



Kenai Peninsula Fish Habitat Partnership Steering Committee Meeting Minutes

February 29, 2024, 1:00pm to 3:00pm

In-person: Donald E. Gilam River Center, Soldotna

Zoom Link: <https://zoom.us/j/92064166870?pwd=UDNHaVRyWGswWmR0cmxETWtjVnVPZz09>

Attendance:

Steering Committee: Jess Johnson, Adam Cross, Katherine Shake, Ben Meyer, Sam Lopez, Maura Schumacher, Emily Mailman, Peter Miccichi

Partners: Brandon Drzazgoski, Trent Dodson, Mary Inovejas

Agenda:

1. Introductions
2. Partnership Business:
 - a. FY25 RFP update:

Melissa – we received several new funding proposals since extending the deadline, for a total of eight, not including coordination. A proposal for KPFHP Coordination and Operational Support was also submitted this year, however I do not recommend that the Steering Committee rank this project, as it isn't necessary.
 - b. FY25 KPFHP Coordination and Operational Support proposal
Reviewed by Melissa. Attached to this email. Also, located in shared drop box folder:
<https://www.dropbox.com/scl/fo/8hsow6yo1gvytnpvbydj/h?rlkey=rmcu05s6ijyg7bjktog4zl3wc&dl=0>
 - c. FY25 Proposals and ranking process
Melissa reviewed "FY2025 Proposal Ranking and Review Procedures" document, which includes detailed instructions on the proposal ranking process. See ADDENDUM A below.
 - d. FY24 Coordinator work plan
See ADDENDUM B below.

Other: NFHP is considering having its board meeting in Alaska this summer, specifically Anchorage or the Kenai Peninsula.

Peter – We have an opportunity to present some ideas to the Board about what field trips and experiences are available to them. Please let Peter know if there are any ideas on how to allow the board to experience our diversity of fisheries on the Kenai Peninsula: subsistence, personal use, commercial, etc. This shouldn't be limited to science.

Katherine – The Reserve has hosted similar field trips with Cook Inletkeeper and KHLT; baby salmon live here, electro fishing, acquired conservation lands, etc.

Melissa – we will continue this discussion at our March steering committee.

3. Alaska Invasive Species Partnership (AKISP) MOU, Maura Schumacher

Maura – The Alaska Invasive Species Partnership is requesting that KPFHP sign their MOU, as the Board would like to see support from FHPs. See MOU attached to email.

4. Partner updates:

Brandon – USFS in Moose Pass is currently hiring a Stream Watch Coordinator. Link: <https://www.usajobs.gov/job/777322700#hiring-paths>. Folks that apply just need to note Moose Pass as their desired duty station. They are also looking to hire a technician to assist this position. Both would be responsible for managing volunteers in the Russian River area.

Ben – There is a need for a partnership wide fish passage prioritization process. This process would result in a list of fish barriers ranked 1-4 based on the severity of the barrier and how much habitat is upstream of the barrier. There is a small amount of funding for this project. Please reach out if you would like to be involved.

Myself and multiple partners met with the borough recently to discuss ordinance 21.18 – the borough's 50' riparian setback. We discussed the process to ground truth and update the maps, which is supposed to occur every 3 years.

I attended 2 conferences recently: the Alaska Forum on the Environment and the Statewide Watershed Conference.

Emily – NOAA will be announcing fish passage awards in April.

Adam – USFS in Moose pass is hiring additional permanent seasonal in the Biotech and Forestry tech series. We've been busy prepping for next season and revamping plans for the Resurrection Creek project, including bringing in additional soil.

Katherine – The Kachemak Bay Science Conference is March 17-20. Register at <https://kachemakbayscience.org/>. This event happens every 3 years. Next week KNERR and NOAA will be having a marine research data synthesis summit to look at long-term weather, monitoring and phytoplankton data. KBNERR is hiring two ecological technician positions, including a 6 month education position.

Jess – Is working to fill in for a vacant position in the Mat-Su. Will be working with Alexa on the Riparian Planting day at Centennial Park in June, and is planning the Kenai stream bank workshop for early this summer.

Maura – TU is kicking off its initial planning for its coastal resilience award, which will occur in Seward. There are three components of the project including writing a resiliency plan for the community, a climate resiliency plan, outreach and education, and funding some projects related to fish passage.

5. Next meeting: Friday, March 22, 2024, 1:00 to 3:00pm
 - a. Score and rank project proposals

Steering Committee Members:

NOAA – Emily Mailman
USFWS – Maura Schumacher
ADFG – Jess Johnson
KPB – Samantha Lopez
USFS – Adam Cross
KWF – Benjamin Meyer
KBNERR – Katherine Schake
Alexa Millward – Trout Unlimited
Coowe Walker – Headwaters to Ocean

Advisors:

Kenai Peninsula Borough – Peter Micciche
USFWS - Mike Daigneault

Prepared by:

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ADDENDUM A: FY2025 Proposal Ranking and Review Procedures

1. Purpose

- To prioritize FY25 project proposals to submit to the NFHP Board for approval, based on KPFHP's top ranked threats to fish habitat.

2. Objective

- To ensure a fair, transparent, and rigorous review process for proposals submitted to KPFHP for FY2025 NFHP funding.

3. Reviewer's Responsibilities

- Disclose conflict of interest for each proposal
- Complete an evaluation of each proposal prior to the March 22nd steering committee meeting.
- Attend March 22nd steering committee meeting
- Who is a reviewer: all steering committee members are expected to review proposals (not including advisors) unless prior arraignments are made.

4. Timeline

- 2/29/24 – applicant deadline for proposals
- 3/21/24 – deadline for completing individual evaluations
- 3/22/24 – March steering committee meeting: short presentations and Q&A with project sponsors. Discuss proposals as a group. Rank proposals.

5. Individual reviewer score proposals

- Where to find proposals and scorecard - Drop Box:
<https://www.dropbox.com/scl/fo/8hsow6yo1gvytnpvbydj/h?rlkey=rmcu05s6ijyg7bjkto g4zl3wc&dl=0>
- Upload completed scorecards to the folder labeled "completed scorecards"

6. Evaluation Criteria

- Eligibility:
 - Does the project provide measurable benefits towards improving, maintaining or restoring fish habitat?
 - Are there clear, informative descriptions of ecological benefits, and measurable goals and objectives?
 - Does the project sponsor provide a 1:1 non-federal match, except tribal projects?
 - Does the project address one or more of the highest rated potential threats to fish habitat identified in KPFHP's Conservation Action Plan?
 - Is the project submitted by or supported by a partnership member of the Kenai Peninsula Fish Habitat Partnership?
 - Is the applicant capable of completing the proposed project?

- Resource Benefits (40 points maximum)
- Project Design (30 points maximum)
- Project Cost (20 points maximum)
- Applicant Qualifications (10 points maximum)
- Bonus Points (5 points) *each proposal may receive a maximum of 5 bonus points

7. Scoring Guidance

- Use the guidance that is most relevant to specific criteria
- 10=Yes; 0=No
 - Example: Proposal is for an on-the-ground conservation or restoration. (5 points)
- 10 = very likely, 8 = somewhat likely, 4 = somewhat possible, 0=not likely
 - Example: Project timeline clearly described and reasonable. Project can be completed within 2 years.
- 10=clearly identified and described, 8=moderate, 1=not well described or 0= strategies not incorporated
 - Example: Identifies appropriate monitoring and evaluation measures and criteria.
- Not all criteria have a total of 10 points. Adjust the scoring scale as needed (1/10s of a point are acceptable)

8. Consensus Discussion

- Reviewers discuss proposals to reconcile and discrepancies in scores in an Executive Session of the steering committee.
- Reviewer scores projects but is unable to attend: please submit written overall assessment with scorecard.

9. Ranking

- Based on score and overall assessment.
- Decision needs to be a consensus of the steering committee. See KPFHP Steering Committee Policy and Procedures.

ADDENDUM B: FY2024 KPFHP
Coordination Work Plan

Kenai Peninsula Fish Habitat
Partnership
FY24 Annual Coordinator Work plan
10/1/2024 to 9/31/2025

Task	Comments	Complete/Deadline	Responsible Party	
			Coordinator	Steering Committee
2024				
OCTOBER				
Attend NFHP FHP Coordinator's Monthly Meeting		10/9/2024	X	
Complete Quarterly website updates		10/31/2024	X	
Facilitate Steering Committee Meeting		10/31/2024	X	
Evaluate and update as needed the ranking system and timeline for proposals submitted to the Steering Committee, as developed and directed by the NFHP Board	Submit updated RFP and ranking system to Steering Committee for approval	10/31/2024	X	
NOVEMBER				
Solicit FY26 funding proposals for the Steering Committee to evaluate and score		2nd wk in November	X	
Attend NFHP FHP Coordinator's Monthly Meeting		11/13/2024		
Facilitate Steering Committee Meeting		11/31/2024	X	
DECEMBER				
Attend NFHP FHP Coordinator's Monthly Meeting		12/11/2024	X	
Facilitate Steering Committee Meeting		12/31/2024	X	
Attend NFHP Board Meeting		TBD	X	
2025				
JANUARY				
Complete Quarterly website updates		1/31/2025	X	
Request updates from FY24 and 25 KPFHP funded projects for FY26 Workplan and Accomplishments report	GrantSolutions final reports may be sufficient	1/31/2024	X	
Attend NFHP FHP Coordinator's Monthly Meeting		TBD	X	
Facilitate Steering Committee Meeting		1/31/2025	X	

Assist in planning a joint Mat Su/Kenai FHP science symposium		1/31/2025	X	X
Begin application for FY26 KPFHP Coordination and Operational Funding			X	
Review RFP Scorecard and update as needed		1/31/2025	X	
FEBRUARY				
Attend NFHP FHP Coordinator's Monthly Meeting		TBD	X	
Attend NFHP Board Meeting		TBD	X	
Submit application for KPFHP Coordination and Operational Funding to KPFHP RFP		2/10/2025	X	
Compile applications fro FY26 Funding and distribute to Steering Committee for scoring and ranking		2/13/2025		
Complete Annual FHP Accomplishments Report	As requested by NFHP	2/28/2025	X	
Facilitate Steering Committee Meeting		2/28/2025	X	
Complete Annual KPFHP Progress Report	Publish to KPFHP website	2/28/2025	X	
Assist in planning a joint Mat Su/Kenai FHP science symposium		2/28/2025	X	X
Update and Distribute Partnership Directory		2/31/2025	X	
Submit performance evaluation per request of NFHP Board	As requested by NFHP	if needed	X	
MARCH				
Attend NFHP FHP Coordinator's Monthly Meeting		TBD	X	
Submit Annual Work plan and Accomplishments report to the NFHP Board		3/31/2025	X	
Complete NFHP Project Database annually for proposed projects		3/31/2025	X	
Update Coordinator Statement of Work for FY25, and present to Steering Committee for approval		3/31/2025	X	
Assist in planning a joint Mat Su/Kenai FHP science symposium		Spring 2025	X	X
Facilitate Steering Committee Meeting		3/31/2025	X	
APRIL				

Update project database on KPFHP website		4/30/2025	X	
Attend NFHP FHP Coordinator's Monthly Meeting		TBD		
Coordinate Annual Membership Meeting	may conflict with symposium	4/30/2025	X	X
Complete Quarterly website updates		4/30/2025	X	
Start planning Summer Site Tour		Fall 2025	X	X
Facilitate Steering Committee Meeting		4/30/2025	X	
Assist in coordinating a joint Mat Su/Kenai FHP science symposium		Spring 2025	X	X
MAY				
Attend NFHP FHP Coordinator's Monthly Meeting		TBD	X	
Attend NFHP Board Meeting		TBD	X	
JUNE				
Attend NFHP FHP Coordinator's Monthly Meeting		TBD	X	
JULY				
Complete Quarterly website updates		7/31/2025	X	
Attend NFHP Board Meeting		TBD	X	
Attend NFHP FHP Coordinator's Monthly Meeting		TBD	X	
Coordinate Summer Site Tour		Fall 2025	X	
AUGUST				
Attend NFHP FHP Coordinator's Monthly Meeting		TBD	X	
SEPTEMBER				
Facilitate Steering Committee Meeting		9/31/2025	X	
Attend NFHP Board Meeting		TBD	X	
Attend NFHP FHP Coordinator's Monthly Meeting		TBD	X	