

2010 Operating Guidelines

West Sound Watersheds Council Lead Entity

PURPOSE/MISSION STATEMENT

The West Sound Watersheds Council (WSWC) is the lead entity for salmon recovery housed within Kitsap County government, as agreed to by the cities, counties, and tribes* in the specified geographic area, as described in the "Salmon Recovery Act"..

*Suquamish Tribe, Squaxin Island Tribe, Kitsap County, Pierce County, cities of Bainbridge Island, Bremerton, Gig Harbor, Port Orchard and Poulsbo.

I. WEST SOUND WATERSHEDS COUNCIL Description

The West Sound Watersheds Council geographic area includes Water Resource Inventory Area (WRIA) 15, excluding Hood Canal, and is commonly referred to as the West Sound Watersheds.

WSWC will serve as the coordinating body for implementation of the Puget Sound Salmon Recovery Plan, a sub set of the Puget Sound Action Agenda, for activities occurring within the West Sound Watersheds. This will include coordinating with and connecting entities such as the Salmon Recovery Funding Board (SRFB), the WSWC Technical Advisory Group (TAG), project sponsors, other lead entities, and state and federal agencies (such as Washington State Department of Ecology, the Puget Sound Partnership and National Oceanographic and Atmospheric Administration).

WSWC will solicit members and support a broad representation as described in the "Salmon Recovery Act" (RCW 77.85) and will include key implementer groups. Such broad representation may include elected officials or staff from tribal, city, and county agencies, the U. S. Navy, academic institutions, regional fish enhancement groups, non-governmental organizations, stakeholders, and other interested parties. Participation in WSWC is voluntary.

membership criteria to be discussed at future 2010 WSWC meeting

WSWC, with input and guidance from the TAG on scientific and technical issues, will develop a strategy for protection and restoration of habitat for ecosystem recovery. This strategy will include both capital and non capital projects, such as education, regulatory compliance and research. This strategy will be updated by WSWC each year through the Puget Sound Partnership (PSP) 3 Year Work Plan update.

WSWC will develop a single ranked-in-order-of-priority list of proposed projects each year to be submitted to the SRFB through the PSP for funding consideration. Ranking will be dependent on criteria set by WSWC and the TAG.

WSWC will review and rank other projects as requested by other funding programs such as the Community Salmon Fund, the Estuary and Salmon Restoration Program (ESRP), or the National Estuary Program.

II. MEETINGS

Meetings of WSWC will be scheduled by the lead entity coordinator. The time, location, and frequency of meetings may vary to ensure that all tasks are completed in a timely manner and to maximize attendance by WSWC members.

All meetings or events conducted by the WSWC will be advertised on WSWC website and open to the public.

How to include public involvement to be discussed at future 2010 WSWC meeting

Notice of meetings, events, and summaries will be provided to any interested parties and WSWC members.

III. DECISION MAKING

The goal for decision making will be consensus. Conflicts will be resolved through negotiation until consensus is achieved, a vote is called for, or the item is tabled.

Issues being put to a vote will be decided by a simple majority, with one vote per organization.

May be future agenda topic, look at HCCC process for ideas

IV. RECORD KEEPING

Records will be maintained by the lead entity coordinator and available for review during normal business hours with reasonable notice.

Lead entity coordinator will provide an agenda and attendance roster for each meeting. Draft meeting notes will be distributed to participants in a timely manner.

Meeting notes and other important documents relevant to WSWC business shall be posted on the WSWC website, through ECO net or other media venues.

WSWC products may take the place of the usual minutes.

V. WSWC MEMBER RESPONSIBILITIES

Attendance at the meetings is important to continue being an informed WSWC member. WSWC members are expected to attend the meetings. If a member is unable to attend a meeting, it is the member's responsibility to inform themselves on issues discussed in those meetings through review of the meeting summaries and products.

VI. TECHNICAL ADVISORY GROUP (TAG) RESPONSIBILITIES

The purpose of the TAG is to help ensure that sound science is used in the identification and prioritization of salmon habitat protection and restoration projects in the West Sound Watersheds.

The TAG will provide recommendations on project prioritization for SRFB grant funding to WSWC and lead entity coordinator.

Members of the TAG shall reflect expertise in technical experts in the fields of salmon life history, marine ecology, restoration techniques, nearshore habitats, geology, water quality and quantity or other areas as determined by the WSWC.

TAG to should discuss how to include cultural or historical expertise at next meeting

The TAG will operate as an independent committee of WSWC, governed by generally accepted guidelines and practices governing the activities of independent science boards.

The TAG will announce its meetings in advance and will encourage all interested parties to attend and observe.

VII. LEAD ENTITY/LEAD ENTITY COORDINATOR RESPONSIBILITIES

Kitsap County will assign a lead entity coordinator to support the work of the WSWC and the TAG. The lead entity coordinator will manage lead entity operational funds received from the RCO.

The lead entity coordinator will serve as the primary point of contact with for the SRFB project ranking process in the West Sound. The lead entity coordinator will be responsible for managing communication and information exchange among the WSWC, TAG, project sponsors, and state and federal agencies.

The lead entity coordinator will represent WSWC and participate in the Puget Sound Partnership's Watershed Leads group.

The lead entity coordinator will coordinate public outreach and education activities for WSWC.

The lead entity coordinator will handle the appropriate administrative duties and coordinate with the WSWC, TAG, and committee chairs (if appointed).

The lead entity coordinator will support project sponsors by assisting with project applications through the Habitat Work Schedule (HWS), the PRISM grant system at RCO and the lead entity ranking process.

The lead entity coordinator will respond to any requests for information related to projects included in the WSWC 3 Year Work Plan.

The lead entity coordinator, with the support and assistance of the WSWC and the

TAG, will solicit and encourage local sponsors.

The lead entity coordinator will report the final ranking process and projects to the West Sound Watersheds Council.

VIII. PROJECT SPONSOR RESPONSIBILITIES

Project sponsors will submit complete and accurate project proposals within the prescribed time frame through the HWS and PRSIM databases.

Project sponsors will participate in site visits or WSWC discussions of their projects.