

Minutes of the Salmon and Trout Enhancement Program (STEP) Advisory Committee (STAC)



Date: April 23, 2010
Time: 8:30 a.m. to 5:00 p.m.
Location: Jackson Bottom Wetlands Preserve
 2600 SW Hillsboro Hwy
 Hillsboro, Oregon 97123

Type of Meeting:	Salmon and Trout Enhancement Program Advisory Committee
STAC Members in Attendance:	Sammie Mosley, Leslie Wade, Rosemary Furfey, Dave Dunahay, Pat Gefre, Tod Jones, Mike Brochu, Norm Ritchie, Richard Heap, Armand Peña, Sean "Bill" Hastie, Tom Petersen
ODFW Staff:	Christine Clapp, Tom Murtagh, Scott Patterson, Rhine Messmer, Ariel Muldoon, Kevin Herkamp, Debbi Farrell
Public:	LeRoy Schultz, Jeff Stoeger

Agenda

Agenda Items:

Friday, April 23, 2010

(Member absent G. Enoch)

- Call to Order and Introductions
- Agenda Approval, Approval of January 2010 Meeting Minutes, Discuss Recording & Review of Meeting Minutes
- North Coast District Presentation
- North Willamette Watershed District Presentation
- Volunteer Recognitions
- Area STEP Reports, EBAC Update, Fish Food Update
- STAC & STEP OAR/ORS Overview
- Conflict of Interest Presentation
- Administrative Updates
- STAC Mini-Grant Application Review
- Education Outreach Committee
- STEP Top Questions Asked

Saturday, April 24, 2010 (meeting continued)

(Members absent S. Mosley, R. Furfey, G. Enoch)

- 2011 STEP Conference
- STAC Goals & Priorities
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Call to Order and Introductions

Tod Jones, Chair, called the meeting to order at 8:30 a.m. Introductions were made.

Christine Clapp was introduced. Christine is the new STEP Biologist out of the Newport Area.

Agenda Approval, Approval of January 2010 Meeting Minutes, Recording and Review of Meeting Minutes

Chair Jones presented today's agenda for review. Agenda approved as written.

Agenda will be modified as time allows. Any items not covered today will be moved to tomorrow's agenda.

The January 8, 2010 STAC meeting minutes were reviewed. Correction to Lower Rogue area report was made.

Motion: S. Hastie motioned to approve the January 8, 2010 meeting minutes with correction. The motion was seconded and approved by the Committee 12-0.

Meeting Minutes Discussion – Kevin Herkamp, STEP Coordinator requested clarification on the Committee's process of creating, reviewing and approving meeting minutes. The Committee requests that the ODFW Program Assistant continue drafting meeting minutes. The draft minutes will be forwarded to the Committee Secretary for review prior to the next scheduled STAC meeting.

North Coast District Presentation

Ron Rehn, ODFW North Coast STEP Biologist presented an overview of the North Coast District.

North Willamette Watershed District Presentation

Tom Murtagh, ODFW North Willamette Watershed District Fish Biologist presented an overview of the District. The North Willamette District was divided in 2006, with him overseeing the Coast Range of the District.

Volunteer Recognition

The Lower Willamette District recognized LeRoy Schultz and the Sandy River Chapter of the NW Steelheaders.

LeRoy Schultz is a member of the Tualatin Valley Chapter of the NW Steelheaders and is an invaluable resource for the Egg-to-Fry program.

The Sandy River Chapter of the NW Steelheaders supports a broad range of STEP activities which include, river cleanups, youth fishing events, stream enrichment and broodstock collection. Jeff Stoeger, Sandy River Chapter President accepted the certificate on behalf of the organization.

Area Reports

STAC members reported on activities in their area.

Rosemary Furfey – Lower Willamette
Jeff Fulop provided a handout of activities.

Leslie Wade – Upper Willamette
Erik Moberly provided a handout of activities.

Dave Dunahay – Eastern Oregon
Kokanee Karnival is wrapping up. The work has been completed at Shevlin Pond. It's been determined that the Round Butte facility has impacted water temperatures. Several areas have

been chemically treated for invasive species.

Sammie Mosley – Eastern Oregon

A youth program will be held at Morgan Lake tomorrow. The floating docks are being installed, with a portion of the funds provided through the R&E Program. Working with the Angler Education Coordinator on setting up a youth program in the La Grande area. Shared that the recent record Kokanee catch in Wallowa Lake was confirmed as a national record.

Pat Gefre – North Coast

Rhoades Pond yearly clean up was conducted. Fin clipping has been scheduled, expecting at least 100 volunteers. Broodstock collections went well. A youth angling event is scheduled tomorrow at Hebo Lake. Starting this Sunday restrictions will be lifted for angling at Hebo Lake. The lake will be dug deeper and the Department would like the fish removed prior to any work being started. Several other youth activities are scheduled in the area.

Tod Jones – North Coast

Handout provided. Support has been great with recent fishing derby fundraisers. Working on upgrading the water oxygen system at Indian Creek Hatchery.

Mike Brochu – Umpqua

Greg Huchko provided a handout of activities. Broodstock collection quota was reached. Released 90,000 into South Umpqua. February fishing derby fundraiser was able to raise \$48,000. Acclimation ponds have been set-up for Cow Creek.

Rich Heap – Lower Rogue

Handout provided. PFMC meetings were the most complex he's seen. Will be serving on an ODFW review committee regarding egg takes.

Armand Peña – Tenmile, Coos, Coquille

Spring has been busy. Millicoma Interpretive Center has been busy with school kids, the various stations were a big hit. STEP BBQ is scheduled for August 28th with the Florence STEP hosting this year.

Sean Hastie – Mid Willamette

Karen Hans provided a handout of activities. Attended the Clear Water Festival in Tillamook, attended a meeting with the Senior Fishing Buddies in Salem. Assisting with the creation of the Northwest Aquatic and Marine Educators (NAME) website. The Northwest Aquatic and Marine Educators is a chapter of the National Marine Educators Association – www.pacname.org.

Tom Petersen – Mid Coast

Met production goals at Munsel Creek. Whittaker Creek has been polluted with a petroleum based substance that has dramatically influenced the water quality, resulting in egg loss. The area has 21 classrooms with aquarium set-ups. The fishing dock at Honeyman Park will be moved thanks to some funds awarded through the R&E Program. Working with the Confederated Tribes of the Coos to participate at their next boat show at the casino.

Norm Ritchie – Lower Willamette

Provided an update from the External Budget Advisory Committee (EBAC). Recommends everyone attend one of the ODFW Town Hall meetings.

STEP Fish Food Update – T. Jones finished reviewing fish food uses at the STEP facilities. Didn't identify any significant waste activities, it appears that most of the waste was the result of personnel

changes. Several changes were already in the process. K. Herkamp shared that costs have increased approximately 60% in the last few years. According to calculations the STEP Fish Food fund will need an additional \$50,000 to make it through the remainder of the biennium. An R&E grant amendment has been submitted requesting the additional funds.

STAC and STEP OAR/ORS Overview

K. Herkamp presented an overview of the state statutes and administrative rules governing the program. In addition a brief presentation was provided related to conflicts of interests for board and committee members.

Conflict of Interest Presentation

K. Herkamp presented gave a presentation from the Oregon Government Ethics Commission. This training focused on the Conflict of Interest provisions found in ORS Chapter 244 – Government Ethics.

Administrative Updates

K. Herkamp provided the following information:

- STAC recruitment – 3 applications have been received for the Lower Willamette position being vacated by Rosemary Furfey, May 1st is the deadline
- Propagation flowchart is still being created, requested clarification on what the Committee is requesting – the Committee would like to see decision points, criteria and the process outlined
- Propagation project reviews will begin March 2011, in preparation staff are currently reviewing files and making sure they are complete.
- STEP Annual Report will be presented to the Commission August 6th, draft version will be distributed to the Committee by the middle of May for review
- Requested clarification on the review process for mini-grants. The Committee responded that there is value in requiring signatures and would like to continue the requirement. The Committee agrees the STEP Biologist should review the application prior to requesting a STAC signature, the group also agrees that the deadlines should be observed.

STAC Mini-Grant Application Review

The Committee reviewed the following grant applications. The Committee discussed the amount of funds remaining for Mini-Grants and the need to identify projects furthering the mission of STEP.

Mini-Grant 09-28 Mann Lake Pre-Treatment Fish Sampling with Volunteers

This project will provide meals to volunteers in this remote area.

Motion: D. Dunahay motioned to approve MG 09-28 in the amount of \$2,000. The motion was seconded and approved by the Committee 12-0.

Mini-Grant 09-29 Connecting Kids to Fish Ecology

K. Herkamp shared with the Committee that the ODFW Angler Education program has spin cast combos available to donate to this program.

Motion: D. Dunahay motioned to approve MG 09-29 in the amount of \$1,910 – subtracting the \$80 requested for spin cast combos. The motion was seconded and approved by the Committee 12-0.

Mini-Grant 09-30 The Survival of Salmon and Trout

Motion: D. Dunahay motioned to approve MG 09-30 in the amount of \$600. The motion was seconded and approved by the Committee 12-0.

Mini-Grant 09-31 Kids Fish Free

K. Herkamp shared that this applicant will need to seek support from a non-profit organization to be awarded funds through the program.

Motion: R. Heap motioned to deny MG 09-31. The motion was seconded and the project was denied by the Committee 12-0.

Mini-Grant 09-32 Tillamook Water Trail Guidebook

The Committee voiced concerns over the lack of a volunteer component. Also the consensus is that this project is related more to tourism than STEP.

Motion: N. Ritchie motioned to deny MG 09-32. The motion was seconded and the project was denied by the Committee 12-0.

Mini-Grant 09-33 Mann Lake Restocking Following Rotenone Treatment

Motion: D. Dunahay motioned to deny MG 09-33. The motion was seconded and the project was denied by the Committee 12-0.

Mini-Grant 09-34 Portable Stick Welder

T. Petersen shared that this equipment would assist in repairing traps. Repairs are completed now by transporting the trap to the shop, the portable welder would allow the work to be completed at the site.

Motion: D. Dunahay motioned to deny MG 09-34. The motion was seconded and the project was denied by the Committee 12-0.

Mini-Grant 09-35 Egg Incubation Facility Water Quality Improvement

The Committee asked if this would be a “band-aid” or a permanent fix. Concern was also expressed that an automatic back flush system may be necessary to ensure continued operation of the filter.

Motion: T. Petersen motioned to table MG 09-35 for more clarification. The motion was seconded and the project was tabled by the Committee 12-0.

Mini-Grant 09-36 Stout Creek Restoration Education

The Committee discussed the importance of bringing attention to this sort of work being completed. Concern was raised that it would be placed on private land, but the Committee felt the message was valuable to local landowners.

The Committee agreed that volunteers could be used for the installation which would decrease the amount of the application by \$300.

Motion: R. Heap motioned to approve MG 09-36 in the amount of \$660 with the caveat that either the R&E logo or STEP logo be displayed on the sign. The motion was seconded and approved by the Committee 12-0.

Mini-Grant 09-37 Angler Catch Surveys of Trout in the Upper Willamette District

L. Wade provided additional information related to this application. The current surveys aren't gathering sufficient information according to the district; these new ones will be distributed to a larger group. The booklets will be assigned and monitored for return.

Motion: R. Heap motioned to approve MG 09-37 in the amount of \$1,400. The motion was seconded and approved by the Committee 12-0.

Mini-Grant 09-38 Hatchery Improvements

The Committee voiced concerns on the lack of information provided on the application. T. Petersen shared that this group will be working with the Florence STEP group for guidance in the future. The Committee would like more information on the need of a UV filter.

Motion: R. Heap motioned to approve MG 09-38 in the amount of \$500 for the purchase of an electric feeder. The motion was seconded and approved by the Committee 12-0.

Mini-Grant 09-27 Goat Island Riparian Restoration

This project was previously tabled for more information, which has been provided. Good project.

Motion: R. Furfey motioned to approve MG 09-27 in the amount of \$1,000. The motion was seconded and approved by the Committee 12-0.

Education Outreach Sub-Committee

K. Herkamp presented the idea of creating an Education Outreach Sub-Committee to identify priorities and various ideas to promote the program.

A list of publications was distributed to members and it was noted that most material have not been updated since around 2000. This effort would also assist in updating the STEP webpage, identify new materials and partners. It is anticipated the group would work over a six-month to 3 year schedule.

S. Molsley and S Hastie agreed to assist on this sub-committee.

STEP Top Questions Asked

K. Herkamp Handed out the compiled list for member to review for the next meeting. The list was arranged by topic. If the question was not related to STEP he identified the appropriate staff to respond.

Next Meeting

The Committee would like a cormorant predation presentation along with a sea lion predation update. A tour of the Pelton Round Butte facility would be ideal, along with touring the new Madras youth pond if completed.

The group would also like to re-visit a project in La Grande previously toured to see the improvements. This site was toured last time they met in La Grande.

Public Comment

No comments at this time.

Adjourn

The meeting adjourned at 4:45 p.m.

Minutes of the Salmon and Trout Enhancement Program (STEP) Advisory Committee (STAC)



Date: April 24, 2010
Time: 8:00 a.m. to Noon
Location: Jennings McCall Center
 2300 Masonic Way
 Forest Grove, Oregon 97116

Type of Meeting:	Salmon and Trout Enhancement Program Advisory Committee Work Session
STAC Members in Attendance:	Leslie Wade, Dave Dunahay, Pat Gefre, Tod Jones, Mike Brochu, Norm Ritchie, Richard Heap, Armand Pena, Sean Bill Hastie, Tom Petersen
ODFW Staff:	Kevin Herkamp, Debbi Farrell
Public:	

Meetings by Teleconference

K. Herkamp proposed conducting teleconference meetings to assist in saving time at quarterly meetings. The concern was raised on how the public would be included. It was agreed that the ODFW office in Salem could be made available to those citizens interested in the teleconference meetings. It was decided that for now conference calls would only be used on an as needed basis.

STAC Goals and Priorities

K. Herkamp presented historical documents from the Committee in regards to goals and priorities. It appears that several documents were created but weren't finalized/codified by the group. He would like clarification from the group identifying roles and duties of STAC members and the STEP Coordinator.

The group modified an existing document titled "STAC Goals – Increase STAC Effectiveness". Once a draft is available it will be distributed to all members for comment.

The group would like to see two "living" documents finalized that would be updated as decisions or changes are made. One document would be used as standard operating procedures and include the goals and duties. The other would identify review criteria for grants (i.e. Types of STEP projects funded).

The Committee felt that identifying Mini-Grant priorities and criteria would assist in prioritizing projects to be funded. Some of this work has occurred in the past and needs to be updated. The Committee requested that more information be gathered from the applications into a database so that information on past decisions can be readily referenced. The group would like to include on the application/completion report a spot for the applicant to identify if any media coverage was provided. The Committee also shared that it would be valuable to distribute news releases on mini-grants awarded in the various districts.

The Committee inquired if the R&E Board was provided any information on what mini-grants were approved by STAC. The response was that currently there isn't any report made following meetings. The Committee requests that K. Herkamp contact the R&E Board to see if there's any information they would like to see provided by STAC.

Other Topics Discussed

There was general discussion on the type and amount of program information available to assist in program administration and review. It was noted that due to multiple personnel changes, in some cases the information available at headquarters is unorganized or incomplete. K. Herkamp explained that it will take time to improve the amount of available information and some efforts will begin shortly. Improving the available information will assist in recruitment, program integrity, responding to requests for information regarding the program, and annual reporting.

The Committee discussed the protection of STEP projects. It was identified that ORS 496.465 prohibits interference with or damage to STEP projects. The Committee requested that the program obtain waterproof STEP signs to be displayed at project sites identifying this fact.

2011 STEP Conference

K. Herkamp provided a proposal for upcoming STEP conference schedules. In the proposal 2 to 3 sites would be identified as conference locations which would rotate from year to year. Having sites identified and rotated would simplify planning logistics.

Would like to contact local STEP groups to see if anyone would be interested / available to maintain conference funds. A memorandum of understanding would be required prior to any agreements.

Motion: D. Dunahay motioned to go forward with identifying a sponsor to maintain conference funds from year to year. The motion was seconded and approved by the Committee 10-0.

Topics to consider: no child left inside, include information on projects conducted at OHRC

The conferences are considered a "state wide conference" which shouldn't rely on the local biologists for assistance.

Conference Committee: N. Ritchie (Chair), T. Jones, B. Hastie, P. Gefre

It was agreed that a location in Tillamook for an April 2011 STEP Conference would be ideal.