

DRAFT Oregon Invasive Species Council

Virtual Meeting Agenda | October 13, 2021 | 1:00 - 4:30 PM

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1:00 PM	Welcome & Introductions <i>Rick Boatner, 2021 OISC Chair (Oregon Department of Fish & Wildlife)</i> <ul style="list-style-type: none"> Name, Organization
1:15 PM	Approval of Meeting Minutes: June 2021 meeting <i>Rick Boatner, 2021 OISC Chair</i>
1:20 PM	Oregon Invasive Species Information Hub <i>Nikki Brooks, Customs and Border Protection and Sam Chan, Oregon Sea Grant</i> <ul style="list-style-type: none"> Update on progress Request approval for publishing and streamlined review process
1:45 PM	2021-2023 OISC Budget <i>Rick Boatner, 2021 OISC Chair (Oregon Department of Fish & Wildlife)</i> <i>Isaak Stapleton, Oregon Department of Agriculture</i> <ul style="list-style-type: none"> 2021-2023 biennium appropriation (Isaak) Proposed budget development (Rick) Coordinator Contract Update (Isaak) Update: Apple maggot emergency funding distribution (Isaak)
2:15 PM	OISC 2022 Meetings Calendar <i>Rick Boatner, 2021 OISC Chair</i>
2:25 PM	2022 Appointed Membership Nominations Update & Next Steps <i>Jalene Littlejohn, OISC Coordinator</i>
2:35 PM	BREAK



2:45 PM	<p>Committees & Working Group Open Items <i>See Committee and Working Group Reports Materials for more updates</i></p> <p><u>Discussion Items & Pending Decision Requests</u></p> <ul style="list-style-type: none"> ● 2020 Annual Report ● Regional Webinars / Workshops
3:20 PM	<p>Work Plan to Wrap up 2021</p> <ul style="list-style-type: none"> ● Priorities ● November 1st deadline for Coordinator task list
4:05 PM	<p>Memorandum of Understanding with Oregon Department of Agriculture <i>Catherine de Rivera, Portland State University</i></p>
4:20 PM	<p>Public Comment</p>
4:30 PM	<p>Next Meeting & Close Final Meeting of 2021: December 8, 2021 (1:00 - 4:30 PST)</p>



DRAFT

Oregon Invasive Species Council Business Meeting Minutes June 16, 2021 | Virtual (1:00 - 4:00 pm)

Summary of Outcomes:

- April 2021 meeting minutes were approved.
- ODA will put the OISC Coordinator RFP package together and send it out to the Budget Committee.
- Jalene will send estimated costs for the different types of meetings (in person vs. virtual and in-person Willamette Valley vs. in-person outside of Willamette Valley).
- Jalene will send out a list of Council members who are able to run for a second term and who is done with their term limits.
- The updated OISC bylaws were approved.
- Going forward, send all OISC Committee and MOU Working Group meetings to Marie (m.hepner@samarapdx.com) 2.5-3 weeks in advance of meetings for public posting.
- The Council approved changing the concept of, what is currently referred to as the “Worst List,” to an invasive species hub and to continue to populate information into AirTable to support those resources.
- Jalene/Marie will resend the original email to collect actions for 2020 OISC Annual Report.

Welcome & Introductions

Rick Boatner, 2021 OISC Chair (Oregon Department of Fish & Wildlife)

See participants list at the end of the minutes.

Approval of Meeting Minutes: April 2021

Rick Boatner, 2021 OISC Chair (Oregon Department of Fish & Wildlife)

Dave Pranger moved to accept April 2021 meeting minutes.

2nd: Cat de Rivera

All voting members approved.

OISC Budget

Helmuth Rogg, Oregon Department of Agriculture

Rick Boatner, 2021 OISC Chair (Oregon Department of Fish & Wildlife)

We have budget statements that we would like to present to OISC (see below). Spreadsheet shows, from left to right, total budget (not actual cash money, only represents a spending limit), actual expenditures,

percentage of budget spent, percentage of biennium elapsed, and available resources.

21	Invasive Species	FF	472,850.00	36,000.00	7.61%	75.00%	44,137.50
22		GF	20,000.00	13,723.19	68.62%	75.00%	6,276.81
23		LF	155,907.00	63,033.77	40.43%	75.00%	92,873.23
24		OF	169,600.00	8,452.04	4.98%	75.00%	3,141.52
25		Subtotal	818,357.00	121,209.00			

FF= federal funds

GF= general funds

LF= lottery funds

OF=other funds

We have \$150,000 in the budget. None of the Policy Option Packages (POPs) for the OISC have been included in the Governor's recommended budget. The state's budget looks good, hoping for additional funding through the Christmas Tree bill. Natural resource agencies should hopefully fare well. Should be confirmed on Friday. By June 30th, we have to spend all of the GF money, but can roll over LFs that we have.

Q (Karen): LFs roll over, but not really?

A (Helmuth): Right, it doesn't mean that we can accumulate and save money. \$150,000 limit still stands. They will look at what we have "saved" and then that amount is taken off of what is given to us.

Q (Karen): Is there a plan to spend the GFs?

A (Helmuth): Yes.

Q (Jas.): Why does ODA not have the OISC budget as part of its own budget? I have no clue what the OISC budget is for the next biennium.

A (Rick): We are working to have a line item OISC budget in the MOU with ODA.

Coordinator Contract Update

We signed an amendment for the Coordinator contract that goes through December 31, 2021. Once we know the budget, we need to prepare a new contract for next year. The Budget Committee is in charge of that. There will be a Request for Proposal (RFP) that goes out. We also need to come up with a Statement of Work. ODA can put the RFP package together and send it out to the Budget Committee next week. If we have more than one candidate, we might need to go through an interview process.

Q (Sam): Any ability to write specifications into the contract that help us in selecting a contractor who is well qualified to serve the Council?

A (Helmuth): We already have it pretty specific what we are expecting of the Council Coordinator (e.g. has to have experience in ...)

Q (Sam): What is the exact amount for that contract?

A (Helmuth): Limit is \$150,000 for the biennium.

Q (Troy): Is that the maximum we are allowed to pay for coordination services or can we augment with other funds?

A (Helmuth): As soon as we hit \$150,001, we have to go to the DOJ and they have to review the contract and they will charge a fee. Unfortunately we're limited to below \$150,000.

Q (Jas.): Can federal funds be used to offset in addition to \$150,000?

A (Helmuth): We are still bound to \$150,000 for the contract "not to exceed". It doesn't matter where the money comes from.

A (Jalene): The cap is a not-to-exceed for that one contractor. If there are services that the OISC wanted to contract out to different contractors, each could be kept under \$150,000.

A (Helmuth): Making sure there is no conflict of interest.

Q (Jas.): What is the conflict of interest?

A (Helmuth): Can cause issues without issuing an RFP. As long as we do an official public process, there is no issue. If the contract amount is over \$10,000, we have to go through the public RFP process.

Leveraging Partnerships & Activities to Advance Statewide Objectives: Northwest Regional Invasive Species and Climate Change Network

Paul Heimowitz (U.S. Fish & Wildlife Service) and Rachel Gregg (EcoAdapt)

[Link to Northwest Regional Practitioner Survey Results](#)

Invasive Species & Climate Change: Northwest State of Practice Survey was finalized after running for ~4 months. We had 300+ responses from across the region (WA (54%), OR (41%), ID (16%), but also received some responses from other areas in NW). The goals of the survey were to identify the degree to which practitioners are considering the nexus of climate change and invasive species; identify emerging practices and policies that may address the dual goals of reducing climate-related vulnerabilities and invasive species management efforts; and identify the needs, opportunities, and limitations faced by practitioners in the region. The most commonly mentioned management priorities were biodiversity, rare species and habitats, habitat connectivity, freshwater resources, and endangered species. On average, respondents reported that they are currently spending more time addressing existing invasive species and 49% believe they are currently holding ground against invasives.

Feel free to connect with Cat de Rivera or directly with Paul (paul_heimowitz@fws.gov) or Rachel (rachel@ecoadapt.org). Currently working on publishing an online data hub for invasive species - it would be great to collaborate with this effort to link out to species summaries.

- Christine: Listed zebra mussels as a priority - curious why quagga mussels wasn't listed.
- Rachel: We pulled directly from the responses we received. Quagga mussels were listed frequently as well.
- Troy: It's interesting to see what folks see as priorities vs. what agencies see as priorities. Curious to know how these perceptions align with current literature and if we really are "holding ground."
- Paul: It's important to consider that this isn't necessarily aligned with state priorities. We will have an ear towards what we are hearing from the group. We don't have a lot of broad regional level questions going out.
- Sam: Hoping to make a connection for Grayden (student) between resource economics and climate change.
- Rachel: We had several students give presentations. If Grayden is interested in that, we could extend an invitation.

OISC Meetings Calendar

Meeting dates for the remainder of 2021: October 13, 2021 (1:00 - 4:30 PST) and ~~December 15, 2021~~ [post-meeting note: December meeting date updated to December 8th] (1:00 - 4:30 PST). For 2022 OISC meetings, Jalene will be sending out a link for Council members to submit their preferences.

Q (Christine): How does this relate to the regional webinars?

A (Troy): OISC meetings need to take place regardless of the webinars.

Q (Brendan): For in-person meetings, what's the cost difference between Willamette Valley meeting vs. outside of Willamette Valley meeting?

A (Jalene): I can follow-up with historical costs for the different types of meetings.

2022 Appointed Membership Nominations & Officer Elections Timeline

Timeline with rough dates for 2022 nominations process:

CALENDAR	APPOINTED MEMBER TIMELINE	ELECTED OFFICERS TIMELINE (CHAIR/VICE-CHAIR)
August	Call for nominations	
September	Deadline for incoming nominations	
October	Ex-officio voting members meet to appoint incoming members. Then, nominees are notified of the decisions.	Officer nominations form distributed to all council members (voting & non-voting) after appointed nominees are notified.
November		Officer nominations due. Chair and Vice-Chair nominees are notified and asked to accept/decline within the week. Then, Statement of Qualifications due from interested nominees.
December	Scheduling orientation for January 2022 and track term information, update lists, and other communication tools such as the website, etc.	Voting members vote on Chair and Vice Chair by or during the December OISC meeting and confirmed at the end of the meeting by majority vote. Schedule 2022 Officers "passing of the gavel" meeting with 2021 Officers and Coordinator
December	Recognition of outgoing appointed members & 2021 elected officers	
January	Press release & outreach to welcome new members, orientation for new members	2022 Officers take over leadership of the OISC

Keep nominations on your radar and please talk to people. We have a list of people who can run for a second term and who are done with their term limits. Jalene will send out that list to the Council via email.

Committees & Working Group Open Items

*Multiple committee reports have been posted to the Council member webpage and are available for review. They are also available in the [meeting packet](#), starting on page 15.

MOU Working Group

Progress update re: Memorandum of Understanding with Oregon Department of Agriculture, Catherine de Rivera (Portland State University - Center for Lakes and Reservoirs)

Renee Moulun drafted a framework for the MOU (purpose, date, duration, terms, background of OISC, etc.). Next comes another selected group of Council members to review and then it will go back to Renee for editing.

Governance Committee

Bylaws Revisions and Request for Approval, Troy Abercrombie - 2021 Vice Chair (Western Invasives Network)

The last time the Bylaws were adopted was October 2019. Wyatt was Vice Chair at that time. Newest edits focused on Council and Committee procedures, delegation of tasks, working groups, communication flow, and statutory obligations. Outcomes of what has been proposed include clarity throughout the document, template for future council members, and creates efficiencies. Committees have authority to make recommendations to the Council, so those meetings must be public. As we continue MOU discussions, there will likely be revisions to the bylaws. Working groups do not have the authority to make recommendations to Council, so those meetings don't need to be public. One exception is the MOU working group. Going forward, the MOU working group will need to be publicly posted.

- Christine: In light of today's Northwest Regional Invasive Species and Climate Change Network presentation, maybe we should have a definition of who plays the role of collaborating with different groups.
- Jalene: We don't have good documentation of which groups have OISC representation.
- Christine: Looking at OISC turnover, trying to improve institutional memory and obligation. I was amazed at the presentation today. Looking at the output of that survey, it made me curious about the results that they came up with. It mentioned that we have separate silos of concerns. We're all struggling to do the right thing. Communication networks are really important.
- Jas.: The focus of bylaws edits wasn't to institutionalize these groups. The real point of change is to make sure we aren't bound up with endless requirements for public meetings.
- Troy: Yes to both. It would be great to better capture how we display the network and to communicate to OISC "here's these resources, etc.". Maybe there needs to be something in the bylaws that dictates this.
- Christine: "Liaison to XYZ" officially stated.
- Jalene: If OISC is being represented as a partner (such as with an OISC logo represented), it should be a little more formal.
- Jas.: Partnerships are ad hoc.

Q (Troy): Has everyone had a chance to orient themselves with the new updates to the bylaws?

A (Karen): If I were a voting member, I might ask for more time and then can vote via email.

A (Jas.): Given that voting members should review the bylaws, I think it should be moved over to the next Council meeting.

A (Rick): This is a living document that can be updated at a later time.

Jas. Adams moved to approve adoption of updated bylaws.

2n: Sam Chan

- Wyatt: ODF abstains on approving bylaws

- Christine: I vote nay

All other voting members approved

Cat: We need meetings posted publicly two weeks in advance, but we need to give our state partners (usually ODA) time to post as well.

Send meetings to the coordinator team (coordinator@oregoninvasivespeciescouncil.org) 2.5-3 weeks in advance of meetings.

Strategic Plan Working Group

Progress update re: draft information being compiled for the strategic plan update and summary report, Jas. Adams - (Public Member), Jalene Littlejohn (OISC Coordinator)

Statewide Action Plan → implementation measures. Looking at how we can make this a tool. If we actually input what is happening around the state into a database, we'd be able to assess progress. Jalene and I are looking at ways to move this forward. With the AirTable account, we are able to take strategies, implementation measures, and reporting actions and organize them into a sortable resource. If we could start to organize these efforts, we can better showcase statewide invasive species work. Can sort by objective, status, and needs. Allows us to create a different tool than we originally envisioned. Next steps for this effort is we need more of you involved!

- Karen: I really like the idea of moving this into AirTable format. In the past when there would be a request for information, we would get emails in different formats, etc. This AirTable tool is so powerful to receive information. I think this is the right direction to implement the strategic plan.
- Troy: I agree, this empowers the network and gives them a clear way to engage with the OISC.
- Jalene: We still need to think about how we would promote engaging with the network on this effort.

Education & Outreach

Progress update re: new Inclusive Language Working Group under Education & Outreach Committee Sam Chan, (Oregon Sea Grant)

The Education & Outreach Committee hasn't met recently. Continuing to work on the topic of common name nomenclature as it applies to carrying names with race and other implications. When it comes to common names, there is no consistency. By July 15th, we'll have an analysis of invasive species names complete and we can share that. Then we will prepare a short article of what we found. This effort is not meant to make radical policy changes. When we shared information with the Western Regional Panel AIS task force, there was some push back on how these names have been used for a long time and changing the names would require additional outreach and costs and that this will take many years to implement. We've also been trying to nail down a budget for education grants. Challenging for the Education & Outreach Committee when, 16 months later, we are still in the same place. Troy sent an announcement out recently about a Boot Brush Event which was one of the grant applications we received. It happened without our funding.

Q (Sam): Does anyone know what the status of funding is?

A (Jalene): From the budget update earlier, we don't have confirmation for the next biennium yet.

A (Troy): Seems like with the reported \$3.2B surplus that Helmuth mentioned, there ought to be opportunities to get those funds restored for FY21/22.

Process for publishing of Invasive Species Information Hub. Request for approval of process, Nikki Brooks (Customs & Border Protection)

- Jalene: Regarding the name of the worst list, instead of focusing on what we should name it, we are thinking we just focus on the concept that we have an invasive species information hub. We're already transforming the Worst List into this format.
- Nikki: It was clear from the first meeting of the working group, we wanted to turn it into an information hub.
- Jas.: Hub idea is much more dynamic and helps the Council move forward in a productive way.
- Nikki: We are trying to figure out the process for publishing the list, because we are a Working Group, we can only compile information. Our plan is that we (the Working Group) will coordinate with the Education & Outreach Committee after researching and organizing the best available information. We can then report our proposed changes to the Committee. We need to know what type of information will need the full Council's approval.
- Wyatt: I like the idea of a central hub, but a lot of people used the "Top 100" for grant proposals. If you go away from that, people will lose that.
- Jalene: We talked about that. We will be able to label and sort "alert species" or "management species", etc. This could be an effective tool for putting together a grant application. On the flip side, if things are changed, does that affect funding?
- Sam: I really like the "alert species" aspect of this and I think that should address Wyatt's concern. Policy makers and media respond more to things that are urgent. We need to be smart about how we share the database through Google.
- Troy: I share Wyatt's concern. Maybe call it "high risk invasive species hub" or indicate position on the invasion curve. We need some way to point back to this resource.
- Nikki: What if it was an alert species last quarter, but isn't anymore? Maybe there could be a way to identify species that have been an alert species.
- Jas.: The hub can generate lists for PR and grant applications. But sometimes getting on a list limits the ability to mobilize action when needed, as has been the case with getting on federal lists -- often years too late for effective actions.

Sam Chan moved to change the concept of the list to invasive species hub and associated categories and to continue to populate information to support those resources.

2nd: Troy Abercrombie

All voting members approved.

Communications Committee

Progress update re: 2020 Annual Plan, Karen Ripley (USDA Forest Service)

Mixed amount of success with input for the 2020 Annual Report. Trying to populate 4 pages. Needing "COVID-19 Invasive species success" story, Regional invasive species stats. Hoping to reinstate a monthly committee meeting for July, August, September, and November. If you have good activities, please share those. Jalene/Marie to resend original recruitment message to collect actions.

Public Comment

No public comment.

Action Items & Next Meeting

See summary list of actions/outcomes at the top of minutes. Next OISC Meeting is October 13, 2021. Next Executive Committee Meeting is July 14, 2021.

Q (Cat): So are we not going to do an awards meeting this fall?

A (Troy): I think we are doing the regional Jim seeley award at one of the regional webinars. Currently building the planning team for the Oregon Coast webinar.

Meeting Participants

Council Members

Troy Abercrombie, Western Invasives Network

Jas. Adams, Public Member

Noel Bacheller, Oregon Parks & Recreation Department

Rick Boatner, Oregon Department of Fish & Wildlife

Nikki Brooks, US Customs and Border Protection

Sam Chan, Oregon State University & Oregon Sea Grant

Josh Emerson, Oregon Department of Environmental Quality

E. Chuck Fisk, F5 Wildlife Control

Peter Kenagy, Kenagy Family Farm Inc, Oregon Farm Bureau, Willamette Mainstem Cooperative, Specialty Seed Growers of Western Oregon

Heidi McMaster, US Bureau of Reclamation

Christine Moffitt, Friends of South Slough Reserve

Jennifer Poirier, US Fish & Wildlife Service - Alternate OISC Member

Dave Pranger, Morrow County

Karen Ripley, USDA Forest Service

Catherine de Rivera, Portland State University

Helmuth Rogg, Oregon Department of Agriculture

Alex Staunch, Mosaic Ecology

Eugene Wier, The Freshwater Trust

Brendan White, US Fish & Wildlife Service

Wyatt Williams, Oregon Department of Forestry

Council Members Excused: Glenn Dolphin (Oregon State Marine Board), Erin McConnell (Bureau of Land Management), Sean McMillen (USDA APHIS PPQ), Tim Newton (Malheur SWCD), Kathy Pendergrass (USDA NRCS), Cheryl Shippentower (Confederated Tribes of the Umatilla Indian Reservation), Rep. David Brock Smith (Oregon House of Representatives - District 1), Amira Streeter (Office of Governor Kate Brown)

Other Meeting Participants

Rachel Gregg, EcoAdapt

Paul Heimowitz, US Fish & Wildlife Service, former OISC Member

Marie Hepner, Samara Group

Jalene Littlejohn, Samara Group

Mark Sytsma, Portland State University, former OISC Member

000000Revenue and Expenditures AY23 Activity through October 8, 2021

	Emergency Fund	Emergency Fund through 10/8/21	Change	OISC Operations	OISC Operations through 10/8/21	Change
AY21 Carryover Balance	(53,083.44)			(73,729.11)		
Revenue:						
Interest Income	(0.00)	(75.64)	(75.64)	(0.00)	(4.37)	(4.37)
Donations	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Federal Grant	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
U.S.F.S	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
BLM	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
USDA- Aphis	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
USFWS	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Incidental Income	(0.00)	(0.00)	(0.00)	(0.00)	(21.42)	(21.42)
Charges for Services	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
AY23 GF Appropriation	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Lottery Revenue_	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
AY23 Lottery Revenue	(0.00)	(0.00)	(0.00)	(0.00)	(159,777.00)	(159,777.00)
Total Revenue	(0.00)	(75.64)	(75.64)	(0.00)	(159,802.79)	(159,802.79)
Expenditures:						
Travel	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Office Supplies	(0.00)	(0.00)	(0.00)	(0.00)	(172.50)	(172.50)
Meeting Costs - \$0.00 of the \$172.50						
Statewide Government Service Charges	(0.00)	(0.00)	(0.00)	(0.00)	(5,737.37)	(5,737.37)
Professional Services	(0.00)	(0.00)	(0.00)	(0.00)	(9,400.00)	(9,400.00)
Attorney General	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Advertising - Marketing/Campaigns	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Advertising - Public Meeting Notices, etc.	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Merchant Fees	(0.00)	(43.00)	(43.00)	(0.00)	(43.00)	(43.00)
Rent - Other Equipment	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Payroll	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Contractual	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Administrative Fee	(0.00)	(4.00)	(4.00)	(0.00)	(0.00)	(0.00)
Total Expenditures	(0.00)	(47.00)	(47.00)	(0.00)	(15,352.87)	(15,352.87)
Remaining Balance	(53,083.44)		(53,112.08)	(73,729.11)		(218,179.03)
Committed Expenditures:						
					(0.00)	
					(0.00)	
Available Balance	(53,083.44)	(0.00)	(53,112.08)	(73,729.11)		(218,179.03)

000000Revenue and Expenditures AY21 Activity through October 8, 2021

	Emergency Fund	Emergency Fund through 10/08/21	Change	OISC Operations	OISC Operations through 10/08/21	Change
AY19 Carryover Balance	(80,938.91)			(468.67)		
Revenue:						
Interest Income	(2,432.53)	(2,432.53)	(0.00)	(94.98)	(94.98)	(0.00)
Donations	(0.00)	(0.00)	(0.00)	(99.00)	(99.00)	(0.00)
Federal Grant <u>1/</u>	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
U.S.F.S	(0.00)	(0.00)	(0.00)	(50,000.00)	(50,000.00)	(0.00)
BLM	(0.00)	(0.00)	(0.00)	(10,000.00)	(10,000.00)	(0.00)
USDA- Aphis	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
USFWS	(0.00)	(0.00)	(0.00)	(18,500.00)	(18,500.00)	(0.00)
Incidental Income	(0.00)	(0.00)	(0.00)	(76.21)	(76.21)	(0.00)
Charges for Services	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
AY21 GF Appropriation <u>3/</u>	(0.00)	(0.00)	(0.00)	(20,000.00)	(20,000.00)	(0.00)
Lottery Revenue	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
AY21 Lottery Revenue	(0.00)	(0.00)	(0.00)	(155,907.00)	(155,907.00)	(0.00)
Total Revenue	(2,432.53)	(2,432.53)	(0.00)	(254,677.19)	(254,677.19)	(0.00)
Expenditures:						
Travel	(0.00)	(0.00)	(0.00)	(3,216.43)	(3,216.43)	(0.00)
Office Supplies	(0.00)	(0.00)	(0.00)	(5,480.05)	(5,480.05)	(0.00)
Meeting Costs - \$2,926.89 of the \$5480.05						
Statewide Government Service Charges	(0.00)	(0.00)	(0.00)	(15,756.58)	(15,895.97)	(139.39)
Professional Services	(0.00)	(0.00)	(0.00)	(135,351.36)	(141,833.01)	(6,481.65)
Attorney General	(0.00)	(0.00)	(0.00)	(278.20)	(278.20)	(0.00)
Advertising - Marketing/Campaigns	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Advertising - Public Meeting Notices, etc.	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Merchant Fees	(240.00)	(240.00)	(0.00)	(240.00)	(240.00)	(0.00)
Rent - Other Equipment	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Payroll <u>2/</u>	(0.00)	(0.00)	(0.00)	(4,473.09)	(4,473.09)	(0.00)
Contractual <u>4/</u>	(30,000.00)	(30,000.00)	(0.00)	(10,000.00)	(10,000.00)	(0.00)
Administrative Fee	(46.00)	(48.00)	(2.00)	(0.00)	(0.00)	(0.00)
Total Expenditures	(30,286.00)	(30,288.00)	(2.00)	(174,795.71)	(181,416.75)	(6,621.04)
Remaining Balance	(53,085.44)		(53,083.44)	(80,350.15)		(73,729.11)
Committed Expenditures:					(0.00)	
					(0.00)	
Revenue not available - federal award					(0.00)	
Available Balance	(53,085.44)	(0.00)	(53,083.44)	(80,350.15)		(73,729.11)

1/Not all federal revenue has been received but has been approved.

2/Tristen Berg's time - Education/Outreach grants.

3/Reflects approved budget cuts

4/Transfer to ODA for Apple Maggot Fruit Fly eradication

2021 Invasive Species Hub Update

Status Overview

September 30, 2021

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Background

The OISC's Invasive Species Hub Working Group was formed in 2020 (originally called the Worst List Working Group) to reimagine the OISC's long standing publication "Oregon's Worst Invaders". The group identified that while the list was useful, the purpose of the list was often misunderstood, the criteria for which a species was "added" or "removed" from the list was not clear, and the list was out of date.

Over the course of the year, the working group found (and the OISC agreed) that what was known as the "worst list" would be more useful as a more holistic "invasive species information hub" rather than a priority list. This hub concept meets the expressed needs of invasive species practitioners as well as serves to implement the Oregon Statewide Strategic Plan:

Objective V. Coordination and Leadership

a Develop the Oregon Invasive Species Council website as a user-friendly, searchable public resource to access available information about invasive species and to allow information exchange.

Approved Goals For the Product & Current Status

1. **Create a sortable cross-taxa species information hub** to support implementation of statewide strategies that elevates established efforts and the expertise of our invasive species network (rather than re-inventing all new materials) and identifies and/or fills gaps in available information.

Current Status: OISC's Invasive Species Information Hub is under development as a sortable database using AirTable, a user-friendly online database software. As species records are being edited and added, information is shared with Oregon's agency that regulates the species and additional subject-matter experts for review and quality control of the information.

2. **Organize the hub's information to communicate key information** that demonstrates significance of invasive species threats, status in Oregon and means of conveyance into or within the state.

Current Status: The hub's landing page has been created (unpublished) with three audiences in mind: policymakers, first detectors, and researchers/invasive species managers. The hub's information is organized for each audience as follows:

Policymakers: alert species are organized at the top of the landing page for an overview of current pressing issues.

First Detectors: priority species to watch for are organized with a gallery of images. Future pages are being discussed in phases to succinctly organize the information in ways that detectors might need to view the species as well as elevating key fields such as identification, look-a-likes, and reporting.

Researchers /Managers: A more comprehensive resource for those interested in digging deeper into available information on a species or group of species via the full list (grid format)

3. **Provide easy access to information that is based on the expertise of OISC's network**, but as unbiased as possible, and useful to a variety of stakeholders to organize the information for their own management or program decisions.

Current Status: Confirmation of the publishing approval, opportunities for input, content review schedules, and roles of the working group are needed to make the hub live online.

Proposed Timeline, Activities, and Approval Needed

When	What	Who - Approval
Oct 2021	<input type="checkbox"/> Confirm working group and review structure <input type="checkbox"/> Confirm publishing process <input type="checkbox"/> Publish Alert Species <input type="checkbox"/> Publish next set of priority species - those listed in the policymakers primer <input type="checkbox"/> Finalize & publish landing page on OISC website	Approval needed from OISC
Nov 2021	<input type="checkbox"/> Working Group Meeting - Nov 18th <input type="checkbox"/> Continue working on content for species records <input type="checkbox"/> Refine /add pages to website structure	Content approval by Reviewers
Dec 2021	<input type="checkbox"/> Goal: published hub by the end of the year (with primer species) <input type="checkbox"/> Confirm 2022 working group co-chairs <input type="checkbox"/> Documentation of process and tools for new coordinator contract	
Jan 2022	<input type="checkbox"/> Begin quarterly working group planning meetings	
Feb 2022	<input type="checkbox"/> Work on species records content	
Mar 2022	<input type="checkbox"/> Q1 review <input type="checkbox"/> Q1 Publish adds/edits <input type="checkbox"/> Set Q2 species content priorities	
Apr 2022	<input type="checkbox"/> Q2 working group planning meeting <input type="checkbox"/> Work on species records content	
May 2022	<input type="checkbox"/> Work on species records content	
Jun 2022	<input type="checkbox"/> Q2 review <input type="checkbox"/> Q2 publish adds/edits <input type="checkbox"/> Set Q2 species content priorities	

Invasive Species Hub Working Group

The Invasive Species Hub Working Group serves as a task-focused group taking direction from the Oregon Invasive Species Council through the Education & Outreach Committee. The structure recommendations presented here are from the coordinator for discussion.

This working group, while originally set up as a temporary working group, remains valuable to continue compiling information and creating educational content for invasive species of concern to Oregon. For this reason, the working group's review team should consist of agency representatives and subject matter experts that can respond to content review/approval needs and identify edits/adds that need to be made to publish species records.

Publishing Process for Discussion

New content:

1. Species record content created/compiled by coordinator or working group member
2. Set of species records sent to the relevant taxa review team members for input/edits
3. Final content to be approved by OISC/agency lead for that taxa group
4. Published on a rolling basis pending final approval by agency lead

Edits:

Editing and regular review will be important to keep information up-to-date. If this information hub is one of the coordinator's primary roles, there are a lot of opportunities including workshops, coordination with groups like CWMA's or other regional groups, etc.

OISC may choose to review the hub annually to ensure quality of information and identify if there is any content that should be discussed in further detail, otherwise the hub continues operations as usual.

OISC Web Page

Page title & disclaimer

Oregon’s Invasive Species Information Hub

OISC has compiled available information for aggressive non-native species that pose a threat to Oregon’s environment, economy, or public health. Profiles include information about the species, species description, introduction pathways, and distributions.

Disclaimer

This is an information resource only. State agencies are the authority for regulating these species.

Gallery viewer for active alert species. “Alerts” will be organized by the current call-to-action and past alerts will be accessible by species. For example: Emerald Ash Borer is currently on “alert” due to the federal de-regulation. Past alerts might also include one in August for “tree-check month” as a different kind of alert or call to action. The intent is that the alerts list is very short and includes only the most current pressing issues.

Active Alert Species

‘Active Alert’ Species are currently highlighted species of pressing concern because of a recent event, issue or detection

You can sort, filter, and enlarge the gallery of species profiles below as needed. Click on an image for an expanded profile of information.

The screenshot shows a gallery viewer interface with three species profiles displayed in a grid. Each profile includes a photograph, the species name, scientific name, and a brief description. The profiles are:

- Zebra mussel**
SPECIES NAME: Dreissena polymorpha
SPECIES DESCRIPTION: Aggressive freshwater invaders. Populations can grow rapidly and the total biomass of a population can exceed all other native invertebrates.
- Emerald ash borer**
SPECIES NAME: Agrilus planipennis
SPECIES DESCRIPTION: Colonizes and kills healthy ash trees. Originally found in MI and nearby Ontario, Canada; now in 10 states and other parts of Canada. Has impacted landscapes, ...
- Lymantria Dispar**
SPECIES NAME: Lymantria dispar asiatica
SPECIES DESCRIPTION: Adult male gypsy moths are light brown with dark brown wings, which have a series of black bands down their lengths. Male antennae are feathery in texture a...

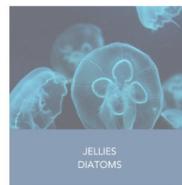
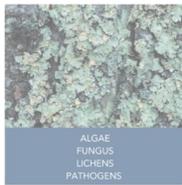
At the bottom of the gallery viewer, there are controls for "Filter", "Sort", and "Download CSV", along with the "Airtable" logo and a "View larger version" link.

Species to look out for in Oregon section

Species to Look Out for In Oregon

Below you will find information about species of concern to Oregon that have either not yet been detected, have been eradicated in the past, or have been contained to a limited distribution within the state. Early detection of these species is critical for preventing establishment, preventing spread, and limiting the potential economic, social, and environmental impacts.

Please Note: This is not a comprehensive list and new species profiles will continue to be added.



This mockup (above) is similar to information found on other states' websites such as Georgia and Michigan:

Other Possible ideas we have discussed include a way to view the list by geographic region (not applied at this time and would need to be in future design iterations)



• HABITAT TYPES

Aquatic:	Terrestrial:
Marine	Riparian
Estuary	Beach/Dunes
River	Coniferous
Lake	Oak Woodland
Vernal Pool	High Desert
Wetland	Grassland
?	?

Each ecoregion of the state would be an active link. Could include county lines if desired.
 Each habitat type would be active. Could include human impacted areas like roadside. (see Indiana list)
THIS PAGE COULD GO BEFORE THE PHOTO ICONS ABOVE
 [habitat type may be difficult to maintain but useful]

ATTORNEY CLIENT PRIVILEGED DOCUMENT – DO NOT DISCLOSE
(DOJ Draft 2/25/21)

OREGON DEPARTMENT OF AGRICULTURE, OREGON INVASIVE SPECIES COUNCIL
MEMORANDUM OF UNDERSTANDING
RELATING TO THE OREGON DEPARTMENT OF AGRICULTURE’S ROLE AS FISCAL
AGENT FOR
THE OREGON INVASIVE SPECIES COUNCIL

This Agreement is between the Oregon Department of Agriculture (ODA) and the Oregon Invasive Species Council (OISC) both individually without distinction as “Party” and collectively as the “Parties”.

1. Purpose

This Memorandum of Understanding (MOU) specifies the ODA’s role as fiscal agent for the OISC as provided in ORS 570.780. This MOU also specifies dispute resolution proceedings where there is a disagreement between the ODA and the OISC regarding the disposition of General Fund moneys subject to disbursement into the Invasive Species Council Account.

2. Effective Date and Duration

This MOU shall begin on the date of the last signature (Effective Date) and shall remain effective until _____ unless terminated or modified in accordance with Section X and X.

3. Authorized Representatives

3.1. Oregon Department of Agriculture’s Authorized Representative is:

_____ (insert address)

_____ (insert phone) Office
_____ (insert fax) Fax
_____ (insert email)

3.2. Oregon Invasive Species Council’s Authorized Representative is:

_____ (insert address)

_____ (insert phone) Office

_____ (insert fax) Fax

_____ (insert email)

3.3. A Party may designate a new Authorized Representative by written notice to the other Party.

4. Definition of Terms

- 4.1. Administrative expenses of the OISC
- 4.2. Budget of the OISC
- 4.3. Donations
- 4.4. Emergency Account of the OISC
- 4.5. Interagency Agreements
- 4.6. General Fund moneys
- 4.7. Fiscal Agent
- 4.8. Gifts
- 4.9. Grants
- 4.10. Lottery Fund moneys
- 4.11. Emergency Account of the OISC
- 4.12. Invasive Species Council Account
- 4.13. Invasive Species Control Account
- 4.14. Other expenses of the OISC

5. BACKGROUND

5.1. The Oregon Legislative Assembly has found and declared that the land, waters and other natural resources of this state are severely affected by an increasing number of invasions by harmful non native species which invasions are damaging to the environment and cause economic hardship within this state.

5.2. The OISC is a leader for the conducting of a coordinated and comprehensive effort to prevent the entry of invasive species into this state and to eliminate, reduce and mitigate the effects of invasive species present in this state and has a strong network of local,

state, federal, tribal and private entities that actively and cooperative combat the threat posed by harmful invasive species.

5.3. The eradication or control of new infestations or infections of invasive species using funding provided through the Invasive Species Council will benefit the economy of this state. As such, the OISC shall:

5.3.1. Create and maintain appropriate Internet sites, toll-free telephone numbers or other means of communication for statewide use in reporting sightings of invasive species.

5.3.2. Encourage the reporting of invasive species sightings by publicizing means of communication made available by the council.

5.3.3. Forward reports of invasive species sightings to appropriate agencies.

5.3.4. Produce educational materials and press releases concerning invasive species.

5.3.5. Conduct educational meetings and conferences.

5.3.6. Develop a statewide plan for dealing with invasive species. The plan should include, but need not be limited to, a review of state authority to prevent the introduction of invasive species and to eradicate, contain or manage existing invasive species.

5.3.7. Solicit proposals and review applications for grants or loans to further projects providing education about invasive species.

5.3.8. Provide grants or loans to agencies, organizations or individuals for eradicating new invasions.

5.4. The OISC may perform the following:

5.4.1. Approve the expenditure of funds by the council, or any member thereof, for the production of educational materials or the presentation of educational materials.

5.4.2. Enter into contracts and other agreements with persons, the federal government, state governments and local governments or units of federal, state or local governments or with Indian tribes, on matters pertaining to invasive species.

5.4.3. Adopt rules or perform other acts the council considers reasonable for carrying out the powers, duties and functions of the council.

5.5. The OISC is established with the ODA meaning that the ODA will provide certain central support services and provide certain administrative functions for the OISC. The ODA is responsible for ensuring payment of the administrative expenses of the OISC and may enter into interagency agreements with the State Department of Fish and Wildlife, the State Forestry

Department, the Department of Environmental Quality, the State Marine Board, Portland State University and Oregon State University for sharing the administrative expenses of the OISC.

5.6. The ODA shall act as the fiscal agent of the OISC **which agency is** for the following purposes:

5.6.1 OISC budgeting.

5.6.2. Drafting and entering into interagency agreements for sharing administrative expenses or other mechanisms for paying the administrative and other expenses of the OISC.

5.6.3. Drafting and processing contracts, other agreements, grant applications and other documents as are necessary to fulfill the fiscal responsibilities of the OISC or to fulfill the duties of the OISC as consistent with law.

5.6.4. Receiving gifts, grants, donations or other moneys on behalf of the OISC and ensuring the appropriate crediting of those moneys.

5.6.5. Taking all reasonable actions to ensure the OISC is in compliance with state financial administration laws.

5.7. The Invasive Species Council Account is authorized by ORS 570.800 and is established in the General Fund of the State Treasury. General Fund moneys are received into the Invasive Species Council Account and are credited to the account. All moneys in the account are continuously appropriated to the OISC and may be used by the OISC for purposes authorized by law, including but not limited to providing grants or loans as described under ORS 570.755.

5.7.1. General Fund moneys received into the Invasive Species Council Account are also subject to the following laws governing state financial administration:

5.7.1.1 [Insert relevant laws]

7.7.1.2. [Insert relevant laws]

5.8. The Invasive Species Control Account is authorized by ORS 570.810 and is established in the State Treasury, separate and distinct from the General Fund. The OISC shall deposit gifts, grants and donations with the State Treasurer for credit into the Invasive Species Control Account. Interest earned by the Invasive Species Control Account shall be credited to the account and moneys in the account are continuously appropriated to the OISC for the purpose of it carrying out its duties.

5.8.1. The Invasive Species Council may expend moneys from the account to provide funding for efforts by agencies, organizations and individuals to eradicate or control new infestations and infections of invasive species. The council shall adopt criteria and procedures for the funding of efforts to eradicate or control new infestations and infections of invasive species. Invasive species eradication and control effort costs that

may be funded from the account include, but are not limited to those purposes listed in ORS 537.810(4)(a) – (j).

5.8.2. If the ODA pays an administrative expense of the OISC related to funding from the Invasive Species Control Account, moneys from the account may be expended to reimburse that administrative expense in an amount equal to the lesser of the actual expenses paid by the ODA or 10 percent of the funding that was provided from the Invasive Species Council Account. ORS 537.810(5).

5.9. [DESCRIBE HOW LOTTERY FUNDS ARE APPROPRIATED AND WHAT ACCOUNT THEY GO INTO AND AUTHORITY FOR THOSE FUNDS]

5.10. [DESCRIBE THE OISC EMERGENCY ACCOUNT AND THE SOURCE OF THOSE MONEYS AND WHAT ACCOUNT THOSE MONEYS GO INTO AND AUTHORITY FOR THOSE FUNDS]

6. DUTIES OF THE ODA AS FISCAL AGENT

6.1. *Payment of the Administrative Expenses of the OISC*

6.1.1. The ODA shall ensure the payment of the administrative expenses of the OISC which costs may be paid from:

6.1.1.1. The Invasive Species Council Account

6.1.1.2. The Invasive Species Control Account insofar as administrative expenses are incurred in the procuring or administration of gifts, grants and donations in which case account moneys may be reimbursed to the ODA for the actual expenses paid by the ODA or 10 percent of the funding that was provided to the account.

6.1.1.3. From interagency cost share agreements.

6.1.2. The ODA shall endeavor to enter into interagency agreements with the State Department of Fish and Wildlife, the State Forestry Department, the Department of Environmental Quality, the State Marine Board, Portland State University and Oregon State University for the sharing of the administrative expenses of the OISC.

6.1.2.1. The ODA shall draft any interagency agreements which shall be between the ODA and another state agency or entity as authorized by ORS 190.110.

6.1.2.2. The ODA shall administer any interagency agreements entered into with another state agency or entity.

6.1.3. [NEED A PROVISION ABOUT REPORTING ACCOUNTING OF ADMINISTRATIVE COSTS AND WHAT FUNDS PAID FOR THESE COSTS?]

6.2. *Budgeting of the OISC*

6.3. *Drafting and processing contracts and other agreements.*

[INSERT HOW THAT WILL GO]

6.4. *Drafting and processing of grant applications*

[INSERT HOW THAT WILL GO]

6.5. *Receiving gifts, grants and donations and crediting those monies.*

6.5.1. Crediting monies to the Invasive Species Control Account

6.5.2. Accounting of moneys credited to the Invasive Species Control Account

6.6. **Receipt of General Funds**

6.6.1. Crediting moneys to the Invasive Species Council Account

6.6.1.1. Accounting for moneys credited to this account

6.6.1.1. [draft an articulation of laws (legislative actions) these moneys subject to]

6.6.1.2. [draft a notice provision where monies are subject to legislative or administrative action and draft a dispute resolution process to resolve disputes]

6.7. *Receipt of Lottery Funds*

6.8. *Receipt of Other Funds*

7. OISC ROLE AND RESPONSIBILITIES TOWARD ODA

OISC will provide ODA with a line item proposed budget for the biennium, following the timeline provided by ODA. The OISC Budget Committee and ODA leadership will go over the budget request.

OISC will provide the biennial budget request to ODA to allow for timely submission of the POP.

If any General or Lottery funds will not be spent before the end of a biennium, the OISC will notify ODA as soon as possible(?)

As a courtesy and as soon as possible, OISC will notify ODA of any intent to seek external funding and information about the grant

Contract with the OISC coordinator: OISC will provide updates on the contracted employees regarding time allocations, and performance reviews

8. RESOLUTION OF DISAGREEMENTS REGARDING ALLOCATION OR USE OF MONEYS

[If you need examples, I can dig for some]

9. TERMINATION

9.1. This MOU may be terminated at any time by mutual written agreement of the Parties.

9.2. A Party may terminate this MOU upon 60 days written notice to the other Party.

9.3. A Party may terminate this MOU immediately upon written notice to the other Party, or at such later late as the terminating Party may specify in such notice, upon the occurrence of any of the following events:

9.3.1. The terminating Party fails to receive funding, appropriations, limitations, allotments, or other expenditure authority at levels sufficient in the terminating Party's reasonable administrative discretion, to perform its duties under this Agreement;

9.3.2. Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the terminating Party's performance under this Agreement is prohibited or the terminating Party is prohibited from paying for such performance from the planned funding source;

9.3.2. The other Party materially breaches a covenant, warranty or obligation under this Agreement, or fails to perform its duties within the time specified in this Agreement or any extension of that time, or so fails to pursue its duties as to endanger that Party's performance under this Agreement in accordance with its terms, and such breach or failure is not cured within 20 days after delivery of the terminating Party's notice to the other Party of such breach or failure, or within such longer period of cure as the terminating Party may specify in such notice.

10. AMENDMENTS

The terms of this MOU may not be waived, altered, modified, supplemented or otherwise amended, in any manner whatsoever, except by written mutual agreement of the Parties.

11. NOTICE

Except as otherwise expressly provided in this MOU, any notices to be given relating to this MOU shall be given in writing by email, personal delivery, facsimile, or mailing the same, postage prepaid, to a Party's Authorized Representative at the address, number or email

address set forth in this MOU, or to such other addresses or numbers as a Party may indicate pursuant to this Section X.

12. SURVIVAL

All rights and obligations shall cease upon termination of this MOU, except for those rights and obligations that by their nature or express terms survive termination of this MOU. Termination shall not prejudice any rights or obligations accrued to the Parties prior to termination.

13. SEVERABILITY

The Parties agree that if any term or provision of this MOU is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the MOU did not contain the particular term or provision held to be invalid.

14. COUNTERPARTS

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed shall constitute an original.

15. LIABILITY AND INSURANCE

15.1 The Parties understand that each is insured with respect to tort liability by the State of Oregon Insurance Fund, a statutory system of self-insurance established by ORS Chapter 278, and subject to the Oregon Tort Claims Act (ORS 30.260 to 30.300). Each Party agrees to accept that coverage as adequate insurance of the other Party with respect to personal injury and property damage.

15.2 The Parties agree that any tort liability claim, suit, or loss resulting from or arising out of the Parties' performance of, or activities under, this Agreement shall be allocated, as between the Parties, in accordance with law by Risk Management of the Department of Administrative Services for purposes of the Parties' respective loss experiences and subsequent allocation of self-insurance assessments under ORS 278.435. Each Party to this Agreement agrees to notify Risk Management and the other Party in the event it receives notice or knowledge of any claims arising out of the Parties' performance of, or activities under, this Agreement.

16. COMPLIANCE WITH LAW

In connection with their activities under this Agreement, the Parties shall comply with all applicable federal, state and local laws and regulations.

17. NO THIRD PARTY BENEFICIARIES

17.1. ODA and OISC are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third

persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

17.2. Nothing in this Agreement creates any right or defense on behalf of a regulated party.

18. SUBCONTRACTS AND ASSIGNMENT

18.1. Neither Party may enter into any subcontracts for the performance of any of its obligations under this Agreement, without the prior written consent of the other Party.

18.2. Neither Party may assign, delegate or transfer any of its rights or obligations under this Agreement, without the prior written consent of the other Party.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below.