

February 22, 2024

UCSRB Board of Directors Mtg. Summary

Douglas County Transportation & Land Services Building – East Wenatchee, WA

9:00 am to 3:00 pm



Formal Approvals

Item	Action-Decision
Agenda for December 7, 2023 Board of Directors Meeting	Approved and posted online at: UCSRB Agenda
Summary for September 28, 2023 Board of Directors Meeting	Approved and posted online at: UCSRB Summary
Disbursement Report and Summary for November 1, 2023 through December 31, 2023	Approved
SRFB Cash Advance Agreement (RCO)	Approved
Local Government Investment Pool (LGIP) Authorization form	Approved
UCSRB Resolution # 24-001 – Investment of UCSRB funds into LGIP	Approved
CCT contract	Approved
DNR grant	Approved
BEF grant	Approved
TWS grant	Approved
Okanogan County LE contract	Approved
Aspect Consulting contract	Approved
BioAnalysts contract	Approved
Board Chair for 2024	Chuck Brushwood
Board Vice Chair for 2024	Mark Straub
Board Treasurer for 2024	Shon Smith
Executive Committee members for 2024	Chuck Brushwood, Marc Straub
Finance Committee members for 2024	Shon Smith, Andy Hover
Board, Executive, and Finance Committee 2024 meeting dates	Approved with changes

PRESENT:

Board Members – Board Chair, Andy Hover – Okanogan County; Vice-Chair, Chuck Brushwood - Colville Confederated Tribes; Shannon Adams -Yakama Nation (present remotely); Marc Straub - Douglas County; Shon Smith - Chelan County.

UCSRB Staff - Amanda Ward, Ryan Niemeyer, Elaine Sivey, Ariel Edwards, Gabby Vermeire (present remotely)

Others - Brock Hoenes - Washington Department of Fish and Wildlife; Steve Kolk – Bureau of Reclamation; Mike Kaputa – Chelan County Natural Resources Department

Present remotely: Rachel McClure – North District rep for Dan Newhouse; Jason Lundgren – Cascade Fisheries; Janine Castro – USFW; Rebecca Flitcroft - USFS

ABSENT:

1. Welcome and Introductions

Chair Andy Hover convened the Board Meeting at 9.00 am.

Participants were welcomed and introduced themselves.

2. Regular Business

The draft meeting agenda for 2/22/2024 and the meeting summary from the December 7, 2023 Board meeting were reviewed. No corrections or additional items were noted.

Marc Straub made a motion to approve the February 22, 2024 agenda as presented and the December 7, 2023 Board meeting summary as presented. Chuck Brushwood seconded, and all approved.

3. Finance and Operations

Overview of Financial Reports

Elaine Sivey presented budget updates to the Board.

Statement of Financial Position Comparison: UCSRB's statement of financial position as of December 31, 2023 compared to December 31, 2022.

Operating Reserve Activity - July 2023 through December 2023.

Elaine noted that recent transactions are reflective of activity in the Community Foundation of North Central Washington account in November and December and employee vacation and sick time payout activity for Sarah Walker. Elaine had withdrawn UCSRB funds from the Community Foundation, although the foundation retained a small amount money to cover any fluctuations in investment value (\$755 as of 12/31/23). The account is now fully liquidated.

Budget to Actual - As of 12/31/2023 for the budget period of July 2023 through June 2024.

Elaine noted the budget activity for the Science Conference; she reminded the Board that UCSRB did not budget for the Science Conference since it was expected to break even. Although the Conference budget showed a loss of \$9,380 on 12/31/23, Elaine explained that this was due to initial Conference expenditures before that date, with most revenue coming in after that date. She advised that the Conference budget would be a small profit for UCSRB, with that money going into "unrestricted funds."

In terms of total revenue, UCSRB was at 36.5% of the budget at a little over halfway through the budget period; Elaine said that she did not expect expenditures would fully "catch up" due to staffing and outreach expenditures being down in the earlier part of the year.

Grant Activity - current grants (BEF, BPA Admin, Colville Confederated Tribes, RCO Lead Entity, RCO admin, and Yakama Nation) for July 2022 through December 2023.

- BEF allowed UCSRB to charge them \$4,700 for consulting fees for the Science Conference through Triangle Associates.
- UCSRB expended 76% of the FY23 BPA admin contract, largely due to personnel changes. The next BPA admin contract will be smaller due to UCSRB providing less scientific/biological support.
- The FY23 CCT contract is fully expended; the FY24 is not yet fully executed.

- Funds from the RCO LE contract have been expended 32% for 50% of the contract period; the funds are expected to roll over into the next funding period.
- The RCO admin contract had been expended 27% for 33% of the funding period.
- The current YN contract is expected to be almost fully expended when it expires at the end of February.

2022 Audited Financial Statement and Federal Single Audit Report

Elaine gave an overview of the 2022 audit statement and federal audit report. No significant deficiencies were noted, however, several small deficiencies were identified, including a new reporting requirement of lease obligations. Elaine advised that UCSRB would ensure new accounting obligations were done correctly. As previously reported to the Board, the report also noted that as a state-funded entity, the UCSRB cannot invest in the Community Foundation’s Agency Advised Fund, as it does not meet public depository requirements.

2022 Accountability Audit Recommendations

This is the first accountability audit for UCSRB, has and it not yet been completed. Elaine reviewed an email from SAO assistant audit manager Kathleen Lince that laid out preliminary recommendations. One is that the Board should approve disbursements as part of the Board meetings. Other recommendations included having stronger documentation of personnel changes and documentation of executive sessions.

Elaine said that she would work on more formal policies re. using the company credit card for meals before the next Board meeting. The Board noted that it would also be good to have better documentation and formalized approval for staff wage changes, as well as staff training on the Open Public Meetings Act.

Public depository disbursements

Elaine presented the Board with a proposed disbursement summary that would address the auditor’s recommendation for Board review and approval of disbursements. The summary includes all payroll and employee benefits transactions, all checks and credit card transactions, and a brief description of the reason for each transaction. Per the new proposed policy, the Board would approve a disbursement report and summary for the previous two months at every Board meeting; the report would be signed by the Executive Director and Board Chair.

The Board agreed to review and approve disbursement summaries at all Board meetings moving forward.

Shon Smith made a motion to approve the Disbursement Report and Summary for November 1, 2023 through December 31, 2023. Chuck Brushwood seconded the motion and all approved.

Approve and sign RCO Cash Advance Agreement

Elaine reviewed the RCO Cash Advance Agreement, which she advised was a regular option for assisting with cash flow. The Advance Agreement allows UCSRB to receive drawdown funding from RCO in advance of invoicing them, provided that UCSRB submits invoices to RCO within 90 days of the advance. This is in lieu of a line of credit, and RCO does not charge any interest for this. This will need to be approved before renewing the RCO contract.

Chuck Brushwood made a motion to approve the SRFB Cash Advance Agreement. Shon Smith seconded the motion and all approved.

Review Local Government Investment Pool (LGIP) prospectus & Authorization Form

Elaine presented the Board with the proposal to invest UCSRB funds in the LGIP, which is managed by the Washington State Treasurer's Office. This is the suggested alternative investment option to the NCW Community Foundation.

Amanda advised that the authorizing form needed to be updated. The Board agreed to wait until committee reassignments had been made later in the agenda to approve and sign the LGIP Resolution.

The Board discussed if UCSRB's Executive Director should be authorized to designate other Board members to make contributions to and withdrawals from the investment pool. Board members would prefer not to do this as roles can potentially change on an annual basis.

Contracts - Status and Updates

Discussion – ED Discretionary/Partner Outreach funds

Amanda discussed the discretionary Executive Director funds, advising that she was unable to find information in company files on how those funds (approximately \$30K) were previously disbursed. She sought official guidance from the Board on how to allocate these funds. She hoped to formalize the funding, for example through a regular small grant round with a funding cap.

Chair Hover noted that Chelan county's outreach dollars are utilized through CCNRD and Okanogan County's outreach is by the Okanogan CD, who do more general, education-focused outreach. CCNRD, on the other hand, has more specific, project-focused outreach spending. Entities in Chelan County who would like to do more education-focused outreach would potentially be the recipients of the ED discretionary funding.

The Board noted that if there was more than \$30k worth of ask from various entities, there would need to be a way to rank the asks. The Board would also want to make sure the spending was defensible, and that the scope of work falls under the Strategic Plan. Amanda advised that she could bring a proposal for spending the funds to a later Board meeting.

Income contracts – Approve and sign – CCT

Amanda Ward presented the CCT contract for \$77K for FY24.

Chuck Brushwood made a motion to approve and sign the CCT contract. Mark Straub seconded the motion and all approved.

Income contracts - DNR, BEF, TWS – Approve

Amanda presented the contracts for DNR (\$50K over two years), BEF (\$50K), and TWS (\$19.7K). The DNR and TWS grants will go towards supporting the NWFHC and the newly developed part-time coordinator position associated with the Collaborative. The BEF grant will support the RTT chair, fund data collection, and help towards planning for a permitting workshop later in the year.

The Board noted that it wanted to make sure grants did not have overlapping deliverables. Amanda added that she worked with Brandon Rogers from Yakama Nation to make sure that the YN contract was not redundant and did not pay for SFRB activities, which were covered by the BioAnalysts contract.

Chuck Brushwood made a motion to approve the DNR contract. Shon Smith seconded the motion and all approved.

Mark Straub made a motion to approve the BEF contract. Shon Smith seconded the motion and all approved.

Income contracts – Update – YN

Amanda advised the Board that the 2024-25 Yakama Nation contract would now be split into two six-month contracts.

Outreach contract – Approve and sign – OCD

The LE Outreach subcontract for Okanogan County is a regular annual outreach contract with a \$25,000 budget.

Chuck Brushwood made a motion to approve the Okanogan County LE Outreach contract. Shon Smith seconded the motion and all approved.

Vendor contracts – Approve and sign – Aspect

The Aspect subcontract will be funded through the BPA and CCT contracts, in the amounts of \$11,340 and \$56,000, respectively. Amanda added that UCSRB has worked with Aspect for a while, and that their assistance with data analysis work saved UCSRB time.

The Board asked how UCSRB knew that it was not duplicating data collection work, for example, with Yakama Nation also doing reach assessment data collection. Ryan Niemeyer advised that any assessment work on the same reaches as Yakama Nation was complementary, not duplicative, since YN data was obtained through on-the-ground collection, while other data was gathered via remote means.

Mark Straub made a motion to approve the Aspect contract. Chuck Brushwood seconded the motion and all approved.

Vendor contracts – Approve and sign – BioAnalysts

The BioAnalyst subcontract for \$66,000 will go towards funding Tracy Hillman as head of the RTT.

Chuck Brushwood made a motion to approve the BioAnalysts contract. Shon Smith seconded the motion and all approved.

Annual Report

Ryan Niemeyer presented on habitat projects highlighted in the 2022 Annual Report, which is submitted to NOAA and highlights partner projects in the Upper Columbia.

In 2022, a total of 28 projects were completed in the region, for a total spending budget of \$9 million. Other notable project metrics include 15.5 miles of stream treated, 427 structures placed in channels, and 43 acres of off-channel or floodplain connected or added. One highlighted project in the Wenatchee

watershed was the Merritt Oxbow Reconnection Restoration, a Cascade Fisheries project that created 4.3 miles of off-channel stream. Another project completed by Yakama Nation in the Methow watershed created half a mile of habitat and implanted 14 structures in the channel.

UCSRB - Legislative Outreach

Washington DC Trip FY2024

Amanda and the Board discussed a potential trip for Board members to Washington D.C. in 2024 to advocate for salmon recovery in the Upper Columbia, as well as potential outreach efforts to Washington legislators in 2024. The Board spoke about various ways of engaging Washington legislators, including taking them on project tours. They noted that educating legislative staff was another way to educate legislators themselves.

The Board discussed the 2024 legislative session and what was being done for salmon recovery on the state level, including an avian predation bill still under deliberation. Given the productive WA legislative session with regards to salmon, the Board agreed it would make sense to not plan a trip to D.C. in 2024. This would allow time for UCSRB to develop a clear and focused regional message to bring to State and Federal legislators. Overall, the Board agreed that legislative outreach should consist of thanking policy makers for salmon recovery funding, showing them successful examples of what we do with the funding, and asking for continued funding.

Washington Salmon Coalition – Salmon Days 2024

Ariel Edwards briefed the Board on Salmon Days 2024, which was held January 30-February 1 in Olympia, and convened members of the Washington Salmon Coalition (WSC), the Council of Regions (COR), and Regional Fisheries Coalition (RFC).

WSC Summary/ 2024 Lead Entity Grant Round

The WSC consists of the 27 lead entities from across Washington state. While their regional priorities vary, the Coalition provides a forum for the entities to connect over shared challenges and collaborate on solutions.

Ariel Edwards updated the Board on the 2024 LE grant round, which was discussed at the Washington Salmon Coalition Salmon Days meeting. Common challenges included advising sponsors applying for riparian funding and targeted investment funding, as well as issues with project tracking and improving use of the Salmon Recovery Portal.

Group priorities

For Salmon Days, WSC created a list of their 2024 legislative session priorities for lead entities, representatives from RFC and Council of Regions (COR) members to emphasize in their meetings with legislators. The three main priorities were 1) supporting funding for salmon conservation in the Governor's supplemental budget, the State Conservation Commission, and the Salmon in the Schools; 2)

removing and modernizing match requirements for salmon recovery funding programs; 3) streamlining permitting processes for projects.

Meetings with legislators

The Board inquired if WSC had any specific asks for legislators on permitting reform; permitting asks for this legislative session were general, and WSC plans to have more specific asks in the next session. Overall, the five legislators that Ariel and Gabby Vermeire met with (Rep. Maycumber, Sen. Short, Rep. Kretz, Rep. Goehner, and Rep. Steele conveyed openness to bipartisan compromises on salmon recovery efforts, particularly permitting reform. Sen. Shelly Short said that she would be willing to schedule a meeting forum with agencies, partners, and sponsors on permitting reform – this will be an action item for the next legislative session after WSC consults with state agencies.

WDFW Legislative Requests

Brock Hoenes from WDFW presented on his agency’s priorities for the 2024 WA Legislative session.

- HB 1876 – This bill would protect the confidentiality of other states’ fisheries information, and essentially codifies what is already a standard practice. Brock noted that it would only affect coastal fisheries and would extend confidentiality statutes applicable to Washington businesses or tribes to those in other states.
- Updating the habitat recovery pilot program – The update to WDFW’s habitat recovery pilot program, which did not move out of committee, would have allowed those applying for the program to simultaneously put the projects through a cultural resources evaluation. Brock advised that the update lost support due to tribal groups testifying in opposition, and that WDFW would work on outreach in this area.
- HB 2293 – While not specifically a WDFW request, Brock noted that the creation of a salmon predation working group would help address long-standing regional issues with salmon mortality due to coastal predation.

Brock emphasized that WDFW staffing capacity was under stress and that funding in the budget for capacity was a top agency priority.

Andy Hover asked if Brock could give the Board a status update on steelhead recovery in the Methow and Okanogan. Brock said that he could follow up on this for the next Board meeting.

UCSRB Board of Directors Officer Elections

Shon Smith made a motion to nominate Chuck Brushwood to Board Chair for 2024. Mark Straub seconded the motion and all voted in favor, with Chuck Brushwood abstaining.

Shon Smith made a motion to nominate Mark Straub to Board Vice-Chair for 2024. Andy Hover seconded the motion and all voted in favor, with Mark Straub abstaining.

Andy Hover made a motion to nominate Shon Smith to Treasury Secretary for 2024. Mark Straub seconded the motion and all voted in favor, with Shon Smith abstaining.

Andy Hover made a motion to nominate himself to the Finance Committee for 2024. Mark Straub seconded the motion and all voted in favor.

2024 Finance Committee members: Shon Smith (Chelan county); Andy Hover (Okanogan county)

2024 Executive Committee members: Mark Straub (Douglas county); Chuck Brushwood (Colville Confederated Tribes)

Approve 2024 Board Meeting dates: April 25; June 27; September 26; December 5

Approve 2024 Executive and Finance Committee meeting dates: April 10 (FC & EC); June 12 (FC & EC); September 11 (FC & EC); November 20 (FC & EC)

After discussing moving the December 12 Board meeting forward a week to December 5, the Board approved the proposed Board meeting dates for 2024.

The Board approved the proposed Finance and Executive Committee meeting dates for 2024 with the exception of the November 20, 2024 Executive Committee meeting, when Chair Brushwood has a schedule conflict. Gabby will reschedule November's EC meeting accordingly.

Cascade Orchard Irrigation Company, Icicle Creek – Funding status

Mike Kaputa from CCNRD updated the Board on the Icicle Creek Instream Flow Restoration project and the status of funding a cost increase. The project, located in lower Icicle Creek, will re-locate a diversion that Cascade Orchard Irrigation Company (COIC) previously shared with a fish hatchery; the fish hatchery has previously relocated its diversion. The diversion will increase instream flow to benefit summer steelhead, bull trout, and Spring chinook. While COIC owns and is responsible for the project, Chelan County will be managing all construction, and will turn the project back over to COIC once construction is completed. Not including design, the project will cost \$10 million; the total cost, with design, will be between \$20-\$25 million. Mike did not know the per acre assessment cost for the project.

Mike advised that Chelan County is still seeking funding for a project cost increase. BPA Programmatic funding is unavailable since it has already been fully allocated for FY24 and FY25. Chelan County is still exploring funding opportunities through BPA. The Board suggested looking at USDA for funding – Mike advised that he previously had conversations with USDA about infrastructure funding.

The project is scheduled for completion by April 2025.

Lunch

Approve and sign LGIP Resolution

The Board revisited authorizing investment in the Local Government Investment Pool.

The Board agreed that it would make most sense to designate the Board Chair to have signing authority for the LGIP authorization form, and that designating signing authority would be part of approving the

LGIP resolution. The signed form will require notarization which Amanda will organize for final execution of the resolution.

Mark Straub made a motion to approve signing of the Local Government Investment Pool Resolution. Chuck Brushwood seconded the motion and all approved.

Presentation – Reaching Beyond the Reach: Using Landscape Principles to Guide Largescale Restoration

- **Janine Castro, USFWS**

Biologist Janine Castro from USFWS presented to the Board on recent developments in using principles of habitat connectivity to aide in salmon recovery efforts.

Janine used the example of restoration efforts over many years in a segment of McCoy Creek in Oregon to illustrate how strategically addressing gaps in fish habitats along streams lead to better outcomes for fish passage. These principles can be applied to gaps in habitat connectivity in waterways in more urban areas. Implementing restoration projects that create steppingstones between sustainable habitats can create the potential for helping restore salmon populations more than improving habitat alone.

Presentation - Supporting diversity for ecosystems, species, and life stage in approaching stream restoration

- **Rebecca Flitcroft, USFS**

Biologist Rebecca Flitcroft from USFS presented to the Board on addressing shortcomings in salmon recovery efforts by using them to support naturally occurring sources of diversity in salmon biology and habitat.

While much of the work done for salmon recovery has been a one-size-fits-all approach to restoring habitat, or restores habitat in similar ways, salmon populations show a preference for variability in their habitat. Fish are highly adaptable and will take advantage of dynamic conditions in streams. Recovery efforts that create variability in habitat, both temporal and spatially, will be most successful in aiding in recovering salmon populations.

Public Questions and Comments

No public questions or comments.

Wrap-Up and Adjourn Meeting

Chair Brushwood thanked everyone for attending the meeting.

The meeting adjourned at 2:15 PM.

***The next Board Meeting is scheduled for April 25, 2024
Meeting location: Douglas County Transportation and Land Services Building.***