencies is available [online](#).
  - Another option is to ask the State Archives staff to provide records retention training or to guide the agency to other useful records retention training resources. An agency can contact the State Archives by email at [recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov) or by telephone at (360) 586-4901.



- **Attorney General's Office In-Person Training.** [Section 5]
  - Ask the Assistant Attorney General for Open Government to provide PRA or OPMA training.
  - *Note:* There may be minimum audience size, travel and other factors to consider.

- **Other Training.**
  - Consider other training options that cover the open public meetings and records training requirements.

The Act was designed to be flexible so an agency official or employee could select a training option that best fits his/her needs, governmental position, and agency resources.

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**14. What does it mean when the Act says that the PRA training must be consistent with the Attorney General's Office PRA Model Rules?**

*Answer:* The Attorney General has, in [chapter 44-14 WAC](#), adopted "Model Rules" on PRA compliance to provide information to agencies and to requestors about "best practices" for complying with the PRA. While the PRA Model Rules are advisory (RCW 42.56.570), they are also noted as a training tool in the Act. [Sections 3, 4]. We believe they are used and referenced by many agencies today. As such, they are a good training foundation from which an agency can conduct or design PRA training. The Model Rules are also available on the office's Open Government Training [web page](#).

The Attorney General's Office PRA training video available on our web page is consistent with the Model Rules.

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**15. Does the Act require the Attorney General's Office to approve or certify training?**



*Answer:* No.

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**16. Are there a minimum number of hours required for training?**



*Answer:* No.

However, basic training for the OPMA and PRA should probably last no less than 15 – 20 minutes each, and basic records retention training should probably last 10-15 minutes. More detailed and longer training may be appropriate for some positions. For example, records officers may want to receive more detailed training on the PRA and records retention schedules, and/or receive training more often than once every four years.



**17. Should an official or employee document the training? If so, how?**

*Answer:* The Act does not require training to be documented. Even so, we recommend officials and employees subject to the Act document this training, and we recommend that their agencies assist them. An agency will want to have training information available to a court or to others if needed. (See Q & A No. 20 regarding possible consequences of non-compliance.)

The Act also contains no requirements describing how to document training. Every agency may be different in how it maintains its employees' or officials' training records. Or, if the training is conducted at a board meeting, the minutes can reflect that the training was provided and who attended. The minutes would also qualify as documentation.

The AGO has prepared sample documentation forms (a sample certificate and a sample training roster) which are available on the open government training [web page](#). Other forms or methods of documenting training are fine as well.

If an incumbent official or staff member has already received training during 2014, we recommend the official or staff member, or agency, document that training, too, if they have not already done so.

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**18. Is an official, employee or agency required under the Act to report completed trainings or provide training documentation or data to the Attorney General's Office?**

*Answer:* No.



**19. What is the training cost to the official, employee or agency?**

*Answer:* The cost depends on what trainings the officials or employees take. They may incur travel costs on behalf of their agency, but if they take online training, the "cost" is primarily only their time. There is no cost to take the online trainings available on the Attorney General's Office website; they are free. There is no cost to take the State Archives online trainings on records retention; they are also free.

Many agencies that currently arrange for training on these open government laws, or other topics, already either use their own staff to conduct the trainings (such as their attorneys) or seek out other trainings from other organizations/associations. Thus, those are the types of costs currently taken into account by agencies.

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**20. What is the penalty for an official's or employee's non-compliance with the Act?**

*Answer:* The Act does not provide any new penalties for an official or staff member not receiving required training. The Act does not provide any new penalties for an agency

not providing training. The Act does not create a new cause of action in court regarding training under the OPMA, PRA, or records retention laws. Remember, the Act is intended to reduce liability, not create new lawsuits. [See, e.g., Section 1]

However, under current case law, a court can consider whether agency staff received training when it is determining whether to assess a penalty for violations of other sections of the PRA (as specified in the PRA). That is, under current case law, evidence of training can mitigate an agency's exposure to penalties; absence of training can aggravate penalties.

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**21. What is the bottom line?**

*Answer:* In sum, training is required by the new Act effective July 1, 2014. And, under current law and guidance, training is also in the agency's and the public's best interests. That is, it is already a best practice for officials and other employees who work with those open government laws to receive training, so they can better comply. The new Act simply takes that best practice one step further, by requiring training for many officials and records officers.

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**22. Who can we contact for more information?**



*Answer:* You may contact the Attorney General's Office:

Nancy Krier  
Assistant Attorney General for Open Government  
(360) 586-7842  
[Nancyk1@atg.wa.gov](mailto:Nancyk1@atg.wa.gov)

Attorney General's Office Open Government Training Page:  
<http://www.atg.wa.gov/OpenGovernmentTraining.aspx>

\* \* \*

Information about State Archives records management and retention training  
for state and local agencies is available at:

<http://www.sos.wa.gov/archives/RecordsManagement/>

Agencies can contact the State Archives by email at [recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)  
or by telephone at (360) 586-4901.

## Salmon Recovery Funding Board Briefing Memo

### APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

**Meeting Date:** September 2014  
**Title:** Puget Sound Acquisition and Restoration (PSAR) Projects  
**Prepared By:** Tara Galuska, Salmon Recovery Section Manager

#### Summary

The 2013-15 biennial budget includes funds for the Puget Sound Acquisition and Restoration (PSAR) grant program. In accordance with Manual 18, Appendix P, the Puget Sound Partnership is asking the board to approve funding for projects in Puget Sound utilizing the balance of 13-15 PSAR funds and 13-15 PSAR large capital funds.

#### Board Action Requested

This item will be a:

- Request for Decision
- Request for Direction
- Briefing

#### Proposed Motion Language:

Move to approve \$6,286,390 in Puget Sound Acquisition and Restoration (PSAR) funds in the Puget Sound Region for the projects shown in Attachment A.

Move to approve \$1,864,626 in Puget Sound Acquisition and Restoration (PSAR) funds in the Hood Canal Region for the projects shown in Attachment B.

Move to approve \$16,714,230 in Puget Sound Acquisition and Restoration (PSAR) Large Capital Project funds for the Projects shown in Attachment C.

## Background

The legislatively-approved 2013-15 capital budget included \$70 million for the Puget Sound Acquisition and Restoration (PSAR) grant program; \$30 million of this appropriation is used for the regular (formula-driven) PSAR grant round, and the remainder is for large capital projects. The Salmon Recovery Funding Board (board) has already approved many projects using the 2013-15 PSAR funds. There is a balance of \$8,151,016 in regular 2013-15 PSAR project funds and \$16,714,230 in 2013-15 PSAR large capital funds.

Nine of the fifteen Puget Sound Lead Entities and the Hood Canal region have a remaining allocation to be committed at the September board meeting. Manual 18 directed Lead Entities and sponsors to submit their PSAR project lists by July 31, 2014.

RCO received 48 project applications during the review process, which were narrowed down by the review process to a total of 37 final applications, as shown in Table 1 below. At the September board meeting,

the RCO staff and the Puget Sound Partnership is asking the board to approve nine alternate projects, twenty-six regular projects, and two large capital grant projects.

Attachment A shows those projects requesting funding in Puget Sound. Attachment B shows those projects requesting funding in Hood Canal and Attachment C shows the two large capital projects requesting funding.

Only projects that received a "Clear" or "Conditioned" status from the Technical Review Panel were able to be submitted by the Lead Entity for funding approval at the September Board meeting. Attachment D provides a summary of "Conditioned" projects submitted for funding.

Projects that received a "Project of Concern" or "Needs More Information" status will continue to be part of the review process and may be presented at the December board meeting. If projects only receive partial funding, the sponsors will be requesting additional SRFB funding in December.

The large capital projects were approved by the PSP as strategic, large projects that are high priority and significantly large in scope (scale, complexity, and cost). These projects cost more than is typically available within the standard PSAR allocations. The two projects submitted for PSAR large capital funding rank number 6 and 10 on the list and are shown in Attachment C. These two projects were not approved last December because they were still in design phase.

**Table 1. PSAR and Large Capital PSAR projects for September board approval**

| Lead Entity  | Early PSAR Applications | Project Of Concern | Need More Information | Final Applications Submitted by Lead Entity |
|--|-------------------------|--------------------|-----------------------|---|
| Hood Canal Coordinating Council  | 11                      | 1                  | 0                     | 6   |
| Green, Duwamish, and Central Puget Sound Watershed (WRIA9) Lead Entity | 1                       | 0                  | 0                     | 1   |
| Island County Lead Entity  | 6                       | 0                  | 0                     | 6   |
| Lake Washington/Cedar/Sammamish Watershed (WRIA8) Lead Entity          | 2                       | 0                  | 0                     | 2   |
| North Olympic Peninsula Lead Entity for Salmon                         | 2                       | 0                  | 0                     | 1   |
| Pierce County Lead Entity  | 6                       | 0                  | 0                     | 6   |
| San Juan Lead Entity   | 4                       | 0                  | 0                     | 4   |
| Skagit Watershed Council Lead Entity                                   | 12                      | 0                  | 2                     | 8   |
| Stillaguamish River Salmon Recovery Board Lead Entity                  | 2                       | 0                  | 0                     | 2   |
| West Sound Watersheds Council Lead Entity                              | 1                       | 0                  | 0                     | 1   |
| <b>Total</b>   | <b>47</b>               | <b>1</b>           | <b>2</b>              | <b>37</b>                                   |

The PSP coordinates with lead entities and the board to submit projects. Both PSAR Regular and Large Capital projects must meet the same eligibility requirements and go through the same review process as other board-funded projects.

The Technical Review Panel has reviewed all the projects presented for approval. The Partnership's Leadership Council and the Puget Sound Salmon Recovery Council have approved these projects. The board's approval gives the Recreation and Conservation Office (RCO) director the authority to enter into agreements for the projects.

## Board Decisions

The board is asked to make the following funding decisions:

- Approve 13-15 PSAR funding for projects in the Puget Sound Region as listed in Attachment A.
- Approve 13-15 PSAR funding for the projects in the Hood Canal Region as listed in Attachment B.
- Approve 13-15 PSAR Large Capital funding for the projects listed in Attachment C.

## Staff Recommendation

Staff recommends that the board approve Puget Sound Acquisition and Restoration (PSAR) funding for the projects listed in Attachments A, B, and C, as shown.

## Analysis

### Review of the Proposed Projects

The board's 2014 grant round review process evaluated these PSAR projects. The Technical Review Panel conducted site visits for each lead entity and provided comments for all project applications, including early action projects. Lead entities followed their local process of technical and citizen review before submitting their early action PSAR project list to RCO prior to July 31, 2014.

- The Leadership Council of the PSP has approved the PSAR fund process through a resolution adopted on October 26, 2012. The Leadership Council and the Salmon Recovery Council have delegated the timing of the distribution of funds to the Lead Entity Citizen's Committees and the regional review of fit to recovery strategy to the Recovery Implementation Technical Team.
- The local watershed technical committees and the Regional Implementation Technical Team (RITT) have reviewed these projects and determined they are consistent with the regional and watershed recovery strategies.
- The Technical Review Panel reviewed the projects for technical feasibility, including field reviews, and recommended them for funding; comments on these PSAR projects were finalized during their meeting on July 14-15, 2014.
- The projects would advance the implementation of the Puget Sound Salmon Recovery Plan and the PSP's Action Agenda.

All project information, including the Technical Review Panel comment form, is available using the project number link on Attachment A, B, and C. The link will take you to the Project Snapshot in the PRISM database.

## Next Steps

If approved staff will get the approved project under agreement. The board will also make additional grant award decisions on board projects in December 2014 utilizing board state and federal funds.

## Attachments

- A. Puget Sound Partnership: PSAR Project List and Funding Request
- B. Hood Canal Coordinating Council: PSAR Project List and Funding Request
- C. PSAR Large Capital Project List and Funding Request
- D. Projects of Concern & Project Condition Summary

## Puget Sound Partnership: PSAR Project List and Funding Request

| <b>Island County Lead Entity</b>                               |                         |   |                                 |           |                  |
|--|-------------------------|---|---------------------------------|-----------|------------------|
| <b>2013-15 Remaining PSAR Allocation for each Lead Entity:</b> |                         |   |                                 |           | <b>\$196,991</b> |
| 1  | <a href="#">14-1108</a> | Ala Spit Phase 4                                | Island County                   | \$186,991 | \$186,991        |
| 2  | <a href="#">14-1114</a> | Waterman Acquisition                            | Whidbey Camano Land Trust       | \$10,000  | \$10,000         |
| 3  | <a href="#">14-1074</a> | Kristoferson Culvert Replacement                | Snohomish Conservation District | \$100,000 | Alternate        |
| 4  | <a href="#">14-1152</a> | Camano Island State Park Feasibility Assessment | Skagit River System Cooperative | \$100,000 | Alternate        |
| 5  | <a href="#">14-1076</a> | Iverson Stakeholder Integration                 | Island County                   | \$50,000  | Alternate        |
| 6  | <a href="#">14-1075</a> | Feeder Bluffs and Armoring Parcel ID            | Northwest Straits Foundation    | \$50,000  | Alternate        |
| <b>Total Funded:</b>   |                         |   |                                 |           | <b>\$196,991</b> |

| <b>North Olympic Peninsula Lead Entity for Salmon</b>          |                         |   |                           |           |                  |
|--|-------------------------|---|---------------------------|-----------|------------------|
| <b>2013-15 Remaining PSAR Allocation for each Lead Entity:</b> |                         |   |                           |           | <b>\$655,397</b> |
| 6  | <a href="#">14-1384</a> | Dungeness Habitat Protection- RM 6.5 to 7.5 Phase | Jamestown S'Klallam Tribe | \$655,397 | \$655,397        |
| <b>Total Funded:</b>   |                         |   |                           |           | <b>\$655,397</b> |

| <b>Pierce County Lead Entity</b>                               |                         |  |                                      |           |                  |
|--|-------------------------|--|--------------------------------------|-----------|------------------|
| <b>2013-15 Remaining PSAR Allocation for each Lead Entity:</b> |                         |  |                                      |           | <b>\$975,256</b> |
| 1  | <a href="#">14-1504</a> | South Prairie Creek (RM4.0-4.6) Floodplain Phase 0                   | South Puget Sound SEG                | \$193,000 | \$193,000        |
| 2  | <a href="#">14-1180</a> | South Fork Puyallup Floodplain Restoration PH 2B Construction        | Pierce Co Surface Water Management   | \$782,256 | \$782,256        |
| 3  | <a href="#">14-1377</a> | Middle Boise Creek Habitat Restoration - Vanwieringen                | King County Water and Land Resources | \$200,000 | Alternate        |
| 4  | <a href="#">14-1188</a> | Puyallup River RM 27.2 - 28.6 LB Acquisition and Design (Orville Rd) | Pierce Co Surface Water Management   | \$136,388 | Alternate        |
| 4  | <a href="#">14-1188</a> | Puyallup River RM 27.2 - 28.6 LB Acquisition and Design (Orville Rd) | Pierce Co Surface Water Management   | \$288,612 | Alternate        |
| 5  | <a href="#">14-1239</a> | Calistoga  | City of Orting                       | \$564,000 | Alternate        |
| <b>Total Funded:</b>   |                         |  |                                      |           | <b>\$975,256</b> |

| <b>San Juan County Community Development Lead Entity</b>       |                         |                                    |   |           |                  |
|--|-------------------------|------------------------------------|---|-----------|------------------|
| <b>2013-15 Remaining PSAR Allocation for each Lead Entity:</b> |                         |                                    |   |           | <b>\$705,131</b> |
| 1  | <a href="#">14-1888</a> | San Juan County Land Bank          | Huntley Conservation Easement                     | \$286,400 | \$286,400        |
| 2  | <a href="#">14-1933</a> | San Juan Preservation Trust        | Fishery Pt. Neighborhood Shoreline CE Acquisition | \$371,000 | \$371,000        |
| 3  | <a href="#">14-1913</a> | Friends of the San Juans           | West Sound Pocket Beach Restoration               | \$47,731  | \$47,731         |
| 4  | <a href="#">14-1931</a> | West Beach Road Barrier Correction | Skagit Fisheries Enhancement Group                |           | Alternate        |
| <b>Total Funded:</b>   |                         |                                    |   |           | <b>\$705,131</b> |

| <b>Skagit Watershed Council Lead Entity</b>                    |                         |  |                                    |             |                    |
|--|-------------------------|--|------------------------------------|-------------|--------------------|
| <b>2013-15 Remaining PSAR Allocation for each Lead Entity:</b> |                         |  |                                    |             | <b>\$1,891,198</b> |
| 2  | <a href="#">14-1260</a> | Illabot Creek Protection & Riparian Restoration  | Skagit Land Trust                  | \$275,290   | \$275,290          |
| 3  | <a href="#">14-1261</a> | SRFB Conservation Property Stewardship           | Skagit Fisheries Enhancement Group | \$100,000   | \$100,000          |
| 4  | <a href="#">14-1242</a> | Skagit Basin Ongoing Project Maintenance         | Skagit River System Cooperative    | \$97,750    | \$97,750           |
| 5  | <a href="#">14-1263</a> | Martin Slough Riparian Restoration               | Skagit County Public Works         | \$155,550   | \$155,550          |
| 8  | <a href="#">14-1262</a> | Skagit Riparian Habitat Strategy                 | Skagit Watershed Council           | \$145,146   | \$145,146          |
| 9  | <a href="#">14-1246</a> | Illabot Creek Alluvial Fan Restoration - Phase 2 | Skagit River System Cooperative    | \$1,096,675 | \$1,096,675        |
| 10   | <a href="#">14-1248</a> | Hansen Creek Restoration Acquisition             | Skagit River System Cooperative    | \$20,787    | \$20,787           |
| <b>Total Funded:</b>   |                         |  |                                    |             | <b>\$1,891,198</b> |

| <b>Stillaguamish River Salmon Recovery Co-Lead Entity</b>      |                         |   |                     |           |                    |
|--|-------------------------|---|---------------------|-----------|--------------------|
| <b>2013-15 Remaining PSAR Allocation for each Lead Entity:</b> |                         |   |                     |           | <b>\$1,091,431</b> |
| 1  | <a href="#">14-1356</a> | Stillaguamish Floodplain Protection / Restoration | Stillaguamish Tribe | \$934,181 | \$934,181          |
| 2  | <a href="#">14-1289</a> | North Meander Reconnection Wood Placement         | Snohomish County    | \$157,250 | \$157,250          |
| <b>Total Funded:</b>   |                         |   |                     |           | <b>\$1,091,431</b> |

| <b>West Sound Watersheds Council Lead Entity</b>               |                         |   |   |          |                 |
|--|-------------------------|---|---|----------|-----------------|
| <b>2013-15 Remaining PSAR Allocation for each Lead Entity:</b> |                         |   |   |          | <b>\$63,765</b> |
| 1  | <a href="#">14-1375</a> | West Sound<br>Nearshore<br>Integration &<br>Synthesis | Kitsap County<br>Dept. of<br>Community<br>Development | \$63,765 | \$63,765        |
| <b>Total Funded:</b>   |                         |   |   |          | <b>\$63,765</b> |

| <b>Lake Washington/Cedar/Sammamish Watershed (WRIA 8) Lead Entity</b> |                         |  |                             |           |                  |
|---|-------------------------|--|-----------------------------|-----------|------------------|
| <b>2013-15 Remaining PSAR Allocation for each Lead Entity:</b>        |                         |  |                             |           | <b>\$350,000</b> |
| 1   | <a href="#">14-1193</a> | Cedar River<br>Stewardship in<br>Action                  | Seattle Public<br>Utilities | \$95,000  | \$95,000         |
| 2   | <a href="#">14-1330</a> | Riverbend Levee<br>Setback/Removal<br>Preliminary Design | King County                 | \$255,000 | \$255,000        |
| <b>Total Funded:</b>  |                         |  |                             |           | <b>\$350,000</b> |

| <b>Green, Duwamish, and Central Puget Sound Watershed (WRIA 9) Lead Entity</b> |                         |  |              |           |                  |
|--|-------------------------|--|--------------|-----------|------------------|
| <b>2013-15 Remaining PSAR Allocation for each Lead Entity:</b>                 |                         |  |              |           | <b>\$357,221</b> |
| 1  | <a href="#">14-1001</a> | Mill Creek Side<br>Channel (Leber<br>2014) | City of Kent | \$357,221 | \$357,221        |
| <b>Total Funded:</b>   |                         |  |              |           | <b>\$357,221</b> |

## Hood Canal Coordinating Council: PSAR Project list and funding requests

| <b>Hood Canal Coordinating Council Lead Entity</b>             |                         |  |                                     |           |                    |
|--|-------------------------|--|-------------------------------------|-----------|--------------------|
| <b>2013-15 Remaining PSAR Allocation for each Lead Entity:</b> |                         |  |                                     |           | <b>\$1,864,626</b> |
| 1  | <a href="#">14-1321</a> | Lower Big Quilcene River Riparian Protection | Jefferson Land Trust                | \$161,160 | \$161,160          |
| 2  | <a href="#">14-1369</a> | Skokomish Estuary Restoration Phase 3C       | Mason Conservation Dist.            | \$463,600 | \$463,600          |
| 3  | <a href="#">14-1322</a> | Duckabush Riparian Habitat Acquisition       | Jefferson Land Trust                | \$746,000 | \$746,000          |
| 4  | <a href="#">14-1326</a> | Beards Cove Restoration                      | Great Peninsula Conservancy         | \$302,868 | \$302,868          |
| 5  | <a href="#">14-1300</a> | Dosewallips Estuary Barge Removal            | Hood Canal Salmon Enhancement Group | \$190,998 | \$190,998          |
| <b>Total Funded:</b>   |                         |  |                                     |           | <b>\$1,864,626</b> |

## PSAR Large Capital Project List & Funding Request

| <b>Skagit Watershed Council Lead Entity</b>                            |                         |  |                          |              |                     |
|--|-------------------------|--|--------------------------|--------------|---------------------|
| <b>13-15 Remaining Large Cap PSAR Allocation for each Lead Entity:</b> |                         |  |                          |              | <b>\$13,600,000</b> |
| 6  | <a href="#">14-1022</a> | Fir Island Farm Restoration Construction | Dept. of Fish & Wildlife | \$13,600,000 | \$13,600,000        |
| <b>Total Funded:</b>   |                         |  |                          |              | <b>\$13,600,000</b> |

| <b>Hood Canal Coordinating Council Lead Entity</b>                     |                         |   |                                |              |                    |
|--|-------------------------|---|--------------------------------|--------------|--------------------|
| <b>13-15 Remaining Large Cap PSAR Allocation for each Lead Entity:</b> |                         |   |                                |              | <b>\$3,114,230</b> |
| 10   | <a href="#">14-1366</a> | Kilisut Harbor Restoration - Construction Phase | North Olympic Salmon Coalition | \$12,110,614 | \$3,114,230        |
| <b>Total Funded:</b>   |                         |   |                                |              | <b>\$3,114,230</b> |

## Projects of Concern & Project Condition Summary

There are no projects of concern on project funding lists submitted to the SRFB.

- Projects of Concern = 0
- Conditioned Projects = 5

### Hood Canal Coordinating Council Lead Entity

[14-1366](#) Kilisut Harbor Restoration - Construction Phase

**Condition:** Construction funding will be released upon the following conditions:

1. The Technical Review Panel will review and approve the consultant's report of sediment transport and channel stability hydraulic modeling and the final project design to assure that the channels will have a high likelihood of remaining open to fish passage at the design tidal ranges over a long-term (i.e. several decades) planning horizon. Alternatively, if the modeling predicts that the channels are likely to shoal in over this planning horizon, the final project design must include an operations plan that assures future funding for maintenance dredging.
2. Within six months of funding approval, the sponsor must provide documentation from Puget Sound Partnership (PSP) that PSP has made good faith efforts to work with WSDOT regional and statewide management to work out an arrangement for WSDOT to fund its own construction management responsibilities, rather than charging this \$1.27M budget item to PSAR funding.

### Pierce County Lead Entity

[14-1504](#) South Prairie Floodplain Phase 0

**Condition:** The Technical Review Panel needs to review the Preliminary Design Basis for Design Report that accompanies all the technical design reports and explains what alternatives were considered, how alternative selection was made, and describes decision criteria, as well as knits together in a narrative all the disparate pieces of the design. This review needs to occur prior to funding agreement implementation.

### San Juan Lead Entity

[14-1913](#) West Sound Pocket Beach Restoration

**Condition:** The following modifications will be made to the planting plan dated 6/26/14:

1. Four of the serviceberry trees on this plan will be replaced with western red cedar or another conifer of similar size potential and longevity. In order to provide maximum shade to the beach, at least two of these four trees will be placed south of the proposed stairs, but still north of the existing large conifers, which are to be retained.

2. Spill found on the lower portion of the beach will be removed by hand to minimize disturbance of beach substrate. This should be included on engineering plans and clarified with contractors working in the beach area.
3. On upper portions of the beach, or any areas where hand removal is not feasible, mechanized equipment may be used for rock removal.

### **Skagit Watershed Lead Entity**

[14-1246](#) Illabot Creek Alluvial Fan Restoration Phase 2

**Condition:** This project has been revised to redistribute costs between two project proposals, one primarily targeted for final design and construction materials, and the other for the bulk of the construction costs as funded under the PSAR Large Cap process, or other funding sources. Prior to Project Agreement, additional information is needed about this project and specific conditions must be met. This project meets technical criteria with the following conditions:

1. The design portion of the scope can proceed as proposed. The construction funding for this request is contingent on securing the additional funding to complete the entire construction budget.
2. The budget needs to be updated to reflect the changes in the planned funding. Please attached a more detailed budget ( e.g. line items for specific materials, costs for each permit, volumes of cut and fill and the costs for excavation, breakdown of costs for construction activities)

The Technical Review Panel still has concerns about the high cost of this project relative to its benefit for supporting Skagit Chinook recovery goals. Please identify any opportunities for potential cost savings in this project in the final application.

### **WRIA 8 Lake Washington/Cedar/Sammamish Watershed Lead Entity**

[14-1193](#) Cedar River Stewardship in Action

**Condition:** Funding for riparian replanting will only be used on properties where the landowner allows coniferous and deciduous trees to be included in the riparian planting plan. Only native species will be included in the planting plan.

As described in WDFW's Salmon Habitat Restoration Guidelines (Technique 5), the goal is for a riparian planting plan that incorporates conifers and reflects the historical plant community at the site. WDFW's SHRG also includes guidance on plant spacing once the plant composition is developed.

## Salmon Recovery Funding Board Briefing Memo

### APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

**Meeting Date:** September 18, 2014  
**Title:** Intensively Monitored Watershed (IMW) Projects  
**Prepared By:** Tara Galuska, Salmon Recovery Section Manager  
Keith Dublinica, Governor's Salmon Recovery Office Science Coordinator

#### Summary

The Salmon Recovery Funding Board (board) approved dedicating up to \$2 million per year for the next three grant rounds for implementing projects within Intensively Monitored Watersheds (IMWs). The staff is asking the board to approve funding for six projects identified and submitted within IMW study areas using SRFB project funds for the 2014 grant round.

#### Requested

This item will be a:

- Request for Decision
- Request for Direction
- Briefing

#### Proposed Motion Language

Move to approve \$1,937,647 in salmon project funds for the six IMW projects shown in Attachment A.

## Background

Intensively monitored watersheds (IMWs) are used to evaluate whether restoration or other management within a watershed resulted in improved habitat, water quality, and fish abundance. The monitoring requirements implemented in IMWs are more intensive, complex, time-consuming, and costly than other types of monitoring. However, IMWs provide the most useful information about whether project actions are resulting in fish productivity and overall abundance.

At the March 2014 Salmon Recovery Funding Board (board) meeting, the monitoring subcommittee recommended that the board move forward on implementing projects within IMWs and approved dedicating up to \$2 million a year over the next three years to projects within IMW study areas. The funding will not carry over from year to year, which may cause the annual grant round to fall below \$18 million.

Staff from the Recreation and Conservation Office (RCO) reached out to the Straits, Lower Columbia, and Hood Canal lead entities to make them aware of available funds for design and restoration projects within those IMWs for the 2014 grant round and two subsequent grant rounds. Projects proposed in IMWs had to be consistent with the IMW study plans, be reviewed by the board Technical Review Panel, and be recommended by the IMW Scientific Oversight Committee. The board approved waiving the match requirement for IMW projects.

A total of six projects were submitted within two IMW areas, Hood Canal and Lower Columbia, for a total of \$1,937,647. All six projects were visited and reviewed by the board Technical Review Panel and all are consistent with the IMW study plans. Each project submitted a complete RCO grant application. Information on each project is available in Attachment A through a link to Project Snapshot.

## **Board Decisions**

The board is being asked to approve project funding for the projects listed in Attachment A.

## **Staff Recommendation**

Staff recommends that the board approve funding for the projects listed in Attachment A.

## **Analysis and Review**

Intensively monitored watersheds (IMWs), also called validation monitoring, are intended to find “cause and effect” relationships between variables such as fish, habitat, and water quality in a treated reach and a control reach. This type of data is generally used to evaluate whether the changes in a “treatment” watershed resulted in improved habitat, water quality, and fish abundance (or production) as compared to a “control” watershed that was not subjected to restoration actions or other treatments.

Restoration projects are needed in the treatment watershed in order to compare watersheds and monitor results. The monitoring efforts, specific to IMWs, cannot be fully developed if the proposed restoration treatments have not been implemented in a timely fashion. Each of the IMW study plans has addressed this need. The board has dedicated up to \$2 million per year in project funds to implement projects within these IMWs over the next three years, allowing restoration treatments to be implemented in a more timely fashion. These are restoration treatments that may not necessarily receive a high enough ranking through the normal competitive SRFB grant round to provide funding to the restoration projects. The “signal” of the fish response to IMW treatments can be from 7-11 years, depending upon a variety of issues, including the localized limiting factors of the habitat, the treatment(s) proposed, the fish species of interest and their life histories, the geographic location, and other unique characteristics of the sub-basin in question.

The board’s 2014 grant round review process evaluated the projects that were submitted. The board’s Technical Review Panel visited and reviewed the projects to ensure they are technically sound, and provided comments for all IMW-related project applications. Lead entities followed their local process of technical and citizen review prior to submitting these IMW-related project lists to RCO by July 31, 2014.

The IMW restoration treatment projects received input from the IMW Technical Oversight Committee, who concurred that these projects should be funded to advance the IMW efforts.

These projects were found to advance the implementation of the IMW study plans. The treatment reaches need these additional restoration actions in order to be able to effectively compare a control and treatment reach and monitor the results to determine if the actions result in improved habitat, water quality, and fish abundance (or production).

## Next Steps

If approved, the existing study plans will be updated with the particular restoration treatments included as well as others in preparatory phases. The projects will then be put under agreement.

## Attachments

A. Intensively Monitored Watershed (IMW) Project List and Funding Request

## Intensively Monitored Watershed (IMW) Project List & Funding Request

| Hood Canal Coordinating Council Lead Entity |                         |   |                |           |                  |
|---|-------------------------|---|----------------|-----------|------------------|
| 1   | <a href="#">14-1889</a> | Little Anderson Ck<br>IMW Stream<br>Enhancement-      | Hood Canal SEG | \$240,647 | \$240,647        |
| 2   | <a href="#">14-1284</a> | Lower Big Beef Creek<br>Restoration -<br>Construction | Hood Canal SEG | \$700,000 | \$700,000        |
| <b>Total Funded:</b>                        |                         |   |                |           | <b>\$940,647</b> |

| Lower Columbia Fish Recovery Lead Entity |                         |                              |  |           |                  |
|--|-------------------------|------------------------------|--|-----------|------------------|
| 2  | <a href="#">14-1311</a> | Cowlitz Indian Tribe         | Abernathy Creek<br>Cameron Site              | \$432,900 | \$432,900        |
| 9  | <a href="#">14-1296</a> | Cowlitz Conservation<br>Dist | Abernathy Creek<br>Davis Site                | \$139,100 | \$139,100        |
| 14                                       | <a href="#">14-1310</a> | Cowlitz Indian Tribe         | Abernathy Creek<br>Wisconsin Site<br>Project | \$305,000 | \$305,000        |
| 18                                       | <a href="#">14-1459</a> | Cowlitz Indian Tribe         | Abernathy<br>Headwaters Design               | \$120,000 | \$120,000        |
| <b>Total Funded:</b>                     |                         |                              |  |           | <b>\$997,000</b> |

## Salmon Recovery Funding Board Briefing Memo

### APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

**Meeting Date:** September 18, 2014  
**Title:** Monitoring Contracts (Federal Fiscal Year 2015 Using 2014 PCSRF Funds)  
**Prepared By:** Brian Abbott, Governor's Salmon Recovery Office Executive Coordinator  
Keith Dublinica, Governor's Salmon Recovery Office Science Coordinator

### Summary

This memo presents the annual funding for the Salmon Recovery Funding Board's monitoring program. The staff is presenting four areas for funding consideration, consistent with the decisions made following the Stillwater report.

The board's monitoring program consists of four separate areas and many individual contracts as follows: 1) One contract for the status and trends monitoring (fish-in/fish-out) performed by the Washington Department of Fish and Wildlife (WDFW); 2) One contract for the effectiveness monitoring performed by Tetra Tech; 3) Four individual contracts for the Intensively Monitored Watersheds (IMW) program coordinated by Washington Department of Ecology (WDOE); and 4) Several contracts for the Monitoring Panel. Staff is requesting that the board fund these monitoring contracts for the next 12 months effective October 1, 2014, thereby aligning monitoring efforts with the federal fiscal year. The requests for these efforts will be made in four (4) separate motions. These requests total \$1,831,515, which is slightly less than the 2014 PCSRF award for monitoring of \$1,840,000. Suggested motion language is included at the end of this memo.

### 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

The four major monitoring efforts currently funded by the Salmon Recovery Funding Board (board) are: 1) participating in the Washington Department of Fish and Wildlife (WDFW)'s status and trends monitoring (fish-in/fish-out); 2) the effectiveness monitoring performed by Tetra Tech; 3) the Intensively Monitored Watersheds (IMW) program coordinated by Washington Department of Ecology (WDOE); and 4) the Salmon Recovery Funding Board Monitoring Panel. The monitoring panel was formed by the board in June 2014 to develop requirements and reporting criteria for these salmon monitoring programs. The monitoring panel is scheduled to continue their comprehensive review of the board monitoring program components through the fall of 2015 and beyond.

Staff is recommending financial support to the board's monitoring programs similar to the levels requested in previous years. However, the contracts associated with these programs will now be aligned with the federal fiscal year and will have revised reporting schedules. If approved by the board, the

contracts (or contract extensions) will go into effect October 1, 2014, and will include more specific reporting requirements as recommended by the monitoring panel.

Beginning October 1, 2014, all board contracts will be aligned with the federal fiscal year. This decision was made in order to support the board decisions for funding monitoring efforts with presentations and summaries from the monitoring panel. The implementation of this alignment process came from evaluations conducted of the board’s monitoring program by Stillwater Sciences and other discussions with Recreation and Conservation Office (RCO) staff. Contract alignment will allow the monitoring panel to conduct an annual review of the monitoring program components. This action is anticipated to provide greater expediency and efficiency with monitoring funds, more transparency of monitoring efforts, and additional reporting of IMW progress. It should also provide the board with more precise and succinct information for decision-making.

The Pacific Coastal Salmon Recovery Fund (PCSRF) 2014 award for board-funded monitoring is \$1.84 million. There are some additional monitoring efforts (primarily in the Lower Columbia and with Tribal projects) included in the 2014 PCSRF award. However, the board monitoring represents the largest portion of the 10% monitoring requirement in the PCSRF allocation for this year. Staff and the monitoring contractors have worked collaboratively to estimate the costs for the 2015 monitoring efforts so that the board can make the necessary decisions on what to fund.

### Funding Requests

The following are the funded monitoring contracts requested for approval by the board and scheduled to start implementation on October 1, 2014.

| 2015 Monitoring Program Recommended Funding Levels |                             |                                 |
|--|-----------------------------|---------------------------------|
| Status and Trends Monitoring                       | WDFW                        | \$208,000                       |
| Effectiveness Monitoring                           | Tetra Tech                  | \$336,000                       |
| Intensively Monitored Watersheds (IMWs)            |                             |                                 |
| <i>Straits</i>                                     | <i>Ecology</i>              | <i>\$253,214.65<sup>1</sup></i> |
| <i>Hood Canal</i>                                  | <i>Ecology</i>              | <i>\$358,497.41</i>             |
| <i>Lower Columbia</i>                              | <i>Ecology</i>              | <i>\$443,152.94</i>             |
| <i>Skagit</i>                                      | <i>Ecology</i>              | <i>\$152,650.00<sup>2</sup></i> |
|  | <b>IMW Ecology Subtotal</b> | <b>\$1,207,515</b>              |
| SRFB Monitoring Panel                              | Individuals                 | \$80,000                        |
|  | <b>TOTAL</b>                | <b>\$1,831,515</b>              |

<sup>1</sup> Work in the Straits and Skagit IMWs has in the past included work performed by NOAA via a subcontract from Ecology. NOAA is not able to accept federal PCSRF funds, only state funds. The only state general funds RCO receives are passed through to lead entities and are not available for monitoring. Therefore, the numbers included in this memo subtract the federal funds that would have been contracted to NOAA (\$166,000 in the Straits IMW and \$93,474.00 in the Skagit IMW). The work has historically included PIT tagging juvenile salmonids and recording movement and migration timing and off-shore sampling of juvenile chinook salmon in Skagit Bay as part of a larger study of juvenile chinook growth and survival. The staff recommends not funding these elements for two reasons: 1) the inability to use state general funds for this purpose and 2) to get the board’s monitoring expenses down to the level available in the 2014 PCSRF grant. If Ecology indicates that the work by NOAA is critical, then other cuts will need to be made to off-set the amount available. But this will still not address the federal fund limitations.

<sup>2</sup> See footnote 1

**1) Status and Trends Monitoring (fish in/fish out), WDFW ..... \$208,000**

The board funds a portion of WDFW’s fish-in/fish-out monitoring as the status and trends component of its overall monitoring program. This effort is coordinated through annual contracts with WDFW. This type of monitoring compares the number of smolts leaving an area to the number of returning adult salmon that return to spawning grounds in following years. With this type of monitoring, productivity can be tracked and carrying capacity estimated. The work is performed in tributaries across the state. The allocation by the board contributes approximately 7% of the overall fish in/fish out monitoring conducted by WDFW.

| Tributary                          | Type of monitoring                 | Cost             |
|------------------------------------|------------------------------------|------------------|
| 1 Salmon and Snow Creek            | adult salmon population monitoring | \$5,000          |
| Salmon and Snow Creek              | salmonid smolt (or fry) monitoring | \$37,500         |
| 2 Duckabush and Hamma Hamma Rivers | adult salmon population monitoring | \$80,000         |
| 3 Wind River                       | adult salmon population monitoring | \$12,500         |
| 4 Grays River                      | salmonid smolt (or fry) monitoring | \$15,000         |
| 5 Touchet River                    | salmonid smolt (or fry) monitoring | \$58,000         |
| <b>TOTAL</b>                       |                                    | <b>\$208,000</b> |

Note that additional status and trends (fish-in/fish-out) monitoring is performed as part of the Hood Canal and Lower Columbia IMWs. Ecology subcontracts with WDFW to perform this IMW-specific monitoring in the Anderson, Stavis, and Big Beef IMW complex in the Hood Canal region, and the Abernathy, Germany, and Mill Creek IMW complex in the Lower Columbia salmon recovery region.

**2) Effectiveness Monitoring, Tetra Tech ..... \$336,000**

The board’s reach-scale effectiveness monitoring program is an ongoing program to monitor the effectiveness of salmon restoration projects funded by the board. The monitoring is contracted out to Tetra Tech. The basic goal of the board’s effectiveness monitoring program is to answer the question, “How effective is this [particular] project category?” in producing a particular outcome. For example, does an increase in pool habitat through restoration efforts provide for an increase in localized fish abundance? The broad categories include fish passage, diversion screening, and riparian planting. Two project categories, in-stream habitat and floodplain enhancement, were identified in 2009 as needing a larger sample size. Additional funding was provided in order to gather data on 12 additional projects in these two categories, and subsequently to analyze and integrate the data into the overall board effectiveness monitoring.

This approach also compares the results of projects that *appear* to be headed for success, with projects that *appear* to be less than successful. The work performed is based on statistical sampling, because it would be extremely costly to monitor all projects. Experimental sampling designs and study plans have been established for this program, with sampling performed on sites within a rotating schedule. The board’s effectiveness monitoring program is designed to continue for a minimum of 10 years to account for response times of key measures and variables and the implementation timing of projects. Following the 2016 season, ten years of monitoring in this program will be completed. Although annual reports and recommendations have been provided by Tetra Tech, one of the new roles of the monitoring panel will be

a more in-depth evaluation of the effectiveness monitoring data and recommendations for changes to future projects to be more effective.

The current contract for Tetra Tech is effective through September 2015, but it is only funded through September 2014. The board needs to provide funding of \$336,000 for effectiveness monitoring from October 1, 2014 through September 30, 2015. The request for this effectiveness monitoring was determined by staff working with TetraTech on the projects and sites to be monitored during that period.

**3) Intensively Monitored Watersheds (IMWs), WA Department of Ecology ..... \$1,207,515**

Intensively monitored watersheds (IMWs) are based on an experimental design intended to find cause and effect relationships between variables such as fish, habitat, and water quality. This monitoring allows for evaluations of whether the changes in a "treated or restored" watershed have resulted in improved habitat, higher levels of water quality, and fish abundance (or production), as compared to a "control" or reference watershed where restoration actions or other treatments have not occurred.

This monitoring approach is more intensive, complex, time-consuming and costly than other types of monitoring. However, it ultimately provides the most useful information about whether project actions are resulting in both increases of fish productivity and overall abundance.

The board recommitted to funding IMWs as part of its monitoring review in 2014. The IMW Technical Oversight Committee made recommendations in 2004 to establish four (4) IMW complexes in western Washington. The Straits, Hood Canal and Lower Columbia IMWs are "paired watersheds" with a sub-basin as a control or reference, and adjacent treated sub-basins. The Skagit IMW is a stand-alone basin and the only IMW addressing marine survivability and estuarine dynamics.

In the past, all four IMWs were handled through a single contract with Ecology. Starting immediately, each individual IMW complex will be covered by a separate contract between RCO and Ecology. This will allow for increased accountability and reporting. The monitoring panel will be able to evaluate the performance of each of the IMW complexes and make recommendations on future funding.

The total request for IMWs is \$1,207,515 for the period October 1, 2014 through September 30, 2015 for the four IMW complexes as identified in the table below. It should be noted (as described in footnote 1 above) that \$259,474.00 has been reduced from the IMW work. This is to bring the board's monitoring costs down to the amount available for monitoring and in recognition of the inability of Ecology to pass federal PCSRF funds through to National Oceanic and Atmospheric Administration (NOAA) as a subcontractor.

As of the writing of this memo, the consequences of this reduction are not fully known. But there are no available state general funds to offset this inability of NOAA to use PCSRF funds. The only option would be to reduce monitoring expenses in some other way.

| Intensively Monitored Watershed complex |                | Cost                                       |
|---|----------------|--|
| 1                                       | Straits        | \$419,214.65 - \$166,000* = \$253,214.65   |
| 2                                       | Hood Canal     | \$358,497.41                               |
| 3                                       | Lower Columbia | \$443,152.94                               |
| 4                                       | Skagit         | \$246,124.00 - \$93,474.00* = \$152,650.00 |
| <b>TOTAL</b>                            |                | <b>\$1,207,515</b>                         |

\* **NOTE:** The Straits and Skagit IMWs have traditionally relied on work subcontracted out to NOAA. NOAA is not able to accept federal PCSRF funds. As noted above, the RCO does not have other state general funds that can be substituted for the PCSRF funds. Therefore, this portion of the funding has been subtracted out. The work performed by the NOAA (through their Northwest Fisheries Science Center (NWFSC)) has included: PIT tagging juvenile salmonids and recording movement and migration timing to estimate life-stage specific survival rates and conducting offshore sampling of juvenile Chinook salmon in Skagit Bay as part of a larger study of juvenile chinook growth and survival.

**4) SRFB Monitoring Panel ..... \$80,000**

The board approved the creation of the monitoring panel in 2014. The panel members have been selected and have begun the tasks set forth for them. The panel is scheduled to start a comprehensive review of the SRFB monitoring program components in the fall of 2015.

Although the SRFB monitoring panel members are under contract through September 30, 2015, their current funding only supports the panel through September 30, 2014.

This funding would provide continued support and allow the panel to continue to implement the recommendations approved by the board for the next year. This will include providing the board with performance evaluations of each of the current monitoring efforts and bringing recommendations and possibly program modifications to the board in 2015.

**Staff Recommendations**

Staff recommends that board-funded monitoring contracts be aligned with the federal fiscal year commencing October 1, 2014. All board monitoring contractors have been informed of this change in project start date and the aspects of efficiency and reporting that are anticipated as one result of this change of contract dates.

RCO/ GSRO staff recommends utilizing 2014 PCSRF funds to support the four board funded efforts of:

- 1) Status and trends (fish-in/fish-out) monitoring as performed by WDFW:
  - \$208,000 for duties to be performed between 10/1/14 through 9/30/15.
- 2) Effectiveness monitoring as performed by Tetra Tech:
  - \$336,000 for duties to be performed between 10/1/14 through 9/30/15.
- 3) Intensively monitored watersheds (IMWs) as coordinated by WDOE:
  - \$1,207,515 for duties to be performed between 10/1/14 through 9/30/15.

4) Monitoring Panel:

- \$80,000 for duties to be performed between 10/1/14 through 9/30/15.

The total request for all four (4) of the monitoring components listed above is \$1,831,515.

The 2014 PCSRF award for the board monitoring totals \$1.84 million. The IMW program total was adjusted downward because a sub-contractor (NOAA) is not able to accept federal PCSRF funds and to bring the monitoring costs down to the amount available in the 2014 PCSRF award.

## Board Motions

### Motion #1

Move to approve the status and trends (fish in/ fish out) monitoring contract with the Department of Fish and Wildlife in the amount of \$208,000 in PCSRF 2014 funds for the period October 1, 2014 through September 30, 2015.

### Motion #2

Move to approve the effectiveness monitoring contract with Tetra Tech in the amount of \$336,000 in PCSRF 2014 funds for the period October 1, 2014 through September 30, 2015.

### Motion #3

Move to approve the four IMW monitoring contracts with the Department of Ecology in the amount of \$1,207,515 in PCSRF 2014 funds for the period October 1, 2014 through September 30, 2015.

### Motion #4

Move to approve funding the SRFB monitoring panel through individual contracts that combined total \$80,000 in PCSRF 2014 funds for the period October 1, 2014 through September 30, 2015.

## Next Steps

Pending board approval, staff will work with monitoring contractors and develop contracts in early September so they can be effective on October 1, 2014.

## Salmon Recovery Funding Board Briefing Memo

### APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

**Date:** September 18, 2014  
**Title:** Updated Monitoring Strategy and Adaptive Management Framework  
**Prepared By:** Keith Dublanica, GSRO Science Coordinator  
Marnie Tyler, SRFB Monitoring Panel Chair

#### Summary

At the March 2014 meeting, staff was directed to establish a Monitoring Panel to update the board's overarching monitoring strategy, develop an adaptive management framework, and provide guidance and funding recommendations to the board on the monitoring program. This memo summarizes the panel's progress and recommendations to date.

#### 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

At the March 2014 meeting, the Salmon Recovery Funding Board (board) approved the creation of a five-member monitoring panel, supported by \$50,000 in Pacific Coastal Salmon Recovery Fund (PCSRF) funds. The decision was made in response to the recommendations published in Stillwater Sciences' report: *Monitoring Investment Strategy for the Salmon Recovery Funding Board* (2013). The purpose of the Monitoring Panel is to update the board's overarching monitoring strategy, develop an adaptive management framework, and provide guidance and funding recommendation to the board on the monitoring program.

In April of 2014, the Governor's Salmon Recovery Office (GSRO) and the Recreation and Conservation Office (RCO) jointly released a Request for Qualifications and Quotations (RFQQ) for monitoring panel members. The responses were evaluated and ranked by a review team comprised of staff from GSRO, the Council of Regions (COR), the National Oceanic and Atmospheric Association (NOAA), the Pacific Northwest Aquatic Monitoring Partnership (PNAMP), and RCO. A smaller, secondary team made up of representatives from the board, GSRO, and the Snake River Recovery Region interviewed seven applicants on May 21, 2014 and selected five for the panel. After further discussions and negotiations, the five new members entered into contracts to serve as panel members for the duration of June 2014 through September 2015.

The monitoring panel convened June 5, 2014 and was assigned the following tasks:

1. Develop a revised strategic monitoring plan which would update the 2003 *Draft Monitoring Strategy for Habitat Acquisition and Restoration Projects*.

2. Create a functional adaptive management framework with clearly written expectations and a process for timely implementation.
3. Evaluate by performance, each component of the Board's monitoring program and provide guidance and funding recommendations to the Board.
4. Recommend changes in policy or funding criteria for project effectiveness monitoring and intensively monitored watersheds;
5. Compare and share monitoring results to determine if lessons learned in other monitoring efforts could be applied to Board programs.

The panel developed a collaborative process for completing the above tasks. In the interest of accelerating the completion of the monitoring strategy update, RCO retained Bruce Crawford to prepare an initial draft of the revised monitoring strategy (Task 1) and to work with the monitoring panel to finalize the strategy. To date, the monitoring panel has had two work sessions and one teleconference to discuss the approach and refine draft products.

## Progress to Date

The monitoring panel has been working on tasks 1, 2, 3, and 4 concurrently and has draft products in progress for each. Task 5 will be undertaken following completion of tasks 1-4.

### **Task 1. Revise the monitoring strategy.**

The draft monitoring strategy was developed in 2003. During the past decade, Washington's project effectiveness and intensively monitored watersheds monitoring components were established. Mr. Crawford prepared an initial draft to frame preliminary discussions on the strategy and the panel responded with comments. The panel then discussed the range of possible directions for the state's monitoring program and the general structure of the monitoring strategy. Additional time is necessary to fully develop these ideas and vet them within the wider scientific community before finalizing a document for adoption by the board. The panel considers the strategy to be of critical importance that warrants careful deliberation in its development and execution. The panel expects to present the strategy to the board at the December meeting.

### **Task 2. Create a functional adaptive management framework.**

The panel drafted and continues to refine an adaptive management framework. It is essential that the adaptive management framework be closely linked to the monitoring strategy; therefore, these two items should remain on the same schedule and be considered by the board together.

### **Task 3. Evaluate each component of the Board's monitoring program.**

The panel has drafted reporting templates to provide explicit direction to monitoring practitioners on the information the panel requires to evaluate monitoring program implementation. As presented in the 2013 Stillwater Sciences report and embraced by the panel, monitoring practitioners must have an opportunity to implement any new expectations prior to the panel evaluating the performance of any changes in each monitoring component.

### **Task 4. Recommended changes in policy or funding criteria.**

The panel's recommended changes in program implementation are noted below.

## Monitoring Panel Direction and Recommendations to RCO

1. The monitoring panel will continue to interface with Bruce Crawford through the calendar year 2014 in ongoing revisions to the Board's monitoring strategy.
2. The panel's work on the adaptive management framework will continue on the same development track as the monitoring strategy.
3. Explicit reporting expectations should be included in RCO's future contracts with monitoring service providers for each Board monitoring component. The panel has drafted reporting templates that will be finalized by September 30, 2014. The panel recommends that the reporting expectations also be required for inclusion in any subcontracts that primary monitoring service providers have with other entities. Copies of subcontracts issued by the primary contractor shall be provided to RCO and uploaded separately to PRISM for each complex.
4. Monitoring practitioners should submit reports to RCO at two frequencies. Quarterly reports (as a minimum frequency) will provide a summary of accomplishments in the reporting period and will detail specific tasks by sub-contractors and/or contributing individuals, along with total incurred costs for the previous quarter. For the IMWs, this will be reported separately for each complex and will include the efforts of any and all subcontractors. The annual IMW report will summarize new findings and provide analysis and interpretation of the data across all four complexes; the report should be submitted within 90 days following project closing. Service providers will be expected to present results at the bi-annual salmon recovery conference.
5. RCO should establish a monitoring web page to enhance both the collaboration and communication of monitoring results. A separate page should be established for each monitoring component (project effectiveness, IMW, and status and trends). Each of these components will have appropriate details and links to additional information. Practitioners should be required to generate documents that are aimed at a layperson audience and provide links to more technical resources for the scientific community. Updated study plans for each IMW should be included and these should be made available no later than December 31, 2014. The panel is available to provide guidance on the structure of web content if desired. Any documents generated by practitioners relative to the funded studies (annual reports, presentations, etc.) should be housed on the web site in a document library created by RCO.