

February 8, 2011
 KPFHP Steering Committee Special Meeting
 10 AM – 2 PM
 Location: Cook Inlet Aquaculture, Soldotna

Present	Present	Absent
Robert Ruffner, KWF	Doug Limpinsel, NOAA	Shawn Stash, USFS
Rhonda Orth, KWF	Marie McCarty, KHLT	Sue Mauger, CIK
Ginny Litchfield, ADF&G	Ken Tarbox, KAFC (11:10)	Cecil Rich, ADF&G
Ricky Gease, KRSA	Mandy Brenard, KHLT	
Peter Micciche, COS		
Mike Edwards, USFWS		

Call for nominations for new Steering Committee Member is out
 Deadline is this Friday, Feb 11 for interested parties to submit
 Call went out to all current partnership members
 Ken Tarbox is stepping down – Sue would like to remain on Committee
 1 reponse to date: Kenai Peninsula Borough would like a seat
 Discussion within Borough regarding who: employee vs Assembly
 John Mohorcich’s name has been mentioned
 Would like someone familiar with habitat issues
 Ask for several names of people with the organization?
 DOT looking for new point of contact – previous contact moved within DOT
 Gary Walkin would be a good fit – familiar with local habitat issues
 Can we suggest him as a candidate to DOT? Yes
 Ginny will contact DOT for discussion of POC
 Native feedback?
 Mike has been in contact with CIRI and is sending them info
 No response from KIT or Ninilchik
 Seward side? Yes, Sealife Center has expressed interest
 Interested parties will be presented with partnership mission and info
 Make clear they need to agree to join committee
 They sign and send back for consideration by committee
 Committee selects one to promote to partnership for approval
 No tribal representation in general partnership
 They participated in the early stages of organizing
 Do we need to reach and try to include them? Yes
 Conoco is only large corporate in partnership
 Do we need to reach out to other corporations/businesses? Not really
 Small businesses don’t really have a stake in habitat issues
 Builders Associations? Construction/Real Estate entities impacted
 Kenai/Soldotna/Seward all support – Homer missing – Marie to contact
 Soil and Water missing – Marie to contact
 Takes time to attend various entity board meetings and pursue entities
 List of possible entities to contact is endless

How do we do additional outreach? Future meeting topic!

Calendar review:

JAN – Rework strategic plan – point of discussion today (later)

FEB – Today meeting – proposal selection/action plan/strategic plan
Elections review

MAR – Decision on new Steering Committee member (March 1st)

APR – Annual meeting – need to assign tasks at next regular meeting
Spring symposium? Invite public and agencies?

Don't want to operate in a vacuum

MAY – RFP letters of intent

AUG – RFP Call for Proposals

SEPT - Proposal submission deadline

OCT – KRSMA Watershed Planning Symposium

NOV – Project Selection

DEC – Annual evaluation

Please use and become familiar with Habitat website

Highlight website at annual meeting

Please bring any needed changes to Robert's attention – easy to change

Project Selection Process Discussion with the following agreed upon by consensus:

*Intent is to get the best possible proposals from all parties

APRIL - Mention proposal letter of intent at annual meeting

MAY - Mandatory 1-2 page RFP Letter of Intent due

(Action plan should simplify scope of proposals)

Includes rough idea of total project costs

Upon submission deadline ----- Gag order on all Committee members

All discussion/comments/questions must go through Robert.

JUNE – At regular Committee meeting, review for initial Yes/No pile

JUNE thru AUG – feedback to and from proposers regarding questions

AUG – Open house or scheduled interviews for final questions/feedback

SEPT – Full proposals submitted

Upon submission deadline - NO communication with proposers

OCT – Proposal review by committee

NOV – Proposal selection complete

Possible dialog regarding fitting proposals into funding package

Who is going to design the Letter of Intent form? Next meeting assign

Strategic Plan Review Discussion with the following agreed upon by consensus:

Strategic Plan large document (100+ pages) - ROBERT

Finish asap with added graphics and into pdf

DO NOT PRINT

Glossy Strategic Plan for distribution - ROBERT

Will be used as an educational tool

Updated every 3 years approx

Focus on KPFHP – only mention and link to NFHP
Modeled after KWF Strategic plan document – 12 pages
More data/text – no full page pictures
More maps/graphics
Be sensitive to fish groups with regard to pics
Create a logo at the same time
USFWS person may be available to help
PRINT FOR DISTRIBUTION

Action Plan – MIKE, DOUG, MARIE

Lists priorities as updated annually, 1-3 year priorities
Communicated in annual meeting to partnership
Will link to proposals
Reactive and proactive priorities
Draw focal points out of strategic plan
Suggested ideas:
Divide peninsula into 4 regions – Seward/Homer/Soldotna/West Side
Pick 3 focuses in each region
Ranking completed long ago and ignored
Use and combine with prioritized watersheds
Pie diagram with percent of effort – prioritize within that component

Proposal Selection

Page 5 – that info gets forwarded on – needs emphasize the requirements
Make a point in page page 3 “recommended format”
Add to the form: Identify what focal area objective project fulfills
Variety of budget styles were turned in last year – need a budget form
Needs to be clear portion of the project is funded by NFHP/Match
2 columns – Proposed funding match & Secured funding match
Need better clarification of what constitutes match
Provide a “dummy” example? YES – 1 for restoration/1 for education
Lease/rent/access fees could qualify as match
Change form “Attachment 1”/“Attachment 2” to document names
Scoring Criteria discussion with the following agreed upon by consensus:
Divide the Project Design into 2 sections:
Project Design with first 3 bullet points
Project Deliverables (goals/objectives) next 5 bullet points
Steering Committee scores are compiled and sent to all members
1 – Member’s scoring analysis with average score listed
2 – Member’s ranking with average ranking listed

Don’t try to fund partial part of a proposed project

Can be very difficult to split out components of a project
Is less cost effective – could cost 2/3 of budget to complete 1/3 of project
Look at the proposal as a whole

New policy from NFHP – can use portion of project funds for operating costs

Do we need match? No – it's not a project, it's administrative
Pull out needed funds from RFP funding first
What about an internal project? Can we get funding? No – not an entity
Can set aside funds and publicize project for RFP
Could fall in-house to committee membership entity if no proposal

Science Committee or 3rd Party Review Panel? NO – until change at federal level

Soldotna Water Treatment Plant – under review process

Meetings with DEC

Possible to do some preliminary testing that's not part of reportable testing

Most common wet test issue – ammonia – Soldotna has no issue there

Idea to move Soldotna plant downstream to work with Kenai Plant

Avoid river discharge

Long term plan, 5-7 years

Is there a tidal reflux issue?

Is there a regional plan? No – Sterling is all well/septic

20 million? Number from Wagoner?

Legislative Status – no carryover legislation – everything needs to be reintroduced

NFHP Board seeking legislative sponsors

Funding? D.C. needs to okay, working to expedite for March

AFS Meeting in Seattle – requests for partnership participation

Chuitna Project – Partnership is not commenting as an entity

Agency limitations don't allow for group commenting

Partnership entities should comment on their own

NOAA commenting, but not involved as “cooperating agency”

Watershed Atlas – similar to what NFHP has put out with GIS

Spacial prioritization across peninsula

Doesn't include west side

Go to KWF website and select the Research tab

Overview presented by Robert.

Possible presentation of Anchor River Monitoring Project on March 2

Mike to put info out to partnership

Agenda items for next regular meeting: February 15, 11AM

Annual meeting task assignments

How do we do additional outreach?

Letter of intent form development assignment