



January 27, 2008

San Juan County Council Members
350 Court St #1
Friday Harbor, WA 98250

Dear Council Members,

The Surfrider Foundation is pleased to work with San Juan County and the Puget Sound Partnership in the San Juan Initiative (Initiative). Surfrider is assuming responsibilities previously provided by the Shared Strategy for Puget Sound. This letter provides you with documentation of the role we will play in the Initiative.

First, we want to state our full support for the ecosystem based Initiative to assess current habitat protection programs for their success in preserving the treasured natural resources of the San Juans and the impact they have on other community issues. The assessment will be the foundation for the local community along with the participating government agencies to develop holistic solutions to protect the resource and support the economic prosperity of the community. Surfrider Foundation supports the goal of the Initiative to be a pilot for other parts of Puget Sound and the West Coast. We agree with project design to address issues in an open and courageous manner, and find realistic and workable solutions. In the spirit of building a true ecosystem and community based program, we agree the local community must be involved in designing the process to inspire their engagement and the original guiding principles must be followed:

- A. Comprehensiveness: Include all available environmental protection tools (regulatory, incentives, education, and voluntary).
- B. Ecosystem Based: Focus on key ecosystem processes including terrestrial, nearshore and marine systems.
- C. Inclusiveness: Include community members, key stakeholders, scientists, and decision-makers at all stages such that solutions designed will have the highest likelihood of implementation and support.
- D. Honor and Build on Existing Community Efforts: Build on and support the advancement of existing local efforts, take into account local decision-making and community needs, build on and increase the accessibility of existing science and information.

As the Initiative starts the second and final year, we are stepping in to fill the role previously provided by Shared Strategy. We will serve as the fiscal agency for foundation grants and have

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hired Jim Kramer to provide project management working closely with Amy Windrope. Amy has been hired by the Puget Sound Partnership to continue her work as the local coordinator. We will hire additional resources at the direction of the Initiative Oversight Committee, which includes a representative from the County Council, Puget Sound Partnership, Initiative Policy Committee and the Washington State lead for the Surfrider Foundation. Attached is a more detailed description of roles to successfully meet the objectives and principles of the Initiative.

We appreciate the County's continued leadership role in support of the Initiative. The Council's willingness to encourage staff participation in the Initiative and consider the findings from the Initiative are key to the success. We also appreciate the Puget Sound Partnership's involvement by contributing staff and willingness to consider the findings of the Initiative in the developing their Action Agenda for the whole Puget Sound region.

We look forward to our new joint effort for the health of your region and the benefit of all coast resources.

Sincerely,

A handwritten signature in black ink, appearing to read "Jody Kennedy", written in a cursive style.

Jody Kennedy
Washington Policy Coordinator

Attachment A
San Juan Initiative Roles
January 2008

Policy Group (Appointed by the San Juan County Council):

1. In consultation with project staff and Oversight Committee, recommend a work plan and timeframe to the oversight committee and County Council.
2. Provide the policy guidance and recommendations necessary to complete the Initiative consistent with local interests.
3. Determine focus and set priorities for Initiative.
4. Provide guidance to the project staff for successful implementation and completion of the Initiative.
5. Advise and participate in the assessment of protection programs, the agency members of the Group have additional responsibilities to help assess their programs and get support for solutions in Phase III.
6. Advise and participate in community engagement process.
7. Determine acceptable means to provide technical information and analysis and if necessary appoint technical committee.
8. Represent the views and concerns of the community and the organizations involved.

Chairs of Policy Group (Jonathan White and Kevin Ranker):

1. Help make sure staff is working effectively with Policy Group. Meetings are well run and committee is functioning and successfully realizing their role in the Initiative.
2. Serve on the Oversight Committee.
3. At meetings, help articulate concerns of Policy Group members and make sure decisions are clearly and accurately conveyed to group. Prior to meeting, ensure that agenda is appropriate and reflects concerns and priorities of Policy Group.
4. After meeting, check with Policy Group members to be sure that they are comfortable with process and outcomes. Communicate concerns of Policy Group members to the staff and ensure there is appropriate resolution.
5. Assist in building support and understanding of the Initiative in the San Juans.

Kevin's Duties in addition his responsibilities as Co-Chair

Serve as the liaison to the County Council.

Management Oversight Committee (Kevin Ranker, Jonathan White, Jody Kennedy and Joe Ryan)

1. Set strategic direction and policy for the Initiative in consultation with staff.
2. Ensure the Initiative is meeting contractual arrangements and provide direction to project staff in to ensure consistency.
3. Develop funding strategy and work with the project staff to implement the strategy.
4. Recommend Policy Group members for County Council appointment.
5. Track progress of initiative work plan.
6. Provide oversight and evaluate project staff.
7. Hire staff
8. Participate when appropriate in the integration of the technical and policy work with the science groups, consultants and implementing agencies.

9. In consultation with project staff approve a detailed work plan, timeframe, budget and necessary resources to the oversight committee and County Council.
10. Provide the policy guidance and recommendations necessary to complete the Initiative consistent with local interests.
11. Promote Initiative at regional scale.

Project Manager (Jim Kramer under contract part-time to Surfrider Foundation):

1. Ensure work plan elements are delivered on time, on budget and consistent guidance from the Policy Group and Oversight Committee.
2. Track and manage project deliverables of all staff and consultants.
3. Facilitate the integration of the technical and policy work with the science groups, consultants, implementing agencies in consultation with the Project Coordinator and the Oversight Committee.
4. Implement the funding strategy for the Initiative under the direction of the Oversight committee and with support of other project staff.
5. Develop and manage contracts with other consultants and resources with support of other project staff.
6. Provide strategic support to Initiative design and implementation.
7. Work directly with staff, implementing agencies – locally and regionally- to determine gaps in programs and solutions.
8. Facilitate work plan, timeline and budget decisions with Oversight Committee and where appropriate with the Policy Group and Project Coordinator.
9. Track the Initiative budget and implement the fundraising strategy.

Project Coordinator: (Amy employed full-time by the Puget Sound Partnership)

1. Design community outreach tasks under the direction of the Project Manager and consistent with the guidance of the Oversight Committee and the Policy Group.
2. Provide staff support to Policy Leadership Group.
3. Work with the Project Manager on the integration of the technical and policy work with the science groups and consultants.
4. Work with local implementing agencies and the Project Manager to determine gaps in programs and solutions.
5. Work to identify local consultants and ensure local deliverables are being managed and accomplished according to the contracts.
6. Lead the community engagement effort with support of the other project staff.
7. Serve as the lead community and County contact for the Initiative.
8. Work with the Project Manager on the development of agendas and present information to the Policy Group.
9. Assist in the development of grant reports and assist in documenting the Initiative as a pilot.
10. Assist in implementation of the fundraising strategy.
11. Convene and facilitate science groups, subcommittees of the policy group and working technical committees in consultation with the Project Manager.
12. Work with the Project Manager and Oversight Committee on the development of solutions to protection gaps.