

UPPER COLUMBIA SALMON RECOVERY BOARD
DRAFT MEETING MINUTES
December 12, 2019

Board Members Present: Chuck Brushwood, Chair, Colville Tribes; Doug England, Vice Chair, Chelan County; Paul Ward, Yakama Nation; Andy Hover, Okanogan County

Staff Present: Melody Kreimes, Sarah Walker, Caitlin Vanderpool, Alicia Meier, Pete Teigen (via phone)

Others Present: Casey Baldwin (CCT), Chad Jackson(WDFW), McClain Johnson (WDFW), Robyn Pepin (Aspect Consulting), Jeremy Cram (WDFW), Carmen Andonaegui (WDFW), Jason Lundgren (CCFEG), Aaron Rosenblum (CCFEG), Mike Kaputa (CCNRDD)

The meeting was called to order at 10:08 AM by Chair Chuck Brushwood.

Welcome and Introductions

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

1. Regular Business

Chair Brushwood asked for comments or revisions to the October 10, 2019 UCSRB meeting summary. No comments or revisions were offered, and the minutes were approved.

Commissioner England made a motion to approve the October 10, 2019 UCSRB meeting summary. Commissioner Hover seconded the motion and all approved.

2. Finance and Operations

Melody Kreimes reviewed the Snow2Flow contract and scope of work with Ecotrust that was approved by the Executive Committee on November 21, 2019. The annual budget for the contract is \$123,160 and will run through June 2021. The work will enhance user experience, decrease uncertainties, and improve accuracy of scenario outcomes. Commissioner England asked who the data and results are for. Melody responded that the model is for anyone to use and will be on our website.

Commissioner Hover wanted to make sure all counties are notified the Snow2Flow model is available to be used.

Commissioner Hover made a motion to approve the Ecotrust contract. Commissioner England seconded the motion and all approved.

Melody provided an overview of the two income contracts approved by the Executive Committee on November 21, 2019. The two contracts include: BPA contract for \$226,867 and RCO contract for \$556,384. Caitlin Vanderpool discussed the budget amendment with the addition of \$87,201. This money would be allocated to partners such as RTT for travel and contract support, new contract services as well as new hydrologist personnel. Commissioner Hover asked about where the difference of \$8,711 will go. Caitlin responded that it would stay in operating reserve until the funding is needed.

Commissioner England made a motion to approve the revised UCSRB FY2020 Budget. Commissioner Hover seconded the motion and all approved.

Melody reviewed the existing \$75,000 line of credit that UCSRB maintains for cash flow. The line of credit has not been used in two years; however, it is available in case of cash flow issues. Melody thought this could be something UCSRB could drop in the future as our reserves build up. Commissioner Hover asked where the interest payment comes from. Melody clarified that the interest payments, which have totaled approximately \$15, come from grant funding under our indirect expenses.

Commissioner Hover made a motion to maintain the \$75,000 line of credit. Commissioner England seconded the motion and all approved.

Melody provided an overview of UCSRB's existing credit card and how it is working. UCSRB has a single credit card with Melody Kreimes and UCSRB name on it. This one credit card is locked in a file cabinet in the Finance Managers office and is then checked out when needed for purchasing supplies or traveling. Melody recommended UCSRB apply for a new State of Washington NASPO Program credit card with a limit of \$2,500 per card for 6 staff cards. The new credit card would allow for the removal of Melody Kreimes' personal name from the UCSRB credit card (and any potential liability or impact to her credit), and this would also allow staff to have their own credit card when traveling for work (instead of getting reimbursed for use of personal credit cards). Chair Brushwood and Commissioner Hover expressed concerns pertaining to internal controls to protect UCSRB from fraudulent use and potential fees incurred if card is abused by staff.

Melody described UCSRB's current internal controls for the UCSRB credit card, which would remain the same and which are documented in the Accounting Manual. If card is lost credit card company would be notified and card would be cancelled. Chair Brushwood wanted to ensure that each card would have an individual limit so one card could incur the maximum UCSRB limit. Commissioner Hover stated the Board does not have the funds to cover potential abuse of credit cards. Chair Brushwood suggested we address the following details of the new NASPO credit card application and make any needed updates to the Accounting Policies and Procedures Manual:

1. Confirm \$2,500 per card credit limit.
2. Best practices for checking out credit card policy or procedure, and document in the Accounting Manual (if not already there).

All Board of Directors' agreed to pursue credit cards that allow Melody's name/credit to be disconnected from the UCSRB credit card. Once the two points above are addressed by the Executive Committee, the Board delegated to the Executive Committee final approval of the NASPO application, as well as any needed changes to the Accounting Manual.

Commissioner Hover made a motion to delegate to the Executive Committee approval of the NASPO credit card application and making and approving any related revisions to the Accounting Manual. Commissioner England seconded the motion and all approved.

Caitlin gave an overview of the budget to actuals. Budget items are falling within anticipated percentage complete (at approximately 32% through budget year). Our copier service expense is down by 40% due to a missing invoice from August but overall printing costs are down due to conservation measures. The unspent balance on Yakima Nation is \$7,059.57, BPA is \$12,095.86, RCO-

LE grant is \$91,493.22. Our intern grant has been fully utilized and our new grants are approximately \$32,000.

3. Fish Barrier Removal Board (FBRB) Watershed Pathway

Melody gave a brief overview of the RTT's recommendations for new priority watersheds for the FBRB, which were developed using Steps 1-3 approved by the UCSRB Board on October 10, 2019. The RTT's Barrier Workgroup met on November 8th to review the FBRB's criteria for the Watershed Pathway grant and existing information on barriers and fish use/potential for various watersheds (HUC10s) within each subbasin. RTT Barrier Workgroup recommendations went out to the WATs and IT for review and comments. The full RTT reviewed all comments at its December 11, 2019 meeting then finalized its recommendation for the Wenatchee Mainstem HUC 10 as the new priority watershed.

Casey Baldwin discussed the RTT priority watershed candidates in context of the FBRB's criteria. In the Wenatchee Mainstem, Beaver Creek was selected as the priority creek due to having the lowest barriers within the watershed as well as receiving the highest score from the RTT Assessment Unit Prioritization, which considered habitat quality, quantity, fish use, and restoration potential. Details of all the stream candidates are show in the December 5, 2019 UCSRB Decision Memo Table FBRB Candidate Priority Watersheds 2019.

Melody noted that DFW would be meeting next week to consider the UCSRB Decision Memo on FBRB Watershed Pathway Priority Watershed. The UCSRB approved the recommendation of the RTT for the priority watershed for the next biennium.

Commissioner Hover made a motion to approve the RTT recommended Wenatchee Mainstem HUC 10 Beaver Creek as the FBRB priority watershed. Commissioner England seconded the motion and all approved.

4. 2019 Fish Returns and Ocean Conditions

Chad Jackson and McLain Johnson with Washington Department of Fish and Wildlife (WDFW) presented on the *Upper Columbia River Salmon and Steelhead Returns, Harvest Summaries and Other Information*. Presentation available [here](#) for one year, December 2020. Paul Ward noted all stocks have similar patterns in response to warm ocean water "blob." The habitat work we've done over the past 20 years may be buffering UC stocks from having even lower returns given current warm ocean conditions.

5. Public questions or comments. None

6. RTT Prioritization Effort

Robyn Pepin with Aspect Consulting and Jeremy Cram with WDFW presented the results of Step 1 of the *Habitat Prioritization Strategy*. [Step 1 Results available here.](#)

7. Bonneville Power Administration (BPA) 2020 Statement of Work

Sarah Walker discussed new BPA support for the RTT prioritization effort, including for consulting services for the RTT subgroup's work and Aspect Consulting GIS support, to expedite the RTT's

completion of Step 2 by June 2020. BPA FY20 program funds of approximately \$1.5 million will align with RTT Prioritization – Step 1 results.

8. Regional Process Evaluation

Melody discussed initial partner feedback on year-one workplan and hopes to receive similar input from the UCSRB Directors today. Thus far, suggestions are to:

- Keep it efficient
- Focus high-level for this first year
- ask the right questions
- identify challenges to Recovery Plan implementation (e.g. lack of funding or landowner support, is science directing us to right projects)
- ask how much time is spent on these challenges
- query re: effectiveness of coordination among partners and project sponsors
- explore potential impacts of hatcheries on wild fish.

UCSRB Directors input:

- Focus on all the H's (habitat, harvest, hatcheries, and hydro)
- Knowing the challenges of focusing on harvest, hatcheries, and hydro, identify where interests of counties and tribes intersect
- What is a positive and productive way to work with the Forest Service to develop a better work environment? Using the UCSRB Directors as a bridge to positive improvements.
- Encourage counties and tribes to reach out to Regional Forester with opportunities that exist for getting project dollars on the ground.
- Possible need for a policy analyst/advisor to integrate science and socioeconomics.
- Focus on messaging and a positive spin to integrate hard discussions like harvest and the focus of other projects that contribute to healthier water. Not always about fish.
- Look at transportation barriers and how they impact flood plains by using GIS analysis.
- Research additional Federal and State funding opportunities not being applied for in region.
- Expand partnerships with University of Washington
- In terms of recovery effort how do we reach those who have a stake but have not been reached.

9. North Central Washington Forest Health Collaborative (NCWFHC)

Melody gave a brief overview of the Mission Project lawsuit in the Methow that is being litigated by an environmental group from Montana. UCSRB does not have the capacity to intervene, but the NCWFHC is actively considering seeking amicus participation and UCSRB staff will continue facilitating that discussion.

Melody gave an update on the status of ongoing facilitation with NCWFHC. Many partners are getting frustrated with lack of progress, particularly the timber industry. Staff value feedback from the Directors re: whether or not the amount UCSRB has spent since 2013 (\$850,000) to staff the NCWFHC been beneficial? Do we want to continue serving as facilitator of NCWFHC? Directors discussed not wanting to walk away from this role at this time due to the importance of restoration on OWNF lands to Recovery Plan implementation. It was suggested we might have the Board engage more with the USFS at Regional level (continuing our engagement with USDA-USFS in DC), and perhaps better leverage DNR as a key partner in accelerating restoration on OWNF lands. It would

also be a good time for the Board to meet with the new OWNF Supervisor Bail. Melody and Alicia will reach out to Kristin Bail re: attendance at upcoming Board meeting.

10. Annual Business Meeting

Melody discussed revisions to the Personnel Policies and Procedures Manual. After discussing these revisions, it was pointed out that the last section in the Manual describes that the Executive Committee will first review then recommend to the full Board any changes to the Manual. Board concluded to implement that process and for the Executive Committee to make recommended revisions to the Board for approval at its next meeting.

Melody discussed revisions to the Accounting Policies and Procedures Manual, based on Moss Adams' audit recommendations. Board members also discussed possible language regarding internal controls for UCSRB credit card. It was agreed any addition to the Accounting Manual regarding credit card controls will be reviewed and approved by the Executive Committee after it also considers approval of the NASPO application.

Paul Ward made a motion to approve new Accounting Manual language on General Ledger Reconciliation. Commissioner Andy Hover seconded the motion and all approved.

Melody reviewed the UCSRB 2020 Board Meeting Schedule. Members of the Board discussed a conflict on February 27, 2020. February Board meeting date was moved to February 20, 2020.

Commissioner Hover made a motion to approve the UCSRB 2020 Board Meeting Schedule with the amended February 20, 2020 date. Commissioner England seconded the motion and all approved.

11. Executive Session with Executive Director

Chair Brushwood adjourned to a personnel related executive session at 2:30 p.m.

12. Outcomes of Executive Session

Commissioner Hover made a motion to approve a 3% merit-based wage increase for Melody Kreimes. Commissioner England seconded the motion and all approved.

Wrap-up and Adjourn Meeting

Chair Brushwood thanked everyone for attending the UCSRB meeting and adjourned the meeting at 3:00 pm.