

UPPER COLUMBIA SALMON RECOVERY BOARD
DRAFT MEETING SUMMARY
Douglas County Transportation and Land Services Building
June 23, 2022

Board Members Present:

Chair, Chelan County: Shannon Adams; **Vice-Chair, Douglas County:** Marc Straub; **Okanogan County:** Andy Hover; **Chelan County:** Bob Bugert; **Colville Confederated Tribes:** Chuck Brushwood

Staff Present: Melody Kreimes, Amanda Ward, Tracy Bowerman, Ryan Niemeyer, Nicole Jordan, Dave Hecker, Sarah Walker, Elaine Sivey, Alicia Meier

Others Present:

BBEF: Robert Warren; **BOR:** Steve Kolk; **Colville Tribes:** Chris Fisher; **Interfluve:** Mackenzie Butler **NOAA:** Morgan Bond; **Office of the Washington State Auditor:** Jake Santistevan, Alvaro Lagunas; **Representative Schrier Staff:** Eleanor Trenary, Shaina Zarkin-Scott; **Trout Unlimited:** Lisa Pelly; **WDFW:** Michael Garrity

The meeting was called to order at 10:00am by Chair Shannon Adams.

Welcome and Introductions

Chair Adams welcomed everyone to the meeting and reviewed the agenda for today's meeting.

1. Welcome and Introductions

Chair Adams, the UCSRB Directors/staff, sponsors, and partners welcomed Amanda Ward as the new Executive Director for UCSRB.

- Retreat did not make it into the budget but the need and gain for a board and staff to meet to
- One staff retreat with team building and facilitator.
- With a new Board member have a two-day Board meeting
- Bob not running for re-election possibly have a retreat the first Board meeting in February. Designate new officers and Boards in December.
- Steve request to have staff/partners retreat to keep communications open.

Follow Up/Next Steps:

- Benefit of a Board/Staff retreat in February. A retreat is not in the FY22-23 budget but possibly have a two-day Board meeting.
- The Bureau of Reclamation suggested a staff/partner retreat to keep lines of communication open.

2. Regular Business

Chair Adams asked for comments or revisions to April 20 and 21 UCSRB Board meeting summaries and the May 16, 2022 UCSRB Special Board meeting. A correction to the April 20, 2022 Board meeting summary was noted:

- Under Board Members Present: update Chair to Shannon Adams instead of Bob Bugert.

Marc Straub made a motion to approve the April 20, with correction, and April 21 Board meeting summaries. Andy Hover seconded the motion and all approved.

Bob Bugert made a motion to approve the May 16, 2022 Special Board meeting summary as presented. Chuck Brushwood seconded the motion and all approved.

3. Finance & Operations

State Auditors Office

Melody Kreimes reviewed the need for a federal audit as the \$750,000 threshold for federal grants was exceeded for FY21. Staff with the Washington State Auditor Office (SAO) joined today's meeting to discuss the engagement letter and next steps in the audit process. Jake Santistevan will be the audit manager and Alvaro Lagunas will be the audit lead for the financial statement audit for the period January 1, 2021 to December 31, 2021. This audit will provide an opinion issuance that the UCSRB is in

- Accordance with Regulatory Basis of Accounting
- Conducted in accordance with Government Auditing Standards

The internal control and compliance will

- Address adequacy of accounting and financial statement preparation processes at preventing material misstatements
- Identify whether there are instances of material noncompliance.

The major UCSRB programs selected for audit are listed below, as they amount to 60 percent of the total federal expenditures for 2021. If there are any changes SAO communicate this to management

- COVID 19 – Pacific Coast Salmon Recovery Treaty Program
- Pacific coast Salmon Recovery Treaty Program

The Federal audit is estimated to cost around \$18,000.

Follow Up/Next Steps:

- [Coordinate any follow up meetings with the Finance Committee meeting and SAO for the Federal audit review in August/September before it goes to the full Board.](#)

FY2023 Draft UCSRB Budget

Melody gave an overview of the FY23 draft UCSRB budget that both the Finance and Executive Committee reviewed and recommended the full Board review as presented. This is an essential only budget that prioritizes staff as our main funder RCO, over half of our budget at \$570,000, has been flat since 2009. The Council of Regions is working to coordinate additional capacity funding from RCO. RCO has communicated additional capacity funding will take place in FY2024 but cannot guarantee additional capacity funding for FY2023. The most significant reduction in the draft FY23 budget will occur with partner contracts, staff training and travel, and meeting expenses.

Elaine Sivey discussed the projections and reductions for the proposed \$962,759 draft FY23 budget.

Projected Income

- RCO Admin and LE contract is assumed to be flat. Lower than FY22 due to no roll over funding.
- Projected increase in the YN and BPA contract by \$6,000 each to help cover the cost of the state and federal audits (\$27,000).
- YN and BPA negotiations to potentially increase as these contracts are renewed in December 2022 and negotiations will begin in July.
- BEF contract for \$50,000 for Okanogan County landowner outreach
- DNR increased income contract by \$10,000
- Better idea in September on all income contracts and if the FY23 budget will need to be amended.

Budget Reductions & Additions

- Travel and training capped at ~\$1,400 per staff

- A 50% reduction in travel and meeting expense
- Travel to DC reduced by half which would include 1 to 2 Board members and Executive Director
- Added services for State and Federal audit \$27,500, prior years it has just been Federal audit at \$17,000. The State audit may not happen in FY23.
- Contingency cut in half usually \$16,000 now at \$8,235. This budget is for unforeseen expenses for the Executive Director to utilize.
- Subcontractors
 - ✓ Leave in Aspect Consulting – provide GIS work and act as an additional employee at a fraction of the cost.
 - ✓ Remove all Outreach contracts.
 - ✓ No Board support contracts
 - ✓ No RTT contract for Tracy Hillman (potential to negotiate YN contract to cover RTT support and BPA for travel)
- Hire a summer finance intern to help with audit preparation

Question & Discussion:

- When was the last time we have had to make cuts like this?
- What does the staff loose with no Outreach contracts?
- Importance of the Aspect Consulting contract as we have created an online GIS data base that needs to be maintained.

Follow Up/Next Steps:

- Is there legislative outreach the Board should be doing?
 - ✓ Board collectively meet with the 12th District (Senator Hawkins, Representatives Goehner and Steele) to paint a picture “What happens if the UCSRB goes away?”
 - ✓ Amanda/Nicole Jordan to help find a date and time for this meeting.
- Bob Bugert, Shannon Adams, and Amanda to meet to discuss RTT chair funding for Tracy Hillman.
- Amanda to meet with Tracy Hillman to discuss RTT chair.

Bob Bugert made a motion to approve the FY23 Draft UCSRB Budget as presented. Andy Hover seconded the motion and all approved.

Overview of Financial Reports

Elaine reviewed the budget to actuals showing costs incurred through May 30, 2022 and 11 months of payroll. UCSRB has expended 79% of our revenue for FY22 compared to being 91% through the budget year ending June 30, 2022. June expenses will fill the expended costs fully as it will account for the LE expenses associated with SRFB grant round, trainings, and final invoices from partner contracts that end June 30, 2022. A few highlights from the budget to actual report are the PNNL appears to be overspent but has to do with it being a two-year contract and spans two fiscal budgets.

Follow Up/Next Steps:

- Elaine and Amanda looked at the PNNL contract amount showing ~\$300 left on the table. Follow up with Andy and see if this needed to be a budget adjustment in QuickBooks.

Next Elaine discussed the profit and loss report showing the eight current grants. The OCR (contract ended in March) is completed and 100% expended. The BPA Tech (ends 9/14/22) and RCO Admin contracts (ends 6/30/22) are 71% and 66% completed. The BPA Admin and Yakama Nation contracts are 49% completed and end in November. The RCO LE grant is 91% completed and the DNR grant is 89% and both run through June. The Wilderness Society is a new grant for funding a refresh of the NCWFHC website and is 62% completed (ends 6/30/22).

Question & Discussion:

- Which grant does the PNNL contract come out of?
 - ✓ OCR

Review Use of Operating Reserve Funds Memo

The UCSRB Operating Reserve is ~\$38,000 and was created in December of 2021. Use of operating reserve funds need to be approved by the Board. Elaine reviewed that interest fees, loan origination fees, and PTO payout to Melody Kreimes cannot be billed to grantors and needs authorization to be removed from the operating reserve. Elaine is requesting \$762 in loan fees and \$9,505.68 for PTO payout be authorized to use from the Operating Reserve.

Andy Hover made a motion to remove the requested funds from the Operating Reserve. Marc Straub seconded the motion and all approved.

Contracts Approved by Executive Committee and New Contracts Overview

Alicia Meier gave a brief overview of the Executive Committee approved contracts since the April Board meeting.

- RCO income contract amendment #3 adds \$135,000 for LE funding through June 30, 2023. The contract total is \$707,000
- RCO income contract amendment #4 adds \$2,000 toward Admin for Salmon Recovery Portal updates through June 30, 2023. The total contract is \$709,000.
- Cascade Fisheries amendment #1 no cost - scope of work change. Contract ends June 30, 2022 and would move funds from the Salmon in the classroom to a course in restoration at the Independent Learning Center. Contract remains at \$14,978
- Cascade Fisheries amendment #2 no cost -scope of work change. Move funds from Paschal Sherman Indian School and Methow River Keepers to translating the Okanogan Basin Habitat Restoration Guide to Spanish.
- Okanogan Conservation District Outreach no cost extension to September 30, 2022 to complete storm drain marking events. Total remains at \$12,201.
- Aspect Consulting Amendment #2 added \$2,000 from the RCO income contract #4 for on-call GIS support. Contract ends September 14, 2022.

Review of the Aspect Consulting Amendment #3

This contract amendment is for \$18,000 and will expire on June 30, 2023 and is for GIS services and support.

Andy Hover made a motion to approve the Aspect Consulting Amendment #3. Marc Straub seconded the motion and all approved.

Review of the Bonneville Environmental Foundation (BEF) Income Contract

This income contract is for \$50,000 to help amplify voices of Okanogan landowners that do not engage in salmon recovery. This outreach supports the recommendations of the Ruckelshaus study. The period of work would be June 15, 2022 through June 14, 2023.

Bob Bugert made a motion to approve the Bonneville Environmental Foundation income contract. Chuck Brushwood seconded the motion and all approved.

Review of the Department of Natural Resources (DNR) Income Contract

This income contract is for \$30,000 to facilitate and coordinate the NCWFHC. The contract is \$10,000 more than last year. The period of work would be through June 30, 2023.

Bob Bugert made a motion to approve the Department of Natural Resource income contract. Andy Hover seconded the motion and all approved. Discussion on COVID 19 Contractor Vaccination Declaration and if it is needed. Reviewed the contract and the work performed is not subject to Proclamation Requirements.

Discussion of Board Action Outside of Meetings

Melody Kreimes reviewed the UCSRB Bylaws Section 11. Actions By Written Consent and how the Directors would like to address concerns of consensus outside of public meetings and following the Open Public Meeting Act as expressed in Chuck Brushwood's email. The Board discussed the need for conversation and deliberation on time sensitive items that cannot wait till the next Board meeting. All agreed that action should take place in a public meeting. Moving forwards the Executive Director will reach out to the UCSRB Chair on time sensitive important decision on if a Special Meeting should be held to discuss.

Question & Discussion:

- Make sure to be ahead of the curve on what is on the legislative pipeline and get on Board meeting agendas.
- The location of the Board meeting must be included on the agenda as well as the virtual call-in information.

Follow Up/Next Steps:

- Andy Hover to email Amanda OPMA changes and attestation form to meet state requirements for Boards. Amanda to send out to Board members.
- Amend UCSRB Bylaws for September Board meeting
 - ✓ Individual Board members can participate in-person or virtual
 - ✓ Bob to provide Link Transit language to Amanda

Finance Committee Inclusion of Board Secretary/Treasurer

Melody reviewed the Finance Committee Charter being made up of any two members of the Board. It would be prudent to have the Secretary/Treasurer as a member of the Finance Committee. The Finance Committee Charter was updated to include the Secretary/Treasurer to be a member, one other elected member, and the Executive Director.

Andy Hover made a motion to approve the revision to the Finance Committee Charter to include the Secretary/Treasurer as a member. Bob Bugert seconded the motion and all approved.

North Cascades Bank Signatories

Elaine discussed removing Melody Kreimes and adding Amanda Ward from the North Cascades Bank signatories and be added to the company credit card through NCNB with the Executive Director transition.

Follow Up/Next Steps:

- Elaine Sivey to check who the bank signatories are for the September Board meeting.

Andy Hover made a motion to approve the removal of Melody Kreimes and add Amanda Ward as a signatory to the North Cascades Bank account. Chuck Brushwood seconded the motion. Discussion to remove Melody from the North Cascades Bank account pending all checks clearing. All approved.

Andy Hover made a motion to change all credit cards to authorize Amanda Ward and remove Melody Kreimes. Bob Bugert seconded the motion and all approved.

4. Science Program Updates

Enloe Dam Removal Follow-Up

Tracy Bowerman discussed the Enloe Dam and consideration of removal as the dam is up for a safety inspection the fall of 2022. The PUD will consider removal if proponents undertake feasibility study. Proposals that include an independent feasibility assessment, approval from Canadian Government, Scoping process for the public, fund dam removal, and relieve PUD of liability will be considered.

Habitat Capacity Modeling

Morgan Bond with NOAA shared findings for chinook salmon and steelhead spawning and rearing in the Similkameen River Basin study. The modeling capacity is to

- Identify how much habit is above the Enloe Dam
- How many fish are expected at full seeding?
- Estimate Parr and Redd capacity

Next steps include updating satellite imagery on the mainstem habitat/channel habitat and capacity pool spacing estimates.

Question & Discussion:

- Once dam is removed are fish expected to return naturally or will there be reintroduction efforts via hatchery?
 - ✓ No plan yet for the recolonization effort. Re-anadromy of rainbow trout potential
- How much support is there from the CA officials?
 - ✓ Chris Fisher noted the Colville Confederated Tribes are in favor of dam removal and a letter of recommendation of support has been submitted.

WDFW Proviso Update

Michael Garrity with WDFW updated the Board on the last legislative session that WDFW was directed to consult with The Colville Confederated Tribes and Okanogan Utility District on Enloe Dam removal.

The WDFW has hired two contractors to identify what the full scope of removal would look like. Goal is to have the study completed by the end of October 2022.

Fish Passage Study

Mackenzie Butler with Interfluve gave an overview of the Similkameen Falls fish passage study they completed with the removal of the Enloe Dam. Can adult spring Chinook and steelhead pass Similkameen Falls and access the habitat above the dam. The analysis looked at annual flow statistics (during migration period), flow conditions, the swimming and jumping ability of spring Chinook and steelhead, and a combined GIS based least cost path analysis to determine possible pathways through the falls. Based on this analysis it was determined that six pathways open up during various flows that steelhead and Spring Chinook can pass with the removal of Enloe Dam. These fish can pass at low to mid flows (non-passable at base flows (270 – 500 CFS) and data show that at high flows (15,000 – 17,000 CFS) it is more difficult for steelhead and spring Chinook to pass through and would require a higher level of athleticism.

- Did you look at the average flow rates for the last 15 years?
 - ✓ No, the study looked at the last 20 years of mean flows during the migration months.
- Has there been consideration to look at possibility of falls for fall Chinook?
 - ✓ If there is interest this could be something they could look into.

Question & Discussion:

- Continue to track the Okanogan PUD's position on Enloe Dam removal
- Track Canada's position on Enloe Dam removal
- Is Canada a shared funding source?
- NOAA has allocated \$62 million dollars for dam removal.

Follow Up/Next Steps:

- [Tracy Bowerman will keep sending info onto the board about Enloe Dam removal](#)
- [Alicia to forward Mackenzie Butler's presentation to the UCSRB Board and staff](#)

5. Lead Entity Update

Dave Hecker discussed the current 2022 SRFB grant round for the Upper Columbia (UC). The State appropriated \$25 million of which ~\$2.4 million will be added to the 2022 UCSRB SRFB grant round. The total 2022 SRFB grant round for the UC will be ~\$4.4 million and the current request is \$3.4 million. Any new money not used in the current round can be rolled over to the 2023 SRFB grant round. The UC will likely have a considerable amount of money that will roll over to the 2023 SRFB grant round.

The State also appropriated \$50 million, Upper Columbia will receive ~\$4.8 million, for a Fall 2022 grant round. The kick-off for this grant round will be July 1 to fund a single project in the Upper Columbia. These funds are not allowed to carry over to the 2023 grant round if not used. Projects parameters do not include assessments, monitoring or capacity and have to have preliminary designs by 12/1/2022. Final selection and funding for this project will be on 12/7/2022.

Question & Discussion:

- Concern with running a Fall 2022 SRFB grant round is capacity. Continue the discussion with RCO on capacity funding.

Dave next gave an overview of the Fish Barrier Removal Board letter of support which documents the draft applications submitted for the 2023-2025 BAFBRB grant round. The four highest priority BAFBRB in the designated Wenatchee River priority watershed are: Stonewater Ranch Passage Improvement, Eagle Creek Barrier Corrections, Eagle Creek Barrier Design & Replacement, and Cutler Barrier Removal.

6. Prioritization Strategy Step 3 Update

Ryan Niemeyer reviewed the implementation and feasibility assessment and the goal to identify implementation challenges and solutions by looking at different scenarios such as switching from surface to ground water or landownership. There have been WAT conversations at a program level about funding and public support as well as a specific approach on a pilot assessment unit. Next steps and goals for the watershed program include:

- Protect areas with natural ecosystems processes
- Maintain suitable stream flows
- Protect and restore water quality
- Protect and restore off-channel and riparian habitat
- Reduce sediment recruitment

Question & Discussion:

- What do you want it to look like when the work is done? Action types to address limiting access.

7. BPA Programmatic and Forest Health Update

Sarah Walker provided a brief update on the 2021 BPA Programmatic and the use of a rolling process to solicit requests for FY22 funding, budgeted for \$2 million, to balance existing commitments with potential new investments. The FY23 will begin accepting proposals October 1, 2022 and it is poised to support multiple implementation actions.

Next Sarah gave an update on the NCWFHC as the collaborative has adopted joint leadership team training, aligned resources with the OWNF to support the Central Washington Initiative (CWI), Community Forest Landscape Restoration Program (CFLRP), have created opportunities for shared learning about forest health, current science and restoration needs, and supported technical and policy-level changes. The technical changes include a refresh of the Forest Restoration Strategy Review and an update to the Late Successional Reserve Assessment.

8. Public Questions and Discussion

Are there ways to generate other revenue? As the UCSRB provides online data on their website for the region which the FS, WDFW, PUD's use. This may be a mechanism for funding or leverage for more revenue. Need funding to sustain this type of work and to meet requests to manage a website with this data.

9. Wrap-Up and Adjourn Meeting

Chair Adams thanked everyone for attending the UCSRB meeting at 2:05pm and invited all present to join in the farewell celebration for Melody. The next Board meeting will be Thursday September 22, 2022.