

Skagit Watershed Council
Meeting of the Board of Directors – Final Notes
March 5, 2015 SWC Office, Mount Vernon, WA

(* indicates action item; indicates decision)

Attendance: Chair Ken Dahlstedt, Richard Brocksmith, Brenda Cunningham, Loren Everest, Margaret Fleek, Steve Hinton, Colleen McShane, and Jon-Paul Shannahan.

Not in attendance: Bob Everitt, Carolyn Kelly

The meeting was called to order at 9:06 am with a quorum. Chair Ken Dahlstedt led the meeting.

Draft Agenda Review

The Board reviewed the agenda and made no changes.

Meeting Notes

Richard requested a couple of final improvements in the notes, including recognizing Seattle City Light and others for their part of recent protection actions and reporting, as well as tightening up some loose wording in the February 11 agenda development section.

Brenda moved and Margaret seconded the motion to approve the February 5, 2015 Board notes as amended, which the Board approved unanimously.

Executive Director's Report

- **Financials** – Richard made general comments about the January 2015 financials.
 - Richard clarified why this month's receivables look different than other months, mainly being that our agreement with SCL was logged in as a receivable in lump sum whereas all other funding sources are reimbursable a little at a time. Richard also noted that the reason we had two months of negative profit/loss at the end of 2014 was due to expected holiday time but also lack of reimbursement in those months from time spent on SCL's deliverables (though January's receivables addressed that). January's indirect rate was slightly negative since SWC spent \$1308 for staff to attend two conferences—both in January.
 - Page 3 budget v. actual – January income of \$553 attributed to SRFB Project #14-1262 didn't accrue to the total column at right, and this will be corrected.
 - Pages 1, 2, and 3 – The expense of our new computer in January did not get posted to the equipment account given it is deemed a fixed asset, but this will be corrected for future financial reports in order to be able to accurately track actual to budget.
 - Ken clarified the SWC uses an accrual rather than cash basis accounting method.
Brenda moved and Margaret seconded the motion to approve the January Financial Report as amended in discussions, which the Board approved unanimously.

- **Calendar Planning** – In looking to the calendar ahead, Richard indicated a conflict with the August 6th Board meeting and asked the Board's opinion about not meeting in

August. He also asked if the Board officers would be interested in drafting potential Board agenda topics for the rest of the year. Ken would like to come back to this topic later. ***Richard indicated he could outline our basic needs for the rest of the year and some ideas he's thinking about and then consult further with the Board officers.**

- **Performance Review** - ***Richard will draft up a process for his performance review and provide that to the officers for their input.**
- **Cost of Living Allowance for 2015 (COLA)** - ***Richard will propose changes and provide that to the officers for their input.**

Committee Reports

- **Technical Work Group** – The Board discussed process concerns regarding an issue outlined on page four of the TWG notes for February 2015 (having to do with restrictions for allocating funds for eligible projects with portions of Tier 3 habitats and a request that this be addressed in future discussions). Richard cited some TWG member's concern that this approach may limit success of protection efforts, but that there is not a formal decision or agreement on this in the TWG at this time.
 - Members of the Board reiterated that issues outlined in draft minutes will not be the basis of Board decisions since draft notes from the committees are not considered final until voted upon. Also, unresolved issues at the committee level that do not come with a recommendation to the Board may not be appropriate for Board decisions, though this doesn't necessarily preclude information sharing. If and when there are split decisions at the committee level, they should come forward with majority and minority reports.
- **Protection Subcommittee** – The committee met in December and made good progress on projects and the update of the protection strategy, with another meeting coming up in March. Nothing specific to call out in the notes.
- **Monitoring & Adaptive Management Subcommittee** – The committee is meeting and making good progress on drafting an update to the Chinook monitoring plans. Nothing specific to call out in the notes.
 - Although not a decision today, preliminary discussion is taking place regarding potentially taking new income from the PSP for monitoring plan development. Richard wanted to apprise the Board of this consideration.
- **Steelhead & Bull Trout Subcommittee** – Nothing specific to call out in the notes.

Old Business

- **SWC 2015 Strategic Approach vote** – Richard summarized the primary changes to the Strategic Approach. The maps utilizing provisional data for 2015 will not be ready in time for the 2015 Strategic Approach document. As an alternative, the document will utilize 2001 LFA data since it is already agreed upon by TWG and co-managers (as shown in the maps provided in the Board packet).

Steve and others felt the critical uncertainty questions as outlined on page 6 of the 2015 Strategic Approach don't fit well and seem to create doubt about our approach. As such they should be deleted from the body of the document or moved to the end of the document under a category "Areas for Further Refinement."

Steve asked where this idea first emerged. Richard clarified that these questions emerged from the Tier 2 Tributary Work Group regarding Chinook salmon spawning and rearing habitat, and was supported by the TWG. Brett Barkdull brought up the question of Suiattle spring Chinook spawning limitations and the group requested that it be answered by technical and policy people at a later time. The question about whether all populations are of equal value or one or more should be more important than another comes from NOAA delisting criteria, and the committees.

Board members agreed that all of the committees have created an amazing document reflecting a huge amount of work. ***They should be commended for their fine work.**

Steve moved to adopt the 2015 Strategic Approach with two amendments and Loren seconded. The two amendments were: 1) to specifically confirm that final map products should utilize 2001 LFA distributions to determine target areas (as presented today) and 2) language on page 6 regarding critical uncertainty questions should be moved to page 12 under a new heading described as 'Areas for Further Refinement', which the Board approved unanimously.

- **SWC 2015 Interim Steelhead Strategy vote** – After numerous meetings and reviews by the steelhead and TWG groups, this Interim Steelhead Strategy does a good job of building on the Strategic Approach priorities but steelhead projects are now eligible for funding consideration. Note: The maps will be replaced with the new maps that were presented at today's Board meeting.

Loren moved and Steve seconded the motion to adopt the Steelhead Strategy with the addition of new maps with 2001 LFA data as presented at the Board meeting, which the Board approved unanimously.

- **SWC 2015 Lead Entity Program Guide** - Richard indicated this guide has only a few changes as scoped in previous meetings. Several decisions were captured here as well as several policy topics addressed at the February Board meeting:
 - Page 7 – The state agency recommends we follow the open public meetings process and public disclosure for the lead entity program.
 - Page 10 – Supplemental information for the LECC.
 - Page 13, Step 7 – Last year the LECC set up a two-meeting rule. We have a calendar with a June 30 information-sharing meeting and a second meeting on July 7 for decision making. The Board reviewed onscreen specific language added since the draft document was previously distributed.
 - Page 1, Appendix A – All changes to committee members have been updated, except that SWC hasn't yet confirmed the Technical Review Committee (TRC) members; so the list in the Board packet represents those we have invited.
 - Richard indicated that the eligible SRFB and PSAR funding has been outlined in the updated RFP (on pages 13 and 14), as well as updating policies discussed at the previous Board meeting regarding discretion to withhold up to 10% of SRFB funds for monitoring-specific projects and the steelhead piece.
Question – has the SRFB made a decision about this? They did approve this policy change – that regions or lead entities can propose monitoring-only

projects. But the Puget Sound Partnership and the Salmon Recovery Council (SRC) would have to agree before SWC can utilize this. The proposal would have to be endorsed by the SRC (and the lead entities, governments, and NGO's therein), address the ESA delisting questions, and be consistent with the regional monitoring plans. ***Richard will work with PSP and SRC to ensure this happens at that level, and if so, continue to work with our M&AM subcommittee and TWG to operationalize.**

Steve moved and Loren seconded the motion to approve the Lead Entity Program Guide updates, including updated maps with 2001 LFA data, which the Board approved unanimously.

- **Skagit Capacity Fund Awards and Subcontracts** – SWC received and has reviewed three proposals in response to the recent RFP. Two of the three projects received were recommended for approval by the TWG:
 1. SFEG – Would allow group to develop 3 to 4 project proposals to forward high priority projects. \$11,495 project proposal, with only \$10K recommended by TWG.
 2. SRC - Would allow group to develop reach-wide database of historical channel alignments and make available to all project sponsors for future project development. \$10,000 proposal.

The Upper Skagit Indian Tribe's proposal was not recommended by TWG at this time. Jon-Paul noted that this was a new program with some uncertainty about eligible activities and that they had difficulty meeting the time constraints for this grant round.

Colleen moved and Jon-Paul seconded the motion to reopen applications for capacity fund awards no later than July with a limit of \$10K in the RFP, which the Board approved unanimously.

Brenda moved and Colleen seconded the motion to approve the two capacity fund awards as recommended for \$10K each and to award two subcontracts. Motion carried unanimously. *Richard will execute subcontracts.

- **Contract with Environmental Policy Matters for Personnel Policies Update** – The Board discussed Richard's proposal regarding a contract amendment for Environmental Policy Matters (EPM) to complete the SWC personnel policy review at a cost not to exceed \$3,300. The budget included funding for researching various personnel policy topics, drafting a new manual, and presenting a final draft manual. Richard asked Jay to do some updates and authorized 8 hours of work, but this task sat on the backburner. Later, Jay went beyond what he'd been asked to do, but produced an excellent draft product that is on target. So now the Board needs to consider compensation for the work Jay completed as well as finishing the manual. This action does require waiving

SWC financial policies about not unbundling contracts, but is consistent with state and federal policies. Note: The manual is not yet ready for final adoption.

Richard, in response to a question about what further work is needed on administrative documents, also conveyed that ***the operating manual adopted in 2009 needs to be revoked or at least updated since it has been mostly superseded by bylaw changes.**

Steve moved and Brenda seconded the motion to temporarily waive SWC financial policies to approve a contract amendment not to exceed \$3,300 to bring the personnel policies and procedure manual to conclusion with EPM, and any future work will go out for competitive bid. This was approved unanimously.

New Business

- **Briefing on draft SWC Personnel Policies** – Richard indicated the extent of the changes to the manual. ***Richard will provide the Board a final draft of the Policies and Procedures Manual as well as a copy of the old policies and procedures manual. Richard agreed to do a briefing paper to document the differences.**
- **Future Board Meeting planning** – Steve, Carolyn and Ken will do an executive review and talk about future Board meetings and come up with a list of issues/activities it wants to review and discuss in 2015. ***The Board was asked to apprise the officers of any ideas they have for Board consideration in 2015.**

The Board has a work session planned for May 7, 2015 regarding agriculture and salmon in the Skagit. Next steps are to work with various Board members to define the purpose and invite any key SWC members necessary for success. ***Board members were asked to submit any ideas about this upcoming meeting.** Next month, the Board can review the draft agenda.

Next Board of Directors' Meetings

- April 9, 2015, from 9 am to noon
- May 7, 2015, from 9 am to noon

The meeting adjourned at 10:42 am.