



# PUYALLUP AND CHAMBERS SALMON RECOVERY LEAD ENTITY

## CITIZEN AND TECHNICAL COMMITTEE'S GROUND RULES

### I. PURPOSE OF THE COMMITTEES

- A. The Puyallup and Chambers Watersheds Salmon Recovery Citizens Advisory Committee (CAC) and Technical Advisory Group (TAG) responsibilities are limited to the geographic area included in Water Resource Inventory Areas (WRIAs) 10 and 12 as defined by the Washington State Department of Fish and Wildlife. These areas are commonly referred to as the Puyallup River Watershed and the Chambers-Clover Creek Watershed (the watersheds), which are detailed in the Salmon Habitat Restoration and Protection Strategy (Strategy).
- B. The committees have a responsibility to develop a ranked list of proposed salmon habitat recovery projects in accordance with guidance provided by the Salmon Recovery Funding Board (hereafter called the "SRFB") and the Washington State Recreation and Conservation Office (RCO), as well as the Puget Sound Partnership's (PSP) Puget Sound Acquisition and Restoration Program, King County Cooperative Watershed Management grants and other funding opportunities that arise. The existence and authority of the SRFB is pursuant to RCW 77.85.
- B. The Lead Entity is also responsible for the local watershed Chapters of the 2005 Puget Sound Chinook Recovery Plan. The Puyallup Chapter stands alone as the Puyallup/White Chapter, and the Chambers Watershed is part of the South Sound Chapter. The Puyallup Watershed chapter is largely based on the scientific foundation of Ecosystem Diagnosis and Treatment (EDT), Limiting Factors Analysis (LFA), SHIRAZ models, and the Recovery Plan. The South Sound chapter is based on work done by the South Puget Sound Salmon Recovery Group, who based their work on an ecosystem recovery approach using a conceptual model (Shared Strategy, 2005). The Lead Entity, with the guidance of the committees is responsible for Monitoring and Adaptive Management of these Chapters.
- C. The CAC will serve as the coordinating body for SRFB/PSAR/Lead Entity activities occurring within the watersheds. This task will include supporting communication with the SRFB, PSP, the Technical Advisory Group (TAG), Pierce County (the fiscal agent), project sponsors, the Puyallup River Watershed Council, and the Chambers-

Clover Watershed Council, as well as other relevant work groups.

Citizen Committee representation is identified by state law, and should include representation of the following interests:

- Business
- Landowners
- Cities
- Regional Fish Enhancement Groups
- Citizens
- Tribes
- Conservation Districts
- Volunteer Groups
- Counties
- Other Habitat Interests
- Environmental Groups

The Lead Entity will also solicit members from the watershed councils.

- D. The CAC, with input from the TAG on scientific and technical issues, will develop a strategy for protection and restoration of salmon habitat which will be used to evaluate projects. This document is also part of the Recovery Plan Chapter (Puyallup Watershed), and should be updated periodically, and as important relevant issues emerge.
- E. The CAC, with technical scoring and recommendations provided by the TAG, will develop a single ranked list of proposed projects for the watersheds, which will be submitted to the SRFB through the Lead Entity for funding consideration.
- F. The Lead Entity Coordinator and committee members will recruit Committee members and attempt to support a broad representation as described in the “Salmon Recovery Act” (RCW 77.85) on the Committee, as described in “C”, above.
- G. CAC and TAG members will be appointed after a nomination from an existing member, followed by a vote of the CAC or TAG to confirm the membership. Committee members may be appointed at any time, but must join prior to a grant round to be eligible to score and participate in the ranking discussion for that grant round.

## **II. COMMITTEE CHAIRS AND VICE-CHAIRS**

- A. Each January, the Committees will select a chair and vice-chair from among its memberships.
- B. The Chairs will preside over Committee meetings. In the absence of the Chair, the Vice-Chair will serve as Chair. If both the Chair and Vice-Chair are absent, the Committee will choose a temporary Chair for that meeting.
- C. The role of Chair will be to ensure adherence to Committee ground rules and to encourage active participation by all members in discussions and decision-making

processes. Chair responsibilities include keeping meetings on track, facilitating a consensus process, maintaining control by providing mediation during conflicts, acting as spokesperson to the media, and working with the Lead Entity Coordinator to develop meeting agendas.

### **III. MEETINGS**

- A. Meetings of the Committee will be scheduled by the Lead Entity Coordinator and the Chairs. The time, location, and frequency of meetings may vary to ensure that all tasks are completed in a timely manner and to maximize attendance by Committee members.
- B. All meetings or events conducted by the Committees will be open to the public.
- C. Notice of meetings and events will be posted on the Lead Entity website.

### **IV. DECISION MAKING**

- A. A quorum must be present to make a decision. A quorum shall consist of a simple majority of the current CAC or TAG membership according to the roster.
- B. The goal for decision making will be consensus. Conflicts will be resolved through negotiation until consensus is achieved, a vote is called for, or the item is tabled.
- C. In the event a consensus cannot be reached, the Chair may call for a simple majority vote of those present. In the event a member is unable to attend a meeting they may provide a vote to the Chair or Coordinator prior to the meeting, or they may call in to the meeting.
- D. In the event a vote needs to take place prior to a regular meeting, a vote can be taken via email. There must be a quorum and consensus via email, in the case of the email vote.

### **V. RECORDKEEPING**

- A. Records will be maintained by the Lead Entity Coordinator and available for review during normal business hours with reasonable notice.
- B. Lead Entity Coordinator will provide an agenda, a brief meeting summary and attendance roster for each meeting.
- C. Committee products or site visits may take the place of the usual minutes.

### **VI. COMMITTEE MEMBER RESPONSIBILITIES**

- A. Attendance at the meetings is important to stay current on Lead Entity business, therefore committee members are expected to attend the meetings. If a member is unable to attend a meeting, it is the member's responsibility to inform themselves on issues discussed in those meetings through review of the meeting summaries and products. The Committee Chairs may contact members who miss four consecutive meetings. If a committee member misses more than 50% of the meetings in a 12-month period (starting at the beginning of a grant round, typically

January or February of each year), they may be excused from the committee or lose voting privileges.

## **VII. RESPONSIBILITIES SPECIFIC TO THE TECHNICAL ADVISORY GROUP**

- A. The purpose of the TAG is to help ensure that best available science is used in the identification and prioritization of salmon habitat protection and restoration projects in the watersheds. To that end, the TAG will participate in the development of the scientific elements of a “Habitat Protection and Restoration Strategy” (the “Strategy”).
- B. The TAG will provide recommendations on project prioritization for SRFB grant funding to the Committee lead entity. Recommendations will be included in a written report that describes the process and criteria by which they were formed. Recommendations will be based on the Strategy and best available science, with special consideration given to SRFB’s Manual 18 section on technical/scientific evaluation of project merits. The Committee may request opinion(s) on other scientific questions from the TAG.
- C. TAG members will be nominated according to Section I.G, above. Members of the TAG shall have expertise in the habitat requirements of salmon, protection and restoration of salmon populations, artificial propagation of salmon, hydrology, and/or geomorphology.
- D. The TAG will follow these bylaws, and operate as an independent committee, governed by generally accepted guidelines and practices governing the activities of independent science boards such as the National Academy of Sciences.
- E. The TAG meeting times will be posted on the website.

## **VIII. GRANT ROUND GUIDELINES**

- A. The CAC and the TAG will review their written scoring criteria guidelines and update as needed prior to each grant round.
- B. The grant round process will be described in the Puyallup and Chambers Salmon Recovery Grant Round Process Guidelines.

## **IX. LEAD ENTITY/LEAD ENTITY COORDINATOR RESPONSIBILITIES**

- A. The Lead Entity will assign a Lead Entity Coordinator to support the work of the Committee and the TAG. Pierce County will manage lead entity operational funds received from the RCO to support the lead entity process in accordance with their contract with the RCO.
- B. The Lead Entity Coordinator will serve as the Lead Entity’s primary point of contact for CAC/TAG members, watershed councils, , SRFB, PSP and RCO, LIO’s that are relevant to the watersheds and for communication about the Salmon Recovery Funding project ranking process in the watersheds. Lead entity coordinator will be responsible for managing communication and information exchange among the Committees, project sponsors, RCO and

- PSP.
- C. The Lead Entity Coordinator will coordinate public outreach and education activities associated with this project.
  - D. The Lead Entity Coordinator will handle the appropriate administrative duties and coordinate with the Committee's, and Chairs.
  - E. The Lead Entity Coordinator will support project sponsors by advertising the availability of SRFB funding opportunities, providing guidance on completing applications, and by accepting and documenting the completed applications.
  - F. The Lead Entity Coordinator will notify sponsors and other interested parties about meetings of the Committee's, and the submittal of the ranked list to the SRFB.
  - G. The Lead Entity Coordinator will prepare the project submittal package, in compliance with SRFB guidelines.
  - H. The Lead Entity Coordinator will prepare a presentation, as needed, to the SRFB, their technical panel, and/or the regional organizations (Puget Sound Partnership or its successor) describing the proposed projects and explaining the ranking process unless the SRFB directs otherwise.
  - I. The Lead Entity Coordinator will track progress on project implementation by creating and maintaining a habitat work schedule.
  - J. The Lead Entity Coordinator will respond to any requests for letters of support or other information related to the outcome of the ranking process.
  - K. The Lead Entity Coordinator, with the support and assistance of the CAC and TAG, will solicit and encourage local sponsors.
  - L. Pierce County, as the fiscal agent, is responsible for fulfilling the contractual obligations in the Lead Entity contract and scope of work agreed upon with RCO.

#### **X. PROJECT SPONSOR RESPONSIBILITIES**

- A. Project sponsors will submit complete and accurate project proposals according to the local grant round RFP and timelines.
- B. Project sponsors will be available to answer questions regarding their proposed projects.
- C. Project sponsors will submit project application and information into PRISM and Habitat Work Schedule, and other required databases, by the stated deadlines.

#### **XI. STATEMENT OF FAIRNESS and CONFLICTS OF INTEREST**

- A. The lead entity coordinator works for the SRFB process and does not represent any other entity while conducting the lead entity process.
- B. The lead entity coordinator represents and serves all project sponsors and committee members equally.
- C. The lead entity coordinator, project sponsors and committee members must inform

the committee when there may be a perceived conflict of interest.

- E. TAG and CAC members shall recuse themselves from scoring projects from their member organizations. Members that have had a direct role in the development or design of a project shall recuse themselves from scoring that project as a member of the CAC and/or the TAG.
- F. Project sponsors, including CAC and TAG members will not promote their projects during scoring or funding decision meetings.