

Lead Entity Scope of Work

September 1, 2019–June 30, 2021

SNOHOMISH BASIN LEAD ENTITY

Yellow highlight are new (or revised) LE deliverables

Task 1.2 As required in statute, the lead entity will establish and maintain a committee that is representative of diverse salmon habitat and community interests - citizens committee – Snohomish Basin Salmon Recovery Forum (Forum) and whose primary purpose is to compile a prioritized habitat project list that will direct resources towards the development of the highest priority projects (see RCW 77.85.050).

The lead entity organization shall:

- Arrange and facilitate Forum, technical committee and subcommittee meetings
- Create agendas for Forum and technical committee and subcommittee meetings
- Perform staff assignments
- Maintain a complete set of records. These records to include, at a minimum:
 - Agendas
 - Sign in sheets
 - Meeting summaries, including action items
- **Maintain a set of written bylaws approved by the citizens committee and updated as needed.** At a minimum, the bylaws will include:
 - Membership criteria
 - Attendance requirements
 - Roles of all participants including committee chairs, as applicable
 - Decision-making and/or voting structure and process
 - Purpose and membership of any standing supporting committees
 - Statement of fairness and/or conflict of interest policy

Deliverable 1.2A Provide RCO with the draft schedule of the Forum and technical committee meetings

Task Lead: Gretchen Glaub, Senior Planner II, Snohomish County

Deliverable 1.2B Provide final agendas and meeting summaries to RCO within 30 days of meeting summary approval.

Task Lead: Gretchen Glaub, Senior Planner II, Snohomish County

Deliverable 1.2C Provide RCO with a list of members and affiliation (if applicable) on the Forum and technical committee and provide an updated list as changes occur.

Task Lead: Gretchen Glaub, Senior Planner II, Snohomish County

Task 1.3 The lead entity organization will outline its approach that guides its overall effort for project development, recovery plan/strategy implementation, and project list delivery

This approach could include:

- A description of how the lead entity committee will outreach to potential sponsors, landowners, etc
- A description of the strategy to recruit projects
- A description of the outreach to potential sponsors and/or landowners
- A description of how the long term project list will be created (the overall process, structure of application workshops, guidelines for applicants, etc.)
- A description of Grant program criteria consistent with lead entity's local habitat strategy, watershed recovery strategy chapter, or regional recovery plan
- A description of how the 4 year work plan will be updated
- A timeline

Deliverable 1.3 Submit the plan for the upcoming grant round by December 31 of each year.

Task Lead: Gretchen Glaub, Senior Planner II, Snohomish County

Support: Morgan Ruff, Capital Projects Coordinator, Tulalip Tribes