



UCSRB MEETING

Chelan County Commissioners Hearing Room
400 Douglas Street
Wenatchee, WA 98801

Thursday, December 13, 2018
10:00 AM – 3:00 PM

MEETING MINUTES

Board Members Present:

Andy Hover, Chair, Okanogan County
Doug England, Director, Chelan County
Lee Carlson (for Paul Ward), Yakama Nation

Staff Present:

Melody Kreimes, Executive Director
Shawn Hunstock, Finance Manager
Greer Maier, Science Program Manager
Pete Teigen, Natural Resources Coordinator
Sarah Walker, Natural Resource Program Manager
Tayna Russell, Program Assistant

Others Present: Char Schumacher, Okanogan County; Ally Lutes, Mike Kaputa, Chelan County Natural Resource Dept (CCNRD); Cody Gillan, Trout Unlimited; Steve Kolk, Bureau of Reclamation; Mike Cushman, Cascadia Conservation District (CCD) Kristen Kirkby & Jason Lundgren, Cascadia Columbia Fisheries Enhancement Group (CCFEG); Joe Connor, Corrie Veenstra, Bonneville Power Administration (BPA).

The meeting was called to order at 10:00 AM by Chair Andy Hover.

Welcome and Introductions

Chair Hover welcomed everyone to the meeting and asked for introductions.

1. Review September 27, 2018 UCSRB Draft Meeting Summary

Chair Hover asked for comments or additions to the September 27, 2018 UCSRB meeting summary and there were none.

Doug England made a motion to approve the September 27, 2018 UCSRB meeting summary as presented. Lee Carlson seconded the motion and all approved.

2. Partner Update: Bonneville Power Administration

Joe Connor introduced new BPA staff members, gave an overview of BPA's strategic plan through 2023, and discussed the goals of the Habitat Program. He also expressed appreciation for the ongoing partnership with UCSRB on the Upper Columbia Programmatic. A targeted solicitation for BPA funding for habitat projects was launched in October. RTT

reviewed and scored proposals on December 12 and final funding decisions will be made in early 2019. Joe expressed interest in the prioritization process and recommended the Board communicate to the RTT importance of this effort being completed as soon as possible. BPA is willing to support the prioritization effort if needed. With the transitions underway at BPA, and shifting roles and responsibility, BPA hopes to strengthen its relationship with UCSRB, and to improve funding coordination.

Chair Hover gave an update on the Orca Recovery Task Force and mentioned the recommendation of increasing gas caps to allow more spill, which has the potential to reduce BPA revenues and decrease Habitat Program funding. Chair Hover stressed a need to reach out to the Dept. of Ecology (DOE) and request that they consult with tribes and counties before making decisions that might have a detrimental impact on regional recovery efforts. Commissioner England asked Chair Hover if it would be good to have a formal letter to DOE on record. Melody Kreimes recommended finding out if there has been an analysis done to determine whether the spill was effective. The Board agreed and asked staff to follow up on having a presentation on the results of the 2018 spill experiment. Joe offered to follow up with Chair Hover on studies to find out the potential impacts of increased spill.

3. Regional Outreach Efforts

Kristen Kirkby gave an overview of the Okanogan County outreach done in 2018 through the competitive grants offered by the UCSRB. Much of the UCSRB funding has been used to get kids involved in salmon recovery and to develop a watershed film. Methow Salmon Recovery Foundation (MSRF) also created the Methow Habitat Restoration Guide, which gets shared at many public events. UCSRB funding also supported a speaker series called, "The Columbia Rolls On" in Okanogan and Cashmere. Kristen closed with a video made by CCFEG in collaboration with MSRF regarding the decline in fish populations and some of the causes, as well as recovery efforts underway.

Mike Kaputa introduced CCNRD's new habitat program manager, Ally Lutes who will be the point of communication and manage the contracts with UCSRB. and gave a presentation on Chelan County's Lead Entity Outreach. He explained the process by which they update their outreach plan each year and then displayed a community map of sub-watersheds showing where community meetings are held every other year. Mike said the main goal of the meetings is to develop relationships with the communities where salmon projects are being implemented. Handouts, posters and community action plans are also developed during alternating years. Mike reviewed the Wenatchee Habitat Report and the Wenatchee Riparian Prioritization. Chair Hover asked where the priorities come from and Mike clarified they come from the RTT's Biological Strategy.

Melody mentioned that numerous partners have expressed interest in a competitive grant for outreach in Chelan County, similar to that in Okanogan County, and is interested in hearing from partners what more the UCSRB can do to address outreach needs in the region, as there is limited funding for this important work. Chair Hover responded that Okanogan county doesn't have the staff to do outreach in the same way as Chelan County and recommended that for now we continue funding outreach the same way.

4. Finances & Operations

Shawn Hunstock reviewed a proposed UCSRB FY2019 budget amendment based on an overall increase of \$15,000 in funding provided by the Bonneville Environmental Foundation

(BEF). Melody recommends that with additional funding, an additional \$12,000 be contracted to Tracy Hillman to support the RTT's prioritization effort, and that \$3,000 go to the operating reserve.

Doug England made a motion to approve the proposed UCSRB FY2019 Budget Amendment. Lee Carlson seconded the motion and all approved.

Shawn briefly reviewed the budget to actuals and the income and expense report for the quarter. New items include the previously mentioned BEF funding and the income from the new DNR contract. Shawn then reviewed the Contract Amendment for BioAnalysts, Inc. adding the additional \$12,000 to the existing contract through June 2019.

Doug England made a motion to approve the Contract Amendment for BioAnalysts, Inc. Lee Carlson seconded the motion and all approved.

Shawn then reviewed the RCO Contract Amendment to carry forward \$ 69,766.93 in funds from the previous grant due to the 7-month delay in the state capital budget.

Doug England made a motion to approve the RCO Contract Amendment. Lee Carlson seconded the motion and all approved.

Shawn reviewed the FY2019 BPA administrative contract for \$116,530.

Lee Carlson made a motion to approve the FY2019 BPA Contract. Doug England seconded the motion and all approved.

Shawn reviewed the Chelan County outreach contract and asked Chair Hover how he wanted to handle the lack of a quorum if Commissioner England recused himself. Chair Hover discussed with the Board members and all agreed to proceed with the vote, including Commissioner England. Melody also asked the Board to consider what the start date for the contract should be, as typically it is July 1, but the Board has been awaiting completion and distribution of the Habitat Report and Riparian Prioritization, paid for with outreach funds in 2016 but only recently delivered. Melody clarified that we typically don't backdate a contract six months. The Board decided to use the July 1st start date.

Lee Carlson made a motion to approve the Chelan County Outreach Contract backdating to July 1st, Doug England seconded the motion and all approved.

Shawn then reviewed the three contracts for WAT coordination for MSRF, CCNRD and CCD.

Doug England made a motion to approve the Methow Salmon Recovery Foundation Watershed Action Team Contract. Lee Carlson seconded the motion and all approved.

Doug England made a motion to approve the Cascadia Conservation District Watershed Action Team Contract. Lee Carlson seconded the motion and all approved.

Lee Carlson made a motion to approve the Chelan County Natural Resources Department Watershed Action Team Contract. Doug England seconded the motion and all approved.

Melody reviewed the North Cascades Bank Agreement revision to add Tayna Russell as a signatory, explaining that we haven't had a second staff signatory since the Operations

Manager position was eliminated. With Melody's upcoming AgForestry trip, it is prudent to have a second signatory in the office.

Doug England made a motion to approve the new bank signatory. Lee Carlson seconded the motion and all approved.

Melody went over the Public Employees Benefits Board (PEBB) benefits plan and explained that deductibles and out-of-pocket maximums have increased significantly for employees in the current Premiera plan. PEBB offers the same coverage with almost half the costs to employees. Melody informed the Board that it would be a total of \$441 more per month to offer PEBB coverage for health, dental, long-term disability and life insurance, which is within the benefits budget line item. From initial review and conversations with the WA Health Care Authority, UCSRB is eligible to receive PEBB, but we need to apply to receive final determination.

Doug England made a motion to approve the Resolution and Attestation to apply for the Public Employees Benefits Board (PEBB) Program. Lee Carlson seconded the motion and all approved.

5. Integrated Recovery Background Summary

Greer gave an update on the Hydropower Background Summary. The Integrated Recovery Technical Advisory Group (IRTAG) and other organizations recently commented on the Background Summary. Partners have asked for more time to review and comment on the Draft document, and the Chair Hover agreed to extend the date to the February Board meeting for adopting the Summary. Melody thanked Lance and the rest of the partners for all their help with the Background Summary. Lance expressed appreciation for moving the timeline to February. Greer then briefly talked about getting started on the Harvest Background Summary. She said she created a working outline which shows how the information will be organized, and is in the process of inviting hatchery experts to participate in the IRTAG. The outline is organized into ocean fisheries, lower fisheries, and terminal fisheries. Capturing where catch is reported is key, but Greer stressed the importance of keeping it delineated. Melody thanked Yakama Nation for their continued support. The draft Harvest Summary should be undergoing review in mid-2019.

6. Public Comments

After the working lunch, Chair Hover welcomed a community member to make a public comment. Will (last name not captured) distributed photos and an old newspaper article about erosion on his property in Douglas County near the Columbia River. 17 years ago, Will built a ditch with a retaining pond, but the hillside began to slough toward the Columbia River shoreline. As a result, Will is now having to deal with water from the County flooding his property and causing erosion. Chair Hover asked Will what he was looking for from the UCSRB. Will asked the Board to put the issue on the agenda for the next meeting in February 2019 to discuss the problems there. Chair Hover thanked Will for the information.

7. Orca Task Force Recommendations

Chair Hover said there were 35 recommendations from the Orca Task Force. Enhancing penalties for shoreline violations and prioritizing barrier removal in 2020 were 2 notable recommendations. Chair Hover said counties should align their barrier removal prioritizations

with the Dept of Transportation prioritization lists. Greer pointed out that the same WA Dept of Fish and Wildlife data were used for both the DOT's list and the regional barrier prioritization, so they should be aligned.

8. 2018 SRFB Grant Round

Pete Teigen gave an overview of the past year's SRFB grant round process and discussed some of the changes to project funding that occurred, such as a project of concern for a monitoring proposal, and an amendment for a 2016 project that couldn't be implemented. Pete then quickly went over the end of year SRFB debrief feedback. Pete stressed that he is trying to engage with different groups to improve the process. Lee Carlson brought up the idea of just funding the highest biological benefit projects, rather than trying to be equitable among the two counties. Melody mentioned that this has been discussed with the Citizen Advisory Committees for the past two years, and they prefer to continue allocating and funding projects generally equitably in the two counties.

Pete then discussed the SRFB LEAN Study recommendations, which the SRFB approved. The study proposes to shorten the grant round starting in 2020, with the final lists due two months earlier. Pete is discussing with RTT and WATs these upcoming adjustments to the regional timeline. Melody thanked Pete for doing a great job this year stepping into the Lead Entity Coordinator role. She also discussed that David Trout's term as SRFB member has expired, and the new Chair is Phil Rockefeller.

9. 2018 Annual Business Meeting

Melody went over the revisions to the UCSRB Personnel Manual. Lee Carlson suggested removing the term "vacation" from the manual and just using "annual" leave. Chair Hover recommended more clarification of the language around maintaining insurance for staff on unpaid leave. Lee recommended the Personnel Manual define what is a "leave of absence" what is "unpaid leave". Chair Hover recommended always using the term "may" in place of "will". Melody will make these revisions and bring the changes back to the Board for approval at the February meeting.

Shawn went over the Accounting Manual revisions with the group. Chair Hover asked Shawn to clarify that the same \$5,000 increase (from \$700) would be made to capital assets and fixed assets. Shawn requested that the motion specifically reference that changes to the Accounting manual take effect January 1st to maintain consistent procedures through the end of the 2018 calendar year.

Doug England made a motion to approve the revised UCSRB Accounting Manual with the above recommended corrections. Lee Carlson seconded the motion and all approved.

Melody went over the proposed revisions to the Operations Manual based on her review of the applicable RCWs, which changed in 2013. Chair Hover proposed changing the \$50,000 to \$25,000 because he doesn't think \$50,000 follows state guidelines. Chair Hover asked Melody to check with Okanogan County Planning Director about the RCWs that they follow. Melody agreed to do so, but mentioned the County is likely following the RCWs related to public works, which are applicable to UCSRBs contracting. Melody will conduct the follow up and bring the proposed revisions to the Operations Manual to the Board again in February for approval.

Melody reviewed the 2019 holiday and meeting schedules with the Board for approval.

Doug England made a motion to approve the 2019 UCSRB Holiday Schedule. Lee Carlson seconded the motion and all approved.

Lee Carlson made a motion to approve the 2019 UCSRB Meeting Schedule. Doug England seconded the motion and all approved.

Melody reviewed proposed changes to the Bylaws recommended by the Executive Committee. Andy requested that the Bylaws be changed to say that instead of December, we elect officers at the “first regularly scheduled meeting of the year” and leave the “annual business meeting shall be held in December as is.”

Doug made a motion to approve the revisions to the UCSRB Bylaws, as changed. Lee seconded the motion and all approved.

Adjourn Meeting

Chair Hover thanked everyone for attending and adjourned the meeting at 3 pm.

Summary of Motions

Doug England made a motion to approve the September 27, 2018 UCSRB meeting summary as presented. Lee Carlson seconded the motion and all approved.

Doug England made a motion to approve the proposed UCSRB FY2019 Budget Amendment. Lee Carlson seconded the motion and all approved.

Doug England made a motion to approve the Contract Amendment for BioAnalysts, Inc. Lee Carlson seconded the motion and all approved.

Doug England made a motion to approve the RCO Contract Amendment. Lee Carlson seconded the motion and all approved.

Lee Carlson made a motion to approve the FY2019 BPA Contract. Doug England seconded the motion and all approved.

Lee Carlson made a motion to approve the Chelan County Outreach Contract backdating to July 1st, 2018. Doug England seconded the motion and all approved.

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Lee Carlson made a motion to approve the Chelan County Natural Resources Department Watershed Action Team Contract. Doug England seconded the motion and all approved.

Doug England made a motion to approve the new bank signatory. Lee Carlson seconded the motion and all approved.

Doug England made a motion to approve the Resolution and Attestation to apply for the Public Employees Benefits Board (PEBB) Program. Lee Carlson seconded the motion and all approved.

Doug England made a motion to approve the revised UCSRB Accounting Manual with the above recommended corrections. Lee Carlson seconded the motion and all approved.

Doug England made a motion to approve the 2019 UCSRB Holiday Schedule. Lee Carlson seconded the motion and all approved.

Lee Carlson made a motion to approve the 2019 UCSRB Meeting Schedule. Doug England seconded the motion and all approved.

Doug made a motion to approve the revisions to the UCSRB Bylaws, as changed. Lee seconded the motion and all approved.