

# **FISH PASSAGE CENTER OVERSIGHT BOARD NOTES**

**April 12, 2004, 1:00 p.m.-4 p.m.**

**Columbia Basin Fish and Wildlife Authority's Offices  
PORTLAND, OREGON**

# **DRAFT**

## ***I. Greetings, Introductions and Review of the Agenda.***

The April 12, 2004 Fish Passage Center Oversight Board meeting, held at the Columbia Basin Fish and Wildlife Authority's offices in Portland, Oregon, was chaired by Frank L. Cassidy, Jr., "Larry", of the Northwest Power and Conservation Council.

The following is a distillation (not a verbatim transcript) of items discussed during the call, together with actions taken on those items. Please note that some enclosures referenced in the body of the text may be too lengthy to attach; all enclosures referenced are available upon request from the Council by calling 503/222-5161.

Cassidy welcomed everyone to today's meeting, led a round of introductions, then reviewed today's agenda.

## ***II. Update on Recent FPC Activities.***

Rod Sando distributed the FPC's quarterly report memo, dated April 9. He noted that the Center had distributed various documents relating to its recent work to the FPCOB membership via email. Sando said the FPC has been focused on a variety of major program efforts: the annual smolt monitoring program, for instance. The major issue here has been budgetary, he said; however, the ongoing work is going well.

The funding issue is a function of the way the budget process happens, said Michele DeHart; an amount was approved that was less than what we had proposed, which meant that we had to defer or cut a number of planned hardware and software upgrades. We're still trying to

work through the annual budget process to restore some of that funding, DeHart said, but it does not appear that we are going to be successful. She noted that website security issues and software problems have taken up a significant amount of FPC staff time recently; this will probably resurface when we submit our 2005 budget, DeHart said, because we would like to address those issues so that we don't have to devote so much staff time and resources to these problems in the future. For 2004, however, I think we'll just have to struggle through, she said, adding that any advocacy FPCOB could provide for the 2005 FPC budget request would be helpful. Sando said he will keep the other FPCOB participants apprised as the budgetary process proceeds.

We're working on annual reports, said Sando, we also conducted a recent workshop that was reasonably well-attended. The 2004 spill issue has also created a significant demand for analysis, he said. In response to a question from Cassidy, there was general agreement that the format and content of the April 9 quarterly FPC report is informative and adequately meets FPCOB's needs.

Sando drew the group's attention to the FPC's most recent statement of work, which reflects the language in the FPC's contract with BPA. He noted that the statement of work has been approved by Bonneville. DeHart noted that the statement of work also includes the specific tasks the FPC is currently working on. The discussion then turned to the 2005 budgetary process, the influence of the ongoing 2004 summer spill discussions, and the mitigation that would be required if summer spill is curtailed.

Shauna McReynolds observed that the financial health of the organization it oversees should be job one of any board of directors; she reiterated the request that Sando and DeHart keep FPCOB abreast of the Center's 2005 budget request and process. It was so agreed. Cassidy suggested that it would be timely for FPCOB to meet in mid-July to discuss the FPCOB budgetary request in advance of Bonneville's FY'05 budgetary process.

### ***III. Finalize/Approve Current Draft Bylaws Document.***

Cassidy noted that John Ferguson was the only FPCOB member to submit specific comments on the most recent draft of the group's bylaws, dated August 18. He went briefly through Ferguson's comments, which were also distributed in hard copy at today's meeting. Ferguson's comments related to staying ahead of the annual planning process, as well as the FPC's annual reporting activities. With respect to the latter issue, there was general agreement that continuing the current quarterly reporting that led off today's meeting should adequately address Ferguson's concerns.

The discussion then turned to what constitutes a quorum within the FPCOB; it was noted that the tribes have not yet filled one of the eight positions on the board. Current draft of the bylaws now state, that the presence of five of the FPCOB members shall constitute a quorum. The group also briefly discussed term of service and the process for appointments; Cassidy said he will insert accurate language with respect to terms of FPCOB service.

John Ferguson moved that the August 18 draft of the bylaws be approved. This motion was seconded by McReynolds and unanimously approved by the members present.

#### ***IV. Technical Review Group Discussion.***

If you recall, said Cassidy, this is related to the fact that, while the board has some scientific expertise, situations could arise in which additional scientific expertise is needed. The role of such a group would be well-defined, he added; they would essentially be on call for technical issues. Sando reminded the group that they had previously discussed using the ISRP in this role. Perhaps, however, this is a decision we should make on an issue-by-issue basis, said Sando – rather than forming a standing committee, we could seek the specific expertise we need based on the issue we need to address. Ferguson endorsed this suggestion. After a few minutes of additional discussion, it was agreed to make the technical review group an on-call committee, rather than attempting to designate the group's membership at this time.

The group discussed the types of issues on which the FPCOB technical review group might be expected to weigh in; one example cited was the methodology for calculating smolt-to-adult returns. Ultimately, the group endorsed Sando's suggestion that the FPCOB technical review group be designated and convened on an issue-by-issue basis. Cassidy will seek Northwest Power and Conservation Council reaction to using the ISRP for this purpose.

#### ***V. Process for Developing Statement of Work.***

Sando reiterated that the FPC's 2004 scope of work is now available; it is driven by the language in the 2003 Mainstem Amendments and the language of FPC's contract with BPA. DeHart added that, as agreed, she will send out the draft FY'05 FPC statement of work to the FPCOB membership as soon as it is available.

#### ***VI. Official Election of Chair and Vice-Chair.***

Cassidy said that, although he has served as acting FPCOB chair, he would not be opposed if someone else wants to take on the job. Cassidy went on to suggest that it may make more sense for the Chair of the Council, or the Chair of the Fish 4, to also chair FPCOB.

After a brief discussion, Cassidy was elected Chair, McReynolds, Vice-Chair.

#### ***VII. Next FPCOB Meeting Date.***

It was agreed to schedule the next meeting of the Fish Passage Center Oversight Board during the third week in July, exact date TBD. Meeting summary prepared by Jeff Kuechle.