

**RESOLUTION OF THE SUMMIT LAKE PAIUTE TRIBAL COUNCIL  
OF THE SUMMIT LAKE PAIUTE TRIBE OF NEVADA**

**RESOLUTION NO: SL-02-2008**

**CONCERNING: RE-CONTRACT THE FISHERIES MANAGEMENT  
PROGRAM FOR FISCAL YEAR (FY) 2008.**

WHEREAS, the Summit Lake Paiute Indian Tribe is organized, pursuant to Section 16 of the Indian Reorganization Act of June 18, 1934 (48 Statute 984), as amended, with the Articles of Association, and approved by the Secretary of Interior on January 08, 1965, granting certain powers to the Summit Lake Paiute Tribal Council; and

WHEREAS, the Summit Lake Paiute Tribe has, in the past received funding from the Bureau of Indian Affairs, pursuant to Public Law 93-638, to provide Fisheries Management services under the Tribal Priority Allocations for the benefit of the Tribe and its members; and

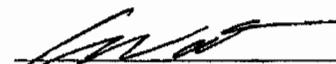
WHEREAS, the Summit Lake Paiute Tribal Council has deemed it to be in the best interest of the Tribe, to Re-Contract with the Bureau of Indian Affairs, the Fisheries Management Program for FY 2008, to continue to provide Fisheries Management for the Summit Lake Paiute Tribe of Nevada; and

NOW THEREFORE BE IT RESOLVED, that the Summit Lake Paiute Tribal Council the governing body of the Summit Lake Paiute Tribe of Nevada, hereby submits to the Bureau of Indian Affairs, the Re-Contract application for the Fisheries Management Program, pursuant to Public Law 93-638, with the following terms and conditions:

1. The Tribal Officials authorized to submit, negotiate, and execute the contract and any amendments thereto, shall be the: Tribal Chairperson; Council Secretary/Treasurer; Acting Chief Administrative Officer; and the Natural Resource Director.
2. The authorities granted by this resolution shall remain in effect until such time the contract is closed out.
3. The contract date of the Fisheries Management Program will be from January 01, 2008 through December 31, 2008.
4. The Tribal Chairperson; Council Secretary/Treasurer; Acting Chief Administrative Officer; and Natural Resource Director are authorized to make any and all necessary expenditures consistent with the intent of the proposed contract, in accordance with the Fiscal Policies and Procedures of the Summit Lake Paiute Tribe of Nevada.

**CERTIFICATION**

*I, Lorraine Watson, Secretary/Treasurer of the Summit Lake Paiute Tribe of Nevada; hereby certify that the above Resolution SL-02-2008, was brought before the Summit Lake Paiute Tribal Council at a duly held meeting on this 19<sup>th</sup> day of January 2008, with -3- Tribal Council Members present constituting a quorum; and the vote to enact Resolution SL-02-2008 was: -2- For; -0- Against; and -0- Abstaining; with Acting Chairperson presiding and not voting and this resolution has not been rescinded, revoked, nor amended.*

  
\_\_\_\_\_

Lorraine Watson

Secretary/Treasurer of the Summit Lake Paiute Tribal Council

Date: 19<sup>th</sup> Jan 2008

**SUMMIT LAKE PAIUTE TRIBE  
FY-2008 CONTRACT RENEWAL REQUEST**

**FISHERIES MANAGEMENT PROGRAM  
CTH61T65560**

**December 14, 2007**

**A. The full name, address and telephone number of the Indian Tribe proposing to contract:**

Summit Lake Paiute Tribe  
653 Anderson Street  
Winnemucca, NV 89445  
(775) 623-5151

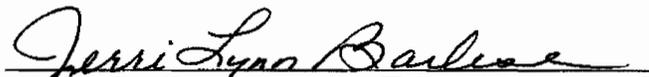
**B. The full name (s) of the Indian tribe proposed to be serviced:**

Summit Lake Paiute Tribe of Nevada

**C. A copy of the authorizing resolution from the Indian Tribe(s) to be served:**

Copy of Resolution No. SL-02-2008, dated January 19, 2008 is attached.

**D. The name, title, and signature of the authorized representative of the Indian Tribe submitting the contract proposal.**

  
Jerri Lynn Barlese, Acting Tribal Chairperson

Jan 19 2008  
Date

**E. A brief statement of the programs, functions, services, or activities that the tribal organization proposes to perform, including:**

- 1. A description of the geographical service area, if applicable to be served.**

The geographical service area affected is the Summit Lake Indian Reservation in Nevada. The Tribe maintains offices, on and off the reservation.

- 2. The estimated number of Indian people who will receive the benefits or services under the proposed contract.**

The estimated number to benefit, directly and indirectly from this program is 123. This number is based Enrollment Records.

**3. An identification of any local, Area, regional, or national level departmental programs, functions, services, or activities to be contracted, including administrative functions.**

The Fisheries Management Services Contract allows the Summit Lake Paiute Tribe to provide management services for the Lahontan cutthroat trout (*Oncorhynchus clarki henshawi*) a Federally threatened species endemic to Summit Lake and associated tributaries.

**4. A description of the proposed program standards.**

No Changes

**5. An identification of the program reports, data and financial reports that the Indian tribe will provide, including their frequency.**

Submission of Reports. The Contractor shall submit the following required reports to the Awarding Official through the Western Nevada Agency Superintendent:

- a. Contractor shall submit the required SF-269 to the Awarding Official's Representative on a quarterly basis within thirty (30) days after each calendar quarter of the contract period.
- b. Quarterly and Annual Narrative Reports, shall be submitted within thirty (30) days after the expiration of this contract, and shall include:
  - 1) An accounting of the amounts and purpose for which the contract funds were expended;
  - 2) Information of the conduct of the program or service;
  - 3) The extent to which the goals and objectives of the tribe were accomplished; and

**6. A description of any proposed redesign of the program, services, functions, or activities to be contracted.**

An Intergovernmental Personnel Act (IPA) agreement was negotiated between the Summit Lake Paiute Tribe (Tribe) and the U.S. Fish and Wildlife Service (Service) to assign a Service employee to serve as the Natural Resource Director for the Tribe (see attachment for terms and conditions of this agreement). The period of this assignment is two years from March 18, 2007 to March 14, 2009. The IPA may be extended for a longer period provided parties to the agreement are mutually satisfied.

A Maintenance Foreman position funded in FY2007 has been replaced with a Resource Technician/Biologist position. The Resource Technician/Biologist will be cost shared with an Environmental Protection Agency, Clean Water Act 106 grant.

**7. Minimum staff qualifications proposed by the Indian Tribe and tribal organization.**

See attachment for Natural Resource Director and Resource Technician job description.

**8. A statement that the Indian Tribe will meet the minimum procurement, property and financial management standards set forth in Subpart F, subject to any waiver that may have been granted under Subpart K.**

The Summit Lake Paiute Tribe of Nevada here by certifies the minimum procurement, property and financial management standards set forth in 25 CFR Subpart F will be met.

**F. The amount of funds requested, including:**

The Tribe is requesting an estimated budget amount of \$80,000.00. A copy of the Budget and Budget Justification is attached.

- 1. An identification of the funds requested by programs functions, services, or activities, under section 106 (a)(1) of the Act, including the Indian tribe's share of funds related to such programs, functions, services, or activities, if any, from any Department local, area, regional, or national level.**
- 2. An identification of the amount of direct contract support costs, including one-time start-up or pre-award costs under 106 (a)(2) and related provisions of the Act, presented by major categories such as:**
- 3. An identification of funds the Indian tribe request to recover for indirect contract support costs. This funding request must include either:**
  - a. An estimated amount requested for indirect cost for 2008 is pending Indirect Cost Proposal approval and negotiations.**

The approved rate is 47.1%. However, current Indirect Cost Proposal is pending approval and negotiations with the Inspector General.

- 4. To the extent not stated elsewhere in the budget or previously reported to the Secretary, any pre-award costs, including the amount and time period covered or to be covered; and**

None requested.

- 5. At the option of the Indian tribe, an identification of programs, functions, services, or activities specified in the contract proposal which will be funded from sources other than the Secretary.**

Program will be operated with funds from the Bureau of Indian Affairs, Department of the Interior.

**G. The proposed starting date and term of the contract.**

January 1, 2008 through December 31, 2008

**H. In the case of a cooperative agreement, the nature and degree of Federal programmatic involvement anticipated during the term of the agreement.**

An Intergovernmental Personnel Act (IPA) agreement was negotiated between the Summit Lake Paiute Tribe (Tribe) and the U.S. Fish and Wildlife Service (Service) to assign a Service employee to serve as the Natural Resource Director for the Tribe (see attachment for terms and conditions of this agreement). The period of this assignment is two years from March 18, 2007 to March 14, 2009. The IPA may be extended for a longer period provided parties to the agreement are mutually satisfied.

**I. The extent of any planned use of Federal personnel and Federal resources.**

An Intergovernmental Personnel Act (IPA) agreement was negotiated between the Summit Lake Paiute Tribe (Tribe) and the U.S. Fish and Wildlife Service (Service) to assign a Service employee to serve as the Natural Resource Director for the Tribe (see attachment for terms and conditions of this agreement). The period of this assignment is two years from March 18, 2007 to March 14, 2009. The IPA may be extended for a longer period provided parties to the agreement are mutually satisfied.

**J. Any proposed waiver(s) of the regulations in this part; and**

Not applicable.

**K. A statement that the Indian tribe will implement procedures appropriate to the programs, functions, services or activities proposed to be contracted, assuring the confidentiality of medical records and of information relating to the financial affairs of individual Indians obtained under the proposed contract, or as otherwise required by law.**

The Summit Lake Paiute Tribe will implement procedures appropriate to programs, functions, services or activities proposed to be contracted, assuring the confidentiality of medical records and of information relating to the financial affairs of individual Indians obtained under the proposed contract, or as otherwise required by law.

**Summit Lake Paiute Tribe  
2008 Scope of Work  
Fisheries Management Services Contract # CTH61T65560**

**Administration** - Administrative work shall include:

1. Facilitate and maintain an efficient communication network, through attendance of meetings, correspondence, and cooperative agreements with all federal and state agencies and private landholders involved with the conservation and management of the federally threatened Lahontan cutthroat trout (LCT) in the Summit Lake basin and throughout the Great Basin.
2. Continuation of the Summit Lake basin sub-committee, coordinated and chaired by the SLPT Natural Resources Director as directed by SLPT Council. The sub-committee works to coordinate jurisdictional agencies in their management of fish and fisheries habitat in the area surrounding the SLPT Reservation. The sub-committee consists of representatives from the United States Fish and Wildlife Service (USFWS), Nevada Department of Wildlife (NDOW), Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), and private landholders.
3. Compilation and evaluation of all physical, chemical, and biological data pertinent to the fisheries resource inhabiting Summit Lake and its tributaries as part of a continual process to assess factors which potentially affect the LCT population of the Summit Lake basin.
4. Prepare monthly reports to Council, and quarterly reports including a comprehensive annual report of projects completed and initiated to the Bureau of Indian Affairs, Western Nevada Agency.
5. Employee training opportunities and relevant travel shall be sought to upgrade personnel skills in fisheries management, conservation biology, and administration skills.
6. Secure additional funding sources to provide for increased services under this program, services that expand the Tribe's management of the Summit Lake Reservation's ecosystem.
7. Integrate fisheries activities, through Council, with other Tribal programs to insure work goals and objectives are sound in allowing SLPT to maintain social and economic development while protecting its natural resources.
8. Tribal Accountant shall provide payroll, payment of bills, bookkeeping, and tribe to perform an audit as per contract requirements.
9. **Products to be Provided:**
  - i. Monthly report to Council, quarterly/annual narrative reports to BIA Western Nevada Agency;
  - ii. Comprehensive annual report;

- iii. Coordination with other SLPT programs to insure long-term protection of LCT;
- iv. Increased interest and fisheries knowledge of the Tribal membership;
- v. Additional funding for increased services; and
- vi. Working relationships with federal, state, and private entities that will assist SLPT with protection of Summit Lake natural resources and allow SLPT to assist these agencies as needed.

### **Enumeration of the Annual Migration of Trout Spawners**

1. **Description:** The annual migration of LCT spawners shall be monitored via the VAKI Riverwatcher fish counting system at the Mahogany Creek fish trap. Data collected shall include: migration timing, number of spawners, and fish length. Periodic weir installation will provide data on fish weight, sex ratios, and the occasional check of fecundity and collection of age structures (scales and otoliths) as opportunities arise. Any trapped fish will be released as quickly as possible, allowing continuation of their natural migration. Visual surveys will be done to enumerate and record redds throughout the drainage in late April through late May, water clarity permitting.
2. **Products to be Provided:** Data pertaining to the 2008 spawning run, including: Fish size, fish condition, sex ratio, and age, as well as abundance and distribution of spawning throughout drainage.

### **Monitor SLPT LCT Harvest and Issue Transportation Permits**

1. **Description:** Natural Resources staff will monitor SLPT harvest of LCT and issue transportation permits to transport harvested fish off of the Reservation. Natural Resources staff will gather data from the harvested fish (length, weight, fecundity, age structures, and sex). Anglers will be surveyed throughout the spawning run.
2. **Products to be Provided:** An estimate of LCT harvest, legal transportation of LCT off of the Reservation, and additional fisheries data. Staff will communicate Natural Resource happenings to the Tribal members, updating them on the spawning run and other projects of the Natural Resource Department.

### **Trap Facility Maintenance**

1. **Description:** The fish trap shall be assembled and maintained for the duration of the annual trout spawning migration. Assembly will include the VAKI Riverwatcher fish counting system as well as the weir fish trap when needed. Action will be taken in times of need to stabilize streambanks in the vicinity of the fish trap. Staff will maintain the trap as needed to enumerate upstream and downstream movement of LCT, as well as to prevent upstream movement of cyprinids. The dam boards will be erected at the upstream end of the trap house to serve as a barrier to upstream movement of cyprinids and to provide upstream pool habitat at all possible times.
2. **Products to be Provided:** Safe and efficient operation of the Mahogany Creek fish trap in monitoring the upstream and downstream movement of LCT spawners and juveniles, as well as cyprinids.

### **Tools, Equipment, and Fisheries Facility Operation and Maintenance**

1. **Description:** Fisheries facilities (shop, bunkhouse, employee trailer, office space in Tribal trailer, latrines, and generator building etc.), tools, vehicles, and all other

equipment will be maintained and repaired to insure efficient and safe operation. Fuel and electricity shall be procured on an as needed basis throughout the contract period.

2. **Products to be Provided:**

1. **Safe and efficient operation of all Fisheries facilities and equipment.**

SUMMIT LAKE PAIUTE TRIBE  
 FISHERIES MANAGEMENT SERVICES CONTRACT  
 CTH61T65560  
 2008 BUDGET

Line Item No.	Line Item Name	Budget Amount
7000	Salaries/Wages	\$ 6,400.00
7220	Employer's FICA	\$ 489.60
7250	State Unemployment	\$ 345.60
7260	State Worker's Comp	\$ 960.00
8080	Professional Services	\$ 51,870.00
8100	Office Supplies	\$ 600.00
8200	Communications	\$ 800.00
8410	Occup - Utilities	\$ 2,100.00
8413	Occup - Facilities & Maintenance	\$ 818.80
8720	Travel	\$ 500.00
8730	Vehicle/Equipment Maintenance	\$ 900.00
8740	Fuel (Diesel/Gasoline)	\$ 900.00
8800	Training - Seminar/Conference Reg	\$ 800.00
9520	Electronic Fees	\$ 400.00
9710	Capital Items - Building & Improvements	\$ 1,000.00
9730	Furniture & Equipment	\$ 300.00
9733	Vehicles	\$ 10,816.00
	<b>TOTAL:</b>	<b>\$ 80,000.00</b>

Summit Lake Paiute Tribe  
**FY 2008 Budget Justifications**  
Fisheries Management Services Program  
Contract No. CTH61T65560

**7000 – Salaries/Wages:** This line item covers costs for expenses associated with the procurement of salaries/wages for staff employed by the Summit Lake Paiute Tribe.

Resource Technician @ \$20/hour X 320 hrs. \$6,400.00  
Cost Share: (Fisheries 15%, EPA 106 grant 85%)

**TOTAL: \$6,400.00**

**7220 – Employers' FICA:** This line item covers costs for expenses associated with the procurement of Fringe Benefit payments on behalf of the Tribal staff. The current Federal Insurance Compensation Act line Item is calculated at 7.65% of the salaries. **(\$489.60)**

**7250 – State Unemployment:** This line item covers costs for expenses associated with the procurement of the employer's share of State Unemployment payments on behalf of the Tribal staff. The current State Unemployment has been calculated at 5.4% of the wage. **(\$345.60)**

**7260 – State Worker's Comp:** This line item covers costs for expenses associated with the procurement of the employer's share of State Worker's Comp. payments on behalf of the Tribal staff. The current State Worker's Comp has been calculated at 15%. **(\$960.00)**

**8080 – Professional Services/Expenses:** This line item covers costs associated with services and technical assistance provided to the Tribe and programs by consultants, Federal or State agencies, other Tribal programs, non-profit organizations, or private businesses. Professional services may include completion of contract work tasks, improving management capability, and developing infrastructure to best accommodate the needs of the Tribe and programs, to enable the Tribe to become self-sufficient and self-sustaining as an autonomous Tribal entity. An Intergovernmental Personnel Act (IPA) agreement was negotiated between the Summit Lake Paiute Tribe (Tribe) and the U.S. Fish and Wildlife Service (Service) to assign a Service employee to serve as the Natural Resource Director for the Tribe for a period of two years, effective March 18, 2007. Fishery contract cost share for this IPA is calculated at 51.6% of anticipated cost for FY 2008 (i.e., \$91,000 x 57% = **\$51,870.00**)

**8100 – Office Supplies/Expenses:** This line item covers costs for expenses associated with the procurement of payment of purchasing consumable office supplies, material and related costs and expenses. **(\$600.00)**

**8200 – Communications (Telephone/Fax/Postage):** This line item covers costs for expenses associated with the procurement of payment for the services of the telephone communications, satellite internet at reservation, transmission and receiving of documents via of the fax machine and the purchase of postage for the postage machine for mailing of correspondence by the administration and Tribal Council and related costs and expenses. **(\$800.00)**

**8410 – Occup. Utilities:** This line item covers costs for expenses associated with the procurement of payment for electricity, propane and natural gas used at the Summit Lake Reservation Compound and the Tribal Administration Offices in Reno. **(\$2,100.00)**

**8413 – Occup. Maintenance Facilities:** This line item covers costs for expenses associated with the procurement of payment for the purchase of supplies and material for the maintenance of Tribal facilities at Summit Lake Reservation and the Administration Offices in Reno. **(\$818.80)**

**8720 – Travel:** This line item covers costs for expenses associated with the procurement of payment for travel costs for Tribal Staff and Council Members to attend and participate in meetings, conferences, and training (i.e. per diem, airfare, train, bus, taxi fares, car rentals, mileage for POV and related costs and expenses). **(\$500.00)**

**8730 – Vehicle/Equipment Maintenance:** This line item covers costs associated with the procurement of payment for the maintenance of the vehicles and equipment leases or owned by the Tribe. This is to include purchases of oil, filters, grease and other supplies and materials for the maintenance of the Tribal vehicles and equipment. **(\$900.00)**

**8740 – Fuel (Diesel/Gasoline):** This line item covers costs associated with the procurement of payment of purchasing fuel (diesel/gasoline). **(\$900.00)**

**8800 – Seminars/Conferences:** This line item covers costs for expenses associated with the procurement of payment for registration fees and related costs and expenses for attending seminars/conferences. **(\$800.00)**

**9520 – Electronic Fee:** This line item covers costs for expenses associated with the procurement of payment for purchasing data processing supplies, materials and related expenses. **(\$400.00)**

**9710 – Capital Items – Buildings & Improvements:** This line items covers costs for expenses associated with the procurement of payment for renovation and improvements to buildings and grounds at the Summit Lake Reservation (Over \$300.00). **(\$1,000.00)**

**9730 – Furniture & Equipment:** This line item covers costs for expenses associated with the procurement for payment for purchasing furniture and equipment (costs over \$300.00) for the Administration to improve program services to the tribal membership, general public and other entities the Tribal Administration contracts. **(\$300.00)**

**9733 – Vehicles:** This line item covers costs associated with the procurement of payment for leasing or purchase of vehicles, to be utilized by the Tribal Administration Staff and Council Members, to conduct program activities requiring travel. **(\$10,816.00)**

**SUMMIT LAKE PAIUTE TRIBE OF NEVADA  
POSITION DESCRIPTION  
NATURAL RESOURCE DIRECTOR**

Positions Title: Natural Resources Director

Rate of Pay: \$45-70,000 per year (DOE)

Program Title: Fisheries Manage, GAP, CWA-106  
and other funding as available.

Duration of Employment: Regular, Full-time

**DUTIES AND RESPONSABILITIES:**

1. Oversight of the day-to-day operations of the Natural Resources Department including:
  - A. Development of yearly work plain for each section within the department.
  - B. Development of long-range goals to enhance and protect the Lahontan Cutthroat Trout Fishery.
  - C. Development and implementation of an Environmental Management Program.
  - D. Assist with the expansion of the Tribes Fishery Management services,
  - E. Management of water and water quality, air, soil, plants and animals, sanitation/wastewater treatment and management,
  - F. Range and solid waste management, safety/emergency response and air quality.
2. Staff supervision and coordination.
3. Analyze and assure quality of Environmental Impact Statement and Environmental Assessment in compliance with the National Environment policy Act (NEP A).
4. Identify environmental and cultural impact to the tribes natural resources, on/off the reservation.
5. Establish and maintain effective working relationship and communication with council, Member and staff, as well as federal, state and local agencies.
6. Perform all duties associated with the administration, operation and maintenance of the Natural Resource Department of the Summit Lake Paiute Tribe of Nevada, including but not limited to, budget development, purchasing, contract negotiations, grant budget management, grant writing, expenditure monitoring and regular coordination with fiscal Manager.
7. Coordinate research/management, and seek funding from federal, private or state sources.
8. Prepare annual and quarterly progress reports, present to tribal council and other agencies.
9. Develop and initiate staff and members training/support programs and provide training and education (natural resources) to tribal member and community.
10. Other duties as assigned.

## MINIIMUM QUALIFICATIONS

1. Must possess a bachelor' degree from an accredited college or university in environmental Science, geography, hydrology, earth science, life science or other related fields of study.
2. Two (2) years supervisory experience or managerial position.
3. Computer literate.
4. Strong verbal and written communication skills.
5. Knowledge of Federal, State, and other government, law, regulations and agencies.

## PREFERED QUALIFCATIONS

1. Knowledge of Indian communities, organizational structure and posses a basic understanding of Indian Law and environmental issues facing Tribe's today.
2. Ability to work with Tribal leaders, staff and other government personnel.
3. Demonstrate leadership abilities, team building skill, must have a working knowledge of political and socio-economic characteristic of indigenous cultures.
4. Knowledge of Geographical Positing systems (GPS), Geographical Information Systems (GIS) and related software.
5. Must possess a strong background in the following areas; limnology fish science, botany, ecology and management of range, watershed, riparian and endangered species.
6. Possess the desire and ability to work in a remote setting.
7. Knowledge of land use planning.
8. Knowledge of Native American Graves Protections Repatriation Act (NAGPRA).
9. Must possess the ability to work effectively in a cross-cultural environment with a wide variety of people, must have the ability to work with a wide-range of staff, at all levels.
10. Possess the ability to develop and meet objectives and enhance staff/program performance.
11. Possess the ability to work independently, collaboratively and be able to work with people with various skill levels.

**TO WHOM POSITION REPORTS:** Tribe Chairperson or delegate. **OVERTIME STATUS:** Exempt

**TRAVEL REQUIREMENTS:** Travel to reservation, Council meeting and work shops.

**DRIVER'S LICENSE:** Must possess a valid driver's license.

**PROBATION:** 180 Days or accordance to policies and procedures.

**Summit Lake Pauite Tribe is a tribal member and Indian preference employer per public law 93-638.**

## **SUMMIT LAKE PAIUTE TRIBE**

653 Anderson Street  
Winnemucca, Nevada 89445  
(775) 623-5151 Fax (775) 623-0558  
Email: [summitlake@wmca.net](mailto:summitlake@wmca.net)

### **POSITION DESCRIPTION – RESOURCE TECHNICIAN**

#### **2008 FISHERIES MANAGEMENT SERVICES CONTRACT # CTH61T65560**

#### **DUTIES AND RESPONSIBILITIES:**

1. Incumbent will direct/administer all aspects of the Tribe's geographical information system.
2. Work within a variety of environmental grants/contracts, including but not limited to, EP A administered GAP and CWA 106 and 319.
3. Contribute to monthly Tribal Council reports.
4. Develop and maintain a central database regarding reservation and surrounding area environmentally sensitive issues and information.
5. Research and acquire all necessary spatial information concerning the watershed.
6. Create an interactive database of all environmental assessments/documents and develop a permit compliance and facilities tracking system.
7. Provide education, training and support for staff. Council and tribal members regarding GIS use.
8. Maintain an effective working relationship with Council, Chair, supervisor and staff.
9. Perform all GPS surveys and integrate into GIS system.
10. Produce presentation quality visuals for staff use.
11. Contribute to community newsletter, assist with public outreach and produce various media for public education and information.
12. Other appropriate and applicable duties as assigned.

**Note: Incumbent will be required to work on the reservation under remote and fairly primitive conditions.**

#### **Minimum Qualifications:**

1. BS in Geography, specialization in GIS technology or AA and 2 years GIS work experience.
2. Thorough understanding of GIS and GPS hardware/software including ESRI products such as: ArcGIS, ArcMap, ArcView, ArcInfo, Trimble Pathfinder software, etc.
3. Ability to effectively interact with Tribal leaders, staff and agency personnel.
4. Possess strong verbal and written communication skills.

**To Whom Position Reports:** Natural Resource Director

**Travel Requirements:** Regular travel to reservation. Council meetings and workshops as needed.

**Driver's License:** Must possess a valid driver's license.

**Overtime Status:** Non-exempt

**TRIBAL MEMBER AND INDIAN PREFERENCE** - Summit Lake Paiute Tribe is a Tribal Member and Indian preference employer, however, in all other instances the Tribe is an equal opportunity employer.  
Revised 7/12/07

Assignment Agreement

Title IV of the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371 - 3376)

INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

Within 30 days of the effective date of the assignment, two copies of this form must be sent to:

U.S. Office of Personnel Management  
 Personnel Mobility Program  
 Staffing Operations Division/CEG  
 1900 E Street, NW  
 Washington, D.C. 20415

The term "State or local government," when appearing on this form, also refers to an institution of higher education, an Indian tribal government, and any other eligible organization.

Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addressed to either mobility program coordinators in each Federal agency or to the staff of the Personnel Mobility Programs in the U.S. Office of Personnel Management.

Copies of the completed and signed agreement should be retained by each signatory.

**PART 1 - NATURE OF THE ASSIGNMENT AGREEMENT**

1. Check appropriate box

New Agreement       Modification       Extension

**PART 2 - INFORMATION ON PARTICIPATING EMPLOYEE**

2. Name (Last, First, Middle)

Cowan, William F.

3. Social Security Number

4. Home Address (Street, City, State, ZIP Code)

90 Sunbeam Lane  
 Reno, NV 89521

5.- A. Have you ever been on a mobility assignment?

YES       NO

5.- B. If "YES", date of each assignment (Month and Year)

From \_\_\_\_\_ To \_\_\_\_\_

**PART 3 - PARTIES TO THE AGREEMENT**

6. Federal Agency (List office, bureau or organizational unit which is party to the agreement)

U.S. Fish & Wildlife Service

7. State or Local Government (Identify the governmental agency)

Summit Lake Paiute Tribe

8. Is assignment being made through a faculty fellows program? If "YES", give name of the program.

YES       NO

**PART 4 - POSITION DATA**

**A - Position Currently Held**

9. Employment Office Name and Address (Street, City, State and ZIP Code)

Nevada Fish & Wildlife Office  
 1340 Financial Blvd, Suite 234  
 Reno, NV 89502-7147

10. Employee's Position Title  
 Fishery Biologist

11. Office Telephone Number  
 (Include the Area Code)

(775) 861-6300

12. Immediate Supervisor (Name and Title)

Lisa Heki

Program Manager, Lahontan Natl. Fish Hatchery Complex

**B - Type of Current Appointment**

13. Federal Employees (Check appropriate box.)

Career Competitive  
 Other (Specify):

Grade Level

GS-11, Step 8

14. State and Local Employees

State or Local Annual Salary

Original Date Employed by the State or Local Government (Month, Day, Year)

**C - Position To Which Assignment Will Be Made**

15. Employment Office Name and Address (Street, City, State and ZIP Code)

Summit Lake Paiute Tribe (SLPT)  
 653 Anderson Street  
 Winnemucca, NV 89445

16. Assignee's Position Title

Natural Resource Director

17. Office Telephone Number  
 (Include the Area Code)

(775) 623-5151

18. Immediate Supervisor (Name and Title)

Steve Frank

Tribal Chairman - Summit Lake Paiute Tribe

**PART 5 - TYPE OF ASSIGNMENT**

## 19. Check Appropriate Boxes

- On detail from a Federal agency  
 On leave without pay from a Federal agency  
 On detail to a Federal agency  
 On appointment in a Federal agency
- Full Time  
 Part Time  
 Intermittent

## 20. Period of Assignment (Month, Day, Year)

From

To

March 18, 2007

March 14, 2009

**PART 6 - REASON FOR MOBILITY ASSIGNMENT**

21. Indicate the reasons for this mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment.

Appointment of employee would benefit the SLPT, FWS, BIA, EPA, and other Federal and State governments to ensure continuity of Federal contract and grant services and enhance governmental partnerships to fulfill the Service's mission of working with others to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people. Employee is well versed with conservation of fishes native to the Great Basin. He co-authored the Lahontan cutthroat trout recovery plan and has served on inter-agency recovery coordination teams to promote and initiate recovery activities for Federally listed fish species in Nevada. Additionally, because he has been effective working with tribal governments and organizations, he would benefit collaboration and partnering between the SLPT, Federal and State governments in preservation and conservation of natural resources.

**PART 7 - POSITION DESCRIPTION**

22. List the major duties and responsibilities to be performed while on the mobility assignment.

The Natural Resource Director provides staff supervision, coordination, and oversight of day-to-day operations of the Natural Resources Department, including: a. Development of yearly work plan for each section within the department; b. Development of long-range goals to enhance and protect the Lahontan cutthroat trout fishery; c. Development and implementation of an Environmental Management Program; d. Assist with expansion of the Tribe's fishery management services; e. Management of water quality, air, soil, plants and animals, sanitation and wastewater treatment; f. Management of range, solid waste, safety, emergency response, and air quality programs; g. Analyze and assure quality of environmental documents including Environmental Impact Statements and Assessments in compliance with the National Environmental Policy Act (NEPA); h. Identify environmental and cultural impact to Tribe's natural resources on/off the reservation; i. Establish and maintain effective working relations and coordination with the Tribal Council, Tribal membership and staff, as well as Federal, State, and local agencies; j. Perform all duties associated with the administration, operation and maintenance of the Natural Resources Department, including but not limited to, budget development, purchasing, contract negotiations, grant budgeting management, grant writing, expenditure monitoring and regular coordination with Fiscal Manager; k. Coordinate research/management, and seek funding from Federal, State, or private sources; l. Prepare annual and quarterly progress reports, present to Tribal Council and other agencies; m. Develop and initiate staff training/support programs, and provide training and education (natural resources) to tribal members and community; n. Other duties as assigned.

**PART 8 - EMPLOYEE BENEFITS**

## 23. Rate of Basic Pay During Assignment

GS-11, Step 8, \$65,259.00 base salary

## 24. Special Pay Conditions (Indicate any conditions that could increase the assigned employee's compensation during the assignment period)

within grade increase to 11, step 9, effective 02/09.

## 25. Leave Provisions (Indicate the annual and sick leave benefits for which the assigned employee is eligible. Specify the procedures for reporting, requesting and recording such leave.

Employee will accrue all sick and annual leave and benefits as entitled under Federal government system. Requests for leave will be submitted to the Tribal Chairman for approval and approved leave form will be duplicated for FWS records.

**PART 9 - FISCAL OBLIGATIONS**

Identify, where appropriate, the office to which invoices and time and attendance records should be sent.

26. Federal Agency Obligations (If paying more than 50 percent of a Federal employee's salary beyond a 6-month period, specify rationale for cost-sharing decision.)  
None - No cost share to the USFWS during the assignment.

27. State or Local Government Agency Obligations  
Summit Lake Paiute Tribe will provide:  
-100% of salary. 100% of benefits. 100% of all official travel costs associated with the position.

**PART 10 - CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT**

- 28. Applicable Federal, State or local conflict-of-interest laws have been reviewed with the employee to assure that conflict-of-interest situations do not inadvertently arise during this assignment.
- 29. The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment.

**PART 11 - OPTIONS**

30. Indicate coverage "N/A", if not applicable.

- A. Federal Employees Group Life Insurance  
 Covered                       N/A
- B. Federal Civil Service Retirement system or Federal Employees Retirement System  
 Covered                       N/A
- C. Federal Employee Health Benefits  
 Covered                       N/A

31. State or Local Agency Benefits (Indicate all State employee benefits that will be retained by the State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by the Federal employee on leave without pay from the Federal agency to a State or local agency.)

32. Other Benefits (Indicate any other employee benefits to be made part of this agreement)  
Thrift savings plan benefits

**PART 12 - TRAVEL AND TRANSPORTATION EXPENSES AND ALLOWANCES**

32. Indicate: (1) Whether the Federal agency or State or local agency will pay travel and transportation expenses to, from, and during the assignment as specified in Chapter 334 of the Federal Personnel Manual, and (2) which travel and relocation expenses will be included.

Summit Lake Paiute Tribe will pay 100% of all official travel costs associated with the IPA.

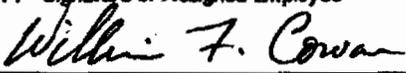
**PART 13 - APPLICABILITY OF RULES, REGULATIONS AND POLICIES**

34. Check Appropriate Boxes

- A. The rules and policies governing the internal operation and management of the agency to which my assignment is made under this agreement will be observed by me.
- B. I have been informed that my assignment may be terminated at any time at the option of the Federal agency or the State or local government.
- C. I have been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.
- D. I have been informed of applicable provisions should my position with my permanent employer become subject to a reduction-in-force procedure.
- E. I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary) of my assignment. (For Federal employees only)

**PART 14 - CERTIFICATION OF ASSIGNED EMPLOYEE**

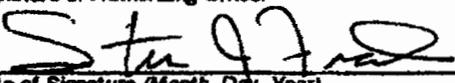
In signing this agreement, I certify that I understand the terms of this agreement and agree to the rules, regulations and policies as indicated in Part 13 above.

35. Location of Assignment (Name of Organization) Summit Lake Paiute Tribe, 653 Anderson St., Winnemucca, NV 89445	36. Date (Month, Day, Year) From: March 18, 2007 To: March 14, 2009
37. Signature of Assigned Employee 	38. Date of Signature (Month, Day, Year) February 23, 2007

**PART 15 - CERTIFICATION OF APPROVING OFFICIALS**

In signing this agreement, we certify that:

- the description of duties and responsibilities is current and fully and accurately describes those of the assigned employee;
- this assignment is being entered into to serve a sound, mutual public purpose and not solely for the employee's benefit;
- at the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered into or a position of like seniority, status and pay.

State or Local Government Agency 39. Signature of Authorizing Officer 	Federal Agency 40. Signature of Authorizing Officer 
41. Date of Signature (Month, Day, Year) 03 01 07	41. Date of Signature (Month, Day, Year) 3-13-07
43. Typed Name and Title Steve Frank Tribal Chairman	43. Typed Name and Title CNO Manager U.S. Fish & Wildlife Service

**PRIVACY ACT STATEMENT**

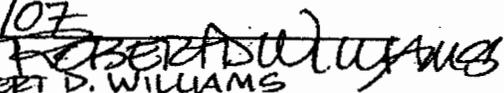
Sections 3373 and 3374, Assignment of Employees To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personnel and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law agencies, or by State, local, or Federal income

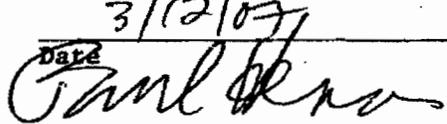
taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.

Project Leader Concurrence

Assistant CNO Manager Concurrence

3/7/07  
 Date   
 ROBERT D. WILLIAMS  
~~Lisa C. Heki/Fisheries Program Manager~~  
 Name/Title

3/12/07  
 Date   
 Name/Title

**IPA ASSIGNMENT SUMMARY SHEET**

U.S. Fish & Wildlife Service  
(Bureau)

**IPA Assignment For:**

William F. Cowan

Federal Agency:	Parties to IPA Agreement	State or Local Government, University or Other Organizations:
Nevada U.S. Fish & Wildlife Office/LNFHC	Nevada U.S. Fish & Wildlife Office Summit Lake Paiute Tribe	Summit Lake Paiute Tribe
Employee Information		
Name: Cowan, William F.	Employment Office and Address: Summit Lake Paiute Tribe 653 Anderson Street Winnemucca, NV 89445	
GS Level/Position Title: GS11, Fish Biolo.	Rate of Pay: \$65,259.00	
Employer and Address: U.S. Fish & Wildlife Service 1340 Financial Blvd, Suite 234 Reno, NV 89502-7147	Special Conditions: \$19,220.76 Benefits DOI Pays 50% + of Salary: n/a	
Office Phone Number: (775) 861-6300	Travel and Transportation Expenses: Total Cost of Assignment: \$84,479.76 per year.	
Previous IPA Assignments: None	Position Title: Natural Resource Director	
Office Phone Number: (775) 861-6300	Office Phone Number: (775) 623-5151	
Period of Assignment From: March 18, 2007 To: March 14, 2009	Type of Assignment: Period of Assignment From: March 18, 2007 To: March 14, 2009	
DOI SUBMISSION DATE: Comments:	Position Description Enclosed: <input type="checkbox"/>	

**Projected Earnings and Leave - 2007**

	<b>Per 2 week Pay Period</b>	<b>Annual</b>	<b>Approximate Monthly</b>	<b>Approximate Quarterly</b>
<b>Gross Pay</b>	<b>\$2,501.61</b>	<b>\$65,258.00</b>	<b>\$5,438.25</b>	<b>\$16,314.75</b>
<b>Benefits Paid by Govt.</b>	<b>\$739.26</b>	<b>\$19,220.78</b>	<b>\$1,601.73</b>	<b>\$4,805.19</b>
<b>Total Salary and benefits</b>	<b>\$3,240.87</b>	<b>\$84,478.78</b>	<b>\$7,039.98</b>	<b>\$21,119.94</b>
<b>FEGLI - life insurance</b>	<b>\$5.10</b>	<b>\$132.60</b>	<b>\$11.05</b>	<b>\$33.15</b>
<b>FERS/CSRS - retirement</b>	<b>\$280.18</b>	<b>\$7,284.68</b>	<b>\$607.06</b>	<b>\$1,821.17</b>
<b>OASDI</b>	<b>\$151.54</b>	<b>\$3,940.04</b>	<b>\$328.34</b>	<b>\$985.01</b>
<b>TSP Matching</b>	<b>\$100.08</b>	<b>\$2,801.56</b>	<b>\$233.80</b>	<b>\$650.39</b>
<b>FEHB - health</b>	<b>\$141.92</b>	<b>\$3,689.92</b>	<b>\$307.49</b>	<b>\$922.48</b>
<b>Medicare</b>	<b>\$35.44</b>	<b>\$921.44</b>	<b>\$76.79</b>	<b>\$230.36</b>
<b>TSP Basic</b>	<b>\$25.02</b>	<b>\$650.52</b>	<b>\$54.21</b>	<b>\$162.63</b>