

Memorandum

To: Wells, Rocky Reach, and Rock Island HCPs Hatchery Committees and Priest Rapids Coordinating Committee Hatchery Subcommittee Date: July 17, 2019

From: Tracy Hillman, HCP Hatchery Committees Chairman and PRCC Hatchery Subcommittee Facilitator

cc: Larissa Rohrbach, Anchor QEA, LLC

Re: Final Minutes of the May 15, 2019 HCP Hatchery Committees and PRCC Hatchery Subcommittee Meetings

The Wells, Rocky Reach, and Rock Island Hydroelectric Projects Habitat Conservation Plans (HCPs) Hatchery Committees (HCs) and Priest Rapids Coordinating Committee Hatchery Subcommittee (PRCC HSC) meetings were held in Wenatchee, Washington, on Wednesday, May 15, 2019, from 9:00 a.m. to 11:00 a.m. Attendees are listed in Attachment A to these meeting minutes.

Action Item Summary

Joint HCP-HCs and PRCC HSC

- Tracy Hillman will review aspects of the Independent Scientific Advisory Board's *Review of Spring Chinook Salmon in the Upper Columbia River* under HCP-HCs' purview (Item I-A). *(Note: this item is ongoing.)*
- Greg Mackey will continue researching broodstock composition and mating strategies for conservation programs, focusing on spring Chinook salmon at the Methow Hatchery (Item I-A). *(Note: this item is ongoing.)*
- Mike Tonseth will coordinate with Andrew Murdoch (Washington Department of Fish and Wildlife [WDFW]) to present pre-spawn mortality modeling results for spring Chinook salmon at an upcoming HCP-HC meeting (Item I-A). *(Note: this item is going)*
- Catherine Willard will update the genetics section of the *Monitoring and Evaluation (M&E) Plan for PUD Hatchery Programs (Update to the 2017 Plan)* based on the genetics panel recommendations and will append the recommendations from the panel to the plan (Item I-A). *(Note: this item is ongoing.)*
- Kirk Truscott will discuss with Colville Confederated Tribes (CCT) biologists whether elemental signature analysis could differentiate natural-origin Okanogan spring Chinook salmon from other natural-origin Chinook salmon during broodstock collection at Wells Dam for Methow Fish Hatchery programs (Item I-A). *(Note: this item is ongoing.)*

- Brett Farman will discuss with Charlene Hurst and Mike Tonseth the potential use of a multi-population model for estimating proportionate natural influence (PNI) for the Nason and Chiwawa spring Chinook salmon programs (Item I-A). *(Note: this item is ongoing.)*
- Mike Tonseth will confirm with Andrew Murdoch that Wenatchee spring Chinook DNA sampling of the 2018 to 2023 returns is still consistent with the original Relative Reproductive Success Study extension agreement and provide an update to the extension. (Item I-A) *(Note: this item is ongoing.)*
- Larissa Rohrbach will add sizing of upper Columbia River conservation programs as a periodic agenda item (Item I-A). *(Note: this item is ongoing.)*
- Tracy Hillman and Larissa Rohrbach will maintain a list of outstanding topics for consideration in HCP-HCs and PRCC HSC meetings prior to development of the 2020 Broodstock Collection Protocols. (Item I-A) *(Note: this item is ongoing.)*
 - Use of age-3 males in broodstock
 - Use of alternative, non-random mating strategies
 - Establishing ranges around broodstock collection targets
 - Collection sites for Chiwawa spring Chinook salmon broodstock
- Tracy Hillman and Larissa Rohrbach will add review of the Broodstock Collection Protocols to the September meeting agenda to help the HCP-HCs and PRCC HSC identify co-authors and opportunities to discuss major revisions in advance of 2020 deadlines (Item II-A). *(Note: this item is ongoing.)*
- Mike Tonseth will revise and redistribute the HCP-HCs Annual Broodstock Collection Protocols development timeline Statement of Agreement (SOA) (Item II-A). *(Note: this item is ongoing.)*
- Mike Tonseth will ask Michael Humling (U.S. Fish and Wildlife Service [USFWS]) and Charlie Snow (WDFW) to estimate the number of Methow spring Chinook salmon returns that are likely to return to Winthrop National Fish Hatchery to inform a translocation discussion in a future HCP-HCs meeting (Item II-B). *(Note: this item is ongoing.)*
- Mike Tonseth will revise and redistribute the 2017 *Out-planting Surplus Methow Composite Spring Chinook Salmon Adults* memorandum (Item II-B). *(Note: this item is ongoing.)*
- Emi Kondo (National Marine Fisheries Service [NMFS]) will confirm the status of the draft Wells Hatchery Methow Steelhead Program permit with Charlene Hurst (Item II-D).

Wells HCP Hatchery Committee

- Greg Mackey will provide a revised version of Douglas PUD's draft 2019 M&E Implementation Plan for HCP-HC approval by email (Item I-A). *(Note: This item is ongoing)*

PRCC Hatchery Subcommittee

- PRCC-HSC representatives will submit a list of minimum data or information needs for making a decision on the White River spring Chinook salmon hatchery program to Tracy Hillman (Item III-B). (*Note: This item is ongoing*)

Decision Summary

- The HCP-HCs and the PRCC HSC approved the updated meeting protocols and distribution lists in today's meeting (Item II-C).
- The HCP-HCs and the PRCC HSC will not re-activate the expired HCP-HCs Conflict of Interest Policy SOA (Item II-C).

Agreements

- There were no agreements discussed during today's meeting.

Review Items

- The *Draft Grant County PUD Hatchery Monitoring and Evaluation Implementation Plan for Spring and Summer Chinook in the Wenatchee Basin and Summer Chinook in the Methow Basin 2020* was provided by Todd Pearsons on June 6, 2019 for a 30-day review period, as distributed by Larissa Rohrbach via email that same day. The review period ended on July 7, 2019.
- The *Monitoring and Evaluation of the Chelan and Grant County PUDs Hatchery Programs Draft 2018 Annual Report* and appendices was provided by Tracy Hillman on June 17, 2019 for a 30-day review period, and revised on June 20, 2019 as distributed by Larissa Rohrbach via emails the same days. The review period ends on July 17, 2019.

Finalized Documents

- The PRCC HSC-approved 2019 Priest Rapids Hatchery M&E Implementation Plan was finalized and distributed on May 20, 2019.
- The HCP-HCs and the PRCC HSC-approved Meeting Protocols and Distribution Lists were finalized and distributed on May 20, 2019.

I. Welcome

A. Review Agenda, Review Last Meeting Action Items, and Approve the April 17, 2019 Meeting Minutes (Tracy Hillman)

Tracy Hillman welcomed the HCP-HCs and PRCC HSC and asked for any additions or changes to the agenda. No changes to the agenda were requested.

The HCP-HCs and PRCC HSC representatives reviewed the revised draft April 17 meeting minutes. Larissa Rohrbach said there were some minor revisions that the representatives then reviewed. The HCP-HCs and PRCC HSC representatives approved the draft April 17, 2019 meeting minutes as revised.

Action items from the HCP-HCs and PRCC HSC meeting on April 17, 2019, and follow-up discussions were addressed (*note: italicized text below corresponds to agenda items from the meetings on April 17, 2019*):

Joint HCP-HCs and PRCC HSC

- *Tracy Hillman will review aspects of the Independent Scientific Advisory Board's Review of Spring Chinook Salmon in the Upper Columbia River under HCP-HCs' purview (Item I-A).* Hillman said this item is a long-term ongoing item.
- *Greg Mackey will continue researching broodstock composition and mating strategies for conservation programs, focusing on spring Chinook salmon at the Methow Hatchery (Item I-A).* Tom Kahler said this item is ongoing. Mackey indicated in an email to Larissa Rohrbach that he may give a presentation on this topic during the June meeting.
- *Mike Tonseth will coordinate with Andrew Murdoch (Washington Department of Fish and Wildlife [WDFW]) to present pre-spawn mortality modeling results for spring Chinook salmon at an upcoming HCP-HC meeting (Item I-A).* Tonseth said this item is ongoing.
- *Catherine Willard will update the genetics section of the Monitoring and Evaluation (M&E) Plan for PUD Hatchery Programs (Update to the 2017 Plan) based on the genetics panel recommendations and will append the recommendations from the panel to the plan (Item I-A).* Willard said she has made progress on this item and that it is ongoing.
- *Kirk Truscott will discuss with Colville Confederated Tribes (CCT) biologists whether elemental signature analysis could differentiate natural-origin Okanogan spring Chinook salmon from other natural-origin Chinook salmon during broodstock collection at Wells Dam for Methow Fish Hatchery programs (Item I-A).* Truscott said he has made progress on this topic and a memorandum will be provided to the Committees within a week with potential approaches for elemental signature analysis for 2019. Truscott reminded the Committees the goal is to distinguish Okanogan spring Chinook

salmon from Methow spring Chinook salmon. In the memorandum, the CCT will propose an approach for analyzing scales, fin rays, and otoliths (otoliths require lethal sampling). He said some samples may be used for retrospective analysis to see how prevalent Methow fish may have been in the Okanogan brood in the past. He said the goal will be to minimize the number of Methow fish integrated into Okanogan brood in the future. He said spring Chinook salmon broodstock are already scale- and DNA-sampled but there is potentially a need to collect additional scales in 2019 for elemental signature analysis. He said water samples collected in the Okanogan and Methow rivers are also readily available for this type of assessment. He said these methods could be implemented in 2021 for the returning natural-origin adults so it's not too early to start testing whether these methods could be used to discern a difference between these populations.

- *Brett Farman will discuss with Charlene Hurst and Mike Tonseth the potential use of a multi-population model for estimating proportionate natural influence (PNI) for the Nason and Chiwawa spring Chinook salmon programs (Item I-A).*

Farman said this item is ongoing.

- *Mike Tonseth will confirm with Andrew Murdoch that Wenatchee spring Chinook salmon DNA sampling of the 2018 to 2023 returns is still consistent with the original Relative Reproductive Success Study extension agreement and provide an update to the extension. (Item I-A)*

Tonseth said this item is ongoing. He said the table in the memorandum is accurate, but he has identified language in the memorandum that is confusing. He said that he and Murdoch will revise the memorandum to clarify the agreement.

- *Larissa Rohrbach will add sizing of upper Columbia River conservation programs as a periodic agenda item (Item I-A).*

Rohrbach said this item is ongoing. Several representatives noted they will be absent in June.

- *Tracy Hillman and Larissa Rohrbach will maintain a list of outstanding topics for consideration in HCP-HCs and PRCC HSC meetings prior to development of the 2020 Broodstock Collection Protocols (Protocols) (Item I-A).*

- *Use of age-3 males in broodstock*
- *Use of alternative, non-random mating strategies*
- *Establishing ranges around broodstock collection targets*
- *Source for Chiwawa spring Chinook salmon broodstock*

Hillman said this item is ongoing. Greg Mackey said in an email he may provide an update on alternative mating strategies during the June meeting. Catherine Willard reminded the Committees that these topics relate to 2020 brood collection, not 2019 brood collection.

- *Tracy Hillman and Larissa Rohrbach will add review of the Protocols to the September meeting agenda to help the HCP-HCs and PRCC HSC identify co-authors and opportunities to discuss major revisions in advance of 2020 deadlines (Item II-A).*

Hillman said this item is ongoing. The revisions to the development timeline SOA will be discussed in today's meeting.

- *Brett Farman will ask Amilee Wilson and Craig Busack (National Marine Fisheries Service [NMFS]) to clarify the intent of the direction provided in NMFS Biological Opinions (BiOps) for marking Chiwawa and Nason conservation programs juvenile spring Chinook salmon (Item II-A).*
Farman said this item is complete.
- *Mike Tonseth will ask Michael Humling (U.S. Fish and Wildlife Service [USFWS]) and Charlie Snow (WDFW) to estimate the number of Methow spring Chinook returns that are likely to return to Winthrop National Fish Hatchery to inform a translocation discussion (Item II-C).*
Tonseth said USFWS provided new information, which he is currently reviewing. Matt Cooper said Winthrop National Fish Hatchery has a lot of fish coming in as of this morning. Cooper said that Michael Humling ran the 3-population model looking at several out-planting scenarios and he sent the results to Tonseth for consideration. Cooper said the scenarios were designed to maintain high PNI on spawning grounds while still supplementing the number of fish on spawning grounds with hatchery-origin fish. For example, Humling modeled out-planting females only to avoid hatchery by hatchery spawning from occurring on the spawning grounds. Cooper said this is the likely proposal from USFWS.
- *Mike Tonseth will revise and redistribute the 2017 Out-planting Surplus Methow Composite Spring Chinook Salmon Adults memorandum (Item II-C).*
Tonseth said this item is ongoing (see update to the previous action item).
- *Deanne Pavlik-Kunkel will provide Grant PUD's approval of routine distribution of merged PRCC HSC and HCP-HC meeting materials according to the revised meeting protocols (Item II-E).*
Pavlik-Kunkel said this item is complete and will be discussed in today's meeting.
- *Once approved by the HCP-HCs and PRCC HSC, Tracy Hillman will present the revised merged HCP-HC and PRCC HSC distribution list to the HCP-CC for approval (Item II-E).*
Hillman said during the last HCP-CC meeting, it was decided that it was acceptable for Hillman to propose the list to the CC rather than a representative. He said he will propose the list approved in today's meeting to the HCP-CC.

Wells HCP Hatchery Committee

- *Greg Mackey will provide a revised version of Douglas PUD's draft 2019 M&E Implementation Plan for HCP-HC approval by email (Item I-A).*
Tom Kahler said this item is ongoing. Mike Tonseth said it is unlikely that spring Chinook salmon PIT tagging at the Priest Rapids Dam off-ladder adult fish trap will occur in 2019, because the Bonneville Power Administration has requested more time and background materials to review WDFW's proposal to shift from PIT tagging steelhead to PIT tagging

spring Chinook salmon. Tonseth said it is likely that WDFW will continue to PIT tag steelhead at the Priest Rapids Dam off-ladder adult fish trap in 2019.

PRCC Hatchery Subcommittee

- *Todd Pearsons will finalize the PRCC HSC-approved 2019 Priest Rapids Hatchery M&E Implementation Plan for distribution (Item III-B).*
This item is complete. Larissa Rohrbach will distribute the final 2019 Priest Rapids Hatchery M&E Implementation Plan following the June meeting.
- *HSC representatives will submit a list of minimum data or information needs for making a decision on the White River spring Chinook salmon hatchery program to Tracy Hillman (Item III-C).*
Hillman said he received feedback from Denny Rohr (Chair of the PRCC) and will discuss it during today's meeting.

II. Joint HCP-HCs and PRCC HSC

A. Broodstock Collection Protocols Development Timeline SOA Update

Tracy Hillman reminded the Committees that in the previous version of the Broodstock Collection Protocols (Protocols) development SOA,¹ the final draft is due for HCP-HCs approval 10 days prior to their February meeting (meeting occurs approximately February 15). Mike Tonseth said he will provide revisions to that SOA in June. Todd Pearsons said this should be based on the previously discussed approaches to addressing changes to the Protocols. Hillman reminded the Committees of their agreement to review the Protocols starting in September.

B. Out-Planting Surplus Adult Methow Spring Chinook Salmon Update

Mike Tonseth said the 2017 *Out-Planting Surplus Methow Composite Spring Chinook Salmon Adults*² memorandum will be updated based on progress described in the review of Action Items (Item I-A).

C. DECISION: Streamlining HCP-HCs and PRCC HSC Meetings

Distribution Lists

Tracy Hillman started the discussion by projecting and reviewing the proposed distribution lists that he and Larissa Rohrbach compiled. Hillman said there are two separate distribution lists: a primary list and a secondary (cc) list for each group (HCP-HCs and PRCC HSC) for a total of four distribution lists. He said it would be convenient if there were only two distribution lists (a primary list and a

¹ Habitat Conservation Plan Hatchery Committees and Coordinating Committees, 2014. *Final Statement of Agreement Annual Broodstock Collection Protocols*. October 28, 2014.

² Chelan PUD, 2017. *Out-planting Surplus Methow Composite Spring Chinook Salmon Adults*. Prepared for the HCP Hatchery Committee. April 19, 2017.

secondary list), but consolidation of the four lists into two lists requires agreement from all parties. Hillman said alternatively, it would be nice to at least have one primary list and two secondary lists (one secondary list for the HCP-HC and one secondary for the PRCC HSC). Hillman said this will reduce the number of emails members receive.

Hillman started by reviewing the proposed primary lists to indicate which recipients are identified on one list but not on the other and asked members if they agree on the inclusion of recipients on a single primary distribution list. Hillman recorded decisions on the revised distribution list.

Hillman reviewed the proposed secondary lists and asked members if they prefer to maintain separate secondary lists. Tom Kahler said that because those on the secondary lists are receiving only final versions of documents, and final documents are publicly available on PUD websites, there should be little concern combining the secondary lists. Hillman reviewed each recipient and noted approval or revisions by the HCP-HCs and PRCC HSC.

Following review of individuals on the primary and secondary lists, Hillman asked the HCP-HCs and PRCC HSC if they approved the two lists. Members approved the two lists. Individuals on the primary list will receive all communications, while individuals on the secondary list will receive only final documents. Hillman will present the approved distribution lists to the HCP-CCs for their approval during their meeting on May 28 (the final updated distribution list is included in Attachment B).

Conflict of Interest SOA

Hillman said that the Conflict of Interest SOA has been revised and simplified considerably to be able to maintain an SOA but allow for more flexibility. Todd Pearsons said Grant PUD has some concern with what is being described as a conflict of interest. Pearsons said he can see the value of having an SOA, but the PRCC HSC doesn't make funding decisions, so the content needs to be represented correctly. Mike Tonseth said he had a similar concern with this content and suggested revisions to the language pertaining to the mission of the Committees members.

Keely Murdoch said she has some concerns about the need for recusing oneself from discussions. Murdoch said because the committees operate by consensus, a party that proposes a project could have a conflict of interest but would need to recuse themselves from discussion and voting on the project. However, this would not matter because the recused person would likely have given a positive vote and it would not change the outcome if all other members voted in favor of the project. Murdoch said a consensus-based committee minimizes the effect of conflicts of interest. Murdoch said that perhaps what is needed is an agreement to identify potential conflicts for the record in the notes. Hillman gave an example of when different entities respond to a request for proposals and respondents include voting members. Under this scenario, would there be a conflict of interest?

Murdoch and Catherine Willard said the Committees do not make funding decisions. Rather, the PUDs make those decisions.

Matt Cooper said Bill Gale (USFWS) wanted an SOA or a statement in the meeting protocols in case an outside party asks about the Committees' policy regarding conflicts of interest. Murdoch said these points could be summarized in the meeting protocols. Members agreed that there is no need for a conflict of interest SOA and noted that adding language to the meeting protocols stating that because decisions are consensus based in the Committees' and they do not make funding decisions, there is no need for members to recuse themselves from discussing and voting on decision items. Hillman said he would add language to the meeting protocols summarizing these points.

The HCP-HCs and PRCC HSC agreed to incorporate language on conflicts of interest into the meeting protocols document and not reactivate the lapsed conflict of interest SOA.

Meeting Protocols

Hillman said there are no new changes to the way the Committees operate; the revisions are intended to streamline the Protocols because all committees are now chaired or facilitated and supported by the same staff. Hillman projected and reviewed a draft version of the meeting protocols that included revisions from Grant PUD.

Cooper asked if the meeting protocols can be reviewed annually. Hillman said, yes, they can be reviewed annually or at any time. Kahler noted that the HCP Tributary Committees review their protocols annually and it would be appropriate for the HCP-HCs and PRCC-HSC to do the same.

Rohrbach and Hillman noted differences between HCP-HCs and PRCC HSC protocols, particularly that the HCP-HCs requires a 10-day notice of a decision item on an agenda. Rohrbach suggested meeting the requirement for a 10-day notice by including proposed agenda items and noting decision items in the call for agenda items that will be routinely sent 2 weeks in advance of the meetings.

Kirk Truscott noted that the HCP-HCs are more autonomous than the PRCC HSC. Truscott asked if decisions or SOAs made by the PRCC HSC require approval by the PRCC. Pearsons noted that not all SOAs become approved by the PRCC and that it is noted on the SOAs whether they are HSC-approved and/or PRCC approved. Murdoch asked what the difference is between declining to approve or abstaining from approval at the level of the PRCC. Pearsons said all SOAs go to the PRCC, but it is the PRCC's decision to weigh in whether to approve or not to vote at all. Tonseth suggested this level of detail may not be necessary for the meeting protocols.

Pearsons asked if it should be assumed that all SOAs go to the HCP-CCs and the PRCC HSC. Hillman said within the HCPs, it is possible that an SOA approved by the HCs (or the HCP Tributary

Committees) could be contested by the HCP-CCs and the CCs could then ask the HCs to reevaluate an agreement. Kahler noted that the attitude of the HCP-CCs has been deference to the HCs and Tributary Committees.

Hillman called for a vote on the revised version of the streamlined meeting protocols and all representatives of the HCP-HCs and PRCC HSC approved (the final updated meeting protocols are included in Attachment C).

D. NMFS Consultation Update

Emi Kondo provided an update on the Steelhead and Summer and Fall Chinook Salmon National Environmental Policy Act documents (Environmental Assessments). She said NMFS is still completing the Finding of No Significant Impact (FONSI) for the Steelhead and Summer and Fall Chinook Salmon Environmental Assessments. She said NMFS is crafting a FONSI document that states the action will not have a significant impact to the environment; therefore, an Environmental Impact Statement will not be necessary. She said that James Archibald (NMFS) is helping with the FONSI. She said there were no major comments on the Steelhead or Summer and Fall Chinook Salmon permits language. She said the major change is that permits will be extended to 2030. She said that after the FONSI is completed, the internal processes include two layers of internal review and West Coast regional review.

Kirk Truscott asked about the Wells Hatchery facility draft steelhead permit because the applicants haven't received a draft permit for review. Mike Tonseth said a BiOp is available but they have not received the draft permit from NMFS for review. Kondo said she will check with Charlene Hurst on the status of the Wells Hatchery program permit for Methow Steelhead.

Kondo also said there is an effort at NMFS to document and streamline the primary recipients for required reporting products and they could provide updates in future meetings. Brett Farman said another goal is to combine the reporting to meet permit conditions with bull trout encounter reporting for more accurate encounter tracking.

Todd Pearsons asked to whom at NMFS reports and protocols are submitted. Tonseth noted that different people at NMFS are recipients of different reports. Catherine Willard said it is her assumption that all materials are provided to the NMFS representative for appropriate distribution within NMFS. Tracy Hillman noted that all reports, plans, and materials are available in the HCP-HCs and PRCC HSC annual reports and those can be submitted to the NMFS representative on the Committees. He added it would be helpful if there is written guidance that all materials should be provided to the "NMFS representative" (rather than to a named individual), so that if there is turnover within the position, it will still be clear to whom those materials should be sent. Pearsons

said it would be helpful to note in the permitting documents that it is the NMFS representative that is the single point of contact.

Kondo said NMFS will ultimately have an internal database-style list indicating which individuals are responsible for receiving which materials. She said it is NMFS's responsibility to ensure reports are received and reported in a timely manner. Farman said NMFS is making an effort to track this better.

Kondo then shared the two comments that were received on the upper Columbia steelhead and spring Chinook salmon hatchery programs and said they were noted for the record but did not contain substance that required action to be taken. Truscott asked how often it happens that no comments are submitted on hatchery permit environmental reviews, but those programs are later contested or litigated. Kondo said it is rare for comments to be submitted on hatchery permit environmental reviews and confirmed that no communication was received from entities who have contested hatchery programs in the past.

III. PRCC HSC

A. Approve the April 17, 2019 Meeting Minutes, Committee Updates, and Meeting Summary Review (Todd Pearsons)

The PRCC HSC representatives approved the draft April 17, 2019 meeting minutes as revised (Item I-A).

B. White River Memorandum Progress Update

Tracy Hillman provided an update from Denny Rohr on the PRCC's response to the PRCC HSC's memorandum regarding the White River Hatchery Program. Hillman read from an email from Denny Rohr and said the PRCC direction is still under discussion within the PRCC. Hillman said the PRCC HSC will withhold from further discussion until further direction is provided from the PRCC HSC. Hillman said it would be ideal to receive direction soon to take advantage of Craig Busack's (NMFS) participation prior to his retirement. Keely Murdoch said this was an accurate summary of the status of the PRCC progress.

IV. Administration

A. Next Meetings

The next HCP-HCs and PRCC HSC meetings are on July 17, 2019, August 21, 2019, and September 18, 2019, at Grant PUD in Wenatchee, WA.

V. List of Attachments

Attachment A List of Attendees

FINAL

*HCP Hatchery Committees
Meeting Date: May 15, 2019
Document Date: July 17, 2019
Page 12*

- Attachment B Final Updated HCP-HCs and PRCC HSC Distribution Lists
- Attachment C Final Updated HCP-HCs and PRCC HSC Meeting Protocols

Attachment A
List of Attendees

Name	Organization
Tracy Hillman	BioAnalysts, Inc.
Larissa Rohrbach	Anchor QEA, LLC
Catherine Willard*	Chelan PUD
Kirk Truscott*‡	Colville Confederated Tribes
Tom Kahler*	Douglas PUD
Peter Graf‡	Grant PUD
Deanne Pavlik-Kunkel	Grant PUD
Todd Pearsons‡	Grant PUD
Brett Farman*‡	National Marine Fisheries Service
Emi Kondo	National Marine Fisheries Service
Matt Cooper*‡	U.S. Fish and Wildlife Service
Mike Tonseth*‡	Washington Department of Fish and Wildlife
Keely Murdoch*‡	Yakama Nation

Notes:

* Denotes HCP-HC member or alternate

‡ Denotes PRCC HSC member or alternate

° Joined by phone

Attachment B
Final Updated HCP-HCs and PRCC HSC Distribution Lists

HCP HCs and PRCC HSC Distribution Lists

Primary Distribution List:

HCP-HCs and PRCC HSC Members and Active Participants List

(Receive all email communications.)

Organization	Name	HCP-HCs Role	PRCC-HSC Role
BioAnalysts	Tracy Hillman	Chair	Facilitator
Anchor QEA	Larissa Rohrbach	Support	Support
Anchor QEA	Sarah Montgomery	Support	Support
Anchor QEA	Kristi Geris	HCP-CC Support	HCP-CC Support
CCT	Kirk Truscott	Representative	Representative
CCT	Casey Baldwin	Alternate	Alternate
CPUD	Catherine Willard	Representative	HCP-HC Representative
CPUD		Alternate	HCP-HC Alternate
DPUD	Greg Mackey	Representative	HCP-HC Representative
DPUD	Tom Kahler	Alternate	HCP-HC Alternate
DPUD	Betsy Bamberger	Fish Health Expert	HCP-HC Health Expert
DPUD	Shane Bickford	Policy Lead	HCP-HC Policy
GPUD	Todd Pearsons	PRCC HSC Representative	Representative
GPUD	Peter Graf	PRCC HSC Alternate	Alternate
GPUD	Deanne Pavlik-Kunkel	PRCC HSC Alternate	Alternate
Wanapum	Pat Wyena	PRCC HSC Interested Party	Interested Party
NMFS	Brett Farman	Representative	Representative
NMFS	Charlene Hurst	Alternate	Alternate
USFWS	Matt Cooper	Representative	Alternate
USFWS	Bill Gale	Alternate	Representative
USFWS	Michael Humling	Technical Support	Technical Support
WDFW	Mike Tonseth	Representative	Representative
WDFW	Chad Jackson	Alternate	Alternate
WDFW	Charles Snow	Technical Support	Technical Support
WDFW	McLain Johnson	Technical Support	Technical Support
YN	Tom Scribner	Representative	Representative
YN	Keely Murdoch	Alternate	Alternate

Attachment B
Final Updated HCP-HCs and PRCC HSC Distribution Lists

Secondary Distribution List:

HCP-HCs and PRCC HSC Broader Distribution List

(Receive only email communications that include final versions of meeting materials and documents, unless otherwise indicated by HCP-HCs and PRCC HSC members.)

Organization	Name	Reason for Inclusion	HCP-HCs Distribution	PRCC-HSC Distribution
Anchor QEA	John Ferguson	HCP-CCs Chair	Yes	Yes
CPUD	Alene Underwood	CPUD Policy Lead	Yes	Yes
CPUD	Becky Gallaher	HCP Coordinator for CPUD	Yes	Yes
CPUD	Bill Towey	CPUD Science/Policy	Yes	Yes
CPUD	Ian Adams	CPUD Hatchery Specialist	Yes	Yes
CPUD	Lisa Mattix	HCP Coordinator for CPUD	Yes	Yes
DPUD	Amber Nealy	HCP Coordinator for DPUD	Yes	Yes
GPUD	Curtis Dotson	GPUD PRCC Lead	Yes	Yes
GPUD	Dave Duvall	GPUD Monitoring	Yes	Yes
GPUD	Eric Lauver	GPUD Monitoring	Yes	Yes
GPUD	Tom Dresser	GPUD Science/Policy	Yes	Yes
Independent	Dennis Rohr	PRCC Facilitator	Yes	Yes
NMFS	Emi Kondo	EA and Permit Lead	Yes	Yes
WDFW	Brian Lyon	Hatchery Manager	Yes	Yes
WDFW	David Clark	Hatchery Manager	Yes	Yes
WDFW	Megan Finley	Fish Health Expert	Yes	Yes
WDFW	Ryan Fortier	WDFW Monitoring	Yes	Yes
WDFW	Alf Haukenes	WDFW Monitoring Coordinator	Yes	Yes
WDFW	Chris Moran	WDFW Monitoring	Yes	Yes
WDFW	Denise McCarver	Hatchery Staff	Yes	Yes
WDFW	Travis Maitland	WDFW Monitoring	Yes	Yes
WDFW	Charles Frady	WDFW Monitoring	Yes	Yes
YN	Cory Kamphaus	YN Monitoring	Yes	Yes

HCP Hatchery Committees and PRCC Hatchery Subcommittee Meeting Protocols

*Last modified: May 15, 2019
HCP-HC and PRCC HSC Approval: May 15, 2019*

Habitat Conservation Plans Hatchery Committees' Responsibilities

The Habitat Conservation Plans Hatchery Committees (HCP-HC) oversee development of recommendations for implementation of the hatchery elements of the three Habitat Conservation Plans (HCPs) for which Chelan and Douglas public utility districts (PUDs) have responsibility for funding. This includes overseeing the implementation of improvements, and monitoring and evaluation relevant to the PUDs' hatchery programs, as identified in the HCPs, the Permits, and Agreements.

Priest Rapids Coordinating Committee Hatchery Subcommittee Responsibilities

The Priest Rapids Coordinating Committee (PRCC) Hatchery Subcommittee (HSC) provides the primary forum for implementing and directing hatchery mitigation measures stipulated in the Priest Rapids Project Biological Opinion, May 3, 2004, outlined in Actions 26 to 31 of the Priest Rapids Project Salmon and Steelhead Settlement Agreement. The focus of the HSC is to resolve technical issues associated with the design, operation, and monitoring and evaluation of Grant PUD's hatchery mitigation program as identified in the Settlement Agreement. In fulfilling this purpose, HSC members will represent the policy directions of their organizations.

The HCP-HCs and PRCC HSC also coordinate in-season information sharing and discuss unresolved issues. HCP-HCs' and PRCC HSC's decisions shall be based upon the likelihood of biological success, time required to implement, and cost-effectiveness of solutions.

Members of the Wells, Rocky Reach, and Rock Island HCP-HCs and the PRCC HSC (collectively Members) represent a variety of federal, state, and tribal governments, and PUDs (collectively Parties).

Decision Making

1. The HCP-HCs and the PRCC HSC are decision-making bodies and make decisions or recommendations by consensus. Consensus is the unanimous consent of all respective committee members. Abstention does not prevent a unanimous vote.³
2. Decisions are made and recorded in two ways. The first is recorded in the meeting minutes and the second is recorded in a Statement of Agreement. In general, the most consequential decisions are recorded in Statements of Agreement.
3. If a Party or its designated alternative cannot be present for an agenda item to be voted upon, then the Party must notify the Chair/Facilitator, who shall delay a vote on the agenda item for up to five (5) business days. A Party may invoke this right only once per delayed agenda item.¹
 - a. The HCP-HCs and PRCC HSC have historically been amicable to a Party requesting additional time for internal vetting prior to a vote (within reason). This request and agreement typically have occurred during the meeting following contentious discussions and the inability to reconcile differences at that time.

³ The identified protocol comes from the Anadromous Fish Agreement and HCPs for the Wells, Rocky Reach, and Rock Island Hydroelectric Projects and the Priest Rapids Project Salmon and Steelhead Settlement Agreement for the PRCC HSC.

Attachment C
Final Updated HCP-HCs and PRCC HSC Meeting Protocols

Disputes and Conflicts

1. Dispute Resolution will follow the protocols and timelines defined in the HCPs and the Priest Rapids Salmon and Steelhead Settlement Agreement.
2. Conflict of Interest: Decisions and agreements made by the HCP-HCs and PRCC HSC require consensus, and funding and contracting issues are under the authority of the PUDs (not the HCP-HCs and PRCC HSC), therefore there is no need for a conflict of interest statement. There are no topics evaluated, discussed, or voted on by the HCP-HCs and PRCC HSC that would require recusing members due to conflicts of interest.

Meeting Protocols

1. The HCP-HCs and PRCC HSC shall meet monthly, or at least two (2) times per year, to conduct business and resolve disputes. In addition, any Committee Member can request to hold a special meeting of the Committees if at least one other Committee Member agrees to the meeting (requires two Committee Members). Every effort will be made to give Committee Members at least seven (7) days' notice of a special meeting. The Committee recognizes that sometimes unusual circumstances may result in fewer than seven (7) days' notice.
2. Agendas
 - a. The Chair/Facilitator or Coordinator will distribute a draft list of agenda items and a request for additional agenda items fourteen (14) days before each meeting.
 - b. Final agendas will be distributed seven (7) days before the next meeting.
3. Minutes
 - a. Draft meeting minutes for review will be distributed within fourteen (14) days of the next meeting.
 - b. Revised draft minutes for approval will be distributed within seven (7) days of the next meeting.
 - c. Final meeting minutes will be distributed within three (3) days following approval.
4. Decision Items
 - a. Decision items will be noted in the draft list of agenda items and draft decision documents (e.g., draft Statements of Agreement) will be distributed with the request for agenda items, or at least ten (10) days before a meeting at which the decision item is voted upon. This provision can be waived by agreement of all relevant Committee Members.
5. Action Item Summary
 - a. Final action items, decision items, and agreements resulting from the meeting will be distributed within three (3) days of the completed meeting.
6. Final documents and other reports
 - a. Documents approved as final, documents to support meeting discussion (e.g., journal articles), and other final reports (e.g., monthly hatchery reports) will be distributed with the final agenda or with final meeting minutes and action item summary unless otherwise indicated by Members.

Meeting logistics

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1. The meeting location will be the Grant PUD office in Wenatchee, Washington, unless agreed otherwise.
2. If a meeting is canceled, the regular schedule will remain unchanged.
3. Agenda items will be grouped by Committee (Wells, Rock Island/Rocky Reach, Priest Rapids or “Joint” if pertaining to the HCP-HC and PRCC HSC). Joint items will always be discussed first. Items relevant to the specific Committees will typically be presented in reverse order of the length of time required for discussion (i.e., Committees with agenda items requiring less time to discuss will go before Committees requiring more time for discussion). Agenda items will be listed under each Committee according to the order in which they were received. Revolving agenda items are covered last under each Committee.

Review of Plans and Reports

1. All Studies, Implementation Plans, and Reports prepared under the HCPs or Priest Rapids Project Salmon and Steelhead Settlement Agreement will be available for at least a 30-day review period unless decided otherwise.¹
2. Plans shall be approved by a vote and reports will be finalized after review deadlines are exceeded and edits and comments addressed.

Document Distribution

1. SharePoint/Extranet Site and Email Distribution List Access
 - a. The HCP-HCs agreed on a system requiring HCP Coordinating Committees review and approval to provide non-Members access to HCP Extranet Sites and email distribution lists. For example, if a Washington Department of Fish and Wildlife non-Member requests access to the HCP Hatchery Committees Extranet Site or email distribution list, the Washington Department of Fish and Wildlife HC Representative needs to pass the request to the Washington Department of Fish and Wildlife Coordinating Committee Representative, who then needs to request Coordinating Committee approval.
 - b. Historically, administrative access (i.e., Chair or support) has been granted without Coordinating Committee approval; however, it is discussed with the Coordinating Committee at the next possible Coordinating Committee meeting.
 - c. Materials relevant to the HCP-HCs will be saved to an Extranet site maintained by Douglas PUD. Materials relevant to the PRCC HSC will be saved to a SharePoint site maintained by Grant PUD.
2. Draft materials and requests for agenda items will be distributed to the Primary Distribution List that includes Representatives, Alternates, and a select group of recipients approved by Members. Final meeting materials and reports will be distributed to the Primary Distribution List and the Secondary Distribution List that includes a broader list of interested recipients.