

Rocky Reach Fish Forum (RRFF) Meeting Minutes

Date: October 29, 2009
Time: 10:00 am – 3:00 pm
Location: Chelan PUD Headquarters, Wenatchee, WA
Second Floor Conference Room

Call in number: (509)661-4842, Password is 0201

Meeting called by: Jeff Osborn,
Chelan PUD

Type of meeting: RRFF Meeting

Note taker: Debby Bitterman

Representatives

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Participants

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ATTENDEES IN BOLD

Meeting Purpose: Meeting of the Rocky Reach Fish Forum to continue Rocky Reach license implementation

Minutes

Michelle Smith welcomed everyone to the Rocky Reach Fish Forum (RRFF) meeting. After introductions of attendees, the Forum reviewed the previous meeting minutes. It was noted that Chris Peery's name was missing from the potential chair candidates list. With that correction, the Forum approved the 9-24-09 minutes.

Agenda item for the November 18, 2009 meeting:

Bob Rose will update the Forum regarding joint effort with Grant PUD, Douglas PUD and key Fish Managers to exchange information regarding lamprey.

Decisions:

Approval of:

- Rocky Reach Fish Forum Protocols
- Rocky Reach Fish Forum Chair Considerations
- Rocky Reach Fish Forum Chair Evaluation Form
- Rocky Reach Fish Forum Pacific Lamprey Consultant Rating Form

The Forum discussed the Rocky Reach Fish Forum Chair Considerations selection process. The Forum agreed to use the Consultant Evaluation Forum as a tool to evaluate all candidates. The Consultant Evaluation Forum was revised at the meeting and approved by the Forum. The form was revised to weight the criterion 1-5 (facilitator skills) to be 70% and criterion 6-8 (technical knowledge) to be 30% of the total score. It was determined that the Forum will request the candidate to provide to the Chelan PUD a resume, 1-2 page SOQ summary, and rate sheet. The Forum agreed that their goal is to have a Chair hired to facilitate January's meeting.

The following time schedule was agreed to by the Forum Representatives:

- Nov 2 – SOQ request to candidates
- Nov 6 – SOQ from candidates, send to Forum
- Nov 13 – Forum returns evaluations to Jeff Osborn
- Nov 16 – Jeff emails Forum with results in summary matrix
- Nov 18 – Forum review and discusses results and determine if consensus on selection

Action item:

- ✓ Jeff Osborn will send to the potential chair candidates an SOQ request no later than November 2, 2009. The submittal will contain: 1) the Rocky Reach Fish Forum Chair Considerations, with a request to submit a response back to Chelan PUD of a 1-2 page Statement of Qualifications; 2) a resume; and 3) a rate sheet.
- ✓ Jeff will send to all Forum Representatives Chair candidate responses.
- ✓ Forum Representatives will return their Chair evaluation forms to Jeff
- ✓ Jeff and Steve Hays will compile all evaluation results into a spreadsheet and distribute to Forum Representatives.

Joe Miller provided the October 5th meeting synopsis from the white sturgeon subcommittee to the RRF attendees. Joe noted that the white sturgeon subcommittee is making good progress.

Action item:

- ✓ Joe will schedule a November white sturgeon subcommittee meeting.

Jeff Osborn updated the Forum regarding the Pacific lamprey upstream passage literature consultant status. The Forum reviewed and provided comments to Jeff regarding the consultant rating form, discussed the timeline for the process, and agreed that Jeff should move forward.

The following time schedule was agreed to by the Forum Representatives:

- Nov 2 – SOQ request to candidates
- Dec 15 – SOQ responses received from candidates
- Jan meeting – Forum to review SOQ, use rating forms, and select a preferred consultant

Art Viola updated the RRF regarding the October 7, 2009 resident fish study design meeting with Dave Burgess. Dave will have the study plan outline and schedule done in time to present at the November 18th meeting.

Action item:

- ✓ Jeff Osborn will provide a resident fish study plan outline to Dave Burgess as an example to refer to as he develops the resident fish study plan.

Next RRF meeting is November 18, 2009

2010 meetings will be scheduled for the 4th Thursday of each month.