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April 29, 2003

MEMORANDUM

TO: Council Members

FROM: Lynn Palensky

SUBJECT: Intermountain Province Level Subbasin Planning Coordination

Proposed Action

Staff recommends that the Council authorize the Executive Director to negotiate a contract with Alison Squier for the continued coordination of subbasin planning in the Intermountain Province pursuant to the Council's Master Contract for subbasin planning with Bonneville. The total projected cost of completing this work is not to exceed \$70,000.

Background

The Intermountain Province (IMP) has multiple jurisdictional boundaries and unique fish and wildlife issues that brought about the creation of an Oversight Committee and Advisory Council to guide and oversee subbasin planning in the five IMP subbasins (San Poil, Upper Columbia, Coeur d'Alene, Pend Oreille and Spokane). The Oversight Committee is the designated Lead Entity for subbasin planning in the IMP. Continued support of the Oversight Committee and coordination of subbasin planning activities is important to both the Level II groups of Idaho and Washington. Both states have agreed to fund a coordinator position jointly, contributing \$35,000/year from the Level II budgets. The primary duties of this position include: 1) Support for the Oversight Committee and the Chair; 2) Coordination of Advisory Council meetings and functions; 3) Coordination between IMP groups and subbasin planning contractors; and 4) Fulfillment of reporting requirements. This proposal represents a continuation of Alison's Squier's work in that position for another year. The existing contract expires at the end of May 2003. *The Statement of Work and budget, which have been sent to you electronically, are also available on the Council's website at <http://www.nwccouncil.org/news/agenda.htm>.*

Proposed Schedule and Budget

Work under this contract will be complete by May 2004. Funding for this contract will not exceed for \$70,000 for FY03/04.

Alison Anne Squier

Statement of Work

Background

The Northwest Power Act directs the Northwest Planning Council (Council) to develop a program to protect, mitigate, and enhance fish and wildlife of the Columbia River Basin and to make annual funding recommendations to the Bonneville Power Administration for projects that enhance, mitigate, and protect fish and wildlife populations adversely affected by the operation and maintenance of the Columbia River hydropower system. Subbasin planning is meant to document subbasin conditions and evaluate and define strategies that will drive the implementation of the Council's Fish and Wildlife Program at the subbasin level. NOAA Fisheries and U.S. Fish and Wildlife Service (USFWS) will also use the plan in their recovery planning efforts for threatened and endangered species. The plan will be evaluated for consistency with the Clean Water Act, the Endangered Species Act, and federal treaty and trust responsibilities with the basin Native American Tribes. The final subbasin plan will be submitted to the Council for adoption into its 2000 Fish and Wildlife Program. The Council will use the procedures and criteria required by the Northwest Power Act in evaluating a proposed plan.

In the Intermountain Province (IMP), individual subbasin plans are being developed for San Poil, Upper Columbia, Coeur d'Alene, Pend Oreille and Spokane subbasins. These plans will be submitted as chapters in a province-wide plan. The lead entity for the IMP is the IMP Oversight Committee, which is made up of county representatives (at present, Ferry Conservation District and Pend Oreille Conservation District), one designated primary representative and one or two alternates from the Coeur d'Alene Tribe, Confederated Tribes of the Colville Reservation, Idaho Department of Fish and Game, Kalispell Tribe, Kootenai Tribe of Idaho, Idaho Office of Species Conservation, Spokane Tribe of Indians, U.S. Fish & Wildlife Service, and Washington Department of Fish and Wildlife. In addition, the Oversight Committee includes ex-officio members from the Council.

The IMP Oversight committee has selected two contractors to develop the subbasin plans in the IMP. The primary contractor, GEI Consultants Inc. (GEI), will be responsible for developing subbasin plans consistent with the guidance set forth in *Technical Guide for Subbasin Planners* (Council Document 2001-20). The secondary contractor, Ferry Conservation District (FCD), will be responsible for administering subcontracts with state fish and wildlife agencies, tribes, and conservation districts. Under these subcontracts the individual entities will deliver specific information, data, and analysis necessary to assist GEI in completing the technical assessment, inventory and management plan.

The Oversight Committee, GEI's management team, and the FCD project manager all agree on the need for continuation of the IMP coordinator function. Effective coordination among the Oversight Committee, GEI and FCD is essential to the success of IMP subbasin planning efforts. In addition, to fulfill its lead entity role, the Oversight Committee will require the continued services of the IMP coordinator. This Statement of Work describes specific IMP coordinator deliverables and tasks from June 1, 2003 through May 30, 2004.

TASKS

Task 1 Coordinate ongoing conference calls, meetings, and communication on behalf of Oversight Committee members.

- 1.1 Coordinate and facilitate minimum of two Oversight Committee meetings including development of agendas, documentation, and all necessary follow-up activities.
- 1.2 Provide regular updates, at least monthly, to Oversight Committee members on issues of concern, province level subbasin planning progress, and updates on regional issues of relevance.
- 1.3 Assist Oversight Committee in fulfilling its lead entity oversight role.

Task 2 Coordinate IMP Advisory Council meetings, conference calls, email updates.

- 2.1 Coordinate and facilitate at least one Advisory Council meeting including development of agenda, documentation and all necessary follow-up activities.

Task 3 Coordinate communication among IMP management team (GEI team leaders, FCD project manager, and IMP Oversight Committee Chair).

- 3.1 Coordinate regular conference calls (at least monthly, but anticipated to be bi-weekly) for IMP management team including development of agenda, documentation of key issues, and necessary follow-up.
- 3.2 Communicate by phone, email and letter, with Oversight Committee Chair, individuals from Oversight Committee, GEI management team, and FCD project manager to trouble shoot problems, maintain schedules, communicate key issues among Oversight Committee and contactors and Council staff, and assist in developing recommendations and assistance for subbasin work teams as required.
- 3.3 Provide email updates to IMP management team.

Task 4 Assist IMP Chair, GEI and FCD in outreach to stakeholders, counties, tribes, and state and federal agencies.

- 4.1 Develop outreach materials (for example, PowerPoint presentations, written updates, letters, and so forth) for use by Oversight Committee members and Chair at conferences, workshops, and meetings that contribute to subbasin planning activities in IMP but are not addressed as part of the GEI or FCD statements of work.

- 4.2 Deliver presentations and conduct outreach activities (for example, meetings with County Commissioners, watershed groups, stakeholders groups) as necessary to support activities of GEI and FCD.
- 4.3 Assist GEI in review of outreach materials (letters, newsletters, PowerPoint presentations, web site updates, and so forth).
- 4.4 Maintain province-wide outreach database, ad hoc technical committee lists, and subbasin work team outreach lists.
- 4.5 Maintain email lists for province-wide outreach and relevant ad hoc groups.

Task 5 Reporting

- 5.1 Provide monthly progress report and invoices to Idaho and Washington state coordinators (Tony Grover and Tom Daley).

DELIVERABLES

Task 1.

- Agenda, follow-up notes and associated documentation for at least two Oversight Committee meetings.
- Monthly email update to Oversight Committee.

Task 2.

- Agenda, follow-up notes and associated documentation for at least one Advisory Council meeting.

Task 3.

- Agenda for at least a monthly IMP management team conference call.
- At least a monthly email follow-up documenting key issues addressed in management team meetings.

Task 4.

- At least two PowerPoint presentations for use by Oversight Committee members in outreach activities.
- At least two handouts for use by Oversight Committee members in outreach activities.
- Up-to-date IMP outreach database and email lists.

Task 5.

- Monthly progress report and related invoices.

BUDGET

TASK	TOTAL HOURS	1/2 Budget (WA/ID)	TOTAL ID & WA COMBINED BUDGET
Task 1 Coordinate ongoing conference calls, meetings, and communication among members of, and for, the Oversight Committee.	277	\$8,310	\$16,620
Task 2 Coordinate IMP Advisory Council meetings, conference calls, email updates.	98	\$2,940	\$5,880
Task 3 Coordinate communication for IMP management team (GEI team leaders, FCD project manager, and IMP Oversight Committee Chair).	460	\$13,800	\$27,600
Task 4 Assist IMP Chair, GEI and FCD in outreach to stakeholders, counties, tribes, and state and federal agencies.	172.5	\$5,175	\$10,350
Task 5 Reporting	71	\$2,130	\$4,260
<i>SUBTOTAL TASKS: hours @ \$60/hour</i>	<i>1078.5</i>	<i>\$32,355</i>	<i>\$64,710</i>

EXPENSE ITEMS	1/2 Budget (WA/ID)	TOTAL (WA/ID) COMBINED BUDGET
<i>TRAVEL</i> 1) <i>Travel to two subbasin meetings (six subbasins = 12 trips)</i> a) <i>Mileage 12 trips at average 200 miles at .35/mile</i> b) <i>Lodging 2 trips @ \$60/night</i> 2) <i>Travel to two Oversight Committee meetings</i> a) <i>Mileage 2 trips at average 60 miles at .35/mile</i> 3) <i>Travel to three regional meetings</i> a) <i>Air (based on Spokane/Portland) \$180</i> b) <i>Ground transportation \$40</i>	\$1,611	\$3,222
<i>COPIES - based on .10/copy</i> <i>Two Advisory Council meeting</i> <i>Two Ad hoc Technical Committee meetings</i> <i>Three Oversight Committee meetings</i> <i>Copies of regional watershed groups, Commissioner's meetings, etc.</i> <i>Quarterly reports</i>	\$500	\$1,000
<i>MEETING ASSOCIATED EXPENSES</i> <i>Expense for equipment rental, meeting rooms, and technical assistance (3 meetings @ \$65/meeting)</i>	\$54	\$108
<i>PHONE</i> <i>Long distance charges (average \$80/month)</i>	\$480	\$960
<i>SUBTOTAL EXPENSES:</i>	<i>\$2,645</i>	<i>\$5,290</i>
<i>TOTAL TASK AND EXPENSE</i>	<i>\$35,000</i>	<i>\$70,000</i>