September 8, 2025

BYLAWS OF THE
CHEHALIS BASIN COLLABORATIVE FOR SALMON HABITAT

Section 1: Name

The name of this body is the Chehalis Basin Collaborative for Salmon Habitat, hereinafter referred to as "Collaborative." The name was changed from "Chehalis Basin Lead Entity" in 2024.

Section 2: Purpose and Geographic Area

Purpose

The purpose of the Collaborative is to promote salmon recovery through habitat restoration and protection in the Chehalis Basin. The Collaborative fulfills the requirements for "Lead Entities" in the Washington State Salmon Recovery Act Chapter 77.85 RCW (the "Act"), by running a citizen-based evaluation of salmon habitat projects, compiling a list of habitat projects, establishing priorities, defining a sequence to implement projects, and submitting a habitat project list annually to the Salmon Recovery Funding Board ("SRFB"). The group serves in other functions outside of the RCW requirements where their expertise is needed.

Geography

The scope of the Collaborative is Washington's Watershed Resource Inventory Areas (WRIA) 22 and 23, which includes the Chehalis River and its tributaries, as well as the rivers that drain to Grays Harbor.

Section 3: Organizational Structure

The organization of the Collaborative shall consist of the Habitat Work Group, the Contracting Agent, a Watershed Coordinator, an annual Local Review Team and other subcommittees as needed.

A. Habitat Work Group

The Habitat Work Group consists of local technical experts and citizens that act as the steering body for the Collaborative. The group was established as the "citizen's committee" responsible for taking on the functions required in the Act as established through resolution 2017-072 by Grays Harbor County. Membership shall be consistent with the Act and, to the degree possible, reflect interests identified in the Act.

The group's responsibilities include setting policy directions for the Collaborative, implementing and updating the Chehalis Basin Salmon Habitat Restoration and Preservation Strategy for WRIA 22 and 23 (the "Strategy"), providing a citizen-based evaluation of the projects proposed to promote salmon habitat, establishing priorities for projects, defining the sequence for project implementation, producing a ranked project list based on priorities and criteria identified

within the Strategy, and submitting these activities as the habitat project list in accordance with RCW 77.85.050.

The group may serve in other functions outside of the RCW requirements where its expertise is needed.

The officers of the Habitat Work Group shall consist of a Chair and a Vice-Chair. Officers shall serve a term of one year, starting in October each year, elected by the membership by a majority vote, and appoint subcommittee chairs. The Chair shall preside over meetings, convene voting, sign documents on behalf of the Habitat Work Group with majority vote, and perform other such duties as assigned by the Habitat Work Group. The Vice-Chair shall perform all duties incumbent upon the Chair during his/her absence at meetings.

The Habitat Work Group may establish additional ad-hoc subcommittees not established by these bylaws.

B. **Contracting Agent**

The Contracting Agent is the legal organization responsible for contracting with the Washington State Recreation and Conservation Office ("RCO") for Lead Entity capacity funding. The capacity contract funds the Watershed Coordinator and other capacity expenses. The Contracting Agent at the time of these bylaws is Grays Harbor County. Grays Harbor County has entered into an agreement with the Confederated Tribes of the Chehalis Reservation (Tribe) such that the Tribe will hold responsibility for hiring and employing the Watershed Coordinator and providing office space.

C. Watershed Coordinator

The Watershed Coordinator facilitates, coordinates and implements Collaborative efforts. The Watershed Coordinator Scope of Work is updated annually with RCO. Duties include, but are not limited to:

1. Works with the Habitat Work Group to set goals;
2. Coordinates the annual SRFB project application, review and prioritization process. Includes coordination with RCO grant managers and project sponsors;
3. Develops content for meetings of the Habitat Work Group, ad-hoc committees and subcommittees;
4. Prepares the agendas for meetings, arranges for their distribution, and then takes minutes during meetings and circulates them for review;
5. Facilitates meetings;
6. Works with the Contracting Agent to manage the Collaborative capacity budget;
7. Supervises the entry of required data into Salmon Recovery Portal and PRISM;
8. Represents the Collaborative at Salmon Recovery Grant review meetings;

9. Represents the Collaborative at related regional, state and local meetings. If unable to attend, the Watershed Coordinator may designate an alternate for such meetings; and
10. Other duties as assigned.

(D) Local Review Team

The Local Review Team is an ad hoc group appointed by the Habitat Work Group on an annual basis for the purpose of evaluating projects proposed for SRFB grants. Members are required to review project applications, attend site visits and attend project ranking meetings. The team recommends a Habitat Project List for the annual SRFB grant round. Membership on the Local Review Team is not restricted to members of the Habitat Work Group. Members must comply with the conflict of interest policy (below). The Habitat Work Group will seek to have a diverse range of both technical and citizen perspectives represented on this team.
This combined review team ensures that projects submitted to the SRFB or other funding agencies balances science-based habitat projects with community values.

Section 4: Membership

Habitat Work Group membership aims to reflect the interests identified in the Act, including representatives for salmon habitat interests from counties, cities, conservation districts, tribes, environmental groups, business interests, landowners, citizens, volunteer groups regional fish enhancement groups, and other interests.

Individual members should bring the perspective on salmon recovery from their interest group, but also come to the table ready to take a "big picture" approach and be ready to work with others towards common goals.

1) Number and composition of seats.
There will be a total of 20 voting seats, including the following:

***** Citizen members who are residents of Thurston, Grays Harbor, Mason and Lewis Counties and interested in representing their communities' point of view with regards to fish resources and impacts (4)

***** Representatives of a group whose mission is in local natural resources through education, recreation, habitat protection and restoration (4)

***** One member representing each local Conservation District (4)

***** One member representing a Regional Fish Enhancement Group (1)

* Members representing cities, local businesses, and/or Ports, that are or would be affected by decisions made with regards to salmonid habitat resource interests. Desired membership includes one representative from the upper basin and one from the lower basin (2)

* Members representing counties: Thurston, Lewis, Grays Harbor (3)

* Representatives for the Chehalis Tribe (1) and Quinault Indian Nation (1)

* Ex Officio: Members representing State and Federal agencies, including Washington State Ecology (1), Washington Department of Fish and Wildlife (1), US Fish and Wildlife (1), Coast Salmon Partnership (1) and the Conservation Commission (1)

2) Process for selecting organizational representatives
   Organizations holding a seat are responsible for assigning the individual to hold that seat. For example, NGOs, Tribes, and government agencies assign their own representative.

3) Process for selecting citizen representatives
   Citizens are a valuable and necessary part of the Collaborative. Existing members will recruit new citizen members through their networks. The Watershed Coordinator will also look for new citizen representatives through outreach efforts. A balance of geographic perspectives will be aimed for in selecting citizen representatives.

4) Process for filling unfilled seats
   Habitat Work Group members and the Watershed coordinator will conduct ongoing outreach in an attempt to fill unfilled seats. Once a representative has been identified and agrees to serve, that new member will be voted in through a majority vote of the other members present at a regular meeting (see "Voting" below).

5) Terms
   Habitat Work Group members and Ex Officio members are appointed for two (2) year terms. They can be eligible for reappointment when their term expires.

Anyone with an interest in salmon recovery is welcome to attend Habitat Work Group meetings regardless of voting status.

Section 5: Meetings

Meetings of the Habitat Work Group shall be open to the public. Meeting frequency, time, and location shall be at the discretion of the members and will be posted on the Collaborative website at least one month in advance of each meeting. Minutes of each meeting shall be distributed to all members and other interested parties by the Watershed Coordinator and are also publicly available on the Collaborative website: www.chehalisleadentity.org.

Meetings operate under Roberts Rules of Order.

Section 6: Voting

1) The Habitat Work Group shall take action through the consideration and passage of motions or resolutions during meetings. Passage of a motion or resolution, with the exception of amending bylaws, requires a simple majority vote of those members present at meetings. A quorum of 8 voting members is needed to hold a vote.

2) The Habitat Work Group will require a vote of two/thirds majority of the members to amend bylaws or to exclude a project from moving forward during a current year's SRFB grant round. The Chair may direct the Watershed Coordinator to coordinate such votes at meetings, by mail, or email.

3) Members with a conflict of interest in the outcomes shall abstain from voting (see below). While a quorum is achieved with 8 voting members, a minimum of 6 voting members with no conflict of interest is needed to hold a vote. All members are encouraged to attend meetings where a vote will take place.

Section 7: Member Code of Conduct

1) All members of the Habitat Work Group and its subcommittees shall act in good faith to further the work of the Collaborative in a manner that reflects the spirit and intent of these bylaws.

2) The expression of diverse viewpoints is encouraged. Members shall treat each other with courtesy and respect during meetings.

3) Conflict of Interest: Habitat Work Group members and Local Review Team members are expected to recuse themselves from reviewing any project application in which they have an involvement or interest. Voting members and Local Review Team members with real or potential conflicts shall make this disclosure before the review of any project proposal. Potential conflicts include:

-Having financial ties to the applicant
-Standing to benefit directly from the proposed project's completion
-Have contributed directly to the development of the proposal
-Having conducted private business or personal services with the organization
-Involvement with other organizations, with vendors, or any other associations that might produce a conflict of interest regarding a specific project proposal.

Prior knowledge of the proposal or prior contact with the applicant does not constitute a conflict of interest, as long as none of the above criteria apply to the reviewer.

Where such a conflict of interest arises during a meeting, the member shall refrain from all comment and shall leave the meeting during the related discussion and voting.

If reviewers have any concerns or questions about whether their or another member's relationship with an applicant or proposal warrants recusal, they are required to disclose the situation to the other members at the meeting where a vote is to take place. The group will decide jointly whether the situation constitutes a conflict of interest, and if so, what steps are to be taken to address it.