

12 January 2016

WILLAMETTE FISH PASSAGE O&M COORDINATION TEAM (WFPOM) CHARTER

PURPOSE OF CHARTER

This charter provides guidelines this team will use to accomplish its stated purpose. It is recognized by all members that change is occurring and will continue to occur. Therefore, it is further recognized that this charter is a dynamic document subject to modification, accomplished according to the decision making process below.

TEAM NAME

Willamette Fish Passage O&M Coordination Team (WFPOM)

AREA OF CONCERN

For deliberations of the WFPOM, the area of concern encompasses the Corps of Engineers (COE) projects in the Willamette Valley.

WFPOM PURPOSE

The WFPOM efforts shall be conducted in a manner that will provide a forum for Regional coordination, gathering information and development of recommendations on operations, maintenance actions and operations during construction which may affect listed fish species. Conclusions reached at meetings are not considered official positions until written confirmation is received from appropriate agencies.

In general, the following areas will be the focus of the WFPOM:

- General hydrologic conditions and forecast
- Planning and coordination
 - Operational fish passage
 - Water quality operations
 - Maintenance and construction (scheduled and unscheduled activities)
 - Atypical or emergency operations
- Coordination and review of operations required for research activities
- Identify critical uncertainties related to operations for fish passage and water quality
- Input for annual revisions to Willamette Fish Operations Plan (WFOP)
- Input and review of annual water quality report
- Input and review of annual Willamette Conservation Plan

MEETINGS

The WFPOM shall meet monthly on the **third Wednesday of each month** unless otherwise coordinated with WFPOM representatives. The designated Chairperson shall distribute a draft agenda and

documents to be considered at that meeting to those on the WFPOOM e-mail list no later than the Monday prior to a regularly scheduled meeting.

MEMBERSHIP

Cooperating Parties - The following entities are designated as cooperating parties:

Bonneville Power Administration (BPA)
The Confederated Tribes of Grande Ronde (CTGR)
National Marine Fisheries Service (NMFS)
Northwest Power Planning Council (NWPPC)
Oregon Department of Fish and Wildlife (ODFW)
Oregon Water Resources Division (OWRD)
Oregon Department of Environmental Quality (ODEQ)
Corps of Engineers- Portland District (NWP)
U.S. Fish and Wildlife Service (USFWS)

Cooperator Representation – At a minimum, a representative and an alternate shall be appointed to the WFPOOM by each cooperating party. Representation is encouraged to include personnel experienced with or knowledgeable about the Willamette Basin projects and associated fish facilities. This familiarity should be at a level enabling the participant to effectively participate in the development of recommendations regarding operations, maintenance, and construction activities of the project.

WFPOOM DECISION-MAKING PROCESS

When WFPOOM decisions are necessary, consensus will be employed in developing recommendations. Consensus is defined as the unanimity of opinion of all authorized representatives present at a duly scheduled formal meeting. Each cooperating party shall have a single voice in the decision process. Where consensus cannot be reached, members present will be polled for their respective position. The meeting minutes will contain a summary of each member's position that adequately represents their individual position and view. In such a situation, when an action is necessary, the action agency will determine the appropriate position and make it known as soon as possible, and in writing, to all members. Conclusions or recommendations reached at the meetings are not considered official positions until written confirmation is received from appropriate agencies.

The Official Memorandum of Coordination (MOC) Form will be used when seeking WFPOOM coordination on operations, maintenance or construction activities that are not covered by the current Willamette Fish Operations Plan.

DISPUTE RESOLUTION PROCESS

Any technical dispute, not requiring an immediate decision, arising from WFPOM will be referred to the WATER steering team for discussion, *realizing that many water management decisions need to be made in real time*. The disputing parties shall provide written copies describing the dispute, including a recommended resolution to the problem. Written information developed will be provided to the WATER steering team for review at least one week in advance of the scheduled meeting date.

The respective WATER Steering Team managers shall consider the dispute and proposed solution and recommend an action to the Corps based on input from all members. In addition, disputes may be discussed in other Regional forums as deemed appropriate for the issue by WFPOM members. Disputes requiring immediate action will be elevated to WATER steering team and reviewed at a specially scheduled meeting, *realizing that many water management decisions need to be made in real time*. The Corps shall make the final decision that will give full consideration to all input.

TASK GROUPS

Task groups may be appointed by the designated Chairperson to perform tasks such as additional technical analysis, spawning surveys, etc. Task groups should keep up-to-date internal working records. Reports will be submitted by the task groups as agreed by WFPOM. Task groups shall submit written reports upon completion of assignments.

ADVISORS

Advisors (subject matter technical experts) may be called upon for indefinite terms as required to enhance work progress.

REPORTS

The designated Chairperson is responsible for the preparation and submission of minutes of all WFPOM meetings for review by the membership present at that subject meeting, not more than ten working days following the meeting. Upon receipt of the draft minutes, the members shall have at least ten working days to provide comments back to the designated Chairperson. The minutes become final at the following WFPOM meeting. Members not submitting comments will be viewed as agreeing with the minutes. Disputes on the notes would be resolved at the next meeting. Copies of all documents will be provided to designated agency participants and anyone else indicating a desire to receive a specific document.