

# ROCKY REACH FISH FORUM FACILITATOR CONSIDERATIONS

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## DRAFT

This paper is intended to guide the selection of a facilitator for the Rocky Reach Fish Forum. Included below is a Job Description and desired Facilitator Competencies.

Sections 15.2.1 and 15.2.2 of the Rocky Reach Settlement Agreement include the following language regarding the Rocky Reach Fish Forum (RRFF):

15.2.1 **Specific Responsibilities and Authorities.** The RRFF shall be responsible for meeting to share information, coordinate efforts, and make recommendations and decisions regarding implementation of Chapters 2, 3, 4, 5, and 6 of the Comprehensive Plan, relating to Water Quality, White Sturgeon, bull Trout, Pacific Lamprey, and Resident fish, respectively. The RRFF shall also assist Chelan PUD in coordinating Chelan PUD's work plans and efforts with the HCP Coordinating Committee through joint membership and/or other such arrangements as the RRFF and the HCP Coordinating Committee may mutually devise. The RRFF will be responsible for participating in and implementing the Adaptive Management approach employed in the applicable Chapters of the Comprehensive Plan.

15.2.2 **Chair.** The RRFF shall select an independent third party to serve as chair. For the first 10 years of the New License, Chelan PUD shall fund the chair's position as a part-time position compensated on a time and materials basis. The RRFF shall evaluate the chair's performance at least once every three years and may agree, by consensus, to replace the chair as it deems necessary. At the end of 10 years, the RRFF may agree, by consensus, that a chair is still necessary; if that determination is made, the RRFF shall work together to determine how the chair's position should be funded. If the RRFF cannot agree on funding, the RRFF may select an unfunded, volunteer chair; however, if an unfunded, volunteer chair cannot be agreed upon or enlisted, the RRFF shall move forward without a chair or with an acting chair designated from among the RRFF's members.

### Job Description

The Rocky Reach Fish Forum Facilitator is expected to conduct the following:

- Chair all meetings of the Rocky Reach Fish Forum (RRFF) in accordance with the processes outlined in the Rocky Reach Settlement Agreement (SA) and provide an agenda prior to each meeting;
- Schedule and arrange all meetings of the RRFF;
- Assist the RRFF in the development of rules of process;

- Ensure that procedures and processes established in the SA are followed unless otherwise directed by the respective committee;
- Solicit input from agency and Tribal RRFF members regarding implementation of measures for the following management plans: water quality, white sturgeon, bull trout, Pacific lamprey, and resident fish;
- Facilitate the flow of information among parties between meetings;
- Coordinate between meetings as necessary with parties to close the gap on issues of concern so actions and decisions can be made at the meetings;
- Provide neutral facilitation services for all meetings;
- Facilitate a flow of information between the RRFF and the Habitat Conservation Plan (HCP) Coordinating Committee;
- Oversee the preparation of annual work plans, due by October 1 of each year
- Oversee the preparation of progress reports, due by February 1 of each year, which may include meeting minutes, describe the progress toward implementing management plan measures, and consolidate common understandings based on annual studies;
- Develop schedules for, and ensure that all reports are approved and finalized by required dates;
- Facilitate the decision-making processes regarding the following types of issues:
  - Approval of studies prior to their implementation
  - Review of study results and determinations regarding their applicability
  - Identifying and implementing appropriate and reasonable measures to reduce impacts of Project operations
  - Development of schedules and dates of performance
  - Resolution of any disputes brought forward by RRFF members, if possible, within the RRFF

### **Facilitator Competencies**

Discussions internally have identified several competencies that are desirable for the RRFF facilitator in order to be effective, which are described below, in order of priority:

1. Focused and constructive personality; action oriented
2. Knowledge of RRFF agency/tribal participants issues and personalities
3. Technical knowledge of RRFF subject matter (fish and water quality (WQ))
4. Excellent communication and organizational skills
5. Demonstrated ability to facilitate meetings of multiple stakeholder membership
6. Independent third-party, non-Forum member