

# **GROUND RULES**

## **PIERCE COUNTY LEAD ENTITY WRIA 10 & 12 SALMON HABITAT RECOVERY FUNDING (2496) CITIZENS' COMMITTEE**

### **I. PURPOSE OF THE COMMITTEE**

- A. The Salmon Habitat Recovery Funding (2496) Citizens' Committee (hereafter called the "Committee") has 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 Department of Fish and Wildlife (WDFW). The existence and authority of the SRFB is pursuant to RCW 77.85.
- B. The Committee's 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.
- C. The Committee will serve as the coordinating body for SRFB activities occurring within WRIAs 10 and 12. This task will include supporting communication with the SRFB, the Technical Advisory Group (hereafter referred to as the TAG), Pierce County (hereinafter referred to as the "Lead Entity"), project sponsors, the Puyallup River Watershed Council, and the Chambers-Clover Watershed Council
- D. The Committee, 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.
- E. The Committee will develop a single ranked list of proposed projects for WRIA's 10 & 12 which will be submitted to the SRFB through the Lead Entity for funding consideration.
- F. The Lead Entity and the Watershed Councils will solicit Committee members and attempt to support a broad representation as described in the "Salmon Recovery Act" (RCW 77.85) on the Committee.
- G. Membership on the Committee will consist of those individuals appointed by the County Executive.

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- H. New committee members may be appointed by the County Executive at the beginning of each grant cycle. (revised June 2, 2005)

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

- A. Each January, the Committee will select a chair and vice-chair from among its membership.
- B. The Chair will preside over Committee meetings. In the absence of the Chair, the Vice-Chair will serve as Chair. In the event that 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 the decision making process. Chair responsibilities include keeping meetings on track, facilitating a consensus process, maintaining control by providing mediation during conflicts, acting as a spokesperson to the media, and working with the Lead Entity Coordinator to develop meeting agendas.
- D. Project Sponsors may not chair discussions of their projects.

## **III. MEETINGS**

- A. Meetings of the Committee will be scheduled by the Lead Entity Coordinator and the Chair. 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 Committee will be open to the public.
- C. Notice of meetings and events will be provided to any interested parties and committee members. Broader notification will be issued when the Committee has completed an initial project ranking so that interested persons may comment on that ranking.
- D. A quorum must be present in order to make a decision. A quorum shall consist of a simple majority of the current Committee members.
- E. Input may be limited but only if necessary to move through agenda topics. This action will be at the discretion of the Chair. However, each meeting will include an agenda item allowing an opportunity for public comment. Written input will be accepted and may be submitted to the Committee.

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#### **IV. DECISION MAKING**

- A. 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.
- B. In the event a consensus cannot be reached, the Chair may call for a 2/3 majority vote of those present to dispense with consensus.
- C. Issues being put to a vote will be decided by a simple majority.

#### **V. RECORD KEEPING**

- 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 and attendance roster for each meeting.
- C. Committee products may take the place of the usual minutes.

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

- A. Attendance at the meetings is important to continue being an informed Committee member. 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 Chair will 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 April of each year), they may be excused from the committee.

#### **VII. TECHNICAL ADVISORY GROUP RESPONSIBILITIES**

- 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 WRIA 10/12. 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

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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 of guidance from the SRFB on technical/scientific evaluation of project merits. The Committee may request additional opinion(s) on other scientific questions from the TAG

- C. TAG members may be appointed by the County Executive prior to each grant cycle. Members of the TAG shall reflect 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 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. The TAG will name a chair from among the members.
- E. The TAG will announce its meetings in advance and will encourage all interested parties to attend and observe. The agenda will include time for public comment.

#### **VIII. 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 primary point of contact with watershed councils, SRFB, Puget Sound Partnership and RCO for the Salmon Recovery Funding project ranking process in WRIAs 10 & 12. Lead entity coordinator will be responsible for managing communication and information exchange among the Committee, TAG, project sponsors, and the state.
- 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, TAG, and Chairs.
- E. The Lead Entity Coordinator will support project sponsors by advertising the availability of applications for funding considerations, providing guidance on completing applications, by accepting and documenting the completed applications.

- F. The Lead Entity Coordinator will notify sponsors and other interested parties about meetings of the Committee, the TAG, and the submittal of the ranked list to the Watershed Councils.
- 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 organization (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 Committee and the TAG, will solicit and encourage local sponsors.
- L. The Lead Entity Coordinator will report the final ranking process and projects to both watershed councils.

## **IX. PROJECT SPONSOR RESPONSIBILITIES**

- A. Project sponsors will submit complete and accurate project proposals within the time frame allowed to the Lead Entity Coordinator.
- B. Project sponsors will be available to answer questions regarding their proposed projects.
- C. Project sponsors will submit project application and information into PRISM by the grant application deadline.

## **X. STATEMENT OF FAIRNESS**

- 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

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members equally.

- C. The lead entity coordinator should not present projects (The coordinator may present projects at SRFB meeting or at Watershed Councils, etc., once the TAG/CAC scoring is complete).
- D. The lead entity coordinator and members must inform the committee when there may be a perceived conflict of interest.
- E. 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.