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Ed Bartlett  
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January 8, 2003

### **MEMORANDUM**

**TO:** Council Members

**FROM:** Brian Allee

**SUBJECT:** Lower Columbia Mainstem and Columbia Estuary Subbasin Planning

#### **Proposed Action**

Staff recommends that the Council authorize the Executive Director to negotiate a contract with the Lower Columbia River Estuary Partnership (LCREP) at a projected cost not to exceed \$131,628 to complete the Lower Columbia Mainstem and Columbia Estuary subbasin plans on the Oregon side. This work will be accomplished in close coordination with the workplan previously approved by the Council for the Washington side of the Columbia River through the Lower Columbia Fish Recovery Board (LCFRB). This recommendation from the staff is contingent upon consensus approval of this workplan by the Oregon Subbasin Planning Coordination Group (Oregon Group) prior to the January 15, 2003 Council meeting in Vancouver, Washington.

#### **Background**

The LCREP has been designated as the lead entity by the Oregon Group for developing subbasin plans for the Lower Columbia Mainstem and Columbia Estuary on the Oregon side of the Columbia River. The Lower Columbia Mainstem and Columbia Estuary subbasins are shared by the states of Oregon and Washington. It is the intent of both Washington and Oregon that the two subbasin plans be developed as a unified plan. So, if the Council approves this proposal, these two coordinated planning efforts, one for the Washington side and one for the Oregon side, will both be carried out by LCREP under joint funding from the two states and will result in a single subbasin plan. This workplan and specific statement of work describe the assessment, inventory and management plan elements, all of which will be completed by May of 2004 as one unified subbasin plan. As a shared subbasin plan between two states, a high level of technical and policy

coordination is envisioned between LCFRB, LCREP, the Oregon Group and the state, federal fish and wildlife agencies and tribes.

The proposed workplan, budget and MOA are available on the Council's website at [www.council.org/news/agenda.htm](http://www.council.org/news/agenda.htm) and have been sent to the Council Members electronically.

### **Proposed Workplan and Budget**

Council staff has reviewed the LCREP workplan, including schedule and budget, and recommends approval by the Council, as this project is an essential part of the unified subbasin plan for the Lower Columbia Mainstem and Estuary. The Council previously approved \$120,566 for the LCFRB to initiate the companion work on the Washington side. The projected amount of \$131,628 is within the allocated amount for subbasin planning as determined by the Oregon Group.

January 7, 2002

Lynn Palensky  
Subbasin Planning Coordinator, NWPPC  
851 SW Sixth Avenue, Suite 1100  
Portland, OR 97204-1348

The Lower Columbia River Estuary Partnership, the lead entity for the Lower Columbia Mainstem and Columbia Estuary Subbasins, submitted a work plan for subbasin planning in the both the Lower Columbia Mainstem and Columbia Estuary to the Oregon Subbasin Planning Coordination Group (OSPCG) for review before forwarding it to the Northwest Power Planning Council.

The work plan has been reviewed and approved by both the Oregon Subbasin Planning Project Manager and the OSPCG. The Project Manager and the OSPCG join the Lower Columbia River Estuary Partnership in requesting Northwest Power Planning Council approval of this work plan.

We appreciate the prompt attention by the Council and look forward to working together to complete the subbasin planning process in the Lower Columbia Mainstem and Columbia Estuary Subbasins.

Sincerely,

Gene Derfler  
Oregon Member  
Northwest Power Planning Council

Melinda S. Eden  
Oregon Member  
Northwest Power Planning Council

Attachments

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# **Mainstem Lower Columbia River and Columbia River Estuary Subbasins Plan**

December 7, 2002  
Revised January 7, 2003

Prepared for the  
Northwest Power Planning Council

*This document has not yet been reviewed or approved by the  
Northwest Power Planning Council*

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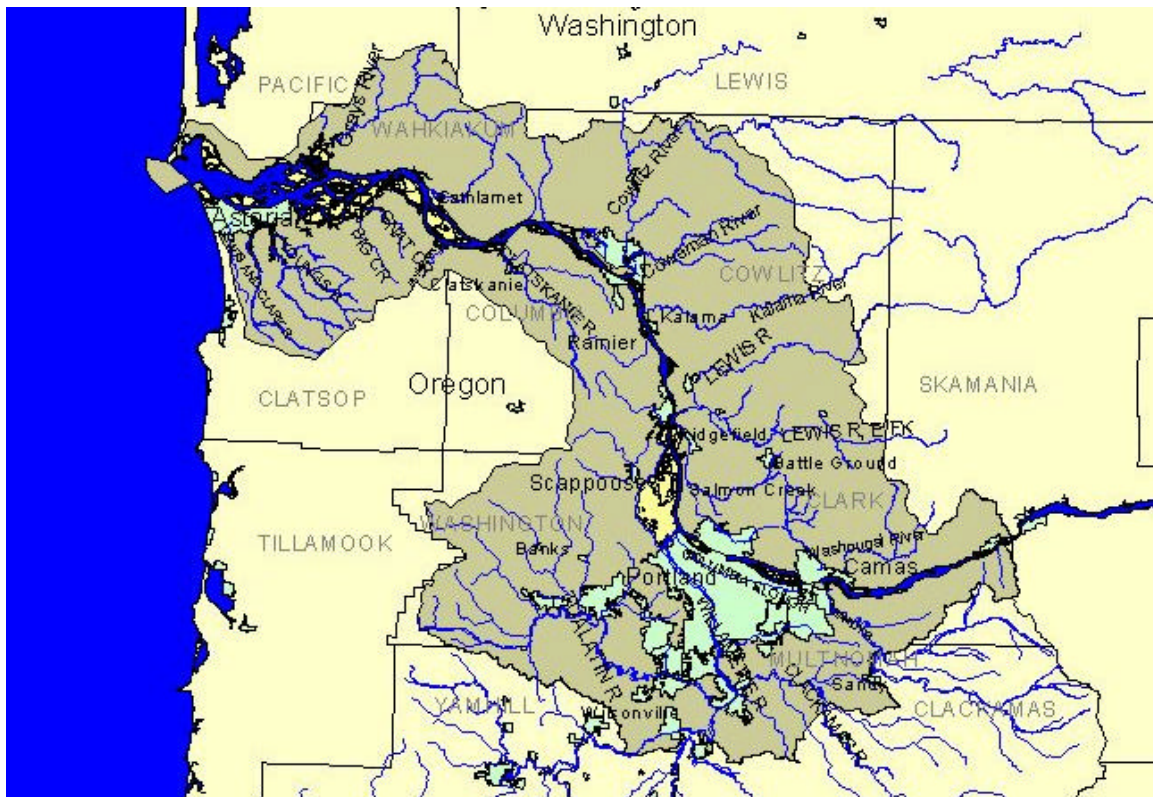
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# Workplan

## Mainstem Lower Columbia River and Columbia River Estuary Subbasins Plan

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*Figure 1-Lower Columbia River & Estuary*



## APPLICATION CERTIFICATION AND TRANSMITTAL

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To: Northwest Power Planning Council  
851 SW Sixth Avenue, Suite 1100  
Portland, OR 97204  
Attn: Contracts Officer

Through: Oregon Subbasin Planning Coordination Group  
Contact Person: Jim Owens

From: Lower Columbia River Estuary Partnership  
811 SW Naito Parkway, Suite 120  
Portland, Oregon 97204  
Contact Person: Debrah Richard Marriott Phone: 503.226.1565 x227

Request:

Through the Oregon Subbasin Planning Coordination Group, the Lower Columbia River Estuary Partnership, serving as the lead entity and fiscal agent, is requesting contract financial assistance from the Northwest Power Planning Council for development of the Lower Columbia Mainstem and Columbia Estuary Subbasin Plans in accordance with such funding conditions as may be required by the Council. This application is prepared with full knowledge and understanding of the Council's practices and procedures.

Project Name: Lower Columbia Mainstem and Columbia Estuary Subbasin Plans  
Subbasin: Lower Columbia Mainstem and Columbia Estuary  
Province: Columbia River Estuary and Lower Columbia

Certification:

I certify that to the best of my knowledge, the information provided in this application is true and correct and that the financial assistance requested will be used only to carry out the activities described in the attached statement of work.

Authorized Representative \_\_\_\_\_  
Signature Date

Printed Name and Title: Debrah Richard Marriott, Executive Director, Lower Columbia River Estuary Partnership

## **APPLICANT/ORGANIZATION INFORMATION**

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Province(s) name: Columbia Estuary and Lower Columbia Mainstem

Subbasin(s) name: Lower Columbia Mainstem and Columbia Estuary

Organization name: Lower Columbia River Estuary Partnership

Type of organization: 501(C)(3) non-profit corporation

Mailing Address: 811 SW Naito Parkway, Suite 120

City/Town: Portland

State, Zip: Oregon 97204

Telephone: 503-226-1565 x227

E-mail address: [Marriott.debrah@lcrep.org](mailto:Marriott.debrah@lcrep.org)

FAX: 503-226-1580

Organization purpose and legal status:

The Lower Columbia River Estuary Partnership is one of 28 estuaries in the National Estuary Program (NEP), administered through EPA. The Estuary Partnership was designated a NEP in 1995 and now operates as a 501(C)(3) non-profit corporation. From 1996-1999, the Estuary Partnership completed the required Comprehensive Conservation and Management Plan using a comprehensive and diverse public input process. Its Board of Directors now meets quarterly to ensure the Estuary Partnership is implementing the Management Plan adopted in 1999 for the lower Columbia River and estuary. The mission of the Lower Columbia River Estuary Program is to preserve and enhance the water quality of the estuary to support its biological and human communities. The Estuary Partnership focuses on three major areas of interest: education and information; habitat and land use, and toxics and conventional pollutants. The Board of Directors is comprised of a diverse range of public and private interests involved in lower river issues. The Estuary Partnership is legally authorized to receive funds and will act as the lead entity and fiscal agent for the Lower Columbia Mainstem and Columbia Estuary Subbasin Planning processes.

**Contract contact information:**

**Project Contract Administration Representative: Debrah Richard Marriott, Lower Columbia River Estuary Partnership**

Mailing Address: 811 SW Naito Parkway, Suite 120

City/Town: Portland

State, Zip: Oregon 97204

Telephone: 503-226-1565 x227

FAX: 503-226-1580

Email address: [Marriott.debrah@lcrep.org](mailto:Marriott.debrah@lcrep.org)

# WORK PLAN FOR A SUBBASIN PLAN FOR THE MAINSTEM LOWER COLUMBIA RIVER AND COLUMBIA RIVER ESTUARY SUBBASINS

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## SUMMARY DESCRIPTION OF PROJECT

### Overall Approach

The Northwest Power Act of 1980 directs the Northwest Power Planning Council (Council) to develop a program to protect, mitigate, and enhance fish and wildlife of the Columbia River Basin and make annual funding recommendations to the Bonneville Power Administration (Bonneville) for projects to implement the program. Subbasin plans will contain the strategies that drive the implementation of the Council's Fish and Wildlife Program at the subbasin level.

Because the mainstem Lower Columbia River and Lower Columbia River Estuary subbasins share many of the same issues, and include many of the same agency representatives with the charge to address these issues, this work plan combines both geographic areas for efficiency in coordination.

The lead agency identified by Oregon for the Mainstem Lower Columbia and Lower Columbia River Estuary is Columbia is the Lower Columbia River Estuary Partnership (Estuary Partnership). To ensure coordination of the bi-state effort and integrated planning, the Estuary Partnership will work under contract with the Washington Lower Columbia Fish Recovery Board (LCFRB), the lead entity for these subbasins in Washington.

**Purpose.** The purpose of the subbasin planning process is to conduct a thorough scientific assessment, define a vision and goals for fish, wildlife, and habitat in the Lower Mainstem Columbia and Estuary Subbasins, define objectives that measure progress toward those goals, and establish strategies to meet objectives.

The purpose of this workplan is to outline a plan of action to guide the development of the plan(s) for the Mainstem Lower Columbia River and Columbia River Estuary Subbasins. The plan will be used by National Marine Fisheries Service (NOAA Fisheries) and US Fish and Wildlife Services (USFWS) to aid recovery planning for species listed under the Endangered Species Act and will be evaluated for consistency with the Clean Water Act, federal treaty and trust responsibilities with the basin Native American Tribes, and the Council's 2000 Fish and Wildlife Program. The plan also will incorporate the goals and actions of the FCRPS Biological Opinion issued by the NOAA Fisheries.

**Organization and Coordination --Two States, Two Subbasins, One Plan.** The Lower Columbia River and the Columbia Estuary subbasins fall within the jurisdictions of both Oregon and Washington and encompass nearly the same geographic area covered by the Estuary Partnership. The Estuary Partnership is a two-state public/private partnership that has developed a management plan for the lower 146 miles of the Columbia River and which has a Board of Directors comprised of individuals and interests from both states. The Estuary Partnership works to restore habitat, provided education and information and eliminate pollution from the lower river. It was asked by the Governors of Washington and Oregon to coordinate a policy level committee of federal and state partners to address efforts to recover threatened and endangered species. In developing its own Management Plan, the Estuary Partnership used an extensive process to

involved stakeholders, constituents and members of the public from both states and all other jurisdictions within its study area.

The Oregon Coordinating (Level II) Group and the LCFRB have agreed to combine the two subbasins and to develop one plan that covers both subbasins. In addition, as noted, the geography of the two subbasins aligns closely with the area within the Estuary Partnership study area. The Estuary Partnership will employ the same two-state integrated approach to developing the plan that it employs in all its work and organizational structure. Recognizing the need for Washington and Oregon coordination and cooperation on the sub-basins plan, this work plan will be carried out largely by the bi-state Estuary Partnership and its Board of Directors.

The one divergence in Estuary Partnership geographic area and that of the two subbasins discussed in this plan, is the boundaries of the tributaries. The Estuary Partnership study area includes tributaries waters up to the tidally influenced waters. For purposes of subbasin planning, the study area will end at the confluence of tributaries and the Columbia River for tributaries that are part of other subbasins and subbasin processes. For example, regarding the subbasin plan for the Willamette River, the Estuary Partnership subbasin plan will end at the confluence of the Willamette and Columbia Rivers; the lower Willamette will not be included in this subbasin plan. However, because of the overlap in issues and the importance of consistency and coordination, the Estuary Partnership planning group includes a representative from the City of Portland and the Willamette Restoration Initiative. The same approach applies for tributaries in Washington State that are being addressed by the LCFRB's planning process.

The exception to this rule covers those tributaries that are not otherwise being addressed in separate subbasin planning processes. These include the Youngs River, Lewis and Clark River and the Clatskanie River. In addressing these tributaries, the plan will be specific to particular salmon populations. In these areas, the planning process would likely include subcommittees formed to work on a particular tributary.

**Coordination with the Lower Columbia River Fish Recovery Board.** Because of the relationship with Washington planning efforts and the overlap in jurisdictions and ecosystems, the Estuary Partnership will work closely and directly with the LCFRB. The Washington Fish Recovery Board has already received approval from the Council to serve as lead entity for several subbasin planning processes in Washington as well as the Lower Columbia River and Columbia Estuary subbasins. The LCFRB will contract with and provide Washington funds to the Estuary Partnership for development of this two-subbasin plan. The Estuary Partnership planning group and project oversight team includes members of the LCFRB staff and the Washington subbasin Coordinator. The Estuary Partnership and the LCFRB will coordinate efforts, and will host coordinated stakeholder and public meetings and other events as appropriate. Staff of both organizations will continue to work closely throughout the planning processes. After approval of this contract, the Estuary Partnership and the LCFRB will enter into contract discussions between the two entities that will define specifically the relationship and tasks of each entity. In general, the Estuary Partnership is responsible for developing a subbasin plan for the Lower Columbia River from Bonneville Dam to the Pacific Ocean. The mainstem is defined for these purposes to end at the confluences of the Columbia River and the tributaries. The LCFRB is developing subbasin plans for the tributaries in its jurisdiction.

The Council will contract directly with the Estuary Partnership for the Oregon funds for subbasin planning. State of Washington funds are being provided to the LCFRB, which will subcontract with the Estuary Partnership. The Estuary Partnership will simultaneously submit drafts of

subbasin plan and other product deliverables to the two states for review, through the states' project managers. The project managers will consolidate comments and provide a set of comments to the Estuary Partnership. The LCFRB may independently comment on sub-products specified in its contract with the Estuary Partnership. In addition, staff of the LCFRB are participating on all Estuary Partnership subbasin committees. All three entities must be satisfied with the Estuary Partnership deliverables before payment will be made by either Washington or Oregon.

**Coordination with Other Partners.** Additionally, the Estuary Partnership will seek participation from representatives of other sub-basin planning efforts in the province and Estuary Partnership Board members who are active or represent local government and watershed entities. Most important among these are the local governments in the study area. The Estuary Partnership through this process, continues to place a high importance on the involvement of local government officials during all phases of plan development, including the gap analysis and the development of actions. The Estuary Partnership Board of Directors includes representatives of local government and many of our projects are with local governments.

**Committees and Roles.** For this subbasin effort, the planning infrastructure will include:

- |   |   |
|---|---|
| <input type="checkbox"/> Lead Entity                  | <input type="checkbox"/> Planning Group Subcommittees   |
| <input type="checkbox"/> Planning Group               | <input type="checkbox"/> Stakeholders and Public Forums |
| <input type="checkbox"/> Project Oversight Team       | <input type="checkbox"/> Contractor                     |
| <input type="checkbox"/> Technical Advisory Committee |   |

☐ Lead Entity: The Estuary Partnership—in collaboration with LCFRB and the Willamette and Sandy Rivers subbasin planning processes—will serve as coordinator of the project, fiscal agent, and agency responsible for process and products.<sup>1</sup>

☐ Planning Group: This group will monitor all aspects of the plan and recommend technical and sub-group work as needed. It will develop the plan vision, goals and objectives direct the management plan and support public involvement efforts. The planning group will likely meet up to nine times throughout the process. It is comprised of many of the Estuary Partnership Board members directly involved with developing and implementing related planning efforts, including federal, state, and local government representatives as well as other interests.

☐ Project Oversight Team: This small team—a sub-group of the planning group—will oversee project scope and day-to-day adjustments, as necessary; will monitor progress and develop agendas for the Planning Group. It will meet monthly between January 2003 and May 2004. Representatives include: both states' sub-basin planning efforts, NOAA Fisheries, Columbia River Estuary Study Taskforce (CREST), USFWS, the states' fish and wildlife agencies, and the LCFRB.

☐ Technical Advisory Committee (TAC): The Estuary Partnership Science Work Group will lead the technical advisory committee. Its membership includes: state and federal fisheries and wildlife and natural resources.<sup>2</sup> As appropriate, the Science Work Group will seek input from other technical resources. This committee will provide technical guidance for each of the plan components, with particular focus on the assessment. As a resource, to both the planning group and project oversight team, the TAC will report on technical work in progress and make

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<sup>1</sup> Attachment A provides committee members by name and organization.

<sup>2</sup> Attachment B provides the names of the Estuary Partnership Science Work Group.

recommendations regarding additional needs. It will also seek and/or synthesize other technical support available to this process. The TAC will rely on the advice and guidance of the Technical Outreach Assessment Support Team (TOAST), to the extent the resources available to TOAST allow. The TAC will meet monthly, or as needed, from February 2003 through May 2004.

□ Sub Committees—Sub-committees will be formed and meet as needed to provide direction, input and/or recommendations on specific areas. These specific areas may be subject areas or geographic areas, such as the tributaries. These groups could include individual sub-basin representatives where needed. A special emphasis is being placed on involvement of local government representatives.

□ Stakeholders and Public Forums—These forums will provide regular updates and an opportunity to provide input on plan progress. Participants will include persons with various interests, local government representatives, watershed interests, regional planning efforts, conservation groups, as well as members of the general public. The schedule includes four such meetings at key points in the project. Topics for discussion and comment will include:

*Meeting #1 February 2003*

- Plan and scope introduction
- Existing materials
- Draft vision and objectives,
- Input on existing materials

*Meeting #2 September 2003*

- Project highlights,
- 1<sup>st</sup> Draft Plan review (including vision and objectives)
- Upcoming work plan items

*Meeting #3 January 2004*

- Revised plan review
- Upcoming work plan items
- Upcoming opportunities for input

*Meeting #4 April 2004*

- Plan final draft review
- Implementation

□ Contractor-- The Estuary Partnership will contract with Zenn Associates. Zenn Associates principal Doug Zenn will serve as the project coordinator and oversee the committee process, serve as a communications contact point, and handle the production of the subbasins plan and supporting materials. Zenn and Associates was selected as a sole source contractor. Zenn and Associates completed the Subbasin Summary for the Estuary Partnership and has an intimate knowledge of that process and the larger planning process. Their historical involvement allowed a more efficient scoping process, saving significant time and costs, than had the Estuary Partnership gone through a competitive process.. From our past relationships, we know the firm to be efficient and experienced in project management, public involvement and outreach.

Zenn and Associates will contract with technical consultants to provide the technical input and review required by the processes, including development of the assessment. The Estuary Partnership will participate in hiring of any and all technical consultants. Those contracts will be let on a competitive basis and will follow the Estuary Partnership policies for contract selection.

The Estuary Partnership will work closely with the LCFRB and its technical consultants to fill information gaps not otherwise provided by the LCFRB “s efforts and other entities. The resources available speak directly to the need to make the most efficient use of funds and draw in other available resources.

**Technical Assistance.** The Estuary Partnership, with Zenn Associates and a technical sub-consultant(s), will work with USFS to assemble the database for the Ecosystem Diagnosis and Treatment (EDT) model, and provide information regarding forest management, watershed restoration plans and assessments, and fish and wildlife biology. The Subbasin Planning Team will establish technical teams as needed to complete subbasin plan elements. Added technical oversight will be provided by TOAST. The technical consultant will work with CDFW to compile wildlife information and work with TOAST on the Northwest Habitat Institute Interactive Biodiversity Information System (IBIS) to link terrestrial wildlife and aquatic habitat plans. The Technical Recovery Team (TRT) assigned by NOAA Fisheries will provide key information to the planning process, including identification of independent populations within listed ESUs and viability goals for populations and ESUs, while the Council and NOAA Fisheries will provide information on “out-of-subbasin” effects that apply to all anadromous fish populations. TOAST will also recommend a wildlife analysis methodology. A GIS contractor will assist with mapping habitat conditions and other GIS analyses as needed for planning and documents.

As needed, and with input from the technical review committee, Zenn Associates will contract with technical consultants to provide technical input and review required by the processes, including development of the assessment.

### **Related Planning Efforts**

Many of the related planning efforts have been identified in the subbasin summary, which will serve as a starting point for planning group and TAC discussions. The Subbasin planning group will coordinate subbasin planning with on-going activities, programs, and planning for fish, wildlife, water quality, resource use, and watershed restoration. Such related planning efforts will be evaluated as part of a gap analysis to ensure that efforts are not duplicated and that resources can be allocated toward filling identified gaps.

Examples of such efforts include those carried out through the Oregon Plan for Salmon and Watersheds and Oregon Watershed Enhancement Board (OWEB), TRT, the ODF&W Lower Columbia coho recovery plan, the Northwest Forest Plan, Oregon Statewide Land Use Planning Goals, and the Total Maximum Daily Load (TMDL) water quality study. The Subbasin planning group will seek to have the subbasin plan serve as a building block for recovery plans to be developed by the NOAA Fisheries for listed anadromous fish species and by the USFWS for bull trout.

The subbasin plan will integrate TMDL-related water quality management plans as may be required by Oregon Department of Environmental Quality.

The subbasin plan is a deliberate extension of the Estuary Partnership Comprehensive Conservation and Management Plan. The Comprehensive Conservation and Management Plan provides a long term set of goals and objectives for many areas of ecosystem improvement and conservation for the study area. Among other things, the subbasin plan will provide the specific actions to address the fish and wildlife components of the Estuary Partnership Management Plan. The Estuary Partnership has recently aligned its Management Plan objectives with those of the FCRPS Biological Opinion.

Also, NOAA Fisheries representation on the planning group and TAC will ensure that the Management Plan remains consistent and coordinated with the efforts under action 159 in the FCRPS BiOP

### **Schedule and Milestones**

The planning process is expected to begin in January of 2003 and will conclude by May 2004. During this time, the project team will meet the following milestones:

- By Late December 2002, we will have initiated a public involvement process, including finalizing letters of agreement for committee participation advisory committee for the subbasin.
- By Late May 2003, we will have completed and posted the first draft assessment and inventories reports.
- By Late July 2003, we will have completed the first draft vision, goals and objectives.
- By Late January 2003, we have completed and posted a draft management plan.
- By Mid February 2003, we will have completed a public review draft of the plan.
- The final subbasin plan will be submitted to the Council for review in April 2004.

### **Public Participation and Involvement**

This work plan directs a local planning process that will be conducted in an open, public process including the participation of a wide range of state, federal, and tribal governments, local managers, fish and wildlife managers, land and water resources managers, landowners, local governments, interest groups and other stakeholders. The planning infrastructure—including the planning groups, advisory committees and the public and stakeholder forums—will provide the collaborative opportunities for this involvement.

## **STATEMENT OF WORK**

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This statement of work identifies main phases in the process of subbasin plan development. The phases deliver each of the components in the subbasin plan required by the Council (NWPPC 2001):

### **Critical Paths**

The planning effort for the Mainstem Lower Columbia River and Lower Columbia River Estuary subbasins will proceed on several parallel tracks to complete the management plan.

Using the existing subbasin summary and stakeholder input, the project oversight team will first review and conduct a gap analysis for the assessment and inventory. Once this process is underway, the project oversight team will begin to establish its goals, visions and objectives. At this point, all three tasks will be progressing simultaneously.



The project oversight team expects substantial completion of the inventory and assessment in May and June, respectively, though some key elements may still be outstanding. Using the best information available from the assessment and inventory, the project oversight team will deliberate on its draft vision, goals and objectives that will guide the development of the management plan.

With the draft assessment, inventory and vision as its building blocks, the management plan development process will proceed in an iterative manner, with the project oversight team reviewing and revising decisions to date as new information – through public input, new research, or data analysis – becomes available.

## **Tasks**

### **Startup (Task 1)**

Through the ongoing meetings of the Estuary Partnership and the LCFRB, the coordination of this planning process has already begun. Upon signing a contract with the Council, the Estuary Partnership will finalize a contract with Zenn Associates and work together to finalize the project's detailed management tracking and accounting systems. The planning process will officially kick-off with a formal announcement to stakeholders and the first meeting of the project oversight team.

The consultant team, Zenn Associates, will complete the remainder of Task 1 with the assistance of the project oversight team. In addition to contract administration tasks, the startup will include meetings with stakeholders, finalization of committee member (and alternate) rosters, coordination of meeting schedules and review of communications protocols. Interviews with planning group members and other interests will be conducted to coordinate the final meetings calendar and ensure that all participants have access to information they may need for decision making. The consultant will assemble and disseminate information packets.

### **Outreach/Public Participation and Involvement (Task 2)**

To ensure broad input into the planning process, the project oversight team and the planning group will utilize the experience, and knowledge of stakeholders through deliberations of committees and at forums. This will include close coordination with sub-basin planning efforts of the major tributaries in both Washington and Oregon. It will also include ongoing coordination – through both the planning group and the project oversight team – with both the Oregon and Washington Coordinating groups. Formal opportunities for input from stakeholders will include:

*Planning Group:* This group will monitor all aspects of the plan and recommend technical and sub-group work as needed. It will develop the plan vision, goals and objectives, direct the management plan and support public involvement efforts.

*Project Oversight Team:* This group will oversee the project scope and day-to-day scope adjustments, as necessary. It will monitor progress and develop agendas for the planning group.

*Technical Advisory Committee:* This group will likely meet monthly from January 2002 though April 2004, or as needed, to provide technical guidance on each of the plan components, with particular focus on the assessment and inventory. As a resource, to both the planning group and, the TAC will report on technical work in progress and make recommendations regarding

additional needs. It also will seek and/or synthesize other technical support available to this process. During revisions of subbasin plan the TAC will serve as a review panel.

Stakeholder and Public Forums: These forums will include an opportunity for a broad audience to view plan progress, provide input and explore other opportunities for involvement.

### **Subbasin Assessment (Task 3)**

The subbasin assessment information will be assembled in three steps:

- Step 1 Identify the best available information and data to address what is called for in the Subbasin Plan outline,
- Step 2 Collect the information and data,
- Step 3 Assess the information and data in a manner that provides guidance for the planning group

The project team will use the existing subbasin summary as a starting point in identifying the information available to inform the subbasin planning process about each subbasin's physical and biological components and the processes that affect these components. While the two subbasins are being combined for purposes of developing a plan, the estuarine, mainstem and freshwater tributaries differ significantly and will have different issues. Each will be looked at separately. One of the primary questions to be addressed is: if all the work is done, is the mainstem done? Most likely not, but what does that mean? A lot of information on freshwater tributaries on the Washington side have been included in work completed by the LCFRB and that can be used in this process to assist with other freshwater tributaries.

Because of time and budget constraint, we do not expect to develop new information or data as part of this plan. In addition to the subbasin summaries and references, the assessment will rely on other sources such as StreamNet information system and the Corps of Engineers' Columbia River Channel Improvements Biological Assessment. The planning group and TAC will help supplement this data by conducting and/or identifying interviews with individuals who might know or have sources of additional information. Surveying the fish, wildlife, and land management entities (federal, state, local and tribal) will be key to locating all the pertinent information.

The second step of collecting the information will be the documentation and incorporation of the data into a subbasin data set. As information is identified, the information will be located and procured. This may be as simple as making copies of agency files on the day when an interview occurs or printing a data file off the Internet. It may involve transcribing a conversation if the information is not available in written form. It will also likely require going to locations and procuring information after interviews or where it is stored (StreamNet Library).

The third step in this task will be the assessment of the subbasin habitat. For anadromous salmonids, the Council is encouraging the use of EDT for subbasin planning assessments. The Council also is encouraging the use of the IBIS to assess terrestrial habitats. The Council believes that these provide a consistent assessment methodology among subbasins and provide the opportunity to integrate aquatic and terrestrial aspects of the analysis.

The purpose of the assessment is to identify the natural and human caused constraints on habitat in a subbasin and the biological performance of focal species of fish and wildlife. The assessment will provide the scientific underpinnings for the subbasin plan and the final recommendations regarding preferred alternatives.

Where applicable, as determined by the technical advisory committee, EDT and IBIS will be used to identify habitat limitations and to analyze and compare strategic solutions to these limitations that might be incorporated into the plan. In the estuary, if EDT is not determined to be applicable, the TAC will recommend the most efficient approach to identifying limiting factors based on the information available, for example, the *Salmon at the River's End*, *FCRPS Biological Opinion* and other documents identified in the Subbasin Summary.

With regard to the final recommendations, the analysis will describe expected benefits, scientific limitations, and monitoring and research priorities and provide the scientific rationale for the recommendations.

It is important to stress the need for local technical participation in the subbasin planning assessment. The TAC will be an integral partner in the assessment of the subbasins. Given the time and budget, the assessment cannot be done entirely by outside, contracted personnel. More importantly, for the assessment to be useful to the planners, local technical personnel must be familiar with it and will have participated in its development. For these reasons, both the planning group and TAC will play key roles in its development.

### **Sub-basin Inventory (Task 4)**

The project oversight team will approach the sub-basin inventory using the existing subbasin summary as a starting point for discussions. The planning group will conduct the gap analysis – with the input from the TAC – and the development of a schedule for filling these gaps (both short-term and long term). The initial milestone for completion of the inventory is April 2003; it will be an iterative process and the inventory will be refined as the goals and objectives are developed.

The planning group will use three sessions (January, March and May 2003?) to finalize the inventory section outline. The first session will review existing materials; the second will review new materials with requested additions; the third session will finalize the gap analysis and the action plan to fill the gaps.

### **Management Plan (Task 5)**

**Vision, Goals and Objectives.** The project oversight team will use existing visions, goals and objectives as the starting point for discussions aimed at developing a unified vision, goals and objectives specifically for the subbasins. These will be developed based on technical information available at the time and refined over the development of the plan.

The project oversight team will review preparation materials for Task 3, will clarify the vision, goals and objectives of the planning group and project oversight team for the Lower Columbia River.

The planning group will start discussions on the vision, goals and objectives in its second session (February 2003) and complete a draft for public review by its fifth session (July 2003). The vision, goals and objectives will be reviewed periodically throughout the planning effort to respond to public review and ensure consistency with medium- and long-term planning.

**Draft Management Plan.** Task 5 will bring together the various elements of the management plan in a coordinated manner. Using the best information available from the

assessment and inventory, the project team will deliberate on its draft vision, goals and objectives that will guide the development of the management plan.

The results of the assessment and inventory will be used to identify relative priorities. These will address the unique terrestrial and aquatic resources of the province, and will strive to provide the most accurate information possible, substantially relating back to limiting factors.

However, it must be recognized that the accuracy of the results will be limited by the accuracy of the information available. This means that the assessment will produce results that are useful, but are not pinpoint accurate. As with all natural biological systems, and associated resources such as fish and wildlife, wide variability is normal and desirable. The assessment results for the subbasins will reflect this fact. Useful information can and will be developed, but it will inform decisions and not make them.

With the draft assessment, inventory and vision as its building blocks, the management plan development process will proceed in an iterative manner, with the project team reviewing and revising decisions to date as new information – through public input, new research, or data analysis – becomes available.

**Technical Writing and Editing. (Task 6)** Prior to each milestone, the Estuary Partnership will prepare, edit and format materials for review, revision and approval in accordance with the format provided by the Council. Each section will be written in a manner that allows technical and non-technical persons to understand what is done under each component of work. It will be important to write this in a manner that allows future updating of the plan to occur.

**Deliverables** *(All deliverable items will be provided first to the project oversight team, which includes a representatives from the state Level Two group, then to the planning group for review.)*

**Start-up (Task 1)**

Deliverables: *Interviews summary, committee rosters; communications protocol; final work plan*

**Public Involvement (Task 2)**

Deliverables: *Agendas, meeting preparation materials and mailing; forum notification, meeting summaries;*

**Subbasin Assessment (Task 3)**

Deliverables: *Subbasin assessment gap analysis; assessment section analysis action plan, detailed subbasin assessment section outline; analysis, conclusions and final recommendations. (With regard to the final recommendations, the analysis will also describe expected benefits, scientific limitations, and monitoring and research priorities and provide the scientific rationale for the recommendations.)*

**Subbasin Inventory (Task 4)**

Deliverables: *Subbasin inventory gap analysis; inventory section action plan, detailed subbasin inventory section outline*

**Management Plan (Task 5)**

Deliverables: *Draft Vision, Goals and Objectives; Action Plan; First Draft Management Plan Reviews, Comments and Plan Revision; Management for submission to the Council*

**Technical Writing and Editing (Task 6)**

Deliverables: *Edited and formatted draft Assessment and Inventory, Draft Vision and Goals, Framework for Objectives and Strategies, First Draft Management Plan, Revised Draft Management Plan, and Final Revised Management Plan*

**Project Administration (Task VII)**

Deliverables: *Monthly progress reports; ongoing communications and coordination among project team members.*

**Budget**

The budget for staffing and anticipated expenses is included in Attachment C.

**In-Kind.** In addition to the budgeted items in Attachment C, this project team has assembled a wide array of resources from agencies and other stakeholders for involvement in developing this subbasin plan. For this budget, the Estuary Partnership has allocated \$50/hour for in-kind services. Based on this assumption, the project team expects an in-kind contribution of more than \$113,350 from participating agencies and stakeholders for active participation, preparation and travel for Planning Group, TAC and Project Oversight Committee meetings. This budget estimate does not include participation in community meetings and/or subcommittee efforts, which would add substantially to this total.

The assumptions are based on the following levels of participation:

**Planning Group**—15 members, 9 meetings, 2 hours per meeting, 2 hours average preparation and travel—540 hours @ \$50/hour=\$27,000

**Technical Advisory Committee** —12 average attendance, 16 meetings, three-hour meetings, three hours average preparation and travel— 1,152 hours @ \$50/hour=\$57,550

**Project Oversight Team** —Nine members, 16 meetings, 1 hour meetings, 3 hours preparation and travel—576 hours@\$50/hour=\$28,800

**Detailed Schedule**

The schedule anticipates a 16-month effort beginning in January 2003 and ending in May 2004. The schedules for the plan's main components are listed below along with a tentative meetings schedule.

☐ **Startup (January 2003)**

☐ **Subbasin Assessment (January 2003 – May 2004)** A copy of all data and documents will be transmitted to the TOAST for regional archiving and accessibility.  
*First draft complete June 2003*

☐ **Subbasin Inventory (January 2002 – May 2004)**  
*First draft complete May 2003*

- ☐ **Vision, Goals and Objectives (February through May 2004)**  
*Working draft complete July 2003*
- ☐ **Draft Management Plan (March 2003 through February 2004)**
- ☐ **Reviews, Comments and Plan Revisions (February 2004 through April 2004)**
- ☐ **Final plan submittal (May 2004)**

**Tentative meetings schedule (pending oversight committee and planning group review):**

January 2003	Project Oversight Team meeting #1
Early/Mid February	Project Oversight Team meeting #2
Mid February	Planning Group meeting #1
	TAC meeting #1
	Stakeholder Forum #1
Early March	Project Oversight Team meeting #3
Mid March	TAC meeting #2
Mid March	Planning Group meeting #2
Early April	Project Oversight Team meeting #4
Mid April	TAC meeting #3
Early May	Project Oversight Team meeting #5
Mid May	Planning Group Meeting #3
	TAC meeting #4

**Milestone: Draft Inventory Complete**

Early June 2003	Project Oversight Team meeting #6
Mid June	TAC meeting #5
Late June/Early July	Planning Group Meeting #3
	Stakeholder Forum #2

**Milestone: Draft Assessment Complete**

Early July	Project Oversight Team meeting #7
Mid July	TAC meeting #6
Early August	Project Oversight Team meeting #8
Mid August	TAC meeting #7
	Planning Group Meeting #4

**Milestones: Draft Vision and Goals Complete,  
Draft Framework for Objectives and Strategies Complete**

Early September 2003	Project Oversight Team meeting #9
Mid September.	TAC meeting #8

Early October	Project Oversight Team meeting #10
Mid October	TAC meeting #9
Early November	Project Oversight Team meeting #11
Early November	Planning Group meeting #5
Mid November	TAC meeting #10
Early December	Project Oversight Team meeting #12
Mid December	Planning Group meeting #7
Mid December	TAC meeting #11
	Stakeholder Forum #3
Early January 2004	Project Oversight Team meeting #13
Mid January	TAC meeting #12
Early February	Project Oversight Team meeting #14
Mid February	TAC meeting #13
Early March	Project Oversight Team meeting #15
	Planning Group Meeting #8
Mid March	TAC meeting #14
Late March	Stakeholder Forum #4

**Milestone: First Draft Subbasin Plan Complete**

Early April 2004	Planning Group Meeting #9
	TAC meeting #15 (if needed)
Mid April	Project Oversight Team meeting #16

**Milestone: Final Revised Subbasin Plan submitted**

## **Attachment A: Committee Members and Organizations**

### **Planning Group**

Columbia River Inter-Tribal Fisheries Commission: *unconfirmed*  
Lower Columbia River Fish Recovery Board: Jeff Breckel, *confirmed*  
CREST: Matt Van Ess, *confirmed*  
City of Portland: Dean Marriott & Jim Middaugh, *confirmed*  
NOAA Fisheries: Cathy Tortorici, *confirmed*  
CEDC Fisheries: *unconfirmed*  
USFW: Gustavo Bisbal *confirmed*  
ODFW: Rick Klump/Jeff Boechler, *unconfirmed*  
WDFW: Lee Van Tussenbrook, *unconfirmed*  
USACE: Davis Moriuchi or designee, *unconfirmed*  
Oregon Basin Coordinating Group: Jim Owens, *confirmed*  
Washington Basin Coordinating Group: Tony Grover, *confirmed*  
Oregon Governors Office: Neal Coenen, *in transition*  
Washington Governors Office: Phil Miller, *confirmed*  
Willamette Restoration Initiative: Rick Bastasch, *confirmed*  
Project Manager for Estuary Partnership: Doug Zenn, *confirmed*  
Estuary Partnership: Debrah Marriott, *confirmed*

### **Project Oversight Team**

Lower Columbia River Fish Recovery Board: Jeff Breckel/Phil Trask, *confirmed*  
City of Portland: Dean Marriott & Jim Middaugh, *confirmed*  
CREST, Matt Van Ess, *confirmed*  
NOAA Fisheries: Cathy Tortorici, *confirmed*  
USFW: Gustavo Bisbal *confirmed*  
ODFW: Rick Klump/Jeff Boechler, *unconfirmed*  
WDFW: Lee Van Tussenbrook, *confirmed*  
Oregon Basin Coordinating Group: Jim Owens, *confirmed*  
Washington Basin Coordinating Group: Tony Grover, *confirmed*  
Project Manager for Estuary Partnership: Doug Zenn, *confirmed*  
Estuary Partnership: Debrah Marriott, *confirmed*



## Attachment B: Estuary Partnership Science Work Group Members

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## **Attachment C: Proposed Budget**

## **Attachment D: Schedule**

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**Proposed SubBasin Planning Budget** *Revised 12.05.02*

Detailed Budget													
	Estuary Partnership			Zenn Assoc.									
	Grants Mgr	Elshire	Marriott	Zenn	Mock	etrical/coodination	additional writer/editor	Planning/facilaition/web consultant	Technical Support Consultant	Total Hours	labor cost	Task Total	
TASKS/ (Process Management and Writing)													
RATE	\$43	\$51	\$73	\$90	\$60	\$45	\$75	\$100	\$120				
Task I Startup													
Contracts			10	10	5	10		2	4	41	\$3,060		
Committee recruitment and meetings schedules refinement			4	4	5			4		17	\$1,352		
Communications protocols development			2	7	5					14	\$1,076		
Interviews and Notification (20)			4	20	13			1	4	42	\$3,452		
												\$8,940	
Task II Stakeholder and public involvement													
Project Oversight Group (17 meetings)			72	72	36				72	252	\$22,536		
Technical Advisory Committee (14 meetings)			8	51	34				51	144	\$13,334		
Planning Committee (8 meetings)			60	60	60			24		204	\$15,780		
Planning Sub-Groups (16 meetings)			2	20	6			20		48	\$4,306		
Stakeholder Forums (4 forums)			32	32	32	16		16	32	160	\$13,296		
												\$69,252	
Task III Subbasin Assessment													
Review existing sub-basin summary assessment				12	2		4		10	18	\$2,700		
Identify content gaps			20	30	4				35	34	\$8,600		
Develop recommendations to fill gaps			10	10	2				35	12	\$5,950		
Collect/synthesize suggested revisions and additions			10	10	5		5		15	30	\$4,105		
Additional Technical Review and assistance			8	2					170		\$21,164		
												\$42,519	
Task IV Subbasin inventory													
Review existing sub-basin summary inventory				15	2		4		15	21	\$3,570		
Identify content gaps			8	20	4				15	24	\$4,424		
Develop recommendations to fill gaps			8	12	2				15	14	\$3,584		
Collect/synthesize suggested revisions and additions			4	15	5		5		40	29	\$7,117		
Additional Technical Review and assistance			8	8					30	8	\$4,904		
												\$23,599	
Task V Management Plan													
Review existing goals and objectives in sub-basin summary			3	8	2			8		21	\$1,859		
Identify common areas			3	6	6			8		23	\$1,919		
Develop Draft Vision, Goals Objectives			4	8				8		20	\$1,812		
Revisions			2	2	8			8		20	\$1,606		
Complete first draft				80	80					100	\$12,000		
Reviews, comments, revisions			5	30	50		16			101	\$7,265		
Finalize and edit for submission				30	40					70	\$5,100		
Technical review									120	120	\$14,400		
												\$45,961	
Task VI Writing and editing											\$0		
Sub-basin assessment			2	10			30			42	\$3,296		
Inventory			2	10			30			42	\$3,296		
Management Plan			10	40			50			100	\$8,080		
Executive Summary			3	5			15			23	\$1,794		
Component (assessment, inventory management plan) summaries			5	15	15		15			50	\$3,740		
Technical review									40	40	\$4,800		
												\$25,006	
Task VII Administration	170	102	68	36	18		9	6	10	409	\$24,271		
												\$24,271	
Task VIII Post Submission Revisions			22	40	37				20	119	\$9,826		
												\$9,826	
Total Hours	209	102	377	690	441	26	183	105	713	2293			
Total Labor -Contract												\$249,374	
Expenses													
Supplies-Office/Operational--paper (\$30), chart paks (\$45), envelopes (\$15), misc.(\$60) )											\$	150	
Communications (Long distance charges)											\$	50	
Postage (50 items @ an average of \$.64 each)											\$	320	
Public Notices & Info (4 public notice advertisements @ 250 each)											\$	1,000	
Photocopying (375 copies @ .08 each)											\$	300	
Mileage (2907 miles @ .345/mi)											\$	1,000	
Total Expenses											\$	2,820	\$2,820
TOTAL PROJECT (labor and expenses)												\$252,194	
Washington Contributon												\$120,566	
Request to Oregon												\$131,628	

