

**UPPER COLUMBIA SALMON RECOVERY BOARD
DRAFT MEETING (HELD REMOTELY) SUMMARY
April 23, 2020**

Board Members Present: Chuck Brushwood, Chair, Colville Tribes; Doug England, Vice Chair, Chelan County; Paul Ward, Yakama Nation; Marc Straub, Douglas County

Staff Present: Melody Kreimes, Sarah Walker, Caitlin Vanderpool, Alicia Meier, Pete Teigen, Nicole Jordan, Ryan Niemeyer, Greer Maier

Others Present: Bub Bugert, Chelan County; Char Schumacher, Okanogan County; Graham Simon, WDFW; Michael Cushman, Cascadia Conservation District; Kristin Bail, OWNFS

The virtual meeting was called to order at 10:05 AM by Chair Chuck Brushwood.

Welcome and Introductions

Chair Brushwood welcomed everyone to the meeting and did a roll call to ensure a quorum was present via telephone and webinar.

1. Consent Agenda Items

Chair Brushwood listed all the consent agenda items and asked the Board members if there was a request to pull any of these items off of the consent agenda to discuss separately:

- December 12, 2019 Board Meeting Summary
- Resolution to Transact Business with Fidelity for Simple IRA
- 2020 Personnel Manual
- Chelan County Citizens Advisory Committee Nominee
- Pacific Northwest Research Station Consultant Contract (PNWRS)

No requests were made to remove any items from the consent agenda.

Paul Ward made a motion to approve the consent agenda. Commissioner Straub seconded the motion and all approved.

2. Financial Operations & Potential FY20 Budget Revisions

Melody Kreimes gave an update on UCSRB's COVID-19 work situation, confirming that all staff have been working remotely since March 17, 2020 following the Chelan-Douglas Health Dept guidelines. The transition to remote work was conducted fairly easily after a purchase of one additional remote access license. The Salmon Recovery Funding Board (SRFB) and BPA targeted grant rounds are moving forward on schedule.

The Families First Coronavirus Response Act (FFCRA) was passed into law on March 18, 2020 and mandates up to two weeks of paid sick leave related to coronavirus, and up to 12 weeks of paid leave at 2/3 of employee salary for childcare related to school closures. Eligibility for this leave is from April 1, 2020 through December 31, 2020 up to \$12,000 per employee in the aggregate. The FFCRA states that businesses are exempt from providing this leave only if it would jeopardize the viability of the business. Caitlin Vanderpool provided an overview of the analysis on the fiscal impacts of a scenario utilizing the maximum paid leave available under the FFCRA, which would not jeopardize UCSRB as a going concern. Therefore, Melody has instituted the new leave policy and notified staff of it.

Melody reviewed current partner and consultant contracts to see which may be Impacted by the Stay Home, Stay Healthy Executive Order. There are eleven contracts that end on June 30, 2020 and three that will end on November 30, 2020. The following contracts may need to be modified or extended as partners are unable to hold public meetings or conduct education in schools due to the Executive Order:

- CCNRD – Outreach (remaining balance \$18,745)
- CCFEG – Outreach (remaining balance \$6,148)
- Okanogan Land Trust Outreach (remaining balance \$8,438)
- Okanogan Conservation District outreach (remaining balance \$6,682)
- Okanogan Conservation District – WAT (remaining balance \$2,247)

RCO has confirmed that any FY20 funds not used may be rolled into the next fiscal year budget due to the impacts of the coronavirus. The Directors discussed how extending contracts affects the budget, and Melody clarified with the rollover of RCO funds, the budget will not be impacted. All Directors agreed UCSRB should be as flexible as possible in modifying the Scopes of Work or extending the contracts, as needed to support partners and delegated any contract amendments needing Board approval to the Executive Committee.

Melody reported that she and Chairman Brushwood discussed the Board trip to Washington D.C. and agreed this would be cancelled (Puget Sound Partnership also cancelled the annual D.C. trip). Staff will stay informed on legislative matters related to salmon recovery and forest health and look for innovative ways to engage with legislators and/or their staff. Melody mentioned that Pete has a training planned in Arlington, Virginia for early June. If travel is safe at that time Melody was thinking of meeting Pete in Virginia to have some working sessions with legislative staffers. Sarah also mentioned that Congresswoman Kim Schrier is scheduled to tour the Upper Wenatchee Pilot Project in August.

Alicia Meier gave an update on recent contracts approved by the Executive Committee:

- Yakama Nation - \$129,565 income contract. Period of December 1, 2019 to November 30, 2020. Communication & outreach for implementation of the *Recovery Plan*, annual reports & Implementation Schedule, data stewardship, subbasin watershed coordination.
- DNR (Dept. of Natural Resources) - \$40,000 income contract. Period March 12, 2020 to June 30, 2021. Continued coordination and facilitation of NCWFHC.
- PNNL (Pacific Northwest National laboratory) \$96,000 consultant contract. Period of March 25, 2020 to June 30, 2021. Funded by our Department of Ecology income contract. For Phase III refinement and pilot testing of Distributed Hydrology Soil Vegetation Model (DHSVM) and Snow2Flow. Refine the DHSVM with additional data, expand the Upper Columbia model domain, Snow2Flow upgrades to increase usability and functionality.

Caitlin summarized the income to expenses for all current grants through of April 2020. Currently we have 8 grants including: Department of Ecology, Bonneville Environmental Fund, Washington Department of Natural Resources, Recreation & Conservation Office Lead Entity & Regional Administration, Bonneville Power Administration, Yakama Nation and The Nature Conservancy. All grants are in good positions with both Recreation & Conservation Office grants still having over 50 percent of the budget remaining (due to reduced travel, training and meeting expenses).

Caitlin reviewed the budget to actuals report and showed that our actual expenses are only at 59.9 % of budgeted, though we are 80% through our budget year. This is due to the current Stay Home Stay Healthy Executive Order in place which has eliminated or reduced traveling, training and meeting expenses.

3. Okanogan-Wenatchee National Forest

Kristin Bail, Okanogan-Wenatchee National Forest (OWNF) Supervisor discussed a number of changes with the districts and staffing, as well as new accounting/budgeting direction from D.C. The OWNF has high fixed costs in terms of salaries and fleet, and these new accounting policies will make it challenging to fill a backlog of 400 positions regionally. Currently, there is no plan to fill the Entiat Ranger position with the Chelan Ranger continuing to cover both districts. Other key staff leaving that will be refilled are Teri Tucker, Natural Resource/Staff Officer, at the end of May 2020 and Kelly Lawrence, Naches District Ranger. OWNF is also missing some key timber leadership positions that are needed to be successful, as well as fish biologist and hydrologist.

The transition of the Tonasket Ranger Station to the Colville National Forest will be complete by October 2020. There are many unanswered questions at this time about shared staff and potential staffing gaps that will be created by the transfer.

COVID-19 has impacted the Region and the 5-year plan and what work will be completed in FY20 and what will be postponed to FY21. The Region has been asked to put health and safety first. Mission critical priorities includes fire suppression and law enforcement. With the new requirements on social distancing, fire workers have priority over seasonal hires for housing and vehicles. This will have a direct impact on seasonal employees. The next mission critical work is forest management, infrastructure (roads, bridges) and contracts. The OWNF is teleworking as much as possible.

In this context, OWNF partnerships will become increasingly important, such as that with the UCSRB, in particular the facilitation of the NCWFHC. Kristin is open to improving the success of the collaborative by possibly having an annual workshop, meeting more frequently, finding funding for working with partners. It might improve collaborative efforts if the focus remains on working Forest-wide, such as through the Joint Tapash/NCWFCH Task Force, rather than working with 7 Ranger Districts. Likewise, she will work to ensure the Natural Resource Staff Officer position helps achieve an efficient flow of information between the NCWFHC, Supervisor's Office and Districts.

4. Chair Brushwood added an item per Paul Ward's request: Priority Project List for Potential Economic Stimulus Funding

Commissioner England and Commissioner Straub asked how this could be achieved in terms of staff time without creating additional work. Melody responded that Pete is currently preparing a planned project forecast list (PPFL) right now, at the request of the SRFB. This PPFL was intended to be used by SRFB to show the WA legislature how great the need is for salmon recovery funding, far exceeding what is appropriated annually, with the goal of requesting additional funding. If federal stimulus money becomes available, this list could be drawn on also. However, Melody pointed out that this list is very coarse and has not yet been vetted through the regional process (RTT scoring and Citizen's Advisory Committee ranking), so that would need to be conducted. Also, some of these projects are simply conceptual and require funding for planning and design, thus not shovel ready. Lastly, if any federal stimulus funding request for proposals becomes available, Pete will distribute this to all project sponsors, as he does with any other opportunity.

5. UCSRB Board of Directors Office Elections

Melody reviewed recent rotation of UCSRB Board of Directors officers. The chair typically alternates between a County and a Tribe representative and the vice-chair typically becomes the chair the following year. However, neither of these is required by by-laws. Paul Ward discussed his plans to leave Yakama Nation in the near future and, therefore, recommended Yakama Nation not be in the chair or vice-chair role at this time despite the fact that the usual rotation would have Yakama Nation be vice-chair this year. Commissioner England noted that he will not be seeking re-election for Chelan County Commissioner, so if he chairs, as it is Chelan County's "turn" given recent rotation, he could only serve in this capacity until the end of the year. Commissioner Bugert will become the Chelan County Commissioner to serve on the UCSRB starting January 2021. Commissioner Bugert plans to be a part of all Board meetings through the end of the year to keep informed and allow for an easier transition in January. Paul Ward nominated the Chelan County representative to serve as the Chair. Commissioner England nominated Marc Straub for Vice Chair. Paul Ward nominated Colville Confederated Tribes, Chuck Brushwood as secretary-treasurer.

Marc Straub made a motion to approve the Chair, Vice-Chair and Secretary-Treasurer nominations as described above. Paul Ward seconded the motion and all approved.

6. Public questions or comments. None

Wrap-up and Adjourn Meeting

Chair Brushwood thanked everyone for attending the UCSRB virtual meeting and adjourned the meeting at 12:09 pm.