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July 14, 2015

MEMORANDUM

TO: Council Members

FROM: Stacy Horton, Policy Analyst/Biologist, Washington

SUBJECT: Presentation by the Upper Columbia United Tribes (UCUT)

BACKGROUND:

Presenters: D.R. Michel, Executive Director for the Upper Columbia United Tribes and Stephen Smith, Fisheries Consultant, UCUT

Summary: The UCUT presentation will include 1) a very brief review of what has transpired with the Reintroduction Project since January; 2) the current status of discussions with BPA about project initiation; and 3) remaining issues. UCUT will provide a draft copy of the Scope of Work and budget for the project administration.

Relevance: The Council's *2014 Columbia River Basin Fish and Wildlife Program* calls on "Bonneville and the relevant federal action agencies, working in collaboration with state and federal fish and wildlife agencies and tribes...", to "Pursue a science-based, phased approach to investigating the reintroduction of anadromous fish above Chief Joseph and Grand Coulee dams including juvenile and adult passage at the dams."

More Info: The draft Scope of Work and budget for the project administration will be circulated to the Council when available.

DRAFT

**Upper Columbia River Basin Fish Reintroduction Project
STATEMENT OF WORK
Project Administration – Upper Columbia United Tribes**

INTRODUCTION

In October 2014, the Northwest Power and Conservation Council (Council) amended its Columbia River Basin Fish and Wildlife Program (Program) to include a phased investigation of fish reintroduction above Chief Joseph and Grand Coulee dams. In response, the Upper Columbia United Tribes (UCUT) prepared a draft Upper Columbia River Basin Fish Reintroduction Project – Phase 1, Draft Work and Coordination Plan (Plan) to initiate implementation of the project. In January 2015, this draft Plan was deemed by the Council to be consistent with its Program. The Plan was then circulated for public review and comment. Over 300 comments were received which are being used to revise the Plan.

UCUT anticipates providing the revised, draft Plan to the proposed executive, management and scientific advisory groups to be discussed and finalized. Through this collaboration process, the Plan would then form the basis for several, more detailed Phase 1 project proposals (statement of work, budget and schedule). These project proposals would then be submitted back to the Council for ISRP and IEAB review prior to implementation.

Implementation of this fish reintroduction project through all three phases could be a substantial undertaking. It will be complex and initially, not without uncertainties and concerns. For these reasons, a multi-tiered coordination framework has been proposed to foster policy, scientific and public collaboration. This initial statement of work funds UCUT to lead the project and administer its significant coordination and public involvement processes. Prompt funding of this work is sought as substantial work has now begun with public review of the draft plan and the need to establish the executive, management and scientific advisory groups to collaboratively resolve scope and definitional issues.

WORK

Objective 1: Establish, chair and administer the Executive Collaboration Group, Management Advisory Group and Science Advisory Group through Phase 1.

Task 1.1: Finalize advisory groups' membership, invite participation and propose operating charter for each group.

Products: Letters of invitation, draft and final operating charters
Schedule: June 2015 – July 2015

Task 1.2: Convene, chair and administer meetings and calls of the Executive Collaboration Group, Management Advisory Group and Science Advisory Group as needed.

Products: Meeting agendas, meeting rooms, GoToMeeting and conference call arrangements, briefing materials, summary meeting notes, group meeting calendars

Schedule: June 2015 – December 2016

Task 1.3: Prepare work products for consideration by the Executive Collaboration Group, Management Advisory Group and Science Advisory Group that are necessary to initiate Phase 1 implementation.

Products: Project goals and objectives, statements of work and budgets, project timelines, issue papers, summary reports, PowerPoint briefings

Schedule: July 2015 – December 2016

Objective 2: Establish, and coordinate a project public outreach and involvement process with partners.

Task 2.1: Establish the Public Outreach Team and then convene, chair and administer its meetings and calls as needed.

Products: Meeting agendas, meeting rooms, GoToMeeting and conference call arrangements, briefing materials, summary meeting notes, group meeting calendars

Schedule: July 2015 – December 2016

Task 2.2: Maintain current project information on the UCUT web site and coordinate materials for posting on Team members' web sites.

Products: Web site postings

Schedule: June 2015 – December 2016

Task 2.3: Draft, coordinate and issue Team press releases.

Products: Press releases on project progress and issues, project brochures, information packets

Schedule: July 2015 – December 2016

Task 2.4: Convene public meetings and stakeholder meetings to ensure project transparency and public and stakeholder involvement in project implementation.

Products: Meeting room arrangements, agendas, PowerPoint briefings, summary meeting notes

Schedule: July 2015 – December 2016

Task 2.5: Meet with Stakeholder Groups, as needed, throughout Phase 1.
Products: Meetings, power point presentations, and meeting reports
Schedule: June 2015 – December 2016

Objective 3: Finalize the Upper Columbia River Basin Fish Reintroduction Project – Phase 1, Draft Work and Coordination Plan and develop subsequent project proposals (statements of work, budgets and schedules) with project partners. Coordinate implementation of project proposals with collaboration groups. The UCUT Fish Reintroduction Committee is required to assist all of these tasks.

Task 3.1: Consider and integrate public comments into the Plan.

Products: drafts of the Plan, summary of public comments
Schedule: February 2015 – May 2015 (DONE)

Task 3.2: Finalize the Plan through the Collaboration Groups.

Products: draft and final, prioritized Plan
Schedule: July 2015 – September 2015

Task 3.3: Seek implementation partners and create detailed project proposals for implementation of the Plan in Phase 1.

Products: Project Proposals
Schedule: September 2015 – December 2015

Task 3.4: Coordinate with BPA, Corps of Engineers, Bureau of Reclamation and the Council on available 2015 and 2016 funding for Plan implementation

Products: Funding plan by year, coordination meetings and briefings
Schedule: June 2015 – December 2016

Task 3.5: Coordinate implementation of project proposals with collaboration groups

Products: Reviews of draft work products through collaboration groups
Schedule: January 2016 – December 2016

BUDGET
19 Months (June 2015 – December 2016)

ALL OBJECTIVES:

	<u>This SOW</u>	<u>UCUT Share</u>
Meeting room rental (40 @\$300 ea)	\$12,000	\$ 0
UCUT tribe's work and participation	<u>\$ 70,000</u>	<u>\$ 0</u>
SubTotal:	\$ 82,000	\$0

OBJECTIVE 1:

Task 1.1:

Labor:

UCUT staff (Michel, Kutchins, Sirois)		
100% cost shared	\$ 0	\$2,000
UCUT Consultant (Smith) 40 hrs @ \$95/hr		
75% cost-shared	\$950	\$2,850
Travel 1 trip Spokane	\$500	\$0
Supplies 100% cost shared	<u>\$0</u>	<u>\$500</u>
SubTotal:	\$1,450	\$5,350

Task 1.2:

Assumes 1 meeting/month for first 7 months, then 1 meeting every two months for next 12 months, each for Mgmt and Science Groups = 26 meetings

Assumes 3 meetings total for Exec. Group

Labor:

UCUT staff (Michel, Kutchins, Sirois)		
100% cost-shared	\$0	\$10,000
UCUT Consultant (Smith) 232 hrs @ \$95/hr		
29 mtgs x (6 hrs/mtg + 2 hrs prep/mtg)		
= 8 hrs/mtg 75% cost-shared	\$5,510	\$16,530
UCUT Consultant (Facilitator) 290 hrs @\$110/hr		
29 mtgs x (6 hrs/mtg + 4 hrs prep./mtg)		
= 10 hrs/mtg	\$31,900	\$0
Travel:		
15 trips to Spokane (Smith) @ \$500/	\$7,500	\$0
15 trips to Spokane (Facilitator) @ \$500/	\$7,500	\$0
Supplies:		
ink and paper		
50% cost-shared	<u>\$500</u>	<u>\$500</u>
SubTotal:	\$52,910	\$27,030

Task 1.3:

Assumes 1 meeting/month for first 7 months, then 1 meeting every two months for next 12 months, each for Mgmt and Science Groups = 26 meetings

Assumes 3 meetings total for Exec. Group

Labor:

UCUT Staff (Michel, Kutchins, Sirois)			
100% cost-shared	\$0		\$8,000

UCUT Consultant (Smith) 152 hrs x \$95/hr			
8 hours/month x 19 months = 152 hrs			
75% cost shared	\$3,610		\$10,830

UCUT Consultant (Facilitator) 152 hrs x \$110/hr	\$16,720		\$0
8 hrs/month x 19 months = 152 hrs			

Supplies: ink and paper (Facilitator)	\$1,000		\$0
SubTotal:	\$21,330		\$18,830

OBJECTIVE 2:**Task 2.1:**

Labor:

UCUT staff (Kutchins, Sirois)			
100% cost shared	\$0		\$4,000

UCUT Consultant (Facilitator) 190 hrs @ \$110/hr	\$20,900		
19 months x 10/hrs/month = 190 hrs			

Travel: (Facilitator) 4 trips @ \$500/trip	\$2,000		
Supplies: (Facilitator and Admin) 50% cost-shared	\$1,500		\$1,500
SubTotal:	\$24,400		\$5,500

Task 2.2:

Labor:

UCUT staff (Kutchins, Sirois)			
100% cost shared	\$0		\$2,000

UCUT Consultant (Facilitator)			
19 months x 8 hrs/mo = 152hrs @ \$110/hr	\$16,720		\$0

UCUT Consultant (web manager)			
interactive file and document sharing system			
100% cost-shared	\$0		\$10,000

Supplies: 50% cost-share	\$1,000		\$1,000
SubTotal:	\$17,720		\$13,000

Task 2.3:

Labor:

UCUT staff (Michel, Kutchins, Sirois)			
	100% cost shared	\$0	\$3,000
UCUT Consultant (Facilitator)			
	10 hrs/mo x 19 mos = 190 hrs @ \$110/hr	\$20,900	\$0
Supplies:	Printing & publication	\$5,000	\$5,000
	(BPA, NPS, NPCC 50% cost share)		
SubTotal:		\$25,900	\$8,000

Task 2.4:

Assumes 6 days of public meetings; afternoon and evening sessions

Labor:

UCUT Staff (Michel, Kutchins, Sirois)			
	100% cost-shared	\$0	\$5,000
UCUT Consultant (Facilitator) 48 hrs @ \$110/hr			
	6 meeting days x 8 hrs/day=48 hrs	\$5,280	\$0
UCUT Consultant (Smith) 48 hrs @ \$95/hr			
	50% cost share	\$1,140	\$3,420
Travel:	3 trips Facil. @ \$500/trip	\$1,500	\$0
	3 trips Smith @ \$500/trip	\$1,500	\$0
Supplies:	room rental, posters, displays	\$2,500	\$0
SubTotal:		\$11,920	\$8,420

Task 2.5:

Labor:

UCUT Staff (Michel, Kutchins, Sirois)			
	100% cost-shared	\$0	\$6,000
UCUT Consultant (Smith) 80 hrs @\$95/hr.			
	75% cost share	\$1,900	\$5,700
	10 mtgs @ 8 hrs/meeting & prep		
Travel:	10 trips @ \$500/trip	\$5,000	\$0
SubTotal:		\$6,900	\$11,700

OBJECTIVE 3:

Task 3.1:

Completed

	100% cost-shared		
SubTotal:		\$0	\$5,000

Task 3.2:

See Tasks 1.2 and 1.3

SubTotal:**\$0****\$0****Task 3.3:**

Labor:

UCUT Staff (Michel, Kutchins, Sirois)
100% cost-shared

\$0

\$4,000

UCUT Consultant (Smith) 40 hrs @ \$95/hr
75% cost-shared

\$950

\$2,850

UCUT Consultant (Facilitator) 40 hrs @\$110/hr

\$4,400

\$0

SubTotal:**\$5,350****\$6,850****Task 3.4:**

Labor:

UCUT Staff (Michel, Kutchins, Sirois)
100% cost-shared

\$0

\$6,000

UCUT Consultant (Smith) 40 hrs @ \$95/hr
75% cost share

\$950

\$2,850

Travel: 2 trips Seattle/Boise (Smith) @ \$300/trip

\$600

\$0

SubTotal:**\$1,550****\$8,850****Task 3.5:**

Labor:

UCUT Staff (Michel, Kutchins, Sirois)
100% cost-shared

\$ 0

\$4,000

UCUT Consultant (Smith) 80 hrs @ \$95/hr
75% cost share

\$1,900

\$5,700

SubTotal:**\$1,900****\$9,700****Total Direct Budget:****\$253,330****\$128,230****Indirect Costs** (40.34% excluding consulting & tribal)

\$20,009

\$27,230

TOTAL BUDGET**\$273,339****\$155,460**