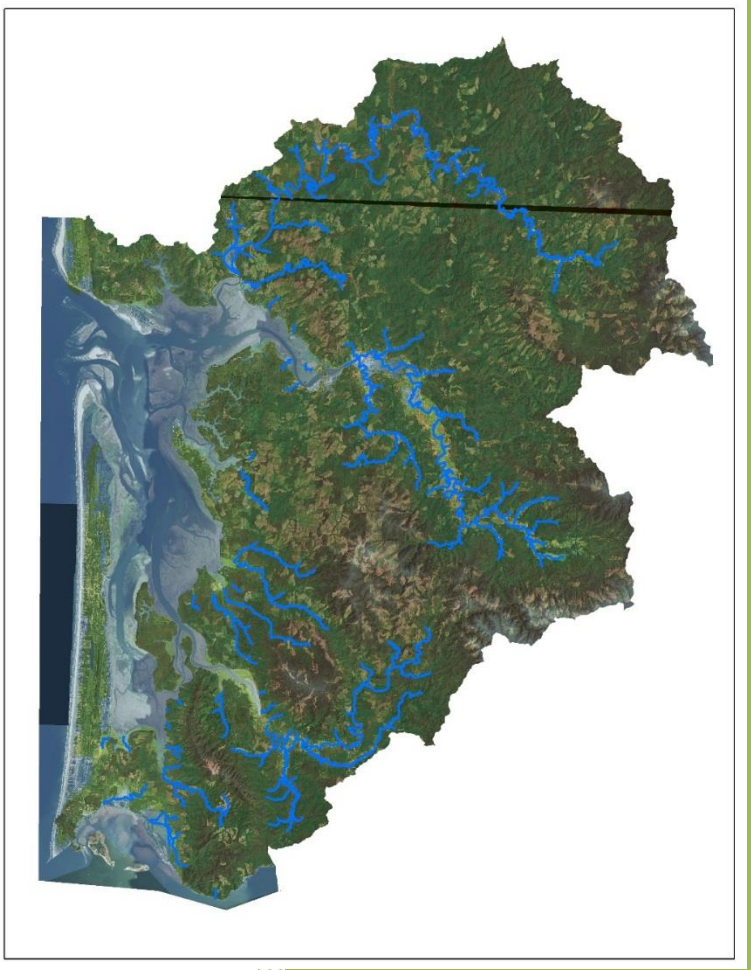
2015

WRIA 24 Lead Entity Manual



ACKNOWLEDGMENTS

This Lead Entity Manual could not have been developed without generous contributions of time and effort by the WRIA 24 Strategic Planning Committee.

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Current Citizen Committee Members:

Mike Cassinelli	Mayor of Ilwaco (Cities)
Tom Kollasch	TNC (Environmental Groups)
Tim Morris	Vice Chair- Coast Oyster (Business Interests)
Dan Heasley	Landowner (Private Landowner)
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Current Technical Advisory Group Members:

Chris Conklin	Washington State Department of Fish & Wildlife (WDFW)
Todd Brownlee	Washington State Department of Natural Resources (WDNR)
Craig Graber	Washington State Department of Ecology (WDOE)
Mike Nordin	Pacific and Grays Harbor Conservation Districts (PCD/GHCD)
Nick Somero	Natural Resource Conservation Service (NRCS)
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Dedication

To all of the landowners and managers in the Willapa Bay watershed who have taken on the challenge of demonstrating that we can protect and restore fish habitat while meeting landowner goals and sustaining local economies.

Executive Summary

Pacific County residents are committed to maintaining healthy fish populations while meeting landowner goals and sustaining local economies for the citizens of Water Resource Inventory Area 24 (WRIA 24). The Pacific County WRIA 24 Lead Entity (LE) is under contract with the State of Washington to act as the LE for the Willapa Bay. The LE for WRIA 24 was formed under the Salmon Recovery Funding Board (SRFB) in 1999 with the Pacific County Commissioners as official LE.

Three key groups are responsible for the annual prioritization and recommendation of salmon recovery projects within WRIA 24.

1. The Citizens Committee (CC) - acts as advisory to the county commissioners. This committee is made up of representatives from counties, cities, the Pacific Conservation District (PCD), Native American tribes, environmental groups, business interests such as ports, landowners, citizens, volunteer groups, aquaculture, agriculture, regional fish enhancement groups and other habitat interests. Healthy salmon runs are tied to water quality and natural resource issues in many ways, the CC is charged with making sure that projects funded by SRFB dollars and/or other sources fulfill these objectives.

2. The Technical Advisory Group (TAG) - is the scientific group that advises the CC regarding projects submitted for funding.

3. The PCD - serves as facilitator for the LE. The TAG and CC score and rank projects presented on an annual basis for possible funding through facilitation by the PCD.

For more detailed information regarding the governing structure of WRIA 24 please reference APPENDIX B: Pacific County WRIA 24 Lead Entity By-Laws.

This Strategic Plan is a supporting document for the WRIA 24 LE. It is meant to serve as a guide for potential project sponsors, County Commissioners, the CC, the TAG, participants in the statewide SRFB review process, and other interested parties. This strategic plan will be updated as needed to incorporate new information, changing ecological conditions, and changing community interest and public policy.

Vision

For all watersheds within WRIA 24 to contain healthy, diverse, and self-sustaining populations of all salmonid species, maintained by healthy habitats and ecosystems which also supports the ecological, cultural, social and economic needs of human communities.

Mission

The WRIA 24 mission is to review, evaluate and prioritize salmon habitat restoration and enhancement project proposals for all salmonid species throughout the Willapa Bay watershed, prior to their submission for funding by SRFB or any other funding source.

Goals

- Evaluate and prioritize projects that target the most biologically important areas for salmon restoration and protection within Willapa Bay based on the best available science.
- Enhance, restore and protect key habitat within the Willapa Bay.
- Encourage community participation and support through education and outreach.
- Ensure community involvement in strategic planning, project development and project ranking.

Pacific County WRIA 24 Watersheds

Within Willapa Bay, there are seven watersheds that currently support salmon: the North, Willapa, Palix, Nemah, Naselle, Bear and Estuary watersheds. The largest river systems in the region are the North, Willapa, and Naselle systems. For this plan, the estuary is also addressed due to the critical role it plays in the overall Willapa Bay ecosystem. In total, there are roughly 745 streams encompassing over 1470 linear stream miles in the Willapa region.

North
The North River and Smith Creek Watersheds drain into the northern portion of Willapa Bay, and are low gradient systems throughout their lower reaches. The North River drains nearly 229,000 acres. Tidal influence occurs up to river mile (RM) 7.4 of the North River.

Willapa
The Willapa Watershed includes the Willapa River and its tributaries, which account for about 167,740 acres. It supports fall Chinook, Coho, fall Chum salmon and winter Steelhead trout. Major tributaries supporting salmon include the South Fork Willapa River, Trap Creek, Mill Creek, Wilson Creek, Forks Creek, and Ellis Creek.

Palix
Short drainage systems and relatively large estuaries characterize the Palix region. The Niawiakum River enters Willapa Bay north of the Palix River and has suitable habitat for Coho and Chum salmon and Steelhead trout. The Palix River consists of a short mainstem (about 9.4 miles), formed by three forks joining in tidewater about 1.5 miles from the mouth. Of these three forks, the Canon River (middle fork) has the most salmon supporting habitat.

Nemah
The Nemah River watershed contains 119 linear miles of mainstem and tributaries. It consists of three low gradient forks that flow into the central portion of Willapa Bay. The North Fork Nemah River and its major tributary, Williams Creek, provides the most important salmon habitat in the watershed. The North Fork is about 12.4 miles long with a salmon hatchery at RM 4. The North Fork and Williams Creek also support natural production of fall Chinook, Coho, Chum, and winter Steelhead. Chum salmon use the lower sections, while Chinook, Coho and winter Steelhead spawn throughout the mainstem. Coho and steelhead also use accessible tributaries.

Naselle
The lower Naselle River is heavily tidally influenced. Several tidal sloughs and marshes comprise the surrounding habitat. Ellsworth Creek drains into the lower Naselle, supporting Chum, Chinook, Coho and winter steelhead. Downstream this creek has a silt/sand bottom while upstream is a moderate gradient with abundant spawning gravel.

Bear
The Bear River drainage is relatively small, about 12.6 miles of mainstem with an additional 30.7 lineal miles of tributaries. The drainage area comprises about 30 square miles, and is the southernmost watershed emptying into Willapa Bay. The lower 3.5 miles is tidally influenced and surrounded by marsh and deciduous brush. This area supports salmonid rearing and Chum spawning. Further upstream, the gradient increases to become moderate and provides spawning and rearing habitat for Chum, fall Chinook, Coho and winter steelhead. In the upper reaches, the uplands are mountainous with steep tributaries, providing spawning and rearing habitat for Coho and winter steelhead.

Estuary

The estuary provides an ideal area for rapid growth, and some salmon species are heavily dependent on estuaries, particularly Chinook, Chum, and to a lesser extent, pink salmon. The estuary contains new food sources to support the rapid growth of salmon smolts, but adequate natural habitat must exist to support the detritus-based food web, such as eelgrass beds, mudflats, and salt marshes. Also, the processes that contribute nutrients and woody debris to these environments must be maintained to provide cover from predators and to sustain the food web.

Limiting Factors Affecting WRIA 24

Through the Engrossed Substitute House Bill 2496 process, the habitat conditions of salmon-producing watersheds within WRIA 24 were reviewed and summarized. Projects addressing the greatest number of limiting factors have a higher likelihood of being recommended to SRFB for funding. Major and minor habitat issues that limit salmon population are summarized below.

Access

Throughout Washington, manmade barriers have been constructed which restrict/prevent juvenile and adult fish from accessing spawning habitat. These barriers include but are not limited to dams, dikes and culverts that prevent salmon from accessing historical spawning grounds. In recent years it has become apparent that we also have constructed barriers preventing juveniles from accessing rearing habitat. For example, in estuarine areas, dikes and levees have blocked off areas such as tidal marshes, while, poorly designed culverts impact the ability for juveniles to move upstream into rearing areas.

Water Quantity

Water flow plays an important role in the migration and production of healthy fish populations. Insufficient or excess water levels can limit access to certain spawning grounds. Low water levels can lead into increased water temperatures, which can be fatal to juvenile and adult salmon.

High road densities also increase sedimentation in river systems, decreasing the oxygen levels or smothering redds in streams.

Other factors include climate change, increase in impermeable surfaces, loss/gain of wetlands, over allocation or increased aquifer withdrawals, loss/gain of forest cover, and loss/gain of riparian habitat.

Water Quality

Sediments present in an ecologically healthy stream channel are naturally dynamic and are a function of a number of processes which input, store, and transport materials. In forested mountain basins, sediment enters stream channels from natural mass wasting events (e.g. landslides and debris flows), surface erosion, and soil creep. Human actions can result in increases or decreases in the supply of sediments to a stream. These increases in coarse materials fill pools resulting in reduced habitat and reduced

rearing capacity for some salmonids. Increases in total sediment increase the proportion of fine sediments in the bed, which can reduce the survival of incubating eggs in the gravel and change benthic invertebrate production.

There are a number of other ways human actions can impact water quality in addition to sedimentation. Agricultural, industrial and road run off, destruction of riparian habitat, and introduction of invasive species can contribute to high water temperatures, low levels of oxygen, increased chemical contaminants and decreased stream nutrification, which have negatively impacted salmon populations within WRIA 24.

In Stream Habitat

The lack of current large woody debris (LWD) and LWD recruitment is the greatest impact to salmon production in WRIA 24 watersheds. The absence of sufficient LWD allows fine sediment to readily transport to the mainstem--decreasing coarse gravel needed for spawning and increasing the potential for scour of redds (salmon eggs).

Riparian Habitat

Stream riparian zones are the area of living and dead vegetative material adjacent to a stream. Functions of riparian zones include providing diversity, adding structural complexity, buffering the energy of runoff events and erosive forces, moderating temperatures, and providing a source of nutrients. They are especially important as the source of LWD in streams, which directly influences several habitat attributes.

Changes to riparian zones affect many attributes of stream ecosystems. For example, stream temperatures can increase due to the loss of shade, while stream banks can become more prone to erosion due to elimination of the trees and their associated roots. Perhaps the most important impact of riparian changes is a decline in the frequency, volume and quantity of LWD due to altered recruitment from forested areas.
Invasive plants also affect the riparian habitat. They usually are more aggressive and displace natural species while not providing the same benefits to the resource. Invasive animal species like bass and other fish can also out compete natural species resulting in a loss of species diversity.

Data Gaps

The biggest limiting factor for WRIA 24 is the data gaps. Much of the data available for this area is decades old. Watersheds are ever changing. Therefore, additional data collection and assessment is needed to better understand how to address the limiting factors mentioned in this section.

Information lacking on habitat conditions include:

- Quantity and quality of floodplain, side channel, estuary, or wetland habitats
- Overall bank stability
- Stream temperature data
- Water flow
- Fish distribution-life-history stage, abundance, and productivity

- Streambed sediment conditions
- Vehicle impacts and road systems
- Invasive species
- LWD, pools, riparian, and substrate
- Current and potential spawning habitat
- Consistent information collected/protocols
- Survey/Assessment of physical habitat, water flow and temperature
- Riparian depth

Fish Species of the Willapa Bay

Steelhead

Steelhead, *Oncorhynchus mykiss*, also referred to as Sea-run rainbow trout, is the official state fish of Washington. Adult steelhead range from 8-11 lbs but can weigh as much as 55 lbs. These are anadromous fish, returning from the ocean to spawn in freshwater. Unlike salmon, steelhead can survive spawning, and can spawn for several years, living up to 11 years of age. Steelhead can be found along the entire Pacific coast, but have been introduced worldwide.

Their coloration changes with the habitat their residing in. In the ocean they are silver in color, while in the rivers they are dark-olive with a broad reddish stripe along the lateral line, shading to silvery-white on the underside with a heavily speckled body.

Males mature around the age of 2 years old and females around 3. Juveniles can spend up to 7 years in freshwater before migrating to the ocean. They can then remain at sea up to 3 years before returning to freshwater to spawn.

In the Willapa Bay, Steelhead spawn in the tributaries and main stem reaches of the rivers. Steelhead spawn in the spring, preferring fast water in small-to-large main stem rivers, and medium-to-large tributaries.

The diet of juvenile's is primarily zooplankton and adults feed on aquatic and terrestrial insects, mollusks, crustaceans, fish eggs, minnows, and other small fishes.

Chinook

The Chinook salmon, *Oncorhynchus tshawytscha,* is the largest species of Pacific salmon weighing between 40-120 lbs. Chinook are also known as King, Tyee, and Blackmouth. Chinook are anadromous fish, native to the North Pacific Ocean, ranging from Alaska to California.

Chinook salmon have different color phases between living in the ocean versus freshwater. In the ocean, they have a blue-green back with silver flanks, small black spots on both lobes of the tail, and black pigment along the base of the teeth. When they return to freshwater during the mating season, these salmon develop a reddish tint around the back fins and tail. Spawning adult males develop a "ridgeback" condition and a hooked upper jaw while females have a torpedo-shaped body, robust mid-section,

and blunt nose. They feed on insects, amphipods, and other crustaceans while young and mainly fish as adults. Chinook salmon live about 3-7 years. They spend 3 months to 2 years in freshwater and about 2-4 years at sea before returning to the spawning grounds to breed and die.

Chinook spawn mainly in large rivers, although they can use smaller streams with sufficient water flow. They tend to spawn in the main stem of streams, where the water flow is high. Due to their size, they are able to spawn in larger gravel than most other salmon.

Coho

The Coho salmon, *Oncorhynchus kisutch*, is also known as "silvers" or silver salmon. They are anadromous fish that can weigh up to 35 lbs, though they average around 8 lbs.This species is dispersed throughout the North Pacific Ocean from California to Alaska, through the Aleutian Islands, and from Russia to Japan. In freshwater, Coho feed on plankton, insects and eggs while in the ocean they eat small fish and squid.

The ocean color phase of Coho consists of silver sides with dark blue backs, while their jaws and teeth become hooked during the spawning phase. Once they reach freshwater they develop bright red sides, bluish green heads and backs with spots and dark bellies. Around the age of 3, Coho return to freshwater to spawn in small coastal streams and in the tributaries of larger rivers. Males that return at 2 years of age are called Jacks. Coho prefer areas of mid-velocity water with small to medium sized gravels to spawn in. Females dig several redds where her eggs will remain for 6-7 weeks until they hatch.

Chum

The Chum salmon, *Oncorhynchus keta*, is an anadromous fish that is also known as Dog salmon or Keta salmon. They are the most abundant salmon in Washington and are a keystone species in Willapa bay. This means that Chum play a crucial role in the ecosystem. For example, fish fry feed on Chum in order to survive. Without Chum, the ecosystem would be dramatically different, starting with the decline in fish populations.

Chum salmon inhibit the largest range of any Pacific salmon, and travel the longest migrations from California to Russia. Chum live for an average of 3 to 4 years and weigh between 10 lbs to 22 lbs.

The ocean phase of Chum consists of a silvery bluish green color along the back, above the lateral line with tiny speckles and a pale belly. The tail is forked more so than other salmon and is not spotted. During the freshwater phase, males turn dark olive to brown in color with red to purple wavy vertical stripes. Their pale belly deepens in color as well. They develop a hooked snout (kype) with large canine-like teeth. Females turn brown to grey in color with a broad dark horizontal bar along the lateral line. Females also develop kypes and canine-like teeth, but not as noticeably as the males.

Chum spawn in small to medium, slow-flowing channels but can also spawn in large muddy rivers. Female Chum dig redds (spawning nest) in the gravel and guard the eggs

until she becomes too weak and dies. Juvenile Chum eat zooplankton and insects while adults eat smaller fish.

Cutthroat Trout
The Cutthroat trout, *Oncorhynchus clarkia*, is native to the Pacific Ocean. "Cutthroat" refers to the distinctive red coloration on the underside of the lower jaw. Other names include Coastal Cutthroat Trout, Red-Throat, and Harvest Trout. Sea-run coastal cutthroat trout are anadromous and average 2 to 5 pounds. Cutthroats live up to 10 years, spending 3-4 years in freshwater before traveling to the ocean but do not migrate like Pacific salmon. Cutthroats stay fairly close to shore, near the estuaries they came from.

Cutthroats have dark green backs with olive sides and silver bellies along with irregular spotting over their entire body. They have two distinguishing features that rainbow do not, the cutthroat's have red slash marks on each side of the lower jaw and small teeth on the back of the tongue. The upper jaw also extends past the eye.

Cutthroat trout usually spawn in small to moderately large, clear, well-oxygenated, shallow rivers with gravel bottoms. Cutthroat trout are opportunistic feeders. Coastal cutthroat trout feed on small fish such as sculpins, sand lance, salmon fry and herring.

Pacific County WRIA 24 Project Review Process

There are several steps in the SRFB grant process as implemented in the Pacific County LE Process.

Request for Proposals
At the beginning of each year's LE Process, the LE issues a Request for Proposals (RFP) for the upcoming SRFB grant round. The RFP is provided to previous project sponsors and other LE partners via email, released to local media, and posted on the local websites. This document provides instructions on how to apply for a SRFB grant, timelines and deadlines for the grant process, provides links to application materials, and guidance for eligible and ineligible project elements. Those eligible for SRFB funding include cities, counties, conservation districts, Native American tribes, nonprofit organizations, private landowners, regional fisheries enhancement groups, special purpose districts, and state agencies.

Federal agencies may not apply directly, but may partner with eligible applicants.

Pre-application
Applicants for SRFB funds must complete a pre-application before entering the project into Project Information System (PRISM). PRISM is a computer system open to the public to apply for grants, review information, and produce reports about projects. The more thorough the pre-application, the more feedback the review committee can provide for strengthening the proposal. The date pre-applications are due is specified in

the annual RFP, and listed in the LE's SRFB funding schedule. Submitting a pre-application does not obligate the sponsor to submit a full application for the project.

Pre-application Meeting

After submitting the pre-application, applicants will meet with the committee and talk through the steps in completing the project. They will need to provide information regarding the ownership of the project site, ownership information for adjacent properties discuss project-specific communication with stakeholders to date, and the level of support the project concepts are receiving. This is NOT a formal presentation. If it appears that the project is unlikely to succeed in the review process, the applicant has the option to either stop or continue developing an application. Pre-applications can be distributed for TAG and CC review if the applicant requests this feedback

Submission of Full Applications in PRISM

The applicant is responsible for completing a formal application using the RCO's PRISM database. Applicants must work with the LE Coordinator to establish a PRISM project number. An application is considered complete when all of the components required by RCO are entered or attached into PRISM. This includes all tabs under "project", "worksite", and "property" There are several attachments required, including the project proposal, maps, landowner willingness forms, partner contribution forms, photos, etc. See Manual #18 under section "Checklist and Project Proposals".

Check the annual RFP and the LE Coordinator for the deadline. It is very important that complete applications are submitted into PRISM by the deadline. Late or incomplete application's will be at a disadvantage in the evaluation process and can delay our process with the state review panel. These applications will remain in pre-application status until the lead entity coordinator authorizes applicants to officially submit them electronically to RCO in August.

Field Visits/SRFB Feedback

Part of the SRFB grant evaluation process involves a visit to the project site. At a minimum, those who will be present for the site visit are the LE Coordinator, Outdoor Grant Manager (OGM), and two members of the state review panel. Other individuals who may also be present are staff and/or members of the TAG and CC (all TAG or CC members who will score and rank projects must attend at least one site visit per proposed project). The applicant or a designated representative needs to be present during the visit. The purpose of a site visit is to allow individuals who will be evaluating the project to get a better sense of the problem and proposed solution. Applicants should be prepared to explain the project, address potential challenges, and show why the project is important. This is an excellent opportunity for applicants to get advice from others on ways to improve the proposal before the final review, and applicants are encouraged to revise their applications in response to feedback. It is the responsibility of the applicant to get permission from the landowner for access to the site.

Sponsor Presentations
A few weeks after site visits, project applicants will present their proposal to the TAG, CC, and LE staff members. The goal of this presentation is to generate dialog between applicants and reviewers that can be used to modify and strengthen the proposal prior to the technical and citizen review process. Applicants will have about 30 minutes to present their project. Presenters should arrive at least 20 minutes early for the presentation.

A multimedia projector, laptop, and flip chart easels will be available for use. The applicant should provide:

- Updates on the status of any previous grant awards
- A brief overview of project
- An assessment of the value of the project to local fish species
- Relative priority of project for salmon recovery in the Willapa Bay
- A summary of landowner involvement in the project
- A description of the role of any additional partners in the project
- Assurances of project implementation as proposed within the grant timeframe
- For acquisition projects, reasons why it is critical to preventing future habitat degradation
- An overview of the project budget
- A summary of plans for long term stewardship of the project
- An overview of any other funding sources to be used with SRFB funds for the project

TAG Scoring
The TAG will score each project based on the number of limiting factors each project addresses and the benefits to salmon using the TAG Score Sheet (Appendix C). Then report their findings and recommendations to the CC for final ranking.

The TAG operates under rules established in Appendix B: Pacific County WRIA 24 Lead Entity By-Laws.

Citizens Committee Evaluation and Ranking:
After the TAG scores have been delivered to the CC, the CC will evaluate and rank (Evaluation Form Appendix D) the projects. The CC members will evaluate the projects based on the community's social, cultural and economic values as they apply to salmon recovery. The CC will use the TAG's scoring for each project in conjunction with their own evaluation to develop a ranked project list.

The CC makes the final recommendation for what projects get funded. They are not obligated to maintain the same scoring order the TAG provided if they feel a project's ranking needs to be adjusted.

The CC operates under rules established in Appendix B: Pacific County WRIA 24 Lead Entity By-Laws.

Designation of Alternate Projects:
Alternate projects shall be designated by the CC. The LE has the opportunity to add 2-3 alternate projects to their list. These projects must have gone through the evaluation process and is worth funding. If for any reason, SRFB funding for one or more funded projects is no longer needed, the LE and project sponsor can move money to the alternate projects as long as it is within a year of the original funding date.

Official Submission of Final Applications to Recreation and Conservation Office (RCO):
The final deadline is in August when all applications must be officially submitted to RCO in PRISM. When the application is ready to submit, the applicant will go to the "Submit" tab in PRISM and check the "certification" box which indicates that he/she has determined that the application is complete and accurate. Then the applicant clicks on the "submit" button. Applicants should not submit applications until authorized by the LE Coordinator. Once is the project is submitted, it is difficult to make many edits to the application.

State Review Process
The next step is a review by the State Review Panel. The review panel will come down for a site visit for each project. They will compile comment sheets on each project, and send them to the LE to provide feedback to sponsors.

If they have any serious questions or concerns with a project, they will label a project a "POC" or project of concern. This means that the sponsor needs to supply additional information to the review panel. If, by the December meeting, the LE and sponsor are unable to satisfy the review panel's concerns, the applicant has the option of withdrawing the project. The funds originally allocated for this project can be moved to alternate projects on the LE list. If the lead entity and sponsor decide, however, to keep the project on the list, they will need to make a compelling argument to the SRFB during the grant award meeting in December. If they are not successful in doing so, the project is dropped from the list and the money allocated for the project goes back to the state rather than being available to fund an alternate project on the list.

Final SRFB Funding Decision
Successful SRFB project proposals are officially awarded at the December SRFB meeting. Sponsors do not have to be present at this meeting unless they are defending a POC. After this meeting, the OGM assigned to the Willapa Bay watershed will contact the sponsor for contracting details.

Scope Amendments

As contracts progress, at times it becomes apparent that significant changes need to be made to the original scope of work, or an opportunity arises that could enhance an existing contract. A sponsor has the option of submitting a SA request for the following situations:

All projects

1. To request additional funding to pay for project overruns
2. To increase or decrease a project scope without a funding change
3. If a project closes short with unspent funds
4. To change a project type
5. To transfer sponsorship to another entity
6. To reduce the proposed match

Acquisition projects

7. To change the site to a contiguous site
8. To change the site to a non-contiguous site
9. To pay more than fair market value (with no increase in funding)

Restoration projects

10. To make a significant change in the project location

Studies/Assessment projects

11. To make a significant change in the location of the study
12. To change the type of study

In order to request a SA, a sponsor must fill out a SRFB Amendment Request Form (Appendix E) and submit it to the LE coordinator. The request must be approved locally by the CC before it can be considered for approval by RCO. Guidelines regarding the level of evaluation a SA will receive at RCO can be found in the SRFB's Manual 18. If you are requesting a SA, please understand that the process could be lengthy, especially if the changes proposed differ significantly from the original contract. Expect the same level of scrutiny as during a regular grant round. There is no guarantee that a SA will be approved.

Appendix A: Willapa Lead Entity Conceptual Project Form

Please provide as much information as you can. The highlighted sections are **mandatory**

Project Information (Please Complete All Mandatory Highlighted Sections)	
Project Name	
Category: restoration/acquisition/combined	
Start/End Date (i.e., 6/2012-6-2013)	(estimated)
Description	
Project Location (latitude/longitude)	
Project Contact (name, phone)	
Lead Entity Coordinator	Mike Nordin (360) 875-6735
Photos and Documents	Please attach photographs, maps, supporting documents

	Current Projects Status		
	Completed		Feasibility pending
	Conceptual		Land acquisition completed
	Construction completed		Monitoring
	Design completed		Permitting Completed
	Feasibility completed		Proposed

	Primary Species Benefitting		
	Bull Trout		Kokanee
	Chinook		Pink
	Chum		Rainbow
	Coho		Sockeye
	Cutthroat		Steelhead

	Habitat Type		
	Estuary (River Delta)		Nearshore (Rocky Coast)
	Instream		Riparian
	N/A		Rivers / Streams / Shorelines
	Nearshore (Beaches)		Upland
	Nearshore (Embayments)		Wetland

Limiting Factors			
	Biological Processes		Degraded habitat – stream substrate
	Degraded habitat – channel structure and complexity		Degraded habitat – water quality
	Degraded habitat – estuarine and nearshore marine		Estuarine and nearshore habitat
	Degraded habitat – fish passage		Lake Habitat
	Degraded habitat – floodplain connectivity / function		Non-habitat Limiting Factors
	Degraded habitat – riparian areas / LWD recruitment		Unknown
	Degraded habitat – stream flow		

Project Phase			
	Construction		Land Protection
	Design and Permitting		Monitoring and Adaptive Management
	Feasibility		

Additional Project Information	
Goals and Objectives	
Budget, Funds, Expenses	
Property References	
Funding Source	
Partner	
Land Owner	
Project Manager	
Secondary Sponsor	

APPENDIX B: Pacific County WRIA 24 Lead Entity By-Laws

Revised January 27, 2015

ARTICLE I-Pacific County WRIA 24 Lead Entity Bylaws

Section 1.1) Name

The name of this "Committee" shall be the "Pacific County WRIA 24 Lead Entity (LE)".

Section 1.2) Geographic Area

The geographic areas are those portions of Pacific, Grays Harbor, Lewis and Wahkiakum counties containing portions of WRIA 24, where restoration would benefit all 5 salmon species.

Section 1.3) Purpose

The purpose of the LE is to fulfill the requirements of the citizens committee (CC) pursuant to RCW 77.85. Specifically, this includes establishing and prioritizing projects within the LE Area.

Section 1.4) Nature of the Organization

The purpose of the CC is to provide a diverse local-based evaluation of the projects proposed to promote salmon habitat restoration and or protection. The committee shall be coordinated by LE staff. Due to the Memorandum of Agreement (MOA) between Pacific County Board of Commissioners (Pacific County) and the Pacific Conservation District (PCD), the representative from the PCD on the committee as a voting member will not be the LE coordinator. Any other representative from the PCD can serve as a voting member on the CC.

Section 1.5) Duration

The LE shall continue its work until dissolved by any of the following: Pacific County, the State Legislature, SRFB, or the Governor.

Section 1.6) Lead Entity Membership

The CC is comprised of representative interests from counties, cities, agriculture, tribes, environmental groups, business interests, landowners, citizens, volunteer groups, regional fish enhancement groups, and other habitat interest groups. The Technical Advisory Group (TAG) is comprised of representative technical expertise from agencies, local biologists, scientists and natural resources professionals in the basin.

Both CC and TAG members are appointed by and serve at the pleasure of Pacific County.

Membership terms shall be for a three-year period.

Chair and Vice Chair will serve two-year terms.

If a member wishes to resign, they need to write a letter to Pacific County providing a two-week notice.

Section 1.7) Absentee Policy
If a voting CC member is absent for three or more meetings in a calendar year, that voting CC member may be removed at the recommendation of the CC to Pacific County.

Section 1.8) Meetings
The meetings shall be facilitated by the LE Coordinator. Meetings shall be open to the public and advertized to the extent practicable. Meeting frequency, time, and location shall be at the discretion of the LE based on the need to meet to respond to policy and procedures defined by the SRFB. Meeting minutes will be recorded and distributed to all LE members.

Section 1.9) Quorum
A quorum is required for holding an official meeting.

a.) A quorum shall be defined as half of the appointed CC members present either in person or by conference call.

Section 1.10) Passing Vote
Consensus shall be the preferred method for decision-making processes. The coordinator will determine if consensus has been reached and if not then a vote will be called and must receive a majority to pass.

ARTICLE II-Mission

The mission of the Pacific County WIRA 24 Lead Entity Committee is: 1.) Restore critical lost habitat 2.) Improve impaired salmon habitat and 3.) Preserve intact habitat and protect against any further habitat deterioration in the WRIA 24 Watershed, 'protection of critical habitat is cheaper and more certain than restoration'.

Section 2.1) Habitat Restoration
Restoring degraded salmon habitat:

a) Restoration of key habitat consistent with recommendations from the Pacific County Lead Entity WRIA 24 Salmon Recovery Strategic Plan.
b) Restoration of important areas via public education and involvement activities.
c) Encourage restoration of key habitat via privately-funded restoration projects.

Section 2.2) Public Support/Involvement
Facilitating widespread support for salmonid habitat preservation and restoration activities among taxpayers, landowners, civic groups, and businesses:

a) Create general public awareness that public funds are being spent effectively and strategically.
b) Create interest for public and private habitat preservation and restoration assistance from owners of key habitat
c) Create interest among civic groups and businesses to be involved with preservation and restoration activities.

Section 2.3) Habitat Preservation and Protection

Preserving and protecting existing high-quality salmon habitat:

a) Preservation of key habitat via conservation easements and/or lease.
b) Strategic leadership more than administrative detail.
c) Preservation of key habitat via purchase by a government entity or non-profit land trust.

ARTICLE III-Lead Entity Operating Procedures

Section 3.1) Lead Entity's Philosophy

The committee will operate with and place emphasis on:

a) Proactive rather than reactive decision processes.
b) Strategic leadership more than administrative detail.
c) The future rather than the past
d) Encouragement of diversity in viewpoints.
e) Collective rather than individual decisions.

Section 3.2) Lead Entity Member Roles

a) Project sponsors, CC, and TAG shall attend project site visits with the State Technical Review Group and affiliated partners. Together they will view and evaluate proposed projects. After the project(s) have been reviewed and scored for technical merits by the local TAG and the State Technical Review Group, the recommendations are forwarded to the CC, this meeting may be a joint TAG and CC meeting. The TAG and CC score sheets will be reviewed annually and approved by the committee in advance of each grant round and will be made available for public information. The projects will be scored utilizing the project ranking criteria for each project proposal. During the project review process committee members must be present for the entire project review and ranking. CC members cannot vote without continued participation. The Coordinator will setup project site visits, projects review process and ranking. The CC will develop recommendations for the final ranked project list for the Pacific County Lead Entity.
b) Individual projects shall be discussed by the CC and then each individual member shall provide a score. Individual scores will be averaged and this will serve as the final project score. In the event of a tie score the CC will prioritize which project(s) will receive funding.

Section 3.3) Coordinator's role

a) The Coordinator's role is to assure the integrity and fulfillment of the LE's process (presiding over meetings, ensure these policies are followed, etc.) He/she may also represent the LE to outside parties. He/she does not have the authority to act on behalf of the LE unless such authority is specifically delegated for a specific task.
b) The Coordinator introduces CC members, identifies them as voting CC members and facilitates final review and organization of the final ranked project list. Motions will be entertained to alter the position of projects on the ranked list.

Altering a project's position will require a "Super Majority" of 80% of voting CC members present and via conference call.

Section 3.4) Project Review and Ranking Procedures/Annual Calendar

a) The LE will maintain an annual operating calendar that defines the deadlines and milestones as well as the lead organization for each task for each grant round.
b) For a project to be considered by the CC it must be submitted by the deadline date specified on the annual operating calendar or the CC will not accept the proposal. Landowner Acknowledgment Forms must be submitted by the deadline date specified on the annual operating calendar or the CC will not accept the proposal.
c) All project proposals that request property acquisition shall include written verification of support from Pacific County prior to said project being included in the ranking process.
d) Public meetings will be held in the North County and/or South County to gain public input for WRIA 24 proposed projects.

Section 3.5) Committee-Staff Linkage Policies

a) The LE staff shall follow the tasks and responsibilities agreed upon in the MOA between Pacific County and the PCD. The CC will provide direction of LE Staff within the guidelines of the MOA.

ARTICLE IV-MEMBER CODE OF ETHICS

Section 4.1) Individuals Bound by Code of Ethics

Members or employees of the following shall be bound by this Code of Ethics

a) LE CC Members
b) LE Staff

Section 4.2) General Principle

Individuals bound by this Code of Ethics must strive to maintain unbiased opinions. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interests of any board member acting as a consumer of the organization services.

Section 4.3) Public Statements

LE members' interaction with public, press or other entities must recognize the inability to speak for the LE except stated LE decisions.

Section 4.4) Confidentiality

LE members will respect the confidentiality appropriate to issues of a sensitive nature.

Section 4.5) Conflict of Interest

Lead Entity members must avoid conflict of interest with respect to their fiduciary responsibility:

a) There must be no conduct of private business or personal services between any member and the organization, except as procedurally controlled, to assure openness, competitive opportunity and equal access to information.

b) In the event a LE Committee rules upon an issue in which a member has an unavoidable conflict of interest, that member shall recues himself/herself without comment from not only the vote but also from the deliberation.

c) Individuals may be asked annually to disclose their involvement with other organizations, with vendors, or any other associations that might produce a conflict.

d) Individuals are bound by and shall comply with the Code of Ethics for Municipal Officers-Contract Interests, Chapter 42.23 of the Revised Code of Washington (RCW). Even where no conflict of interest exists under the law, LE members are encouraged to disclose ex parte contacts or exposure they have had regarding a matter before the committee and excuse themselves from deliberation and voting on measures relating to such a matter when they believe that such ex parte contact would prevent them from giving the measure fair consideration or would injure the credibility of the LE.

Section 4.6) Failure to Comply
Failure to comply with the stated Code of Ethics is grounds for removal from the LE committee.

ARTICLE V-PROJECT PRESENTAITON PROCESS

Section 5.1) Timelines for Project Proposals:
A calendar will be developed and approved by the LE and available to sponsors by March 1 of each year.

Section 5.2) Project Reviews

a) **Absentee Vote:** If a CC member met all project review requirements and cannot make the scoring and ranking meeting, a conference call vote may be accepted if heard by the facilitator and one of the CC members.

b) **Project Site Visits:** Project site visits are required and will occur annually. The sponsor shall be required to be present at the time of the project site visit. Both TAG and CC members shall be present for the project site reviews. CC members will meet with the State Technical Review Group after project site reviews are completed.

c) **Project Introduction:** Coordinator will introduce the project and project sponsors to the TAG and CC.

d) **Project Overview:** Sponsor must provide an overview of their project, including location and key objectives, elements, and/or benefits (approximately 5 minutes) to the TAG and CC.

e) **Final Project Proposal Presentation:** The meeting is open to the public. LE members will have received copies of the completed grant applications and project summary description sheets prior to the evaluation session. Sponsors may use slides, overhead transparencies, drawings, maps and PowerPoint presentations to help explain their projects to the TAG and CC.

f) **Committee Comments/Questions:** The LE will reserve up to 10 minutes at the end of each presentation for comments or questions of the sponsor, staff, or other members of the LE. Members will score each project using a project-scoring sheet.

g) **Project Ranking:** Projects will then be scored by the TAG and ranked by the CC.

h) **Project Exclusion:** The CC may vote to exclude a project from the list, in which case the CC must draft a written reason for the exclusion to the SRFB.

ARTICLE VI-PROCEDURES FOR SALMON RECOVERY FUNDING BOARD APPROVED PROJECTS

Section 6.1) Project Cost Amendments:
Any requested project cost increase for SRFB-funded projects approved by the local LE (SRFB $ amounts only) exceeding 10% has to come before the local LE committee for approval. Any costs below the 10% amount have to go before the local LE also.

ARTICLE VII-MEMBERSHIP FOR CITIZENS COMMITTEE AND TECHINCAL ADVISORY GROUP

The following are voting members of the CC for the SRFB grant ranking. Each year the Committee is responsible for updating their CC and TAG member list.

Positions for Technical Advisory Group
We shall strive to have at least six members appointed to this group.

Position or Organization for Citizens Committee

Pacific County
Local Landowners
Citizens at Large
Volunteer Group
Habitat Groups
Agriculture
Environmental Groups
Conservation District
Regional Fish Enhancement Group
City Representative
Tribal Government
Business interests

APPENDIX C: 2015 TAG Score Sheet

WRIA 24 Lead Entity: PROJECT REVIEW FORM					
	PROJECT NAME/#:				**REVIEWER NAME:**
	CATEGORIES			**SCORE**	**COMMENTS** (Reviewer)
CODE	**PROJECT STRATEGY** (score only as many as appropriate)	**Category Description**	**Score Range**	(Reviewer)	
P/P	**Preservation/Protection**	Obtains permanent protection from direct human impacts to habitat conditions through conservation easements or land purchase.	**0 to 10**		
ASST	**Assessment to define projects and/or to fill data gaps**	Conducts archival and empirical studies to document or ground truth current conditions prior to identifying specific restoration actions.	**0 to 10**		
RP_{long}	**Restoration of Processes - Long term**	Undertakes actions that support natural processes to permanently recover habitat conditions.	**0 to 10**		
RPH_{short}	**Restoration of Physical Habitat - short term**	Undertakes engineered restoration of degraded habitat to immediately improve habitat conditions on a temporary time scale.	**0 to 5**		
RFP	**Reconnect Fragmented / Isolated Habitats**	Undertakes actions that repair physical corridors and restores functions of previously connected habitat areas.	**0 to 10**		
PROJECT METHOD TYPE (score only as many as appropriate)		**Category Description**	**Score Range**	**SCORE** (Reviewer)	**COMMENTS** (Reviewer)
ACQ	**Acquisition/Easement**	Purchase and/or a contractual agreement to maintain or improve salmon habitat conditions.	**0 to 4**		

FPsg	**Fish Passage**	Remove stream-crossing structures or restore, upgrade and replace stream-crossing structures to allow migration of all fish life history stages and the natural movement of streambed material and large woody material.	**0 to 4**		
RD	**Road Decommissioning**	Elimination of existing road(s) and reestablishment of natural channel configuration and natural habitat functions.	**0 to 4**		
DRN	**Drainage / Stabilization**	Increase water crossing structure sizes to better accommodate peak flows. Increase number of cross drains to avoid excess flow into any drainage, and/or remove side cast at segments in risk of failure.	**0 to 4**		
FP&W	**Flood Plain & Wetland**	Remove, relocate and re-design road segments, dikes, bank armoring, revetments and approach fills that are specifically impacting floodplain or wetland function and hydrology.	**0 to 4**		
LWM	**Large Woody Material Placement**	Design and place engineered woody material accumulations and logjam structures to enhance channel stability, stabilize spawning substrate, accumulate natural wood, and/or to	**0 to 4**		

		protect significant habitat features for the maintenance of productive fish habitat.			
RIP^{R}	**Riparian Restoration**	Inventory and remove invasive species along banks and river bars within basins using appropriate methods for removal and control. Promote appropriate age and species composition of vegetation through landscape engineering and replanting. Fence riparian areas from livestock, relocate parallel roads and other infrastructure from riparian areas.	**0 to 4**		
STRCT^{Remv}	**Instream structure removal / abandonment**	Permanent removal of culverts, failed bridges, cedar spalts, and other anthropogenic instream blockages so that the channel returns to natural conditions.	**0 to 4**		
STRCT^{Imp}	**Instream Structure Improvement/replacement**	Improvement of existing culverts, bridges, or other failed instream structures so that the channel returns to adequate flow for the support of salmon habitat.	**0 to 4**		
OTH	**Other**	Special assessments, experimental techniques, quantitative and spatial modeling or the application of new technology.	**0 to 4**		
HABITAT AND BIOLOGY ADDRESSED (Score low to high for how it is improved or maintained in excellent condition)		**Category Description**	**Score Range**	**SCORE** (Reviewer)	**COMMENTS** (Reviewer)

HAB^{QLTY}	**Salmonid Habitat Quality**	Water quality, pool frequency, channel composition, LWM frequency positively affected by the project .	**0 to 4**		
HAB^{QNTY}	**Salmonid Habitat Quantity**	Total improved stream length/estuary area etc. after project completion.	**0 to 4**		
SLH	**Salmonid Life Histories**	Range of salmon life history stages addressed and positively affected by the project (e.g. spawning, rearing, migration).	**0 to 4**		
SD^{C}	**Species Diversity (current)**	Number of runs positively affected.	**0 to 4**		
RIP^{H}	**Riparian forest and native vegetation**	Are riparian areas healthy with native vegetation or will invasive species and/or restoration be addressed?	**0 to 4**		
SED	**Sediment Control**	Anthropogenic or geomorphic- sediment issues and/or their restoration positively affected by the project.	**0 to 4**		
CNCTY	**Salmonid habitat connectivity**	Improvement or maintenance of connectivity to functional or high quality habitat.	**0 to 4**		
LIKELIHOOD OF SUCCESS (Score low to high for each)		**(score applicant based on track record and documented resources)**	**Score Range**	**SCORE** (Reviewer)	**COMMENTS** (Reviewer)
Spnsr	**Applicant is or has an appropriate project sponsor.**	How complete and balanced is the project team?	**0 to 4**		
LOFG$_{rant}$	**Likelihood of satisfying the granting agency.**	How does this project address the funding requirements of the granting agency?	**0 to 4**		
BUDGT	**Accuracy and completeness of budget.**	Are projected expenses realistic relative to documented costs and	**0 to 4**		

		are they adequate?			
URG	**Urgency for immediate implementation.**	Are there timing issues for this projects success that make it more important to move forward now?	**0 to 4**		
QUAL	**Qualifications**	Qualifications / track record of sponsor/partners	**0 to 4**		
COMM	**Local Community Support**	Is there endorsement (e.g support letters) of affected landowners, support by economic sectors, community awareness and adequate buy in?	**0 to 4**		
			TOTAL:		

APPENDIX D: 2015 CC EVALUATION FORM

Citizens Committee Ranking Checklist	Yes	No
Is there a 15% sponsor match? Reject if the project does not meet match requirements.		
For Acquisition projects; does the sponsor have a letter of no opposition from the Pacific County Board of County Commissioners? If yes the project will be ranked by the committee. If not the project is rejected until letter can be provide within scheduled grant timelines.		
Does this project take timber, pasture, tidelands or other working lands off of the county tax rolls? This does not adversely affect any project type, but ensures continued local tax revenue.		
Does the proposal require landowner cooperation? If yes, a letter from the landowner is required. If there is no letter from the landowner, the project is rejected.		
If the project is impacting adjacent landowners, have the landowners been notified?		
Does the project complement other projects and programs for salmon recovery?		
Is it in the correct sequence?		
Does the sponsor have letters of support for this project?		
Does the sponsor have a successful track record?		
Is the project budget adequate and realistic, relative to documented project costs?		

Comments:

After reviewing the project and project criteria, if the Citizens Committee feels that a project lacks community support, or feels that a project has not provided adequate community outreach, a vote may be called to reject the project until identified issues have been corrected and resolved.

APPENDIX E: AMENDMENT REQUEST FORM

SRFB AMENDMENT REQUEST
SRFB Subcommittee (or RCO Director) Decision

Project Name:
Project Number:
Project Sponsor:
Lead Entity:
Ranking by Lead Entity:
Source of Funding:
SRFB Funds:
Sponsor Match:
Project Total:

Request:

Background:

Attach maps, any letters of support, LE support document, etc.

Staff Recommendation:

SRFB Subcommittee (or RCO Director) Decision: