

Implementation

of the Conservation Agreement for Pacific Lamprey
in the States of
Alaska, Washington, Oregon, Idaho and California

Interim Operating Guidelines

May 7, 2015



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Part 1: Introduction

Once widespread along the West Coast of North America, Pacific Lamprey (*Entosphenus tridentatus*) abundance is well below historical levels and distribution has contracted within the U.S. range. In 2004, concerned parties convened to address the declines, and in 2007 the Pacific Lamprey Conservation Initiative (Initiative) was developed to promote and coordinate implementation of conservation measures for Pacific Lamprey in Alaska, Washington, Oregon, Idaho, and California. The Initiative has three phases: Assessment and Template for Conservation Measures; Conservation Agreement (Agreement); and Regional Implementation Plans. The Agreement represents a cooperative effort among natural resource agencies and tribes to reduce threats to Pacific Lamprey and improve their habitats and population status, and specifies the formation of a Pacific Lamprey Conservation Team (CT) to coordinate conservation activities.

The goal of the Agreement is to achieve long-term persistence of Pacific Lamprey and support traditional tribal cultural use of Pacific Lamprey throughout their historic range in the United States. The intent of the parties is to achieve this goal, where ecologically and economically feasible, by maintaining viable populations in areas where they exist currently, restoring populations where they are extirpated or at risk of extirpation, and doing so in a manner that addresses the importance of lamprey to tribal peoples. The parties envision a future where threats to Pacific Lamprey are reduced, and the historic geographic range and ecological role of Pacific Lamprey are restored to the greatest extent possible.

Part 2: Framework

A. Goal

The goal of the processes outlined in these Draft Operating Guidelines is to facilitate funding for priority, unfunded lamprey actions. This framework document is designed to guide conservation activities using adaptive management (Figure 1). Each of the Regional Management Unit Groups (RMUs) will develop a Regional Implementation Plan (RIP) that will provide a 3-5 year strategy for identifying projects and priorities. Each year, updated RIPs with proposals for high priority projects will be submitted to the CT for review. The CT will review proposals for feasibility, stakeholder support and plan priority. Upon review and approval, the CT will forward their recommended proposals to the Policy Committee (PC) to seek funds for implementation. Every five years the CT will assess the status of Pacific Lamprey and the overall effectiveness of conservation actions. This information will provide the feedback loop to the PC to guide the Conservation Initiative in general and future activities of the CT, specifically.

B. Duration

These operating guidelines will be in effect for as long as the Agreement is functioning. The guidelines will be updated and revised as needed and agreed to by the CT.

C. Implementation Schedule

An annual cycle will be implemented to the greatest possible extent by the Parties to the Conservation Agreement. Each year, the CT will, in coordination with other Agreement committees, review and develop a schedule for all key activities associated with the function and operation of the Agreement.

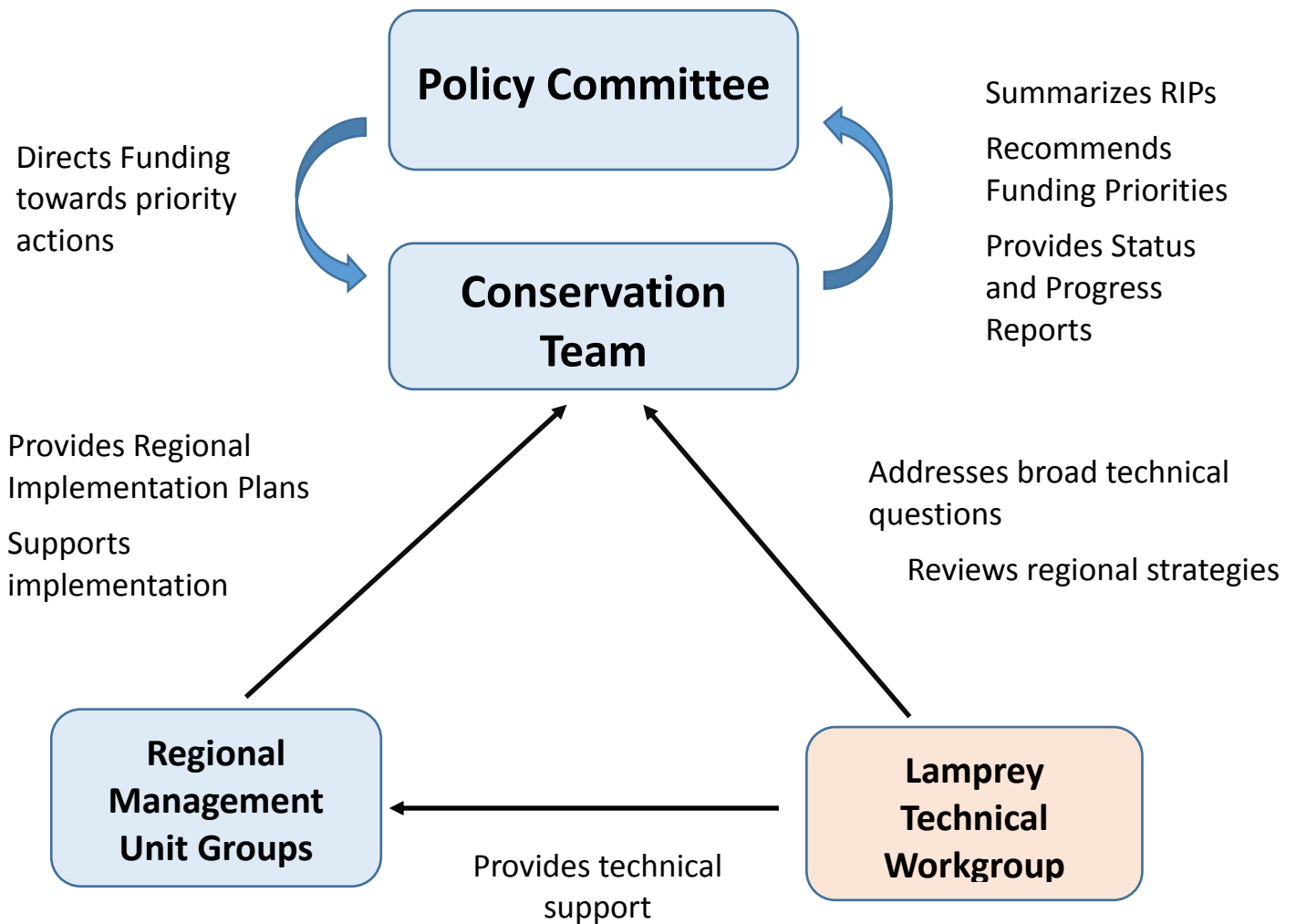


Figure 1. Organizational and Adaptive Management Framework for implementation of the Conservation Agreement.

Part 3: Primary Functions of the Agreement Committees

A. Policy Committee (PC)

- 1. Membership:** Consists of the Conservation Agreement signatories and interested Sovereigns.
- 2. Role:** The PC is responsible for communicating priorities for lamprey conservation and information about funding sources and cycles to the CT. Members receive priority action and research proposals from the CT and work with them to promote high priority actions to funding agencies. The PC communicates and coordinates efforts with other entities (e.g., National Fish Habitat Action Plan (NFHAP) partnerships, agencies, etc.).

3. **Facilitation:** Facilitation will be provided by the CT.
4. **Meetings:**
 - a. **Schedule:** Meets annually with the CT.
 - b. **Location:** To be determined.
 - c. **Agendas:** Developed primarily by the CT and amended as needed by the PC.
 - d. **Minutes:** Taken and distributed by USFWS supporting staff.

B. Conservation Team

1. **Membership:** Consists of the Conservation Agreement signatories and supporters.
2. **Role:** The CT reviews regional implementation plans and priority proposals from RMU Groups. They work with RMU Groups to ensure consistency, where possible, on RIPs. They communicate conservation progress, gaps and proposed actions to the PC. The CT assigns technical questions to the Lamprey Technical Workgroup. They coordinate Assessment updates and revisions. The CT works with RMU Groups to ensure updates to the Pacific Lamprey data clearinghouse occur as new data becomes available.
3. **Facilitation**
 - a. **Co-Chairs:** The CT selects Co-Chairs annually – or as otherwise approved by the CT. The Co-Chairs are responsible for the coordination and oversight of all activities associated with the CT, unless otherwise assigned. The co-chairs must ensure that the CT functions properly, that there is full participation during the meetings, and that all relevant matters are discussed and effective decisions are made and carried out. In performing their duties the Co-Chairs will be mindful of the time commitments on members of the CT and will provide adequate preparation to ensure a high level of efficiency in the CT role and tasks. Main duties include: 1) ensure team functions properly; 2) ensure the team is managed effectively; and 3) represents the team as its spokesperson as needed.
4. **Meetings**
 - a. **Schedule:** Meet once a year to discuss high priority proposals and once in a joint meeting with the PC (see schedule). Additional conference calls will be scheduled as needed.
 - b. **Location:** To be determined.
 - c. **Agendas:** The Co-Chairs are responsible for the development and timely distribution of meeting agendas and facilitating the meeting business and discussions.
 - d. **Minutes:** The USFWS is responsible for taking and distributing the meeting minutes.
 - e. **Decisions:** The CT will strive to arrive at all decisions through unanimous consensus. In the event that unanimous consensus cannot be reached, a final decision or process for determining a decision will be at the discretion of the Co-Chairs and communicated to the PC. Examples of decisions to be made by the CT include, but are not limited to: 1) approval of assignments to Lamprey Technical Workgroup; 2) review of RMU products and recommendations to the PC; and 3) annual meeting schedules and purposes.
5. **Participation by non-Members:** The general public is welcome to attend all CT meetings and time will be allocated for public input.

C. Lamprey Technical Workgroup (LTWG)

- 1. Membership:** Should contain a minimum of one representative for each Conservation Agreement signatory. Membership is to be decided within the LTWG.
- 2. Role:** The LTWG acts as an advisory group to the CT. It receives technical questions from the CT and is assigned special topic questions such as monitoring and research guidance and assessing climate change impacts. The chairperson of the LTWG reports LTWG activities to the CT bi-annually. The LTWG provides the RMU Groups with technical support as requested. The LTWG reviews products such as Regional Implementation Plans, conservation strategies, proposals, and assessment approaches. The LTWG is encouraged to look at regional issues and identify practical solutions for evaluation and implementation. Subgroups within the LTWG will work on specific topics (e.g., dredging, passage metrics) and/or geography (Regional Management Units) when necessary to evaluate an issue.
- 3. Facilitation:** A chairperson is selected by the LTWG members from member organizations. The chair position rotates among the member organizations for a term to be determined by the LTWG.
- 4. Meetings:**
 - a. Schedule:** Meets twice annually. Subgroup conference calls will be scheduled if needed.
 - b. Location:** Rotating location to be determined by LTWG.
 - c. Agendas:** The agenda is developed by the chair of LTWG.
 - d. Minutes:** The meeting minutes are taken by a member(s) of LTWG and distributed to LTWG members and CT.

D. Regional Management Unit Groups (RMU Groups)

- 1. Membership:** Membership is open to all interested stakeholders.
- 2. Role:** The RMU Groups support the Conservation Agreement by annually providing Regional Implementation Plans (RIPs including threats, prioritized actions and research monitoring and evaluation (RM&E), and identified implementing agencies and funding sources) to the CT. They annually develop proposals for high priority actions and research and submit the proposals to the CT. Each of the RMU Groups will develop and maintain an infrastructure to provide updated implementation tables, GIS products, and associated narratives as available resources permit. The USFWS provides to the extent possible technical support and the LTWG provides guidance to the RMU Groups upon request by CT.
- 3. Facilitation:** Each RMU Group determines the need for and provides facilitation for their team.

4. Meetings:

- a. Schedule:** Meetings are held as needed to develop and update implementation tables and RIPs. Meeting schedule and frequency to be determined by the individual RMU Groups.
- b. Location:** Location of meetings to be determined by the RMU Group. Locations vary by HUC.
- c. Agendas:** The agendas are developed by a member(s) of each RMU Group.
- d. Minutes:** The meeting minutes are taken and distributed by a member(s) of each RMU Group.

- 5. Participation by non-Members:** The general public is welcome to attend RMU Group meetings.

Part 4: Description of the Process

The purpose of this process is to facilitate funding for high priority lamprey restoration actions and RM&E that are currently unfunded. This process will work in parallel with other programs that are funding lamprey restoration and RM&E (e.g., USACE Anadromous Fish Evaluation Program, Fish Accords, Northwest Power and Conservation Council's Fish and Wildlife Program). Projects that are already funded through other programs should not be included in this process. The intent is to fill the gaps in lamprey restoration and RM&E needs.

The process is comprised of four basic parts: 1) the RMU Groups develop and periodically update a list of potential restoration or RM&E actions applicable throughout the Unit, 2) the RMU Groups develop and periodically update RIPs that advance priority actions and provide a clear, but concise rationale for implementation of these priority actions, 3) the CT evaluates the RIPs to ensure implementation can proceed based on appropriate coordination and consultation by all affected and relevant parties, and 4) the CT provides the RMU recommendations to the PC to support identification and development of the necessary funding to implement these actions.

Regional Implementation Plans (RIPs):

RMU Groups develop a RIP which includes a list of prioritized actions and a strategy to implement them in the next 3-5 years. The RIP consists of project spreadsheets for each 4th code hydrologic unit code (HUC) or watershed in the RMU and a summary of how the actions and research needs in the spreadsheets will address overall RMU threats (see Appendix A for an example of a RIP and project spreadsheet). The RMU project spreadsheets are the primary tool from which projects are prioritized and RIPs are developed. The RMU project spreadsheets contain actions and research categorized by threat for each HUC. Efforts are made to include additional information including scope, benefit, feasibility, partner participation, cost, implementing entity, and potential funding source for each need. Projects are designated either "Developmental" or "Implementation", depending upon the state of readiness to fully implement the proposed project. There is also a tool for prioritizing actions and research needs if the RMU Group has not reached consensus.

Each year, updated RIPs will be submitted to the CT. RIPs will conform to a basic format ensuring reasonable consistency among all RMUs. Central to these Plans will be (1) a general, conceptual narrative of the threats within the RMU or specific HUCs/watersheds; (2) a brief description of feasible and effective actions anticipated to address these threats; and (3) a specific list of priority projects proposed for

funding with a brief narrative how these projects will address identified threats (see Appendix A for RIP outline).

The CT will review the RIPs from each RMU annually. Each RIP will be developed at a different pace based on the engagement of partners and identification of actions and research needs in each HUC. RIPs will be reviewed and ranked high, medium or low based on the following criteria: 1) RIP completion; 2) feasibility of the projects in the upcoming year; 3) clear rationale how the proposed actions or monitoring would meet the objectives and goals; 4) clear linkages of actions to threats and data/knowledge gaps; and 5) engagement and support by relevant stakeholders. A ranking of “High” indicates that the RIP is accepted and the proposed projects are fully fundable with only minor or no modifications. A ranking of “Medium” indicates that the RIP is fully fundable but additional clarification or minor edits are warranted. A ranking of “Low” indicates that the RIP is not yet fundable due to significant deficiencies in any of the five criteria described above.

The CT review and rankings will be used to identify areas of deficiencies in the RIPs, such as increased partners’ participation, improving the rationale between threats and actions, and identifying lists of priority actions. The CT review is to advance RIPs for the purpose of getting actions on the ground for Pacific Lamprey. The CT will provide a summary of all the RIPs and reviews in the form of a report to the PC (see Appendix B).

Upon meeting established criteria the CT will provide their “Stamp of Approval” to the RIP. The CT will re-package the approved RIPs, sorting by land ownership / regulatory authority and project types and will forward these projects to the PC for consideration. The PC or their representatives inform the CT on which funding avenues are appropriate for the project proposals. This information is given to the RMUs so that they can pursue these funding opportunities.

The RIP process has been designed to facilitate funding of high priority actions and research but it is not required. Any individual or entity can submit a proposal to any funding source without going through the RMU – CT process.

Part 5. 3-Year Schedule of Activities Associated with the Implementation of the Conservation Agreement

This schedule puts a timeframe on the process described above of development, submittal, and review of RIPs and high priority project proposals. The schedule revolves around advancement of RIPs from RMU Groups to the CT and the PC. The CT meets twice per year in the spring, once to hear RMU presentations on priority proposals and once with the PC to advance the proposals. Meetings may occur more often as identified and agreed to by the CT. This schedule should not be confused with a “funding cycle” as there is no funding directly connected to the process at this time. The schedule also reflects the adaptive management approach for the Conservation Agreement by revisiting a 5- year review of Pacific Lamprey status and effectiveness of actions through an updated Assessment and Template for Conservation Measures.

Month	Day	Activity	LTWG	CT	PC
2014 -- Progress Report Submitted					
2015					
June	1	Draft RIPs with proposals submitted to CT			
June	15	RMU presentations			
July	15	Review of RIPs and proposals ends			
July	15	CT meeting to discuss proposals		Meeting	
August	1	Comments returned to RMU Groups			
Sept	1	Final RIPs with proposals received by CT			
Sept	15	CT stamp of approval			
October	1	PC-CT meeting to discuss proposals		Meeting	Meeting
October	15	CT provide guidance to RMU Groups and LTWG	Conf Call	Conf Call	
November	15	CT Conference Call for upcoming year work plan		Conf Call	
2016 (Example. To be revised per funding deadlines)					
Feb	1	Draft RIPs with proposals submitted to CT			
Feb	15	RMU presentations			
March	15	Review of RIPs and proposals ends			
March	15	CT meeting to discuss proposals		Meeting	
April	1	Comments returned to RMU Groups			
May	1	Final RIPs with proposals received by CT			
May	15	CT stamp of approval			
June	1	PC-CT meeting to discuss proposals		Meeting	Meeting
June	15	CT provide guidance to RMU Groups and LTWG	Conf Call	Conf Call	
Oct	15	CT Conference Call for upcoming year work plan -- Progress Report Submitted		Conf Call	

2017

Feb	1	Draft RIPs with proposals submitted to CT			
Feb	15	RMU presentations			
March	15	Review of RIPs and proposals ends			
March	15	CT meeting to discuss proposals		Meeting	
April	1	Comments returned to RMU Groups			
May	1	Final RIPs with proposals received by CT			
May	15	CT stamp of approval		Meeting	Meeting
June	1	PC-CT meeting to discuss proposals Lamprey Summit	Meeting	Meeting	Meeting
June	15	CT provide guidance to RMU Groups and LTWG	Conf Call	Conf Call	
Oct	15	CT Conference Call – Updated Assessment		Conf Call	

Part 6. Appendices

A. Regional Implementation Plan Table of Contents

I. Status and Distribution of Pacific Lamprey in the RMU

- A. General description of RMU (include map)
- B. Status of Species
 - 1. From Assessment and any new information
 - 2. Map of distribution and connectivity, and areas surveyed
 - 3. Brief narrative
- C. Threats
 - 1. Summary of major threats within the RMU and specific watersheds – refer to Assessment(s)
 - 2. New threat and/or restoration information
 - 3. Map of the threats within the RMU / specific watersheds)

II. Inventory of Important Actions/ Strategy summary

- A. Narrative
 - 1. Summary of recommendations for each HUC and across RMU (e.g., one HUC has known information about lamprey and we have identified restoration actions; one HUC has little known so focus is on RM&E)
 - 2. Classifying restoration actions by potential funding source and class of action (e.g., passage, riparian restoration, screening and diversion)
 - 3. Classifying research, monitoring and evaluation by potential funding source and class of action
 - 4. Coordination activities – outreach, data sharing, etc.
- B. Map
 - 1. Threats
 - 2. High priority restoration and research actions by HUC
 - 3. Classification of actions (e.g., passage, screening, water withdrawal)
 - 4. Number of stream miles affected

III. Selection of Priority Actions

- A. Prioritization process
- B. High priority proposed project information (3 proposals maximum):

1. Project name
2. Brief description
 - a. HUC 5 – 6, land ownership, regulatory responsibilities
 - b. Rationale: linkage to the watershed
 - c. Expected outcome (threats addressed)
 - d. Identification and coordination with relevant stake holders
 - e. Feasibility and expected timeframes
3. Proponent role and responsibilities
4. Consensus within the RMU Groups
5. Budget and identification of potential funding sources

IV. Status for the RMU

- A. How are we doing on addressing actions
- B. How are lamprey populations responding to restoration
- C. Lessons learned from restoration action, prioritization, and acquiring funding

All maps should be developed under the purview of the USFWS and consistent with products developed by the USFWS Pacific Lamprey Assessment and Template for Conservation Measures.

Note: The RIP is developed to be a communication tool which provides clarity of intent within the RMU Group and the Conservation Team. Brevity is expected.

B. Conservation Team Summary and Report on RIPs

- I. Introduction and Background – range wide
 - A. Specific region information
 1. Regional Management Unit (RMU) – which HUCs, how many ecoregions
 - B. Assessment(s) and any new information since then including maps of distribution
 - C. Stability and persistence
 1. Distribution across and within HUCs
 2. Connectivity across and within HUCs
- II. Problems Contributing to the Decline of the Species
- III. Regional Conservation Strategy
 - A. Objectives of the Regional Implementation Plans - One sentence describing what the objectives are – potentially last paragraph of the introduction
 1. Identify key threats
 2. Identify restoration actions
 3. Identify gaps
 4. Prioritize actions for classes of threats in HUCs and RMU
 - B. Approach for RIPs
 1. Development of spreadsheet
 - a. How did we identify key threats –from Assessment
 - b. How did we identify restoration actions – from collaborative meetings
 - c. How did we identify gaps – from collaborative meetings
 - d. How did we prioritize actions for classes of threats in HUCs and RMU
 - e. Prioritization approach
 - f. Stream course
 2. How the spreadsheets are used
 3. How they are updated (completed actions removed and priorities changed)
- IV. Summary and Review of RIPs for all RMUs

C. Funding Programs

List of potential funding programs sponsored by various agencies / entities with short description of the nature of the program, general funding allocations and timing for submission and awards.

D. List of Signatory Representatives

Conservation Team

Lindsay Belonga – Grand Ronde Tribes
Melissa Brown - City of Portland
Jody Brostrom – USFWS
Sue Camp – USBR
Jim Capurso - USFS
John Chatel – USFS
Kelly Coates – Cow Creek Band of Umpqua
Carrie Cook-Tabor – USFWS
Brian Crossley – Spokane Tribe
Kelly Dirksen – Grand Ronde Tribes
Timothy Dykstra – USACE
Matthew Eppard - USACE
Marcy Foster - BPA
Mark Fritsch – NPCC
Joseph Furnish – USFS
Damon Goodman – USFWS
Ritchie Graves – NMFS
Phil Groves - Idaho Power
Kyle Hanson - USFWS
Keith Hatch – BIA
Aaron Jackson – Umatilla Tribes
David Jepsen – ODFW
Steve Juhnke - USACE
Dave Johnson – Nez Perce Tribe
Mike Kennedy – Siletz Tribes
Stephen Kullman – Wiyot Tribe
Chas Kyger – Douglas County PUD
Ralph Lampman – Yakama Nation
Mike Langeslay – USACE
Sean Ledwin – Hoopa Valley Tribe
Javier Linares – USFWS
Siena Lopez-Johnston – BPA
Don Martin – USFS
Barry McCovey, Jr. – Yurok Tribe
Brian McIlraith - CRITFC
RD Nelle – USFWS
Wayne Owen – USFS
Lynn Palensky – NPCC
Chris Peery – USFWS
Kathryn Puckett - USBR
Dave Roberts - BPA
Jason Robison – Cow Creek Band of Umpqua
Bob Rose - Yakama Nation
John Schaefer – Coos, Lower Umpqua and Siuslaw Tribes

Kevin Shaffer – CDFW
Howard Schaller - USFWS
Alicia Seesholtz – CA Dept. of Water Resources
Tim Shibahara – PGE
Dan Shively - USFWS
Toz Soto – Karuk Tribe
Dave Statler – Nez Perce Tribe
Carl Stiefel – IDFG
Bianca Streif – USFWS
Sean Tackley – USACE
Linda Ulmer - USFS
Stan van de Wetering – Siletz Tribes
Patrick Verhey – WDFW
Eric Volk – ADFG
Christina Wang - USFWS
Elmer Ward – Warm Springs Tribes
Katy Weil – Oregon Metro
Steve Williams – PSMFC

E. Glossary

4th Hydrologic Unit Code (HUC) – Geographical unit used for development of RMU project spreadsheets.

Conservation Agreement (Agreement) - represents a cooperative effort among natural resource agencies and tribes to reduce threats to Pacific Lamprey and improve their habitats and population status.

Conservation Team (CT) - Conservation Agreement signatories and supporters who reviews regional implementation plans and priority proposals from RMU Groups.

Lamprey Technical Workgroup (LTWG) - A technical advisory group to the Conservation Team.

Pacific Lamprey Assessment and Template for Conservation Measures (Assessment) – Demographic and threat assessment of Pacific Lamprey throughout their US range (Luzier et al. 2011 and Goodman and Reid 2012).

Pacific Lamprey Conservation Initiative (Initiative) - developed to promote and coordinate implementation of conservation measures for Pacific Lamprey in Alaska, Washington, Oregon, Idaho, and California.

Policy Committee (PT) - Conservation Agreement signatories and interested Sovereigns who communicate priorities for lamprey conservation and information about funding sources and cycles to the Conservation Team.

Regional Implementation Plan (RIP) - 3-5 year strategy for identifying projects and priorities for lamprey restoration.

Regional Management Unit Groups (RMU Groups) - Supports the Conservation Agreement by annually providing Regional Implementation Plans to the Conservation Team.