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FINAL MEMORANDUM

To: Wells, Rocky Reach, and Rock Island HCP Hatchery Committees
Date: September 18, 2014
From: Kristi Geris
Cc: Michael Schiewe, Chair
Re: Final Action Items Summary from the September 17, 2014, HCP-HC Meeting

This memorandum provides a summary of Action Items from the Wells, Rocky Reach, and Rock Island Dams Habitat Conservation Plans (HCP) Hatchery Committees' meeting that was held at the Grant PUD office in Wenatchee, Washington, on Wednesday, September 17, 2014, from 9:30 am to 2:00 pm. The action items include the following:

ACTION ITEM SUMMARY

- Chelan PUD will provide a final report on the water recirculation pilot studies at Eastbank Fish Hatchery and Chiwawa Fish Facility to the Hatchery Committees by December 2014 (Item I).
- Mike Tonseth will provide a revised memo clarifying standardized methods for Hatchery Monitoring and Evaluation (M&E) Plan Objective 8.3, Fecundity at Size, to the Hatchery Committees for review by December 2014 (Item I).
- The Washington Department of Fish and Wildlife (WDFW) will add a revised summary table to the draft 2014 Wenatchee Basin Steelhead Release Proposal, and will redistribute the final revised draft to the Hatchery Committees by December 2014 (Item I).
- Mike Tonseth will coordinate with the National Marine Fisheries Service (NMFS) and the U.S. Fish and Wildlife Service (USFWS) to develop a list of key components that need to be included in the annual Broodstock Collection Protocols; he will also tentatively identify components that may be removed in order to streamline the annual review and approval process (Item I).
- Chelan PUD will incorporate revisions to the 2015 Chelan PUD Hatchery M&E Implementation Plan, as discussed during today's meeting, and will provide the final plan, as approved by the Hatchery Committees, to Kristi Geris for distribution to the Hatchery Committees (Item II-A).

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- Chelan PUD will add NMFS to the background language of the Non-Target Taxa of Concern (NTTOC) Statement of Agreement (SOA), and will provide the final SOA, as approved by the Hatchery Committees, to Kristi Geris for distribution to the Hatchery Committees (Item II-B).
 - Lynn Hatcher will brief Scott Carlon (NMFS HCP Coordinating Committees Representative) on the Hatchery Committees approval of the Broodstock Collection Protocol SOA (Item III-A).
 - Kristi Geris will distribute to the Hatchery Committees the Hatchery Committees approved Broodstock Collection Protocols SOA, with revisions incorporated as discussed during today's meeting (Item III-A). (*Note: Geris distributed the approved SOA to the Hatchery Committees following the meeting on September 17, 2014.*)
 - Greg Mackey and Catherine Willard will evaluate Methow River environmental conditions following the wild fires and landslides that occurred earlier this summer, and their potential impacts on natural production and implications for Hatchery Program Management for discussion at the Hatchery Committees meeting on October 15, 2014 (Item IV-C).
 - Chelan PUD will provide electronic copies of the HCP Hatchery Committees Chair position documents to Kristi Geris for distribution to the Hatchery Committees (Item VI-B).
 - Hatchery Committees representatives will review the HCP Hatchery Committees Chair position documents, and will: 1) provide edits and comments on the documents to Alene Underwood; 2) contact qualified candidates to gauge interest in the position; 3) have interested candidates contact Mike Schiewe to discuss the position; and 4) obtain a résumé or curriculum vitae (CV) from interested candidates to discuss at the Hatchery Committees meeting on October 15, 2014 (Item VI-B).
 - Hatchery Committees representatives will provide recommendations on how to participate in an interview panel for the HCP Hatchery Committees Chair position (Item VI-B).
 - Alene Underwood and Kristi Geris will distribute a Doodle Poll for a meeting in early November 2014 to develop a list of candidates to interview for the HCP Hatchery Committees Chair position (Item VI-B).

Milestone	Date
1. Present specter of Mike Schiewe's retirement to Hatchery Committees and Coordinating Committees (September 17 and 23, respectively)	September 17, 2014
2. Parties (via Hatchery Committees and Coordinating Committees members) provide additional candidates for consideration and provide edits/comments on qualifications and Scope of Work before the October meetings (October 15 and 28, respectively), with presentations of each candidate and discussion about qualifications and Scope of Work at the October meetings	October 15, 2014
3. Select short list of candidates at intermediate meeting in early November, begin to develop interview questions	Week of November 3, 2014
4. Finalize candidate list for interview and questions	November 19, 2014
5. Candidate interviews at joint Hatchery Committees and Coordinating Committees meeting	December 2014
6. Facilitator selection	January 2015
7. Contracting prior to February meeting is possible, begin to shadow Mike in March and April	February 2015

DECISION SUMMARY

- The Rocky Reach and Rock Island Hatchery Committees representatives present approved the 2015 Chelan PUD Hatchery M&E Implementation Plan, as revised (Item II-A).
- The Hatchery Committees representatives present approved the SOA finalizing the NTTOC Objective (Hatchery M&E Plan Objective 12 [Formerly Objective 10]), as revised (Item II-B).
- The Hatchery Committees representatives present approved the Broodstock Collection Protocols SOA, as revised (Item III-A).

AGREEMENTS

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

REVIEW ITEMS

- Kristi Geris sent an email to the Hatchery Committees on September 4, 2014, notifying them that the draft Douglas PUD 2013 Hatchery M&E Annual Report is available for download from the HCP Hatchery Committees Extranet Site. This draft

report is available for a 60-day review period with comments due to Greg Mackey no later than Monday, November 3, 2014 (Item IV-A).

- The HCP Hatchery Committees Chair position documents that were provided to the Hatchery Committees by Alene Underwood at the Hatchery Committees meeting on September 17, 2014, are out for review with comments due to Underwood no later than October 15, 2014 (Item VI-B).

FINALIZED DOCUMENTS

- There are no documents that have been recently finalized.