

**UPPER COLUMBIA SALMON RECOVERY BOARD**  
**DRAFT MEETING MINUTES**  
**October 10, 2019**

**Board Members Present:** Chuck Brushwood, Chair, Colville Confederated Tribes; Doug England, Vice Chair, Chelan County; Andy Hover, Okanogan County; Marc Straub, Douglas County

**Staff Present:** Melody Kreimes, Caitlin Vanderpool, Pete Teigen, Sarah Walker, Greer Maier, Barb Carrillo

Other Participants: Graham Simon, WDFW; Char Schumacher, Okanogan County; Hilary Tanneberg, Moss Adams; Erik Neatherlin, GSRO; Robert Warren & Bill Towey, Bonneville Environmental Foundation.

The meeting was called to order at 9:03 AM by Chair Brushwood.

**Welcome and Introductions**

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

**1. UCSRB June 20, 2019 Meeting Summary**

Chair Brushwood asked for comments or revisions to the June 20, 2019 UCSRB meeting summary. No comments or revisions were offered, and the minutes were approved.

*Commissioner Straub made a motion to approve the June 20, 2019 UCSRB meeting summary. Doug England seconded the motion and all approved.*

**2. Financial Operations**

Hilary Tanneberg, Moss Adams' Audit Manager, described the change to the scope of the audit required when Moss Adams was notified by Melody Kreimes & Shawn Hunstock of an error in the Schedule of Expenditure of Federal Awards (SEFA). There were state funded expenditures were improperly included as federal in the SEFA. Once these state expenditures were removed from the SEFA, a single audit was no longer required as federal expenditures were below the \$750,000 threshold. Melody explained the circumstances surround this error. Fiscal year 2018 was the year in which the WA legislature did not pass a capital budget for several months, and RCO was issuing quarterly funding to UCSRB, some of which was federal and some state funds. The only distinction between federal and state dollars in the RCO agreements and amendments are the letters "ST" and "FED" so it can be challenging to track. At the same time, UCSRB was transitioning to a new finance manager. A new internal control has been proposed in the accounting manual, which will be reviewed and approved at the UCSRB annual business meeting in December 2019, to have the Executive Director review the SEFA after the Finance Manager drafts it and before the auditors are engaged. Hilary stated that she believes this new internal control will address this issue and avoid any such errors in the future.

Moss Adams is also recommending all UCSRB journal entries made by the Finance Manager receive secondary review. Melody reported that many of these journal entries are reviewed when the Program Assistant reconciles UCSRB bank statements each month and the Executive Director signs off on such reconciliations. In terms of additional internal controls, Melody proposes the Finance Manager prints monthly income and expenses reports for each grant for review by the Executive Director (currently this occurs quarterly for Board meetings). The Finance Manager will also print remaining balances (where available) for reimbursable grants, which will be reconciled against UCSRB vouchers that are submitted

approximately monthly. Proposed internal controls will be described in a revision to the UCSRB Accounting Manual, which will be reviewed and approved by the Board at its December 2019 business meeting. Hilary noted that additional internal controls are only recommendations, and that some small organizations with few staff are unable to fully implement them. It is her opinion that the internal controls being proposed should be adequate.

*Commissioner England made a motion to adopt the 2018 audited financial statements and Commissioner Straub seconded the motion and all approved.*

Melody provided an overview of new The Nature Conservancy (TNC) income contract totaling \$15,368.00. Commissioner Straub asked about deliverables and whether this work is a continuation of existing work. Melody described that this work was very similar to and aligned with the UCSRB's existing work to facilitate the North Central Washington Forest Health Collaborative (NCWFHC), only includes engagement of members of the Tapash Collaborative in a joint effort with NCWFHC.

*Commissioner England made a motion to approve the TNC contract and Commissioner Straub seconded the motion and all approved.*

Melody reviewed that the UCSRB-CCNRD WAT Coordination contract which calls for the WAT leads to annually coordinate updates to the Habitat Work Schedule and work with sponsors to update and QA/QC project information. CCNRD communicated to the UCSRB that this was no longer an appropriate task for the Wenatchee WAT and requested UCSRB staff complete this task directly with sponsors. UCSRB staff did complete this task in the Wenatchee subbasin, and Melody and the CCNRD Director discussed reducing the Wenatchee WAT contract budget by 10%, accordingly. CCNRD requested an amended scope and budget to reflect this change. Commissioner Straub asked about how 10% reduction amount was determined; it was based on what was billed last July and what is typically spent by other WATs in the region under their contracts.

*Commissioner Hover made a motion to approve the CCNRD contract amendment and Commissioner Straub seconded the motion and all approved.*

Caitlin Vanderpool, the new UCSRB Finance Manager, provide an overview of the budget to actuals. Budget items are falling within anticipated percentage complete (at approximately 25% through budget year) and payroll, contracts, and indirect expenses are on track.

Commissioner Hover asked about the Dues and Subscriptions overage. Caitlin explained new firewall software, resulting in the \$550 expense up front, earlier in the year.

Melody reviewed additional revenue reflected in the UCSRB FY20 budget amendment. This includes contract received from the Office of Columbia River (OCR) for Phase III of the Snow2Flow Model, from TNC for facilitation of the Joint NCWFHC/Tapash Task Force, and from RCO for FY2020 Regional Admin and Lead Entity. Commissioner Hover asked what Snow2Flow Phase III would produce. Melody described it will produce a calibrated model for the entire Upper Columbia region (except for the Okanogan) and upgrades to the user-interface based on feedback received on Phase II. Contractors will evaluate how the tool can be adapted for the Okanogan as part of Phase III; current challenges include lack of precipitation data.

The proposed budget amendment includes replacement of the program assistant position, which has been vacant since June, and additional staff/contractors for the OCR Phase III work (an approximate 1.25 FTE increase in personnel). Caitlyn provided a break-down of the funds among the different UCSRB contracts. Melody indicated that another budget amendment may be required later this year depending on the outcomes of FY20 contract negotiations underway with BPA currently.

*Commissioner Straub made a motion to approve the amended budget, Doug England seconded the motion and all approved.*

Tayna Russell, former Program Assistant, was signatory on the UCSRB account when Melody was in Ecuador earlier this year. As she resigned in June, she needs to be removed from the account.

*Commissioner Hover made a motion to remove Tayna Russell as a signatory on the UCSRB's NCNB bank account, Commissioner England seconded the motion and all approved.*

### **3. 2018 Annual Report and Implementation Schedule**

Greer Maier reviewed the purpose of the Implementation Schedule, which is to report to NOAA annually on regional efforts toward salmon habitat restoration. Additionally, UCSRB summarizes (and submits to NOAA) fish and habitat data such as stream flow, adult returns, and the previous-delayed effects of the warmer-water ocean "Blob," as well as information about the type and number of projects that were implemented in 2018. Greer asked the Board to provide feedback on any other annual statistics they would like to see reported. None were recommended at this point.

*Commissioner Straub made a motion to approve the 2018 Annual Report and Implementation Schedule and submittal to NOAA, Commissioner England seconded the motion and all approved.*

### **4. SRFB Grant Round for 2019 & 2020**

Pete Teigen provided an overview of the RTT and Citizen's Advisory Committee (CAC) process for development of the 2019 prioritized regional list, which was submitted to the SRFB in September. This year, the Lower Columbia Fish Recovery Board was not able to allocate all of its funds, thus included one of Upper Columbia projects on its list for funding (the CAC recommended Monitor Side Channel. Pete answered clarifying questions from Commissioner Straub about how RTT and CAC ranking works and considerations that contribute to the final ranking. Commissioner Hover asked about the relationship between the Methow EDT model and potential overlap with the Methow Reach Assessment. They are complementary efforts that involve data at different spatial scales. Commissioner England asked about the two projects the CAC moved up on the funding list and why RTT had ranked them lower. The EDT assessment was challenging for the RTT to score because it is neither a true assessment nor a design proposal. The Fuller Side-Channel proposal was ranked lower by the RTT because it is not within a current priority area and the RTT was uncertain of the outcome in terms of the biological benefit. It was also scored as a restoration project. Also, the RTT does not include social considerations, whereas the CAC does.

Pete reviewed 2019-2020 Lead Entity outreach contracts that were awarded in Okanogan County. He also reviewed the draft 2020 SRFB schedule, with notable timeline changes including earlier tours

(March), an earlier due date for sponsors to have complete draft applications to RCO (April), and earlier RTT scoring (June).

Based on the recent LEAN study, SRFB is asking Lead Entities to produce planned project forecast lists for 2021 and 2022 so RCO staff can demonstrate to state legislature the enormous funding need for salmon habitat restoration. UCSRB has communicated to RCO a variety of concerns raised by UC partners re: the development of such a list, most notably that sponsors do not want to be restricted to submitting proposals only for projects that are on the 2021-22 list, as they need to be able to be opportunistic as socioeconomic factors change (e.g. landowner willingness). Erik Neatherlin, Governor's Salmon Recovery Office (GSRO), noted that there has been an increase in funding requests to the legislature. This is an opportunity to communicate to the legislature about need and having a credible list (although not "vetted" by RTT, CAC) is a valuable tool to communicate what the biennial funding need is. Erik and Wendy Brown will be working during this legislative session on sharing this information. It could be useful for UCSRB to communicate its perspective to the WA legislature as well. The Directors expressed concerns about the legislature misunderstanding the list and assuming the 2021-22 list represents a full or total amount of funding needed. The Board also discussed whether sponsors had the capacity to implement all of the potential planned forecasted projects, should legislature significantly increase funding.

Commissioner Hover suggested that it would be valuable to message how proposed projects relate to the current prioritization framework, as well as to Okanogan County (WRIA 49) water conservation initiatives that are underway through the watershed planning process there.

*Commissioner Hover made a motion to approve the amended 2020 SRFB process, Commissioner Straub seconded the motion and all approved.*

## **5. Partnership with Recreation and Conservation Office**

Erik, GSRO, discussed his goals to strengthen partnerships, deepen collaboration, increase others' understanding of priorities and support for the region, and strengthen connection between all of the regions and what the RCO does in Olympia. As the GSRO is no longer under the Office of the Governor, staff no longer work directly with the Tribes. Regardless, Erik is working hard to maintain and strengthen those relationships.

Erik discussed options for the UCSRB to share its message over the next year during key points of engagement with legislators and others. A tour with the WA Office of Financial Management and Board members would be powerful, perhaps in the spring.

The RCO is initiating a process to update its Statewide Strategy to Recover Salmon, and RCO's consultant has been engaging with tribal chairs and resource directors prior to working more broadly with partners on this update, which will incorporate additional recovery plans, climate change info, new commitments between agencies, tribes, etc. since the Strategy was drafted 20 years ago. The goal is to complete the Strategy update by Dec. 2020.

The Orca Task Force, composed of 45 members, recently adopted recommendations that will be out for public review and comment in late fall. The recommendations include more explicit work to increase northern pike suppression with funding that would come through the RCO and go to partner entities to

support their efforts, and recommendations for when the Task Force sunsets – the Governor will select from one of four options.

## **6. Northwest Power & Conservation Council Fish & Wildlife Program Amendment/Staff Addendum**

Sarah Walker presented an overview of the NPCC Fish & Wildlife program amendment process that was initiated in 2017 to update the 2014 Program. NPCC received a wide-range of recommendations that aligned with previously expressed Board interests and comments. An NPCC Staff Addendum was then drafted with recommendations for enhancing the 2014 F&W Program moving forward. Comments on the Staff Addendum are due Oct. 18<sup>th</sup>. The Board asked Sarah to:

1. forward to Directors a link to the draft NPCC Staff Addendum for the Board to review in more detail,
2. email to Directors by Monday, Oct. 14<sup>th</sup> a draft UCSRB comment letter for full Board review, and
3. Directors will reply to all on email list their revisions to and approval of, if supported, the draft UCSRB comment letter.
4. Melody will contact Paul Ward, Yakama Nation, re: above steps as they were unable to participate at the Board meeting.

*Commissioner Hover made a motion to approve staff drafting a letter for Board consideration, Commissioner England seconded the motion and all approved.*

## **7. Public Questions and Comments**

There were no public questions or comments.

## **8. Regional Check-In on Recovery Plan Implementation Process**

Robert Warren from Bonneville Environmental Foundation (BEF) provided background on his role and the organization, and introduced Bill Towey, BEF board member, who worked to develop the backbone of the Model Watershed Program. The new partnership between BEF-UCSRB will allow the Upper Columbia's experience with implementing a Recovery Plan to frame what the next decades will look like and facilitate cross-basin learning with other watershed groups.

Melody described the UCSRB-BEF five-year Memorandum of Understanding, with the first year focused on a regional "process check-in" to evaluate progress on Recovery Plan implementation, reflect on what partners have learned, and what improvements can be made. Year-one also includes BEF support for the RTT's prioritization effort. Melody walked through the Year-One Workplan (October 2019-September 2020), timeline, scope and deliverables. BEF funding can be used for UCSRB personnel or, if needed, contracted support. The Board agreed that the draft Workplan looks good and looks forward to engaging.

*Commissioner Hover made a motion to approve the Regional Evaluation Year-One Workplan, Commissioner Straub seconded the motion and all approved.*

## **9. Regional Monitoring Update**

Greer discussed the RTT's Monitoring and Data Management Committee (MaDMC) efforts to update the Monitoring and Evaluation Plan (Recovery Plan Appendix P). The goal is to have an updated Appendix P that can be used to engage with potential funders of monitoring, such as BPA, NPCC, NOAA and SRFB, to help align broader monitoring efforts with those that can benefit the UC in moving toward recovery. The Columbia Basin RM&E Draft Strategy was recently released, which indicates what monitoring activities

BPA may consider funding, tied to the new Biological Opinion. BPA is visiting the region this fall (date TBD) to roll-out their Draft RM&E Strategy. Commissioner Straub asked if the method of tying data gaps to delisting goals was being used elsewhere. Greer was unsure but based on conversations with others, feels that the UC region is leading on this type of effort, due in large part to long-term work of MaDMC. It is important to advocate for recovery monitoring funding, as so little is available, or focused on different goals and objectives than recovering listed salmonids. Habitat status and trends monitoring is a key need in the region that helps us understand if we are making progress toward recovery.

#### **10. Fish Barrier Removal Board Watershed Pathway Regional Process**

Greer provided an overview of the WDFW Brian Abbott Fish Barrier Removal Board's (FBRB) Watershed Pathway grant eligibility and criteria. Commissioner England asked whether any weight was given based on ownership of the culvert (private, state, county). Greer noted FBRB did not consider this as part of their scoring, and that FBRB funds cannot be used on federal lands. The OOWNF Integrated 5-year Plan is the best vehicle for identifying barriers on federal lands. Omak Creek in Okanogan County was the designated priority watershed during the last two biennia, and to-date, all eligible barriers in that area have been addressed. The proposed regional process for selection of a new priority watershed was reviewed, to include: 1) the RTT Barrier Workgroup reviews FBRB criteria and determines eligible and recommends priority watersheds; 2) UCSRB staff distribute the RTT Workgroup's recommended watershed(s) to the WATs and IT for input; 3) RTT reviews all input and selects a priority watershed; and 4) UCSRB Directors review all of the information from the Workgroup, regional input received and the RTT selected watershed, and submits a proposed priority watershed to the FBRB for consideration. Commissioner Hover noted it would be necessary to have complete documentation of each step and staff agreed.

*Commissioner Hover made a motion to approve the FBRB regional process for designating a priority watershed, as discussed today, Commissioner England seconded the motion and all approved.*

#### **11. Executive Session with Executive Director**

##### **Wrap-up and Adjourn Meeting**

Chair Brushwood adjourned to a personnel related executive session at 2:00 p.m.

Chair Brushwood adjourned the meeting at 2:30 p.m.