

Upper Salmon Basin Watershed Program

Idaho Governor's Office of Species Conservation

Introduction

The Lemhi River Model Watershed Project began in 1992 after then Governor Cecil Andrus nominated it for designation as a Model Watershed project under the Northwest Power and Conservation Council's (Council) Columbia River Basin Fish and Wildlife Program. The Governor also assigned the Idaho Soil Conservation Commission (Commission) as the lead for the project. In 2010, the administration of the Upper Salmon Basin Watershed Program was transferred to the Idaho Governor's Office of Species Conservation. The Council is a compact of the four northwest states created by the Pacific Northwest Electric Power Planning and Conservation Act 1980 (Power Act) and includes eight governor-appointed members. Two of the Council's responsibilities defined by the Power Act are to ensure the northwest benefits from affordable hydroelectric power and that mitigation is provided for fish and wildlife resources affected by the construction and operation of the Columbia River basin power system. The Bonneville Power Administration (Bonneville) funds the Council's fish and wildlife program through revenue generated by power and transmission sales.

The project name has been modified several times and the area expanded since 1992. The latest expansion beyond the Lemhi and Pahsimeroi watersheds was in 2000 when the area was expanded to encompass the four upper Salmon subbasin 4th Field Hydrologic Unit Code watersheds. The structure of the project has remained constant. Through the Commission a project coordination office was established to provide technical assistance and coordination for development and implementation of conservation projects. A technical team composed of resource specialists was formed to provide input and assistance. An advisory committee, composed of landowners, local state, federal, and tribal agencies, special interest groups, conservation districts, and county boards of commissioners, provides public input and oversight to the project.

Bonneville funded projects implemented on private lands have been constructed under contracts with conservation districts in the upper Salmon. Projects funded by other sources have also been completed on private lands through the services of conservation districts. Other funding sources have included: the Commission's Water Quality Program for Agriculture and Conservation Improvement Program, Idaho's Pacific Coastal Salmon Recovery Fund, Idaho Clean Water Act 319 funds managed by the Department of Environmental Quality, Farm Bill programs, U.S. Fish and Wildlife Service, and NOAA Fisheries Community-based restoration funds.

Proposed projects for which financial and technical assistance coordination is desired through OSC's USBWP Field Office or USBWP Technical Team may be proposed and sponsored by any entity that is a member of the Advisory Committee or Technical Team. The OSC and sponsors may enter into a Collaboration Partnership through a memorandum of understanding (MOU) to clarify roles and responsibilities for projects. These may be reviewed and amended as necessary. The OSC will solicit suitable sponsors when project ideas, concepts or proposals are recommended by individuals or agencies that are unable to sponsor them.

Proposals are evaluated relative to the ecological principles they incorporate, technical merit and community values. The USBWP Advisory Committee and the USBWP Tech Team perform these functions. These reviews result in projects that are scientifically based and acceptable to the community. The final phase prior to project implementation is to apply practical considerations, such as available funding, opportunity, project sequence, environmental compliance, etc.

The benefits to project development that are provided through coordination by the USBWP are not available elsewhere. All projects that may affect ESA listed aquatic species are encouraged to coordinate through the USBWP.

Purpose

The purpose of this document is to formally establish the operating protocols, objectives and functions of the advisory committee. It is intended that as the program has evolved over time, this document will also be regularly reviewed and amended as needed so that continued conservation efforts can be implemented in the most scientifically reasonable way for the most economically reasonable costs. The collective name herein will be known as the Upper Salmon Basin Watershed Program.

Authorities

The principal authorities of the Idaho Governor's Office of Species Conservation (OSC) are summarized in Title 67: State Government and State Affairs, Chapter 8: Executive and Administrative Officers.

Office of Species Conservation

OSC Mission Statement

To coordinate policies and programs related to the conservation of threatened, endangered and candidate species in Idaho

Vision

The Governor's Office of Species Conservation is dedicated to planning, coordinating and implementing the State's actions to preserve, protect and restore species listed as threatened and endangered under the federal Endangered Species Act (ESA). This work will be done through coordination with the State natural resource agencies and with the input of the citizens of Idaho, while taking into consideration the economic vitality of the State.

Principles and Values

- Rely upon science and common sense in developing conservation programs
- Involve all parties impacted by recovery decisions
- Understand and incorporate Idaho values into conservation measures
- Incorporate the State's need for economic vitality into considerations for species recovery

OSC Objectives and Functions

1. Lead Agency Management
 - A. Function: Provide management oversight to the Upper Salmon Basin Watershed Program field office and staff.
 - B. Function: Approve modifications and amendments to the USBWP Field Office protocols and practices.
2. Policy Coordination
 - A. Function: OSC staff shall create and maintain a communication system that will ensure open communication and supportive relationships with local, state, federal, and tribal policy makers.
3. Personnel Management
 - A. Function: OSC shall employ, supervise, develop, and evaluate program staff to assist in performance of roles and responsibilities.

OSC's Upper Salmon Basin Watershed Program Field Office

USBWP Field Office Mission Statement

Protect and restore the region's significant fish habitats through a partnership approach that respects agriculture and improves our way of life.

USBWP Field Office Objectives and Functions

1. Objective Provide technical, administrative, fiscal, programmatic, compliance, management, and implementation assistance to project sponsors and landowners.
 - A. Function: Determine roles, responsibilities and tasks by project and by entity, to be performed.
 - B. Function: Serve as project agent as necessary to ensure on-the-ground implementation is achieved.
 - C. Function: Provide support and service to conservation districts or other partners as requested.
2. Objective Provide staff support to the USBWP Advisory Committee.
 - A. Function: Staff coordinate quarterly meeting logistics, assist Advisory Committee chairman, develop meeting agenda, compile meeting notes, and maintain necessary documentation.

- B. Function: Present status reports including but not limited to, project development and implementation, monitoring, funding requests and results, and regional fish and wildlife issue updates.
 - C. Function: Complete special projects or reports as appropriate that may be requested by the Advisory Committee.
3. Objective Coordination and staff support for the USBWP Technical Team.
- A. Function: USBWP Field Office coordinator will serve as chairman.
 - B. Function: Facilitate monthly meetings and project evaluations.
 - C. Function: Coordinate meetings, develop agenda, and keep meeting notes and relevant documentation.
 - D. Function: Provide annual Tech Team Year in Review.
4. Objective Secure funds and manage contracts and/or accounts for project development, implementation, monitoring, and operations.
- A. Function: Prepare as appropriate applications and request-for-proposal documents to local, state, and federal agencies, private foundations, and non-profit organizations for project funding and program operations.
 - B. Function: Comply with contract provisions with funding sources.
 - C. Function: Provide information necessary to comply with existing policies of the Office of Species Conservation.
5. Objective Communication
- A. Function: Increase landowner participation in the USBWP.
 - B. Function: Develop opportunities for public education.
 - C. Function: Create and maintain a communication system that will ensure appropriate information from and about the USBWP is exchanged with staff from agencies and organizations whose support is important to program success.
 - D. Function: Increase opportunities to develop new relationships.

USBWP Advisory Committee Charter

I. USBWP Advisory Committee Mission

To provide a public framework for coordination and cooperation among local, private, state, tribal, and federal fish, wildlife, and land managers, land users, and landowners in the management of biological, social, and economic resources in protecting, enhancing, and restoring anadromous and resident fish habitat and wildlife.

II. USBWP Advisory Committee Membership

Lemhi SWCD	Non-agency fish and wildlife interest
Lemhi County Commissioners	Shoshone - Bannock Tribe
Custer County Commissioners	Recreation interest
Landowner – Lemhi (2)	Idaho Department of Fish and Game
Landowner – East Fork	Bureau of Land Management
Landowner – Pahsimeroi	USDA Natural Resources Conservation Service
Landowner – Main Salmon	U.S. Forest Service
	U of I Cooperative Extension Service

Expansion or diminishment of the membership to include another agency, organization, or individual will be by formal motion from the Advisory Committee. This action will constitute an amendment to the Advisory Committee's charter. When a position is vacated the membership agency, organization, or landowners will make a recommendation for a replacement to the Advisory Committee. The Advisory Committee will consider the recommendation and if satisfactory will invite the person recommended.

III. USBWP Advisory Committee Operating Protocols

1. The Advisory Committee will elect a chairman and vice-chairman. Elections are held every two years during the winter quarter meeting in even years. If an incumbent resigns between terms, the Advisory Committee will hold an election at the next regularly scheduled meeting.
2. Meetings will be convened quarterly or as needed in an open public meeting forum according to Idaho Open Meeting Law Idaho Code §67-2340 through §67-2347.
3. A quorum, defined as a majority of the members, is required to conduct Advisory Committee business. Decisions will be made on a super majority (2/3) vote of the attending members, each member casting one vote.
4. The Advisory Committee may appoint an individual to serve as a facilitator to conduct a decision-making meeting to assist full participation by committee members and to maintain the agenda schedule.
5. Amendment to the Advisory Committee Charter may be proposed by any Advisory Committee member and will become effective immediately upon super majority approval.
6. Robert's Rules of Order will be used to conduct Advisory Committee meetings.
7. The Advisory Committee may form subcommittees to address special issues or projects.
8. Internal conflicts are to be resolved at the lowest level possible. The Advisory Committee at a minimum shall address issues in executive session as appropriate and in compliance the Idaho

Open Meeting Law §67-2340 through §67-2347. The Advisory Committee may request mediation assistance.

9. Conflict of interest – Defined in Idaho Ethics in Government Manual.

IV. USBWP Advisory Committee Executive Board

1. Shall be convened within a reasonable time frame and when a quorum can be assembled. The board is authorized to take actions that have time-sensitive constraints.
2. The Executive Board shall be convened to carry out authorities, assignments, or special projects delegated to it by the Advisory Committee.
3. Executive Board membership shall be comprised of five members including: Advisory Committee Chairman, Lemhi SWCD Chairman, non-agency fish and wildlife interest, Recreation representative, one member of the tech team and one rancher.
4. The Executive Board may request other advisory committee members to serve as non-voting members of the Executive Board.
5. The Advisory Committee Chairman will conduct meetings.
6. The Executive Board will meet as needed and meeting notes will be taken.
7. The Executive Board shall inform the Advisory Committee of actions taken.

V. USBWP Advisory Committee Participation

1. Each member may designate an alternate to serve in their absence and must notify the USBWP coordinator or the Advisory Committee chairman of that designation.
2. Members should brief their alternates on all issues and proceedings prior to the alternate's participation.
3. Members will keep their respective organizations fully informed of Advisory Committee actions.
4. If a member and alternate are unable to attend a meeting, the member may provide written comment or request another member to represent or express the absent member's information or position.
5. An Advisory Committee member may be replaced when he/she misses three regularly scheduled meetings without notifying the USBWP chairman or USBWP coordinator.

VI. USBWP Advisory Committee Objectives and Functions

1. Objective Foster and maintain Upper Salmon Basin community-based involvement in regional fish and wildlife habitat protection, enhancement, and restoration.
 - A. Function: Develop a forum in the upper Salmon subbasin for public participation in project development and program review.
 - B. Function: Provide opportunities for public participation in regulatory systems, e.g. National Environmental Policy Act requirements.
 - C. Function: Provide opportunities for public participation to discuss issues including but not limited to land use planning, development of conservation tools, and use of alternative conservation tools such as land trusts and easements.

2. Objective Perform project reviews to ensure consistency between program mission and community values.
 - A. Function: Evaluate program consistency with community values by determining the socio-economic and political impacts.
 - B. Function: Recommend modifications and amendments to proposal sponsors to improve project consistency with program mission and community values.
 - C. Function: Provide input on proposed projects
3. Objective Promote and advocate for desirable quality of life conditions and economic resiliency in the upper Salmon subbasin.
 - A. Function: Collaborate with conservation partners to advocate for consistency between resource management decision-making and the desired cultural, environmental, and economic outcomes.
 - B. Function: Promote responsible stewardship and conservation decision-making.
 - C. Function: Advocate for the use of local labor forces, contractors, and suppliers for project implementation.
4. Objective Program Promotion and Public Education.
 - A. Function: Develop allies at the local, state, regional, and federal levels including those outside the upper Salmon subbasin by creating, renewing, and strengthening support for the program from political representatives, agencies, special interest groups, and the public.
 - B. Function: Develop, implement, and/or direct implementation of a multi-media marketing effort that includes a diverse set of strategies. For example, radio forums, public service announcements, displays at county fairs, libraries, and museums, print media news releases, newsletters, ads, and brochures, enhance the current website, and/or conduct a logo competition.
 - C. Function: Direct the development of a state of the subbasin/program report annually or semi-annually.
5. Objective Assess program efficiency and efficacy bi-annually corresponding with the election of the Chairman.
 - A. Function: Announce a public review.

- B. Function: Conduct an internal review of Advisory Committee’s charter and make recommendations for amendments.
- C. Function: Conduct a public meeting to hear testimony for modification or amendment to the USBWP, including the OSC’s USBWP Field Office protocols, and the Advisory Committee and Tech Team charters.
- D. Function: Evaluate internal and public review suggestions to determine inclusion in program components. The Advisory Committee must approve changes to their charter.
- E. Function: Solicit program support letters from agency and non-agency memberships of the Advisory Committee after the USBWP review to formally affirm the continued partnership.

USBWP Technical Team Charter (Tech Team)

I. USBWP Tech Team Mission

The Technical Team is a voluntary body comprised of internal USBWP staff and others to assist the Advisory Committee. It is not created by or pursuant to statute, ordinance or other legislative act.

The USBWP Technical Team will:

1. Provide local-expert technical guidance to the Advisory Committee by evaluating fish and wildlife project concepts and proposals to determine their scientific validity and to recommend modifications as needed.
2. Ensure consistency between projects and local, state, tribal, and federal agency programs and policies.

II. USBWP Tech Team Membership

Bonneville Power Administration	Bureau of Land Management
Custer Soil and Water Conservation District	Idaho Department of Environmental Quality
Idaho Department of Fish and Game	Idaho Department of Water Resources
Lemhi Regional Land Trust	Lemhi Soil and Water Conservation District
Natural Resources Conservation Service	NOAA Fisheries
Salmon-Challis National Forest	Sawtooth National Recreation Area
Shoshone Bannock Tribe	The Nature Conservancy
Trout Unlimited	U.S. Bureau of Reclamation
USBWP Field Office	U.S. Fish and Wildlife Service

III. USBWP Tech Team Operating Protocols

1. The USBWP Coordinator will assist in the selection of a chairman of the Tech Team to conduct meetings and facilitate agenda development for future meetings.
2. Decisions will be made by consensus of the attending members.

3. Failing consensus, the Tech Team may move to take action by a 2/3 super majority vote of attending members, each member entity shall cast one vote, regardless of number in attendance.
4. Meetings will be convened at least monthly or as needed.
5. Tech Team actions are only advisory in nature and consequently they are not subject to the Idaho Open Meeting Law.
6. When two or more voting members are absent from a meeting requiring a decision-making action, the members present may move to table a decision for the next or designated subsequent meeting.
7. The Tech Team may appoint an individual to serve as a facilitator to conduct a decision-making meeting to assist full participation by committee members and to maintain the agenda schedule.
8. Amendment to the Tech Team Charter may be proposed by any Tech Team member, must be approved by Tech Team consensus, and will become effective immediately upon approval by the Advisory Committee.
9. The Tech Team may form subcommittees to address special issues or projects.

IV. USBWP Tech Team Participation

1. Tech Team members are resource professionals. Additional agency or organization membership shall be approved in writing by the Advisory Committee upon recommendation from the Tech Team.
2. Tech Team members may have alternates and will brief the alternate on all issues and proceedings prior to the alternate's participation.
3. Members will keep their respective organizations fully informed of Tech Team and Advisory Committee actions.
4. If both the member and the alternate are unable to attend a meeting, the member may provide written comment or request another member to represent or express the absent member's information or position.

V. USBWP Tech Team Objectives and Functions

1. Objective Perform Technical and science-based evaluations of projects for the Advisory Committee.
 - A. Function: Participate in project scoping and development.
 - B. Function: Present ideas and restoration opportunities to the USBWP staff, districts, and Advisory Committee.
 - C. Function: Evaluate project proposals for their biological and technical merit using the best available data and adaptive management techniques.
 - D. Function: Develop planning tools such as SHIPUSS, ranking criteria, and work windows. Review and update planning tools as necessary.
 - E. Function: Assess draft monitoring plans to ensure that the appropriate parameters will be measured using the correct protocols. Maximize monitoring plan design so that useful information can be collected within available staff resources and funding limitations.

2. **Objective** Facilitate a cohesive restoration/recovery program for fish and wildlife in the upper Salmon subbasin and maximize the efficient use of available staff and funding.
- A. **Function:** Prioritize projects to maximize the use of available staff and funding.
 - B. **Function:** Compile and maintain a meta-database inventory of agencies information including but not limited to: monitoring data types collected, locations, design standards and specifications, existing regulations and changes, reports, assessments, and planning documents.
 - C. **Function:** Individual Tech Team members will coordinate access to their agency’s out-of-subbasin technical assistance.
 - D. **Function:** Conduct a program review at least bi-annually to determine if there is a need to modify or amend the Tech Team charter.
 - E. Present annual Tech Team year-in-review report to Advisory Committee and others as needed for efficient implementation of operations.

Acronyms

Bonneville Commission Council	Bonneville Power Administration
CWA	Idaho Soil Conservation Commission
ESA	Northwest Power and Conservation Council
IASCD	Clean Water Act
NOAA Fisheries	Endangered Species Act
PCSRF	Idaho Association of Soil Conservation Districts
Power Act	National Marine Fisheries Service
SHIPUSS	Idaho Pacific Coast Salmon Recovery Fund
SWCD	Pacific Northwest Electric Power Planning and Conservation Act
Tech Team	Screening and Habitat Improvement Prioritization for the Upper Salmon Subbasin
USBWP	soil and water conservation district
	USBWP Technical Team
	Upper Salmon Basin Watershed Program