Introducing Agency and Implementing Government members recorded on the sign in sheet were:

- Doug Allen, Dept. of Ecology
- Reanette Boese, Spokane County
- Brian Crossley, Spokane Tribe
- Bill Gilmour, Spokane County
- Jim DeGraffenreid, Lincoln County
- Don Skillingstad, Airway Heights
- Rob Lindsay, Spokane County
- Doris Dietrich, landowner
- Thomas Lien, Airway Heights
- Bruce Howard, Avista
- Lloyd Brewer, City of Spokane
- Dick Price, Stevens County PUD #1
- David W. DeLeour, Dawn Mining
- Tony Delgado, Steven County
- Jane Cunningham, Lands Council
- John Hyatt, Airway Heights
- Harry A McLean, Jr., City of Spokane Water
- Rick Rosa, Fairchild Air Force Base
- Galen Buterbaugh, Lake Spokane Protection Assoc.
- Christy Brown, CLB Planning

**Introductions**

Bill Gilmour called the meeting to order at approximately 10:10 pm. Bill introduced Christy Brown as the WRIA 54 Phase 1 facilitator. Christy presented her philosophy and strategy on how she plans to facilitate the Phase I WRIA 54 meetings. The Initiating Agency and Implementing Government members introduced themselves. There were no changes to the April 15, 2004 Meeting Summary.

**Watershed Planning Member Responsibilities**

Bill Gilmour talked briefly on the up-and-coming responsibilities of the planning unit members. As the project could possible take 4 years to complete Bill asked that each of the members contemplate their level of dedication to the project and representative position when considering joining for the duration of the project. Bill welcomed all present to become active members of the planning unit and is excited about the possibilities ahead. Planning Unit responsibilities included preferably living in WRIA 54, having a stakeholder interest in WRIA 54 water resources, attending meetings and participating in work groups.

**Meeting Procedures**

Christy Brown talked briefly about the procedure of submitting topics or time requests for the next regularly scheduled meeting agenda. Up to 10 days prior to the next regularly scheduled meeting any person with relevant and pertinent information to the process of watershed planning may submit a request, with suggested discussion time, to be placed on the agenda. Requests will be accepted on a first come first serve basis, with overflow items to be discussed during **Other items of Public Concern**.

A code of conduct for the Planning Unit meetings was discussed and it was agreed that one should be adopted. Dick Price said he would send Bill a copy of the code of conduct adopted by a different WRIA.
When speaking during the meetings please be recognized by the facilitator, be mindful of others, and seek first to understand then be understood.

**Identify State Agency Participation**
Doug Allen has been deemed the representative of the state agencies collectively. Bill asked Doug to email him a copy of a typical letter of invitation.

**Federal Agency Participation**
The Planning Unit agreed to invite the National Park Service to be on the Planning Unit.

**Public meeting Date and Location**
No date or location of the Public Meeting was set. It was agreed that first the scope of work needed to be developed and then we would seek public input on the scope of work.

**Adjourn**
The meeting was adjourned at 12:00 noon.