

Snohomish - Stillaguamish Local Integrating Organization (LIO)

Bylaws

Revised March 2018

1.0 Authority

At the March 18, 2010 meeting, Puget Sound Partnership (PSP) Leadership Council established the Local Integrating Organization (LIO) as a mechanism to assist PSP in working directly with local communities to prioritize actions and implement the Action Agenda for Puget Sound. The Snohomish-Stillaguamish LIO was formally recognized by the Puget Sound Partnership Leadership Council at their meeting of March 1, 2012, to serve the following geographic regions:

- WRIA 5 (Stillaguamish), the majority of which is in Snohomish County and includes land in Skagit County (Pilchuck Creek, Deer Creek, and Upper North Fork Drainages)
- WRIA 7 (Snohomish), which is split between Snohomish County and King County (Snoqualmie and South Fork Skykomish watersheds)

Snohomish County is the designated fiscal agent responsible for conducting and reporting on the following activities: (1) collecting and submitting invoices consistent with the provisions of the PSP agreement; (2) receiving and disbursing payments per the PSP agreement, following state purchasing and procurement guidelines; (3) retaining records demonstrating disbursement accountability; (4) collecting and submitting deliverables on behalf of the LIO to PSP; and (5) reporting on work in a manner consistent with PSP and EPA requirements.

2.0 Mission

The mission of the Snohomish-Stillaguamish LIO is to (1) coordinate with Puget Sound Partnership (PSP) and the other LIOs, (2) facilitate the integration of local governments, tribes and other organizations in developing and implementing strategies and priorities at a local scale that advance salmon recovery as well as the Action Agenda in WRIs 5 and 7, and (3) communicate needed information back to the community

3.0 Local Integrating Organization Structure and Membership

As stated in the *LIO Establishment and Operating Principles*¹, developed by PSP:

“the basic functions of LIOs are (1) to integrate local and tribal jurisdictions and interests to develop and implement Puget Sound recovery strategies, and (2) to identify local priority Puget Sound protection and restoration projects and programs to include in the Action Agenda as Near Term Actions (NTAs). Many have expanded their roles to address related topics of interest to

¹ Local Integrating Organization Establishment and Operating Principles. *Puget Sound Partnership*. February 2018.

their memberships. LIOs determine the appropriate composition of committees and decision-making bodies to meet the tasks as outlined in their scope of work with the Partnership and to meet the needs of their membership.

One of the LIOs responsibilities is to fully integrate with or maintain a direct relationship with the local lead entities with overlapping geographies in order to streamline priorities, processes and capacity. “Direct relationship” is defined as: close coordination between lead entity (ies) and LIO staff (minimum of quarterly check-ins); structural integration or overlap of LIO and lead entity committees (technical, policy, decision-making, etc.); and integration or alignment of the priorities articulated with the local Plans and salmon recovery plan(s).”

The goal of the new LIO structure is to better integrate the salmon recovery Lead Entity and the LIO such that the recovery efforts are complementing each other. Fully integrating salmon recovery and the LIO is underway in WRIA 5, with 2018 being the first year implementing this new organizational structure. The Stillaguamish Watershed Council comprises the LIO Implementation Committee for WRIA 5.

3.1 LIO Executive Committee

The *LIO Executive Committee* will lead the Snohomish-Stillaguamish LIO.

The LIO Executive Committee is responsible for (1) establishing a vision for the LIO based on local priorities, (2) maintaining accountability and oversight for the LIO, and (3) final, local decision making authority on behalf of the Snohomish-Stillaguamish LIO.

3.1.1 Membership

The LIO Executive Committee is an inter-organizational group, with membership as follows:

LIO Executive Committee Member Organization	# of Representatives
Local Governments	
King County	1
Snohomish County	1
City in the Action Area with a population equal to or exceeding 75,000	1
City from the King County portion of the Snoqualmie Basin	1
City from the Snohomish County portion of the Snohomish Basin	1
City from the Stillaguamish Basin	1
Port of Everett	1
Tribes	
Stillaguamish Tribe	1
Tulalip Tribes	1
Other	
Snohomish Conservation District	1

3.1.2 Leadership

The LIO Executive Committee shall elect a chairperson and vice-chairperson, or co-chairs, to (1) preside over committee meetings, (2) develop the agenda with other committee members, (3) hold special meetings, (4) cancel meetings and (5) serve as the committee spokesperson.

3.1.3 Terms

LIO Executive Committee members serve a two year term.

3.1.4 Decision Making

The LIO Executive Committee makes decisions for the LIO unless otherwise delegated to the Implementation Committees, as is done with the local NTA direct award allocation. The LIO Executive Committee will strive for consensus on decisions, but will move forward with a majority vote while fully documenting the concerns raised by the minority vote. Different degrees of consensus range from:

- Full endorsement: I like it.
- Endorsement with a minor point of contention: Basically, I like it.
- Agreement with reservations: I can live with it.
- Stand aside: I don't like it, but I don't want to hold up the group.
- Block: I can't live with it.

Whenever possible, the LIO Executive Committee will incorporate the recommendations of the LIO Implementation Committees in their decision-making process.

Decisions made during a committee member's absence will not be revisited, unless exceptional reasons are presented and the LIO Executive Committee agrees to revisit the issue. Absence from the meetings and failure to designate an alternate/designee or communicate views will be acknowledged as concurrence with the consensus outcome.

Letters of support will be provided in accordance with the LIO's established procedures. For more information refer to the [Snohomish-Stillaguamish Local Integrating Organization Proposed Policies for Letters of Support](#) document.

3.2 LIO Implementation Committees

The *LIO Implementation Committees* serve as an advisory body to the LIO Executive Committee. Where decisions have been delegated to the Implementation Committees, their role will be expanded to provide the primary technical and policy development body with final authority over implementation actions (i.e. NTAs and projects). The LIO Implementation Committees are structured to serve their purpose of providing relevant information and recommendations by incorporating representation from groups with a working knowledge of projects that implement the Action Agenda in the Snohomish and Stillaguamish watersheds. The Stillaguamish Watershed Council will function as the LIO Implementation Committee for the Stillaguamish Basin. Membership may need to be expanded to accommodate LIO content, whether that

means a permanent seat for a new subject matter expert or on a temporary/ad-hoc basis depending on the topical issue.

3.2.1 Membership

The LIO Implementation Committees are a broad and inclusive representation of partners working on implementation of the Action Agenda, with membership as follows:

Snohomish LIO Implementation Committee Member Organization	# of Representatives	Stillaguamish Watershed Council Member Organization	# of Representatives
King County	1-2	Snohomish County Council	1
King Conservation District	1	Snohomish County	1
King County ECO Net	1	Snohomish Conservation District	1
Nongovernmental organizations	1-4	Skagit Conservation District	1
Other municipal representatives	1	Nongovernmental organizations	8
Port of Everett	1	Other municipal representatives	2
Small municipal planning department	1	Citizen/Residents	2
Snohomish Basin Salmon Recovery Forum	1	Small municipal planning department	1
Snohomish Conservation District	1	Stillaguamish Tribe	1
Snohomish County	1-2	Tulalip Tribes	1
Snohomish County Agricultural Advisory Board	1	US Forest Service	1
Snohomish County Marine Resources Advisory Committee	1	Washington Dept. of Ecology	1
Snohomish County Planning & Development Services	1	Washington Dept. of Fish and Wildlife	1
Snohomish Health District (County or municipal health department)	1		
Snoqualmie Tribe	1		

Snoqualmie Watershed Forum	1		
Tulalip Tribes (Natural Resources Department)	1		
WSU Snohomish County Extension	1		

3.2.2 Leadership

The Implementation Committees will select a Chair and an alternate, or co-chairs, to preside over committee meetings, assist in development of meeting agendas and make recommendations to the LIO Executive Committee. The LIO Coordinator in consultation with the Chair, or co-chairs, will schedule LIO Implementation Committee meetings on behalf of the LIO Implementation Committee. The Coordinator will work closely with the Stillaguamish Watershed Council Coordinator to integrate LIO content within the existing salmon recovery work plan.

3.2.2.1 Subcommittees

The LIO Implementation Committees can establish ad hoc committees and work groups to advise or advance the Action Agenda priorities not currently coordinated by existing forums or committees. The Stillaguamish Watershed Council operates with both standing subcommittees and ad-hoc work groups that provide recommendations to the full Stillaguamish Watershed Council for decision-making. Standing subcommittees include the: Technical Advisory Group, Capacity Fund Subcommittee, and Stewardship Subcommittee. Refer to the [Stillaguamish Watershed Council Bylaws](#) for more detail on their subcommittees. As part of the effort to better integrate the LIO and salmon recovery Lead Entity, some NTAs will be reviewed by technical experts from the Snohomish Technical Committee.

3.2.3 Terms

LIO Implementation Committee members serve a two year term minimum. The LIO Implementation Chair and Alternate, or co-chairs, will serve two year terms. The [Stillaguamish Watershed Council Bylaws](#) dictate that their officers serve one year terms.

3.2.4 Decision Making

The Implementation Committees make recommendations to the LIO Executive Committee on matters within their purview. All decisions and recommendations made by the Snohomish LIO Implementation Committee will be reached by consensus. Where agreement cannot be reached by consensus, the Implementation Committee will submit majority and minority reports to the Executive Committee. Stillaguamish Watershed Council decisions are made by majority vote of members, or their designees, present at a regularly scheduled meeting of the full body.

3.3 State and Federal Agency Participation

State and Federal agencies are important recovery partners and their feedback can help guide the LIO mission. As the LIO is intended to be comprised of local recovery experts, State and Federal agencies are invited to participate in the LIO Committees. They will be allowed full voting privileges on the IC. New state agency seats recognized on the EC will be limited to one and will have voting privileges.

3.4 Membership Guidelines

3.4.1 Selection of new member(s) (agencies and/or organizations)

Agencies and organizations with a desire to join the LIO (either Committee) must submit a letter of interest to the LIO Coordinator. The LIO Coordinator will provide letters of interest to the committee(s) for review. Membership decisions will be approved by consensus.

3.4.2 Selection of representatives and alternates or designees

Agencies, tribes, and non-governmental organizations select their own representatives, and one alternate/designee for each representative, on the LIO Executive Committee and LIO Implementation Committee.

3.4.3 Responsibilities

The duties of each LIO Committee member are as follows:

- Supporting the mission of the LIO
- Representing the interests of their respective agency or organization, rather than their own personal interests
- Attending, or have their alternate/designee attend, LIO Committee meetings regularly
- Reviewing background materials provided in advance of the meetings and being ready to participate in discussions
- Working cooperatively with other members, recognizing that working within a diverse group can mean balancing competing objectives and compromising

3.4.4 Position Changes or Resignations

Both Implementation Committee and Executive Committee member positions can be changed by action(s) of the Executive Committee. Members or organizations within either of the Committees may resign in good standing by sending a letter of resignation to the Executive Committee via the LIO Coordinator. Resigning members should provide the name of an interim/final replacement to represent their organization.

4.0 LIO Operating Procedures

4.1 Open Public Meetings

All meetings of the LIO Executive Committee and LIO Implementation Committees are open to the general public. All decisions and actions will be taken in an open session. Meeting agendas will be

posted in advance on the Snohomish-Stillaguamish LIO webpage, which is accessed here:
<https://snohomishcountywa.gov/831/Local-Integrating-Organization>

4.2 Public Comment Periods

A period of time will be set aside during each LIO Executive Committee meeting and Implementation Committee meeting for public comment. The Chair, Acting Chair, LIO Coordinator, or meeting facilitator will invite public comment during the meeting.

4.3 Administrative Support and Meeting Materials

Snohomish County is responsible for administrative support and maintaining the public record for the Snohomish-Stillaguamish LIO. County staff will work in collaboration with the LIO Executive Committee and LIO Implementation Committee to (1) arrange regular meetings, (2) develop meeting agendas, (3) facilitate meetings as required, (4) perform staff assignments, (5) develop and distribute meeting summaries and other materials, and (6) submit to PSP all LIO Committee contact information, electronic versions of all updated local materials, quarterly progress reports for grant activities, bi-annual reports, invoices and any other contract deliverables for grant-related activities. Additional handouts may be submitted for consideration to the LIO Coordinator, who will then copy, distribute to the membership and add these to the project record.

4.3.1 LIO Performance Evaluation

The LIO Executive Committee and LIO Implementation Committees will evaluate the performance of the LIO at the first meeting of the year.

5.0 Amendment of the Bylaws

The LIO Executive Committee and LIO Implementation Committees shall review the effectiveness of these bylaws on an annual basis. Proposals for revision should be presented to the Chair or Co-Chair of the LIO Executive Committee prior to the meeting during which the Bylaws are reviewed.