

United States
Department of the Interior

Fish and Wildlife Service

1312 Fairlane Road
Yreka, CA 96097
916-842-5763

October 15, 1987

Dear Task Force Member:

The following materials are attached for your review or records:

- Draft minutes of the September 23 meeting of the Klamath River Basin Fisheries Task Force, together with an agenda, attendance roster, and handout on existing fish restoration projects.
- A revised draft of the proposed rulemaking on non-Federal contributions to the Klamath River Basin Conservation Area Restoration Program, incorporating changes made by the Task Force on September 23.
- A revised draft of Task Force operating procedures, incorporating changes made on September 23.



RON IVERSON
Recording Secretary

Attachments

Minutes list attached

Klamath River Basin Fisheries Task Force

Proceedings of the Meeting held 23 September, 1987, in Yreka, California

Call to Order Chairman Steucke convened the meeting at 9:00 a.m., with a quorum present (see attendance list, Attachment 1). The following items were identified as additions to the printed agenda (Attachment 2): a report on the Salmon Stamp program, discussion of the application of NEPA and SEQA to the Klamath Fish Restoration Program, and a discussion of Salt Caves and other proposed water projects in Klamath Basin.

Correction and approval of minutes of 23 July meeting Ronnie Pierce noted that funding sources for the lower Klamath salmon projects she described (page 3, paragraph 8 of the minutes) included the California Department of Fish and Game, as well as the Bureau of Indian Affairs. A motion to approve the July minutes, as amended, passed by consensus.

Report on Proposed Amendments to the Klamath Basin Fish Restoration Act (P.L. 16 U.S.C. 460 ss) Bruce Taylor reported on amendments now being considered for possible inclusion in an omnibus fisheries bill. These amendments have been informally reviewed by interested agencies, and will eventually be circulated for formal comments. Bruce distributed copies and requested informal comments from Task Force members. The proposed amendments include:

- (1) Restricting the requirement for unanimous agreement to those decisions of the Klamath Fishery Management Council having to do with seasonal or long-term harvest regulation [Section 3(b)(1)(A) and (B)]. Other decisions of the Council, and all decisions of the Task Force, would be made in accordance with procedures established by those groups.
- (2) Travel reimbursements would be restricted to those individuals who are not eligible for reimbursement from the agencies which they represent.
- (3) The language on voluntarism [Section 6(b)(3)] is altered to leave more flexibility in the duties volunteers can undertake.

A question was raised as to whether more agencies might be added to the Task Force. It was left that this would be a legitimate amendment to propose, if some entity should wish to do so.

Update on Funding Chairman Steucke summarized the Federal budget process for Fiscal Year 1989 as follows:

- November, 1987 -Agency development of budget proposals to be completed
- January, 1988 -President's budget presented to Congress
- March, 1988 -Initial Congressional action on FY89 budget
- September, 1988 -Congressional appropriation - hopefully
- October, 1988 -Fiscal Year 1989 begins

The Fish and Wildlife Service has identified a funding need of \$1 million for the Klamath Fish Restoration Program in FY89. This is a somewhat arbitrary figure. The FWS proposal is supported by the Secretary of the Interior, but has not been reviewed by the Office of Management and Budget. The outcome of OMB review is unpredictable, and there is no assurance that Klamath funding will be included in the President's budget.

Report on Draft Rulemaking for non-Federal Contributions Ron Iverson distributed copies of a draft rulemaking for Task Force review. The following revisions were requested by the Task Force in the rulemaking section, "Standards for non-Federal Contributions to the Program."

Draft standard: "The primary objective of the contribution shall be restoration of anadromous fish stocks in the Klamath River Basin Conservation Area."

Revised standard: "The primary objective or result of the contribution shall be restoration of anadromous fish stocks in the Klamath River Basin Conservation Area, and shall include habitat restoration, fish production, and population monitoring as determined by the Task Force and approved by the Secretary."

Draft standard: "The proposed project shall be initiated during the 20-year authorization period (October, 1986 - September, 2006) of the Program. Projects which were substantially in existence prior to October, 1986 will not qualify as in-kind contributions."

Revised standard: "Projects which were in existence prior to October, 1986, will be individually reviewed by the Task Force to determine if they qualify as in-kind contributions."

A motion to approve the above revisions was approved by consensus. This decision was preceded by extensive debate, summarized below.

Discussion centered on the issue of whether existing or ongoing non-Federal activities could be accounted toward the 50 percent non-Federal contribution required by Section 6(b) of the Klamath Act.

Some Task Force members argued that a number of existing/ongoing State-funded projects serve the objectives of the Klamath Act, and many of these are identical or similar to specific projects identified in the "CH2M-Hill Report," and the State of California should not be penalized for getting these actions underway before 16 U.S.C. 460 ss was enacted. Further, it is unlikely that substantial new State funding will be added to existing programs to meet the matching requirement of the Klamath Act. On this point, Mel Odemar noted that matching funds included in the CDFG budget by the State Assembly had been deleted by Governor Deukmejian, pending a work plan displaying how they would be expended.

An opposing view expressed by some Task Force members was that the Klamath Act was intended to bring about a new \$42 million fish restoration program. The effect of counting existing non-Federal projects as matching, no matter how worthwhile those projects may be, would be to reduce the Restoration Program to \$21 million. Several members said they felt the intent of the law is to bring about new non-Federal funds or projects. Rod McClinnis said he felt that some ongoing non-Federal projects could count as matching, but not past, completed projects.

Keith Wilkinson suggested that some non-Federal matching funds might be raised through sale of a stamp, with proceeds dedicated to Klamath fish restoration. California Department of Fish and Game might be able to administer such a program.

Phil Schafer suggested that employment and training be added as a legitimate objective for projects proposed as non-Federal contributions. An example would be California Conservation Corps projects which benefit anadromous fish. No action was taken on this proposal.

Chairman Steucke indicated that lack of a Task Force consensus on non-Federal contributions might delay or stop development of Federal regulations on this issue, and would adversely affect our ability to get Federal funding. The Task Force subsequently approved the amended standards for non-Federal contributions identified above.

Discussion then turned to Section 84.2 of the draft rulemaking on non-Federal contributions dealing with volunteer services. There was some indication by Task Force members that the proposed procedures, which adhere to the Fish and Wildlife Services' Administrative Manual, are too cumbersome. An opposing view was that established, formal procedures for volunteer services are preferable to less formal procedures that might leave local governments or property owners liable.

A motion was then passed, by consensus, to endorse the draft rulemaking - as amended - "in principle," recognizing that extensive editorial changes may result from further review within the Federal system. Chairman Steucke said he will alert the Task Force to any substantive changes in the proposed rulemaking that may result from internal review. The amended rulemaking is attached hereto (Attachment 3).

Discussion of Task Force Operating Procedures The 31 August draft Operating Procedures were extensively revised (see Attachment 4). A motion to adopt Sections 1, 2, and 4 of the revised Procedures was passed by consensus. Consideration of Section 3, dealing with a Technical Advisory Team, was deferred pending a decision on forming such a group.

Rod McInnis and Jim Smith suggested that Operating Procedures be written to provide for liaison with the Klamath Fishery Management Council and the Trinity Basin Task Force. The subject was deferred until next meeting.

Public Comment Jim Kerns of Klamath Falls described a proposal for offstream storage in upper Klamath Basin. Benefits would be an increased water supply in summer for irrigation and fish. He requested that the Task Force provide him with information on instream flow needs for anadromous fish in the Klamath River.

Report on Status of Fish Restoration Work in Klamath Basin An overview of existing and ongoing fishery projects in Klamath Basin was distributed (see Attachment 5). This material includes projects funded by the State of California, the Bureau of Reclamation, and Pacific Power and Light Company. A relatively small number of projects funded by other agencies remains to be added to the inventory.

Mel Odemar, who developed the inventory with Ron Iverson, pointed out that most of the habitat improvement, screening, fish passage, and rearing structures called for in the "CH2M-Hill Report" have been constructed. Further, many of the deviations from the CH2M-Hill Action Plan in these

project categories are the result of new information and new priorities since the Action Plan was developed.

It was agreed that the handout material would not permit a detailed comparison with the CH2M-Hill Action Plan for use in developing a Fiscal Year 1989 budget justification. Mel noted that such a detailed comparison - including specific reasons why certain CH2M-Hill projects have not been built while other projects not identified in the Action Plan have gone ahead - would take considerably more time.

Discussion then turned to how much detail is needed for a budget justification. Wally Steucke said that, based on his experience with OMB review, a relatively general justification would suffice. For a \$1 million request, about five or six line items should be identified. Task Force suggestions for what these line items might be included subbasins (excluding the Trinity) and types of mitigation measures.

Nat Bingham asked whether an estimate of non-Federal expenditures would be needed to accompany the budget justification. Mel Odemar replied that, counting back through 1983, about \$3.5 million of State Funds have been so expended.

Odemar also suggested that the budget justification display updated priorities. For example, inadequate flows remain a major problem, and a first step in addressing it should be to identify instream flow needs, using modern techniques. This is expensive and deserves mention in the budget justification. This led to discussion of whether the instream flow problem might be too intractable to take on, and whether the Klamath Act provides authority to conduct studies. Steucke replied that Congressional authority exists to fund studies, but getting the funding will require satisfying OMB.

Chairman Steucke asked the group for ideas on how to prepare a budget justification for FY1989, and how to develop an action plan for the Klamath Restoration Program. Following up on a suggestion to use workgroups, Wally directed that a work group be formed to (1) complete a detailed inventory and analysis of completed fish restoration work as well as unmet needs, using CH2M-Hill as a baseline, and (2) to begin work on an action plan for fish restoration. A milestone date for item (1) will be the March, 1988, meeting of the Task Force, at which time the work group will provide a report for Task Force review.

It was agreed this work group should draw on technical knowledge of some agencies not represented on the Task Force. The California Department of Water Resources, the Bureau of Indian Affairs, and the Soil Conservation Service were mentioned. Assistance of these agencies will be requested by letter from the Task Force chairman. Task Force agencies mentioned for representation on the work group were the Fish and Wildlife Service, the Forest Service, California Department of Fish and Game, the Hoopa Tribe, and Siskiyou County. Ron Iverson was directed to develop a format for the project inventory and to chair the work group (assignment made after the Task Force meeting).

Chairman Steucke also formed an ad hoc committee of Task Force members to provide a description of how Federal funding for the Klamath Restoration Program, now estimated at \$1 million, would be spent in FY1989. A description of non-Federal matching contributions of approximately \$1 million would also be provided. Completion date for the committee's work would be the March, 1988,

ATTACHMENT 1

KLAMATH RIVER BASIN FISHERIES TASK FORCE

Attendance Roster, Meeting of 23 September 1987

<u>Name</u>	<u>Representing</u>
Nat Bingham	California commercial salmon fishing industry
Don De Vol	Del Norte County
Rod McInnis	National Marine Fisheries Service
Dick Ober	Department of Agriculture
Mel Odemar	California Department of Fish and Game
Mike Orcutt	Hoopla Indian Tribe
Ronnie Pierce	Humboldt County
Phil Schafer	California in-river sport fishing community
Jim Smith	Trinity County
Wally Steucke	Department of the Interior
George Thackeray	Siskiyou County
Keith Wilkinson	Oregon Department of Fish and Wildlife

meeting of the Task Force. Any budget material needed before that date will be prepared by FWS.

Wally made the following appointments to the ad hoc committee: Phil Schafer (chairman), Mel Odemar, Rod McInnis, Ronnie Pierce, Nat Bingham, and Mike Orcutt.

Other New Business: Report on Salmon Stamp Program Nat Bingham reported a potential major increase in the funding for this program - from \$150,000 in state fiscal year 1987-88 to possibly \$1 million in 1988-89, and \$2 million in 1989-90. The Salmon Stamp Committee is considering broadening the program to include biological studies and evaluations, as well as construction and fish rearing projects. One potential new area will be studies to determine potential productivity of various watersheds for anadromous fish. Another will be a pilot project to determine effectiveness of low-capital, portable rearing facilities for chinook salmon. Big Springs in the Shasta Valley is being considered for such a facility. The Salmon Stamp Committee will consider the Big Springs project, which could rear 1/2 million smolts per year, when they meet in Yreka, November 2 and 3.

In response to a question, Nat said he felt the new Salmon Stamp projects would qualify as non-Federal contributions to the Klamath Fish Restoration Program.

Election of Officers Wally Steucke and Nat Bingham were elected chairman and vice-chairman, respectively, by consensus.

Report on Klamath Forest Fires Dick Ober reported on the status of fires which have burned about one-quarter million acres in Klamath National Forest. Rehabilitation of burned areas will proceed in two phases: emergency actions such as seeding and mulching to prevent erosion will proceed as quickly as possible this fall. Longer-term rehabilitation will take several years. One of the greatest environmental effects of the fires will be the intensive logging required to salvage timber.

Jerry Barnes mentioned that fires have not affected much of the highly erosive decomposed granite areas of the watershed.

The Forest Service was requested to inform the Task Force on fire damage to fish habitats, once this has been assessed. Dick Ober indicated this would be done.

Bruce Taylor said that Congressman Bosco and other legislators are seeking appropriations in excess of \$20 million to rehabilitate burned areas. He suggested the Task Force may wish to encourage decisionmakers to consider anadromous fish in the rehabilitation program. Wally Steucke said he would prepare letters conveying this message.

Discussion of Next Meeting Meetings were scheduled for the week of 11 January 1988, in Eureka, and the week of 29 February in Brookings. Dates will be established after a check for scheduling conflicts. A field trip will probably follow the Brookings meeting.

Task Force members were encouraged to submit biographical sketches to the Klamath Field Office.

After inviting further public comments, Chairman Steucke adjourned the meeting at four p.m.

ATTACHMENT 2

KLAMATH RIVER BASIN FISHERIES TASK FORCE
MEETING AGENDA

September 23, 1987

- Call to order 9:00 a.m.
- Correction and approval of minutes of 23 July meeting
- Report on proposed amendments to 16 U.S.C. 460, the Klamath Basin Fish Restoration Act
- Report on draft rulemaking for non-Federal contributions and volunteer services to the Restoration Program
- Discussion of Task Force operating procedures
- Report on status of fish restoration work in Klamath Basin
- Other old business
- Report on impacts of recent fires on fish resources of Klamath Basin, and plans for rehabilitation
- Report on proposed water projects in Klamath Basin
- Development of an action plan to implement the Restoration Program, including:
 - Identifying uses for State matching funds budgeted for 1987-88
 - Developing a detailed budget proposal for work to be funded in Federal Fiscal Year 1989
- Other new business
- Election of officers
- Discussion of next meeting
- Public comment period
- Adjourn

ATTACHMENT 3

DEPARTMENT OF THE INTERIOR

U. S. Fish and Wildlife Service

Klamath River Basin Fish and Wildlife Restoration Act Implementation;
Establishment of standards for in-kind contributions to the Klamath River Basin
Conservation Area Restoration Program.

AGENCY: U. S. Fish and Wildlife Service, Interior

ACTION: Proposed Rule.

SUMMARY: The Director, U. S. Fish and Wildlife Service, acting for the
Secretary of the Interior, proposes to establish standards and qualifications
for in-kind contributions to the Klamath River Basin Conservation Area
Restoration Program.

DATES: Questions and comments concerning this proposed rule must be received
by (60 days after publication in the Federal Register)

ADDRESSES: Comments concerning this proposed rule should be addressed to the
Regional Director, U.S. Fish and Wildlife Service, 500 NE Multnomah St.,
Portland, Oregon 97232. Materials relating to the proposed rule, including
comments received, are available for public inspection by appointment during
normal business hours at the above address.

FOR FURTHER INFORMATION CONTACT: Dr. Ronald A. Iverson, U. S. Fish and
Wildlife Service, Klamath Field Office, 1312 Fairlane Road, Yreka, CA 96097
(916) 842-5763

SUPPLEMENTARY INFORMATION:

The anadromous fishery resources of the Klamath Basin have declined significantly in historic times owing to environmental changes and overharvest. To help correct this problem, Congress enacted, in 1986, the Klamath and Trinity River Basin Restoration Act, P.L. 99-552 (the Act) (16 U.S.C. 460ss-460ss-6). The Act establishes the Klamath River Basin Conservation Area Restoration Program (the Program) and directs the Secretary of Interior (the Secretary) to implement the Program and participate in harvest management aimed at restoring anadromous fishery resources of the Klamath River Basin over a 20-year period ending in 2006. Federal funding of \$21 million is authorized to implement the Program.

Section 6 (b) of the Act (16 U.S.C. 460ss-5) requires that 50% of the cost of the Program shall be provided by non-Federal sources. Such contributions may be in the form of in-kind contributions including real or personal property contributions and volunteer work of individuals. The Secretary is directed to establish standards for such contributions, and for qualifications of volunteers whose personal services may be offered for in-kind contributions to the Program.

PUBLIC COMMENTS SOLICITED:

The Service intends that the final rule on non-Federal contributions to the Program be as effective and useful as possible. Therefore, comments or recommendations concerning any aspect of this proposed rule are hereby invited from the public, concerned Government agencies, or any other interested party. Comments should be as specific as possible.

EXECUTIVE ORDER 12291, PAPERWORK REDUCTION ACT AND REGULATORY FLEXIBILITY ACT

The Service has determined that this is not a major rule as defined by Executive Order 12291, that the rule would not have a significant economic effect on a substantial number of small entities as described in the Regulatory Flexibility Act, 5 U.S.C. 601 et seq., and that the rule, as proposed, does not contain any information collection or record keeping requirements as defined in the paperwork reduction act of 1980, 44 U.S.C. 3501 et seq. These conclusions were reached after conducting an analysis that is documented in a Determination of Effects of Rules, which is on file and available for public review at the address listed under "For Further Information Contact". The proposed rule does not generate significant adverse effects to competition, employment, investment, productivity, innovation, or to the ability of domestic enterprises to compete with foreign enterprise in domestic or international markets.

AUTHORS:

The primary author of this proposed rule is Ronald Iverson, U.S. Fish and Wildlife Service, Klamath Field Office, 1312 Fairlane Road, Yreka, CA 96097 (916) 842-5763.

PROPOSED REGULATION PROMULGATION:

PART 84

Accordingly, it is hereby proposed to establish Part 84 of Title 50 of the Code of Federal Regulations, as set forth below:

84.1 Definitions

As used in this part:

- (a) The term "non-Federal" source includes a state or local government, any private entity, and any individual.
- (b) The term "the Program" means the Klamath River Basin Conservation Area Restoration Program.
- (c) The term "in-kind contribution" means labor, professional services, equipment, land, buildings, supplies, publicity, or any form of support determined by the Director of the Fish and Wildlife Service to further the objectives of the Program.
- (d) The term "volunteer" means a person providing services without compensation (salary or wages) from the government, as designated under the provisions of 16 U.S.C. 742 (c) (1)-(5).
- (e) The term "the Service" means the U.S. Fish and Wildlife Service.
- (f) The term "substantially" means largely or essentially.

84.2 Qualifications for volunteer service to the Program

Volunteer services in support of the program will be conducted in accordance with the Volunteer Services Program of the Service, as described in the Service's Administrative Manual, 22FWS A.M.27, dated September 5, 1984. This document is available for inspection at all offices and field stations of the Service. As provided in 22FWS A.M.27:

- (a) Volunteer programs are expected to complement and enhance Service programs, involve the public, provide opportunities

for students or individuals to gain experience for future careers, support affirmative action programs, and let the public contribute to the preservation of their natural heritage.

- (b) A Volunteer Services Agreement must be signed by the individual volunteer and/or a group representative, and a representative of the Service. The signed agreement provides a volunteer with protection while doing volunteer services.
- (c) Assignment of volunteers may be made to a wide range of work activities, except active law enforcement and collection or handling of money owed to the government.
- (d) Volunteers must be appropriately qualified before they are assigned potentially hazardous work. Volunteers may operate government vehicles on a regular basis by qualifying for a U. S. Government vehicle operators identification card. Volunteers must be physically able to carry out the work which they are assigned.
- (e) Eligibility for participation shall not be limited by race, creed, color, sex, age, national origin, political affiliation, religion or any other nonmerit factor.

84.3-Standards for non-Federal contributions to the Program

Non-Federal in-kind contributions to the Program should meet the following criteria:

- (a) No expenditure, directly or indirectly, of Federal Funds received by a state or local government shall be considered to be a contribution by a non-Federal source.

- (b) The contribution shall not be accounted as matching funds for Federal programs other than the Klamath Basin Restoration Program.
- (c) The primary objective or result of the contribution shall be restoration of anadromous fish stocks in the Klamath River Basin Conservation Area, and shall include habitat restoration, fish production, and population monitoring as determined by the Task Force and approved by the Secretary.
- (d) Projects which were in existence prior to October, 1986, will be individually reviewed by the Task Force to determine if they qualify as in-kind contributions.
- (e) The contributions must be made to an official project of the Program, approved by the Service acting for the Secretary of Interior.
- (f) The contributions must be made in accordance with the scope of work for the official project and must be under the supervision of the agency constructing or implementing the project.

84.4-Use of non-Federal contributions

- (a) Personal property contributed to the Program will become the property of the Service, and will remain so until disposed of in accordance with Federal laws and regulations.
- (b) Real property contributed to the Program will be managed in accordance with a formal agreement between the Service and the contributing entity. The agreement will provide for sufficient access and use to achieve Program objectives.

84.5-Monetary evaluation of non-Federal contributions

- (a) The monetary value of real property proposed to be contributed to the Program will be determined in accordance with the Uniform Appraisal Standards for Federal Land Acquisitions.
- (b) The monetary value of personal property proposed to be contributed to the Program will be determined in accordance with the Department of the Interior Property Management Regulations, and the Government Accounting Office Policy and Procedures Manual, Title 2, Appendix A, Section A 10 (Acquisition Cost of Assets).
- (c) The monetary value of personal services, indirect costs, and other cost items proposed as contributions to the Program will be determined in accordance with standard cost principles displayed in Office of Management and Budget Circular No.A-87.

Dated

Assistant Secretary for Fish, Wildlife and Parks

KLAMATH BASIN FISHERIES TASK FORCE
OPERATING PROCEDURES

Section 1. Conduct of Task Force Meetings

1. Meetings will be called by the Task Force chairperson, or at the request of a majority of its members, with the advance approval of the Secretary of Interior's representative, who will also approved an agenda. Task Force members will be given at least two weeks written notice of each meeting.
2. The quorum of the Task Force will be a majority of its members.
3. A chairperson will preside over the meeting. In the absence of the chairperson, a vice chairperson will preside. The chairperson and vice chairperson will be elected by unanimous consent for one-year terms of office, with individuals limited to no more than two consecutive terms. Upon expiration of the chairperson's final term, the vice chairperson will become chairperson. If unanimous consent cannot be reached in election of officers, the representative of the Secretary of the Interior will service as chairperson and will appoint other officers as he or she deems necessary.
4. The Task Force member representing the Secretary of Interior, or his designated alternate, must be present before a meeting of the Task Force may be convened. The Interior representative is authorized to adjourn any Task Force meeting at any time.
5. Robert's Rules of Order will be followed.
6. The maker of a motion must clearly and concisely state and explain his motion. After discussion and a call for the question, the motion must be restated clearly and concisely by the chairperson before the vote is taken.
7. Voting shall be by verbal indication. The chair will follow Robert's procedure for adopting a motion by unanimous consent. Any member seeking

clarification of the motion may reserve the right to object. After consultation, he or she may object or withdraw the reservation. Should any member object to a motion, that motion will have failed, in accordance with 16 U.S.C. 460 ss 4 (f) (1).

8. Task Force members may designate alternates. Alternates will be designated, in writing, for an indefinite period of time. Special alternates may be appointed by Task Force members, by written direction to the Chairperson, prior to a meeting. It is the intent of the Task Force to keep this form of alternate designation to a minimum. Alternates will be delegated authority to fully participate in Task Force business, including voting.

9. Detailed minutes of each meeting shall be kept, and will contain a record of persons present, and a description of matters discussed and conclusions reached. The accuracy of minutes will be certified by the chairperson. The Fish and Wildlife Service Project Leader, Yreka, will be responsible for the taking and dissemination of minutes, the arrangement of meetings, and other duties associated with the Task Force and its meetings, as assigned. Comments on, or requests for, Task Force information will be directed to the Klamath Field Office.

10. Public Involvement. A timely notice of each meeting will be published in the Federal Register. Meetings will be open to the public. Interested persons may attend, appear before, or file statements with the Task Force. Public comments will be restricted to items on the official agenda. A time certain will be identified, in the agenda, for public comments. Advance approval for oral participation may be prescribed, and speaking time may be limited. Minutes of Task Force meetings, and copies of reports submitted to the Task Force will be maintained for public review in the Klamath Field Office.

KLAMATH BASIN FISHERIES TASK FORCE

OPERATING PROCEDURES

Section II. Committees

1. The Task Force may form committees of its members, in order to facilitate the mission of the Task Force as identified in 16 U.S.C.460ss and the Task Force Charter.
2. Committees will be formed or dissolved by unanimous vote of the Task Force. The Chairperson may convene meetings at his/her discretion.
3. Upon formation of a committee, the chairperson of the Task Force will select members to serve on the committee, and will designate committee officers. Names of committee members will be announced to the Task Force at its next meeting, and will be entered in the written proceedings.
4. Committees will report to the Task Force at the request of the chairperson, but not less than annually.

KLAMATH BASIN FISHERIES TASK FORCE
OPERATING PROCEDURES

Section III. Technical Advisory Team: Mission, Objectives, and Procedures.

1. Mission. The Technical Advisory Team (the Team) provides biological and statistical expertise to aid the Task Force in advising on planning and implementing the Klamath River Basin Conservation Area Restoration Program (the Restoration Program), and related fishery restoration programs.

2. Objectives.

a. The Team will assist the Task Force and the Fish and Wildlife Service (the Service) in long-range planning of the Restoration Program, including identifying: problems and factors limiting restoration of anadromous fish stocks; areas where scientific information or analysis is needed; strategies and options for bringing about restoration; and appropriate time schedules and expectations for accomplishment.

b. The Team will assist the Task Force and the Service in developing annual work plans consisting of specific projects proposed for inclusion in the Restoration Program. The Team may develop project scopes of work, or review submissions from agencies, tribes, or other entities proposing to participate.

c. The Team will assist the Task Force and the Service in monitoring and evaluating the progress of specific projects and of the overall Restoration Program.

3. Membership. The Team will be comprised of members of the Task Force, or members of the professional staffs of agencies and groups represented on the

Task Force. Should a Task Force member wish to be represented on the Team, he or she will nominate himself or a representative for Team membership.

4. Qualifications. Team members must possess a bachelors degree in biological sciences and must be professionally employed as fishery scientists. These requirements may be waived by the Task Force chairman for persons having extensive experience in and knowledge of fishery science. Qualifications of individuals proposed for Team membership will be examined by the Task Force chairperson. The chairperson will appoint qualified nominees to the Team, and will designate Team officers. Team appointments will be announced to the Task Force and names will be entered in the proceedings.

5. Procedures. Business of the Team will be conducted generally in accordance with procedures established for the conduct of Task Force meetings (Section 1 of these operating procedures). Paragraphs 4 and 10 of Section 1 dealing with the Department of the Interior representative and with public involvement, respectively, will not apply to the Team.

KLAMATH BASIN FISHERIES TASK FORCE

OPERATING PROCEDURES

Section IV. Travel Expenses

1. Purpose. To identify how Task Force members may be reimbursed for travel expenses they incur in performance of services for the Task Force.
2. General. These members of the Task Force not employed by the Federal or a State, tribal, or local government may receive reimbursement for travel expenses within specified limits when away from their home station or while away from their work location in the metropolitan area of their residence. Alternates are entitled to reimbursement when acting for Task Force members. Travel expenses for which reimbursement will be made will be confined to those expenses essential to transacting official business in performing authorized services for the Task Force.
3. Authorization. Official travel on Task Force business can be authorized in advance on a blanket fiscal year basis in the case of travel within California and Oregon, or on a one time only basis for travel outside California and Oregon. Authorization shall be in the form of a travel authorization signed by the Project Leader, Klamath Field Office. Announcements of individual meetings listing the invited parties will be distributed and approved by the Regional Director or his designee in advance of each meeting.
4. Means of Travel. Travel on official business shall be by the method of transportation which will result in the greatest advantage to the Task Force, cost and other factors considered. Travel may be performed by common carrier (air, bus, etc.), privately owned vehicle, or other means. First class fares are prohibited. All air travel shall be arranged by a General Services

Administration (GSA) contract travel agency in order to obtain the lowest government contract rates whenever possible.

5. Privately Owned Vehicles. Use of a privately owned conveyance must be justified by comparison with use of common carrier, with consideration being given to total distance of travel, number of points visited, and number of travelers. When a privately owned conveyance is used as a matter of personal preference and such use is not determined to be advantageous to the Task Force, reimbursement will be limited to the lesser of amounts as determined by cost comparison.

When a privately owned vehicle is used in lieu of a taxi or limousine to get to an airport or depot upon departure and/or return, the round-trip mileage between the residence and the terminal is payable at the authorized mileage rate providing the mileage claimed successfully meets the customary cost comparison test.

When two or more persons travel together in a rented or privately owned vehicle, that fact, together with the name of each traveler, must be stated by each traveler on his travel voucher.

The fee for parking an automobile at a common carrier terminal or other parking area while the travel is away from his official duty station shall be allowed only to the extent that the fee plus the allowable reimbursement to and from the terminal or other parking areas does not exceed the estimated cost for use of a taxicab to and from the terminal.

6. Mileage. When a privately owned vehicle is used in lieu of common carrier, Government-owned vehicle, or instead of taxicab or limousine, mileage will be paid at the allowable rate then in effect (21 cents per mile effective August 1987). Actual mileage or standard highway guide distances shall be shown on travel expense forms to support the mileage claims.

7. Taxicabs. Cost of taxicab fare will be limited to that of limousine fare if limousine service is available and is at a lesser cost. Justification must appear on the travel expense claim if the cost of taxicab fare exceeds \$25, including tip.

8. Rental Cars. The use of rental cars is costly and therefore discouraged. Reimbursement will be made for use of rental cars when circumstances justify the need and are so stated on the claim.

9. Private Airplanes. Private airplanes may be used with prior approval, with reimbursement at GSA rate (currently 45 cents per mile). However, the reimbursement costs shall not exceed the coach airfare.

10. Lodging and Meals. The following table illustrates the maximum GSA meal and hotel limits as of January 1, 1987 at locations where meetings relating to Task Force business might be held.

Location	Maximum Lodging amount <u>a/</u>	Meals and Incidental Expenses <u>b/</u> (M&IE) Rate	Maximum Per Diem Rate
California			
San Francisco	\$62	\$33	\$95
Eureka	39	25	64
Yreka	35	25	55
Oregon			
Portland	50	25	75
Newport	45	25	70
Coos Bay	45	25	70

a/ Reimbursement requires receipt with expenses limited to single room rate.

b/ Incidental expenses include fees and tips, laundry, transportation between lodging and restaurants, telegrams and telephone calls to reserve lodgings.

Travel of 10 Hours or Less

In general, meal and lodging expenses will not be reimbursed when the period of travel is 10 hours or less during the same calendar day.

Expenses for Day of Departure

When lodging is required on the first day of travel, the subsistence expense limit shall be the actual cost of lodging, limited to the maximum applicable lodging allowance plus a fraction of the M&IE rate based on time of departure. For example, a traveler departing during the second quarter of the day would be reimbursed three-fourths of the M&IE rate. A traveler departing in the third quarter of the day would be reimbursed one-half of the M&IE rate. Travelers departing one-half hour (or less) before or after a quarter change will be assigned to the following or the preceding quarter, respectively, for calculation of M&IE reimbursement.

Expenses for Full Calendar Day of Travel

For each full calendar day of travel status the actual cost of lodging shall be added to the M&IE rate, limited to the maximum meal and hotel limit prescribed for the location.

Expenses for Day of Return

The meal expense limit shall be one-half of the full M&IE rate applicable to the preceding calendar day, as described above for day of departure.

Expenses Within a 50-Mile Radius of an Individual's Home or Work Location

Meals and lodging expenses are not paid within a 50-mile radius. Meal expenses will be allowed if official business is carried on during a meal function to the extent that an individual was not free to partake of meals elsewhere without being absent from discussions.

Notice of Subsistence Expense Limit

The maximum meal and expense daily limit will be stated in each individual meeting announcement listing the invited parties.

11. Miscellaneous Costs. Other travel costs submitted for reimbursement (telephone, etc.) must have adequate explanation of the nature and purpose of the expense and show that the cost is reasonable and related to the conduct of official business.

12. Receipts. All claims for reimbursement must be supported with receipts except meals, private car mileage, and other miscellaneous items costing \$25 per item or less.

13. Disallowances. A disallowance to the claim submitted may occur at the time the travel claim is processed for payment. This may occur because there is a lack of necessary receipts, a cost comparison made of the expenses submitted, or an error made in the computation of costs shown on the claim. Amounts disallowed may be reconsidered for payment upon presentation of the necessary receipts, after providing requested additional information, or after taking whatever other corrective measures are deemed necessary.

14. Certification. All claims for reimbursement of travel expenses must contain certification by the traveler that expenses claimed are valid official costs and do not include personal expenses. The certification must also assure that the period of travel shown is accurate and that costs claimed will not be presented for reimbursement elsewhere which would result in dual reimbursement.

Because the payment of compensation to Task Force members is usually based upon the travel time indicated on the travel expense claim, it is essential that the actual hours and dates of departure and return be reported. Travel time that is not for the conduct of official business must be identified and briefly explained so that proper payment can be made.

15. Claim Procedures. Upon completion of the trip, the traveler will complete and submit one signed copy of the Federal travel expense claim form and necessary receipts to the Klamath Field Office.

Claims for travel expense reimbursement should be received in the Field Office within 30 days after the trip is completed, or they may not be honored.

16. Procedure for Air Travel. Travelwise, the federal GSA (General Services Administration) contract agency for the Portland area, will handle the travel arrangements for Task Force members identified in Paragraph 2 above when traveling on Task Force business. Their representatives suggested the following procedure:

1. The Klamath Field Office will provide Travelwise with a current list of those who will travel for the Task Force at various times, including an address, telephone number, and Travel Order number for each. It will be the responsibility of Klamath Field Office to inform Travelwise of changes in this list as they occur.

2. For large groups of travelers (such as to Task Force meetings), Travelwise should receive reservation requests at least three weeks prior to the date of traveler's departure.

3. Traveler will call the following "800" (toll free) numbers to make reservations directly with Travelwise:

Within the State of Oregon: 1-800-452-0913

All other states (except Alaska): 1-800-547-7116

Space will be verified when the traveler calls to make his reservation. If Travelwise is unable to confirm space at the time of the traveler's call, they will call him when confirmation is verified.

4. Travelwise will emphasize the need to travel on city pairs (GSA airline contracts) wherever possible for all or part of the trip. An effort will be made to reduce the use of exemptions from the city pair program. If city pairs are not available to the traveler's destination, the next lowest price will be selected by Travelwise.

The traveler should be aware that traveling under the GTR program may require some layover time at an airport on occasion. However, all effort will be made by Travelwise to reduce layover time for the traveler.

5. The ticket will be mailed or delivered to the traveler by Travelwise. If there is insufficient time to send the ticket by certified mail, Travelwise will arrange for the traveler to pick up the ticket at the carrier's airport desk or the carrier's nearest ticketing office. There is no additional fee for this service on major airlines for government travel.

6. Reservations made through this system will be billed directly to the Klamath Field Office. The traveler will be responsible for attaching the stub of his ticket to his travel claim for accounting purposes.

7. Billing to the Klamath Field Office will be made on a weekly blanket GTR number provided by the Klamath Field Office at the beginning of each week. Actual billing for the ticket will be made when preparation of the tickets are authorized by Travelwise.

8. If a cancellation or change is necessary in the traveler's schedule, he may call the 800 toll-free number to make the change, or call the airline direct. All cancelled tickets are to be returned to the Klamath Field office for obtaining credit from the travel agency.

9. Notice of Task Force meetings should be sent to attendees at least two weeks prior to meeting date emphasizing the importance of making travel reservations as quickly as possible.

10. The memorandum to the attendees of the meeting shall contain the following information:

- a. Hotel Reservation Cards
- b. Transportation availability to and from hotel
- c. Toll-free number for making travel reservations

ATTACHMENT 5

D R A F T

21 Sep. 87

Inventory of Fishery Projects, Klamath Basin

LEGEND:

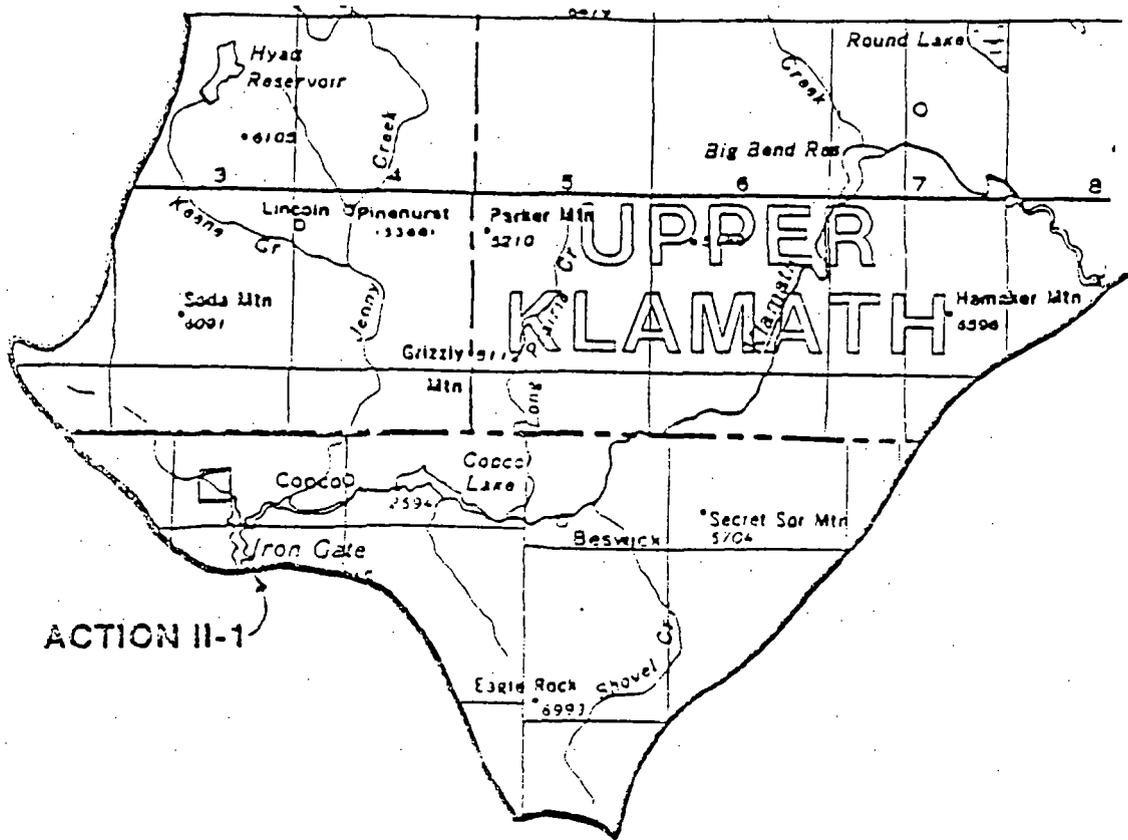
○ Habitat project

□ Rearing project

△ Passage project

⬡ Monitoring project

▭ Watershed project



ACTION II-1

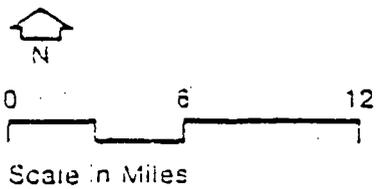


FIGURE 7-2
UPPER KLAMATH SUBBASIN
ACTION PLAN

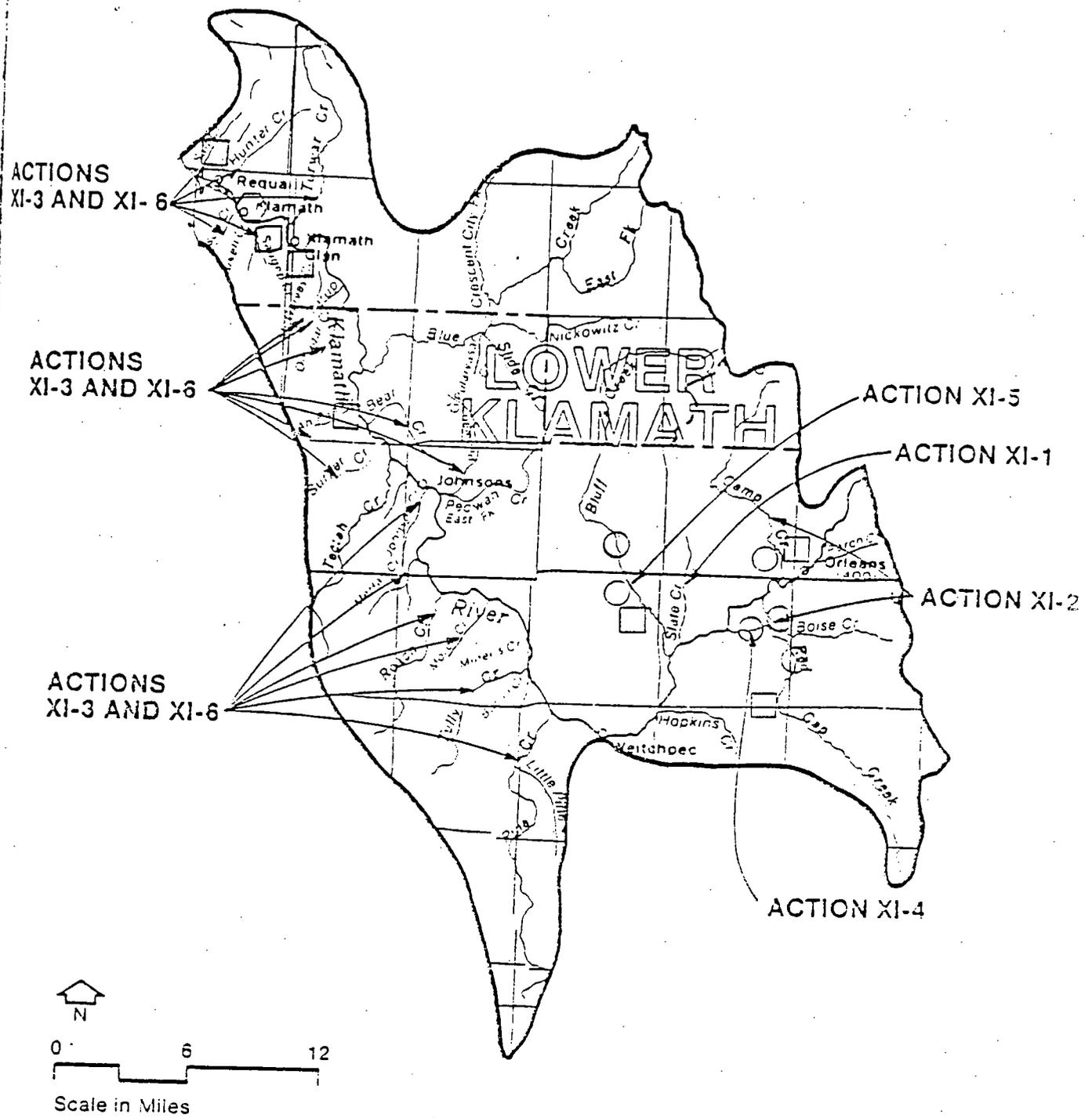


FIGURE 7-11
 LOWER KLAMATH SUBBASIN
 ACTION PLAN

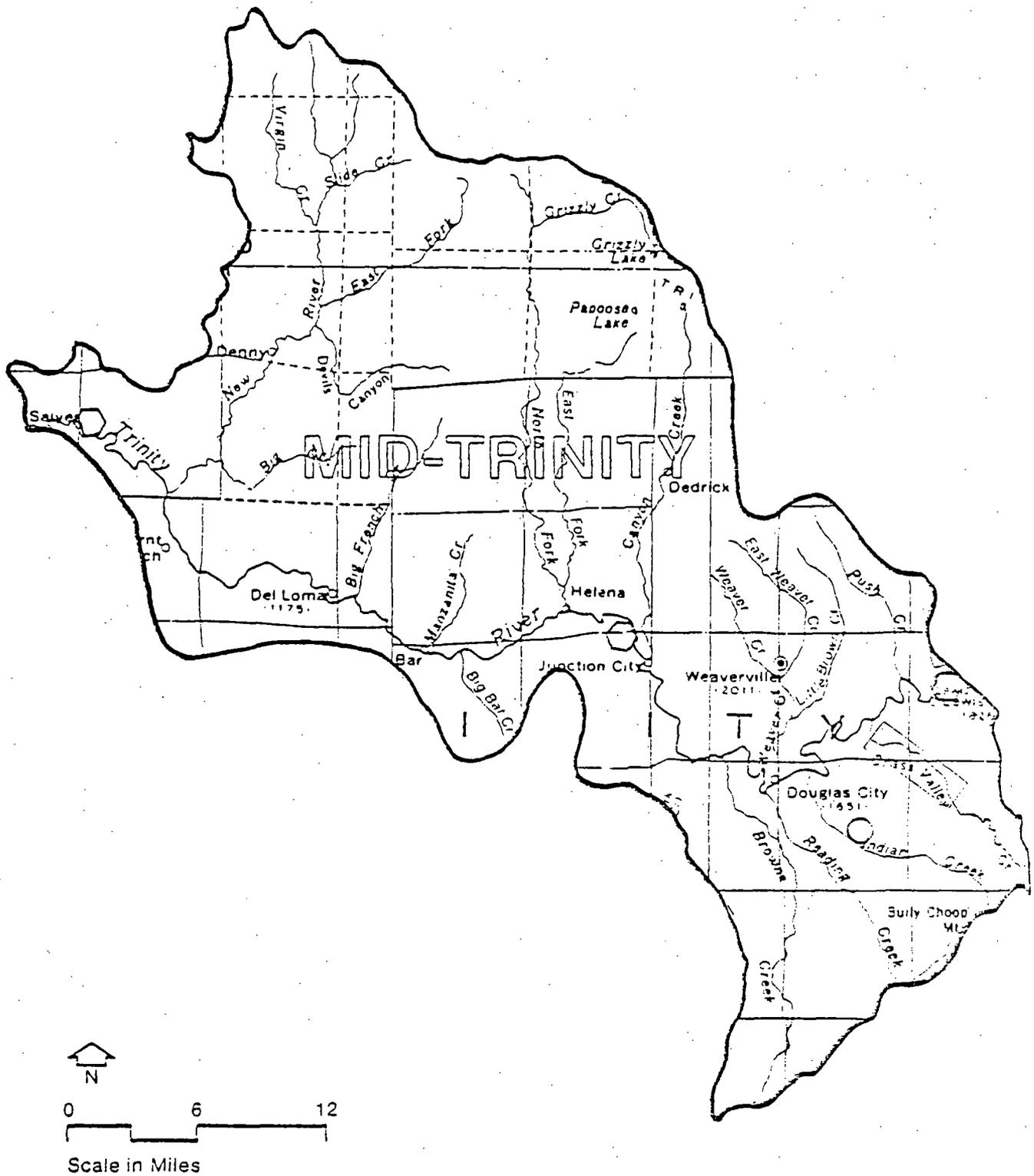


FIGURE 7-9
MID-TRINITY SUBBASIN

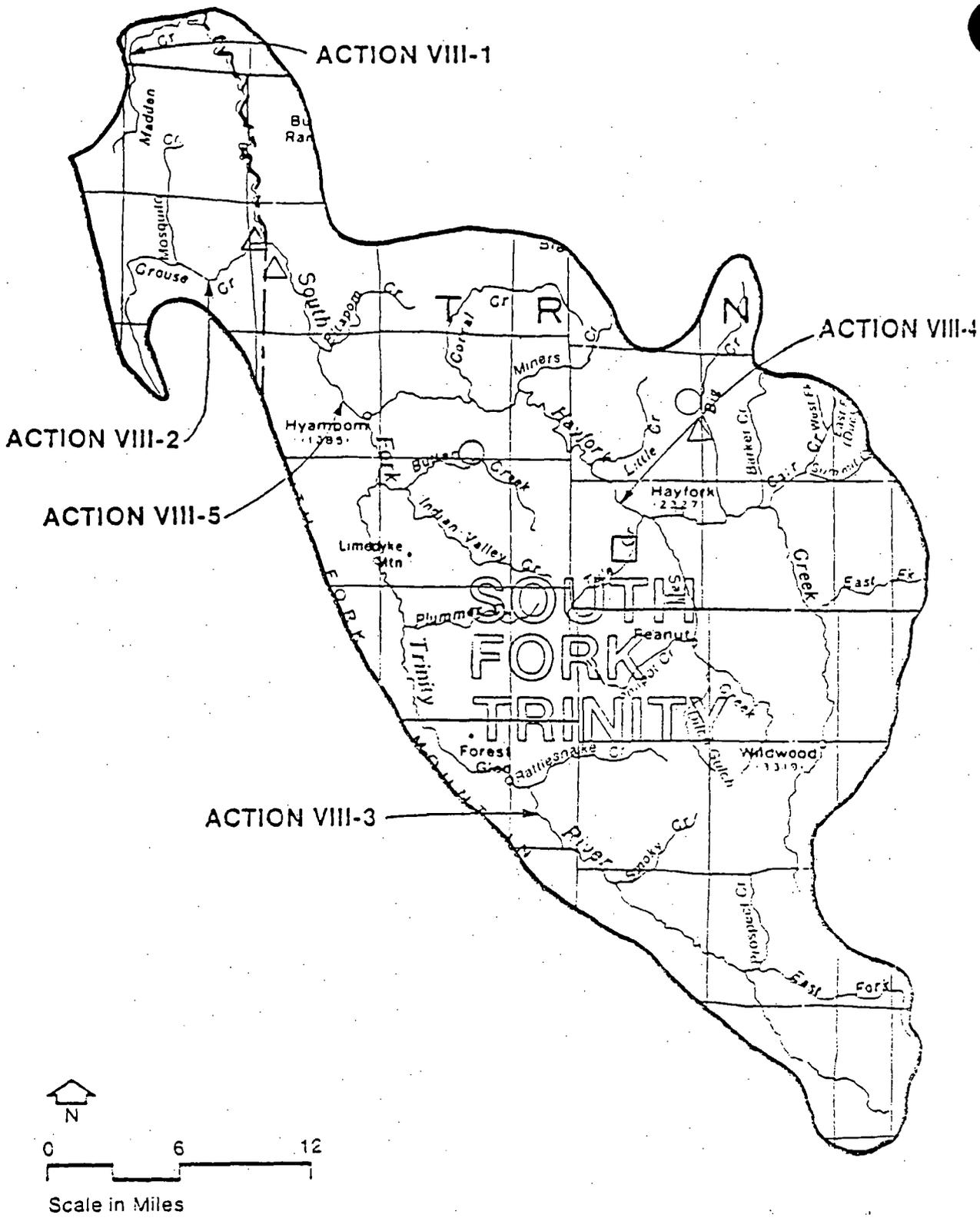


FIGURE 7-3
 SOUTH FORK TRINITY SUBBASIN
 ACTION PLAN

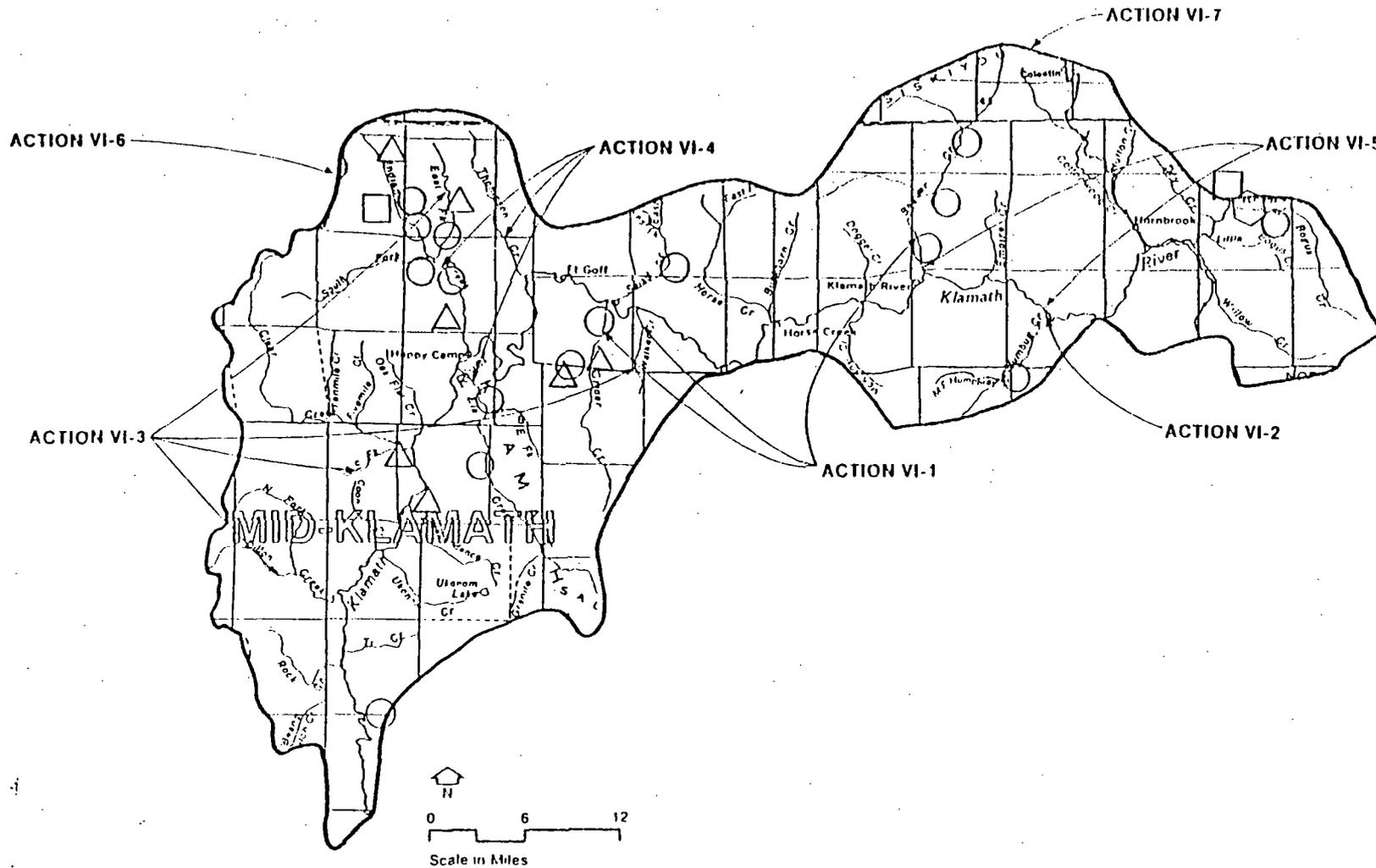


FIGURE 7-6
MID-KLAMATH SUBBASIN
ACTION PLAN

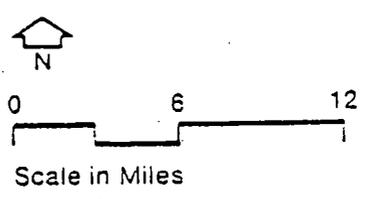
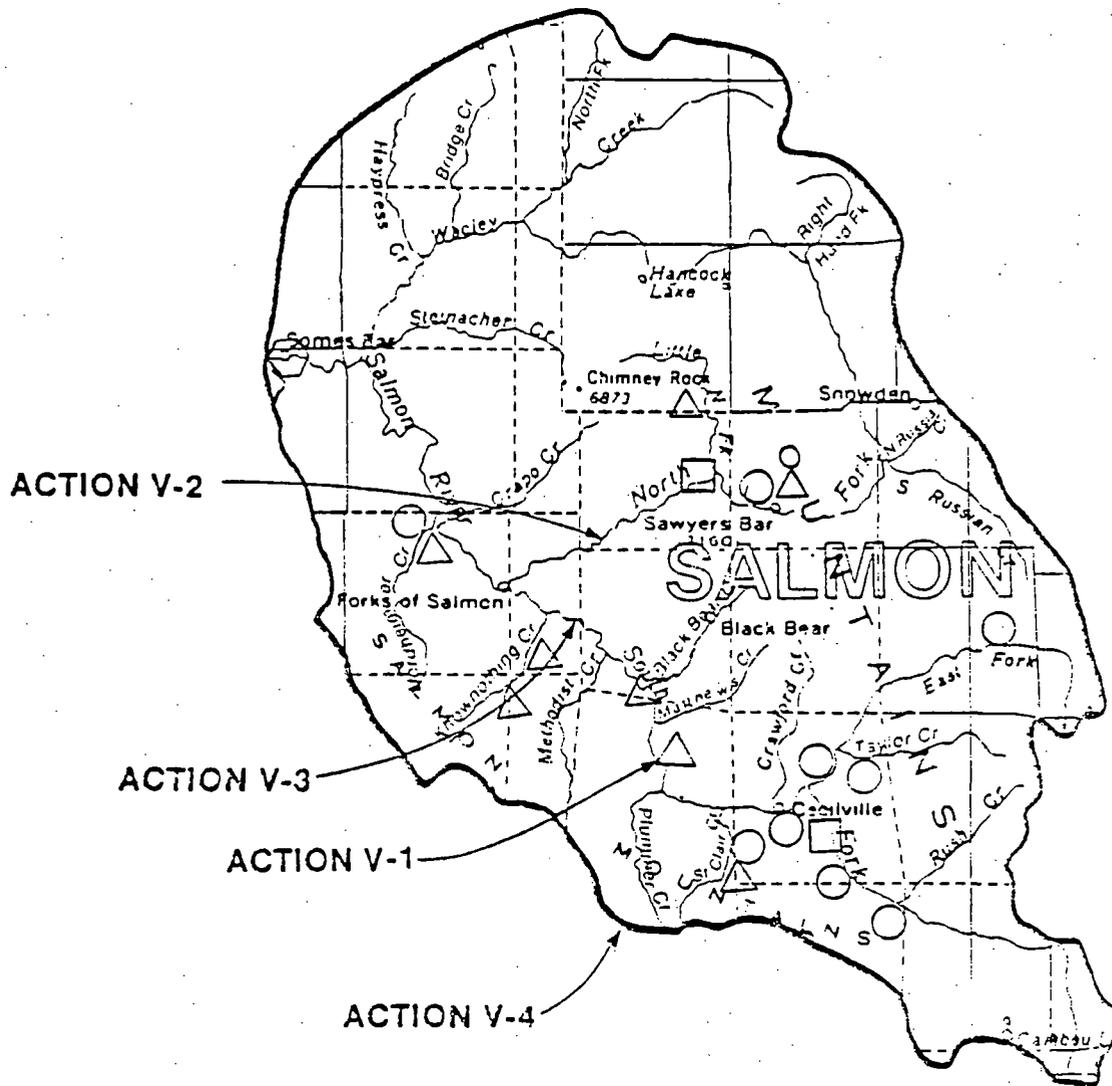


FIGURE 7-3
SALMON SUBBASIN
ACTION PLAN

