

Working to restore viable and sustainable populations of salmon, steelhead and other at-risk species through collaborative, economically sensitive efforts, combined resources, and wise resource management of the Upper Columbia Region.



DRAFT AGENDA

UCSRB Directors' Meeting

[Douglas County Transportation & Land Services Building](#)

140 19th St. NW A

East Wenatchee, WA 98802

Thursday, June 23, 2022

10:00 AM – 3:00 PM

To Join Virtually/Dial In

<https://meet.goto.com/323965429>

1(872)240-3212 Access Code 323-965-429

Time	Topic	Presenter
9:30 AM	Coffee Social	All Invited
10:00 AM	Welcome and Introductions - Welcome to the New Executive Director, Amanda Ward - Discuss and Agree on Future Staff/Board Retreat - Meet and Greet with Amanda Ward and Partners/Sponsors	Chair Shannon Adams Directors and Staff Directors All Participants
10:20 AM	Regular Business Approve April 20-21, 2022 Board Meeting Summary Approve May 16, 2022 Special Board Meeting Summary	Chair Shannon Adams Directors Directors
10:30 AM	Finance & Operations - State Auditors Office - Overview of SAO Engagement Letters (attached) - Questions and Discussion - FY2023 Draft UCSRB Budget - Overview of Draft FY2023 Budget & Projected Revenue - Review Finance & Executive Committee Recommendations - Questions, Discussion & Any Revisions to FY2023 Budget Approve FY2023 Draft Budget - Overview of Financial Reports - Questions and Discussion - Review Memo Re: Use of Operating Reserve Funds Approve Use of Operating Reserve Funds - Contracting - Contracts Approved by Executive Committee - Review Aspect Consulting Contract	Chair Adams Melody Kreimes/Elaine Sivey Jake Santistevan/Alvaro Lagunas, SAO Directors Kreimes Kreimes/Sivey Kreimes Directors Directors Sivey Directors Sivey Directors Alicia Meier/Kreimes Meier Kreimes

UCSRB.ORG

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Upper Columbia Salmon Recovery Board | Chelan, Douglas and Okanogan Counties, Colville Confederated Tribes, and the Yakama Nation

	◦ <i>Approve Aspect Consulting Contract</i> ◦ <i>Discuss Pending BEF Contract</i> ◦ <i>Approve Scope of Work for BEF Contract & Delegate Approval to the Executive Committee</i>	<i>Directors</i> Andy Hover Directors Kreimes Kreimes Kreimes Directors Directors Kreimes Kreimes Directors Directors Kreimes Directors Directors Kreimes Sivey <i>Directors</i>
11:30 AM	Break	Chair Adams
11:45 AM	Science Program Updates • Enloe Dam Removal Follow-Up ◦ Habitat Capacity Modeling ◦ Fish Passage Study ◦ WDFW Proviso Update ◦ Enloe Dam Public Meeting Updates • Questions and Discussion • Action Items or Follow Up	Chair Adams Chair Adams Tracy Bowerman Directors Directors
12:30 PM	Lunch (Provided)	Chair Adams
1:00 PM	Lead Entity Update • SRFB Grant Round & Funding • Overview of Fish Barrier Removal Board Letter of Support • Questions and Discussion	Chair Adams Chair Adams Dave Hecker Hecker Directors
1:15 PM	Prioritization Strategy Step 3 Update • Implementation/Feasibility Assessment • Watershed Program Update • Questions, Discussion and Feedback	Chair Adams Ryan Niemeyer Niemeyer Directors
1:45 PM	BPA Programmatic and Forest Health Update • BPA Programmatic Update • NCWFHC Update • Questions and Discussion	Chair Adams Sarah Walker Walker Directors
2:00 PM	Public Questions and Comments	Chair Adams
2:05 PM	Wrap-Up and Adjourn Meeting	Chair Adams
2:15 PM –	UCSRB Celebration of Melody Kreimes	All Invited
3:00 PM	Recognition Plaza - Douglas County Transportation and Land Services Building	

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UPPER COLUMBIA SALMON RECOVERY BOARD
DRAFT MEETING/FIELD TRIP SUMMARY
Okanogan County Commissioners Hearing Room
April 20, 2022

Board Members Present:

Chair, Chelan County: Bob Bugert; **Vice-Chair, Douglas County:** Marc Straub (ABSENT); **Okanogan County:** Andy Hover; **Yakama Nation:** Shannon Adams; **Colville Confederated Tribes:** Chuck Brushwood

Staff Present: Melody Kreimes, Tracy Bowerman, Ryan Niemeyer, Nicole Jordan, Dave Hecker, Sarah Walker, Alicia Meier

Others Present:

Bonneville Power Administration: Joe Connor; **BOR:** Marc Maynard, Sarah Fesenmyer, Candace McKinley; **City of Okanogan:** Shawn Davisson; **Colville Tribes:** Chris Fisher; **DNR:** Ken McNamee, Andrew Townsend, Terra Rentz; **GSRO:** Erik Neatherlin; **Governor's Office:** David Ellis; **MSRF:** Chris Johnson; **NOAA:** Michael Tehan; **Okanogan Irrigation District:** Brad Armstrong, Wayne Wells; **Okanogan Wenatchee National Forest:** Chris Furr; **Representative Newhouse Staff:** Rachel McClure; **WDFW:** Justin Haug, Brandon Troyer, Matt Eberlein

The meeting was called to order at 9:00am by Chair Shannon Adams.

Welcome and Introductions

Chair Adams welcomed everyone to the meeting and reviewed the agenda for today's meeting and field trip.

1. Salmon Creek Project Discussion with Legislators and Agencies

Chuck Brushwood gave an overview and history of projects on the Salmon Creek with an eye on past successes, challenges and concerns. Salmon Creek has been diverted for irrigation since the early 1900's. The lower 4.3 miles in most years is typically dry and inaccessible by salmon and Steelhead. The Colville Confederated Tribes (CCT) and Okanogan Irrigation District (OID) formed a partnership in 1998 to:

- restore sufficient stream flows to the lower Salmon Creek to support migrating anadromous fish
- continue full delivery of water to OID clients

This partnership between CCT and OID created water lease programs and an evaluation of habitat in a 2003 EIS. The ultimate question was how much water was available and how much was needed for irrigation and fish reestablishment in Salmon Creek. Partners have been working to reestablish perennial flows in Salmon Creek and supplying OID with necessary flows. There is work to do in terms of perennial flow which include evaluating existing channel conditions, address rotary drum screens, and pursue additional water sources.

CCT has also documented entrainment of juvenile fish and lamprey in the OID diversion. Okanogan County Commissioners believe Salmon Creek is important to the county for water for Okanogan County and for fish. This project is an example of the work that can be done together with CCT, OID, and BOR for a win-win solution for fish and farms. BOR expressed its commitment to addressing the entrainment issue and working with partners to find these win-win solutions.

2. Watercress Springs Project Discussion with Legislators & Agencies

Chris Johnson with the Methow Salmon Recovery Foundation reviewed the status and goals of the Watercress Springs Project in the City of Okanogan. The City is working with 1908 water rights that are limiting growth in the city. The key is to get a municipal component in the conversation with farm and fish. The Watercress Springs project is looking at better places to withdraw water and abandon surface water. The biggest challenges are how to get the municipal well with water system upgrades and transfers of water rights. Water rights are allowed to be transferred on Salmon Creek but looking to transfer Watercress Springs to underground water right for Okanogan County. This would allow more water in Salmon Creek for fish and an underground well for the city. The City of Okanogan has dedicated a site for the well on the north side of town and Okanogan County has set aside 25% of phase 1 costs.

This project provides a two-fold benefit with a gain in Upper Columbia listed fish habitat and additional municipal ground water. The legwork has been done for this project. Just need to secure the funding.

Question & Answer: Discussion:

- Salmon Creek matches well with the Governors climate strategic plan. Can we get a budget line item for this?
- Phase 3 of the Watercress Springs project would compete well in the SRFB process.
- Did you apply for Community Project Funding (CPF)? FY2023 initiative that will allow members of Congress to request direct funding for projects that benefit the communities they represent. Deadline for submissions was April 18, 2022.
- Community based restoration funding got an increase to their budget. Could this be a fit?

3. Forest Health Discussion with Legislators and Agencies

Commissioner Hover gave an overview of forest health issues in Okanogan County and how we can better communicate with legislators. The OWNF manages 70-80% of the land in Okanogan County which has seen complex forest health issues post wildfires in aquatic issues. There is continued concern with agency capacity in terms of pace and scale and what can be done to build capacity and messaging to legislators. Key concerns are:

- How do we get added funds allocated to the Forest Service? Utilize local partners.
- Is there enough Section 7, NEPA, consultation staff to maintain or increase pace and scale? Infrastructure Bill funds will go to NOAA for 3 new consultation staff in Ellensburg office.
- Better understand how to expedite upper head water projects
- Effects of wildfires on upper lands and the complex landscape, native species, and aquatic issues make work difficult.

DNR, DFW, and FS discussed these key issues and concerns:

- Concerns with Agencies (DNR, DFW, and FS) in position turn over and filling positions, availability/cost of housing.
- Cost overruns with some projects taking more time to get approved
- What do shrub steppe restoration, prescribed burns, look like and which agency has the experience with this landscape which is more challenging than forest lands.
- Timber sale, restoration, harvesting challenges for DFW as only a certain number of contractors can operate within the methodology.

Utilizing:

- DNR's Forest Health 20-Year Strategic Plan, an all-hands all-land approach
- Shared Stewardship Program, Good Neighbors
- Washington's wildfire bill, HB 1168 but worried about staffing issues
- Success of cooperative burns between agencies

Question & Answer: Discussion:

- Be specific where money can be channeled into your agency? Not just capacity issues
 - ✓ Housing
 - ✓ Milling capacity mechanical support for active management,
 - ✓ Can the FS put out a long-term contract to support this region?
- Private and public funds that are ready to go.
- Small private landowners increasing their ability for fire wise landscape. Need to educate public right after a wildfire.
- NOAA to work on filling staffing vacancies with Infrastructure Bill
 - ✓ Have programmatic agreements in place try to expand them out.
 - ✓ Keep land managers on the ground.
- Focus on all hands approach with a solid vision on Forest Steward Plans (number of acres treated on public lands).
 - ✓ Use data from our region projects to update the calculations on funding that comes to the state.
 - ✓ Need to meet the federal/state metrics.
 - ✓ How do we encourage private land owners to find a way to come together to fulfill and report metrics to the State so there is scientific data to back up the work happening in the region.
 - ✓ How do you make it long term- based need? Metrics. Can we as a community leverage it effectively?
 - ✓ The next 5 years of funding is the seed money with metrics as the proof to leverage the need and continued funding.
- Chris Furr invited to attend Okanogan County Commissioners meeting to talk about housing issue limitations/cost for filling Agency positions.

4. Wrap-Up and Adjourn Meeting

Chair Adams thanked everyone for attending the UCSRB meeting and field trip and adjourned meeting at 3:00 pm. Next Board meeting will be Thursday April 21, 2022 at Confluence Technology Center in Wenatchee.

UPPER COLUMBIA SALMON RECOVERY BOARD
DRAFT MEETING/FIELD TRIP SUMMARY
Confluence Technology Center
April 21, 2022

Board Members Present:

Chair, Yakama Nation: Shannon Adams; **Vice-Chair, Douglas County:** Marc Straub; **Okanogan County:** Andy Hover; **Colville Confederated Tribes:** Chuck Brushwood; **Chelan County:** Bob Bugert

Staff Present: Melody Kreimes, Tracy Bowerman, Nicole Jordan, Dave Hecker, Sarah Walker, Elaine Sivey, Alicia Meier

Others Present:

Cascade Fisheries: Jason Lundgren, Aaron Rosenblum; **Chelan Douglas Land Trust:** Curt Soper, Angela Morris; **Okanogan Wenatchee National Forest:** Kristin Bail, Joshua Wilson, McLain Johnson, Erica Taeker; **RCO:** Megan Duffy, Erik Neatherlin, Jeannie Abbott; **Congresswoman Schrier Staff:** Eleanor Trenary

The meeting was called to order at 9:00am by Chair Shannon Adams.

Welcome and Introductions

Chair Adams welcomed everyone to the meeting and reviewed the agenda for today's meeting and field trip.

1. Discussion of Aquatic and Terrestrial Restoration on Okanogan Wenatchee NF

Melody Kreimes discussed the UCSRB's role in supporting accelerated restoration on OOWNF with the Forest Health Collaborative which is made up of 21 partners. Importance of continued partnership with the OOWNF as the uplands have a significant impact on our streams and implementation of salmon recovery. Key components are alignment and coordination for large landscape restoration and increasing the pace of consultation. How can we better help communicate the message of what the OOWNF needs?

The Infrastructure Funding Bill (\$24.6 million) has opened a lot of doors for providing capacity within the Forest Service as well as capacity of agencies such as NOAA to help with NMFS LESA Section 7 consultation and Washington Department of Fish & Wildlife. This funding will allow new relationships with the Forest Service and NOAA on aquatic and forest restoration projects with the addition of 2 staff in the Ellensburg office and 10 to 12 additional staff nationally.

Kristin Bail discussed the Central Washington Initiative which is funded under the Infrastructure Bill and is one of ten forests chosen to address the impacts of wildfire. What we need to focus on for these funds to get the most work done:

- ✓ How do we partner together?
- ✓ How to get good work done on the ground?
 - Help with House Bill 1168 to help fund state with implementation and planning support
- ✓ Capacity challenge with partner with regional level and national level what does assistance look like?
- ✓ WDFW has not gotten a bump in staffing in the Infrastructure Bill.
 - Looking at making the funding happen and how it will work.
 - Funds have been earmarked to help consultation partners

- ✓ Burned area recovery – invest in focused way to improve function of watersheds. Leverage and lean on agencies within the Department of Agriculture and Department of the Interior. The Infrastructure Bill funds will not cover all the need so we need to look for other funding sources to position ourselves.

Other opportunities from the Infrastructure Bill will be Legacy Roads and Trails and collaborative aquatic landscape restoration funding. There will be \$80 million available over the next 5 years for water quality and fish passage work. OWNF has just started reaching out to region on how these funds can be spent as well as looking for ways to multi-fund projects on a landscape level.

Question & Answer: Discussion:

- Agencies like DNR and DFW have the funds but cannot hire what contingencies do you have in mind to fill these positions?
 - ✓ Nationally the Forest Service is looking at all options after several years of erosion and the challenges of staffing up.
 - ✓ Trying to create opportunities to build partnerships.
 - ✓ New and aggressive hiring and outreach. Leaning in on Grants and Agreements and Good Neighbor.
 - ✓ Opportunity to work with tribal partners (Native American Tribes Act). How much and where?
 - ✓ Better share deeply scarce skills such as engineering and possibly pool more collectively among the agency.
 - ✓ Develop partnerships with colleges for entry level positions (start local and stay local)
 - ✓ Do the work differently with more people
- How do we priorities Tier 1 assessment units on FS lands?
 - ✓ Are there things we can do within the tributaries that the OWNF hasn't done before. Are there projects we can identify for Habitat Restoration? Partners such as TU, CF, Chelan County to compliment the restoration work.
 - ✓ Find ways for partners to do more work. Could this start with the wildfire risk program and transition to Legacy Roads and Aquatics?
 - ✓ Level that the work gets done needs to stay engaged.
 - ✓ Hearing from the partners they are not reaching their capacity yet. They have a long list of projects and they filter through them to see which projects are ripe.
 - ✓ Legislative interpretation help from the Forest Service to help meet needs.
- Would it be beneficial to invite the Forest Service to participate with State leadership. Now that the Infrastructure Bill has been passed GSRO is working with the Feds on how the money will be used.
 - ✓ Riparian discussion with agencies on breaking down silos. Include Tribal organization representation, EPA, NOAA, State Representatives on Transportation
 - ✓ Use local knowledge of these federal programs can we start earlier and leverage combined resources. Share what they know about decisions being made and how the money will flow.
 - ✓ How can we as a region be the most competitive?
- Opportunity for Counties and Forest Service to work together on capacity and experience for example with forest road work. Counties have the ability to use the funds quicker and more efficiently.
- Is any of the Infrastructure Bill funding going toward the issue of ocean conditions not supporting salmon?

- Collaborative Aquatic Restoration and Forest Health contact Dan Shively Director Natural Resources Forest Service Region 6.
- DNR conversations for implementation of Good Neighbor Authority? Importance to start conversations about what work looks like in 2024 with state partners.

2. Regular Business

Chair Adams asked for comments or revisions to the consent agenda. No comments or revisions were offered, and the consent agenda was approved.

- February 24, 2022 Board Meeting summary
- March 11, 2022 Special Board Meeting summary
- Chelan County Citizens Advisory Committee nominee
- Okanogan County Citizens Advisory Committee nominee

Andy Hover made a motion to approve the consent agenda. Commissioner Straub seconded the motion and all approved.

3. Finance & Operations

Melody gave a brief update from the UCSRB Finance Committee and noted that election of the Finance Committee was not completed at our February Board meeting. Currently the Finance Committee Charter states that the Committee is comprised of any two Directors and the Executive Director. The Finance Committee recommends the Board consider updating the Charter to have the Treasurer/Secretary be one of the members on the Finance Committee along with one other nominated Director and the Executive Director. The Board asked that staff bring a proposed revised Charter to the June Board meeting for review and approval.

Commissioner Hover made a motion to nominate Bob Bugert, the current Secretary/Treasurer, to serve on the Finance Committee. Marc Straub seconded the motion and all approved.

Chuck Brushwood made a motion to nominate Andy Hover to serve on the Finance Committee. Marc Straub seconded the motion and all approved.

Elaine Sivey reviewed the budget to actuals showing we have expended 66% of our revenue for FY22 compared to being 75% through the budget year ending June 30, 2022. A few highlights from the budget to actual report are payroll is running high as staff changes to health care benefits were made during the open enrollment period and new staff became eligible for IRA contributions in January 2022. The outreach contract with Cramer Fish is underspent as work will be occurring this spring. Advertising is over budget as we have had several vacant positions to announce. Travel, training and meeting expenses continue to be underspent and may need to be reallocated .

Discussion & Next Steps:

- Do we budget for inflation?
 - ✓ always anticipate increase in health care costs
 - ✓ will take into consideration for FY23 budget
 - ✓ Melody is actively negotiating for increased contracts amount to keep up with inflation (new ED will need to continue these efforts)

- FY23 budget will include \$27,000 for a state and federal audit from SAO (other estimates obtained were higher)

Next Elaine discussed the profit and loss report showing the seven current grants. The OCR (contract ended in March) is completed and 96% expended, waiting on a few last invoices. The BPA Tech (ends 9/14/22) and RCO Admin contracts (ends 6/30/22) are 54% and 50% completed. The BPA Admin and Yakama Nation contracts are 33% completed and end in November. The RCO LE grant is 75% completed and the DNR grant is 69% and both run through June.

Melody asked the Board their preference on how to proceed with planning (in-person or virtual) for future Board meetings. All Directors stated their preference for Board meetings to be help in-person but would like to respect all comfort levels. The June Board meeting will be in-person.

Next Steps:

- *Alicia/Melody to amend Finance Committee Charter in track change mode for June Board meeting.*
- *Alicia to reserve a meeting location for June 23 Board Meeting*
- *Alicia update Finance Committee rotations*

4. Public Questions and Comments

There were no public comments.

5. Executive Session

The Directors and Alicia Meier reviewed rankings of the Executive Director candidates. It was determined 3 candidates ranked high enough to move forward to interviews. Directors agreed to proceed to the next step of contacting three top-ranking candidates to schedule interviews.

6. Lunch Break

7. Discussion of Salmon Recovery Efforts with Recreation and Conservation Office (RCO)

Megan Duffy with RCO discussed the status of the \$75 million current 2022 SRFB grant round which includes 22 applications and 7 targeted investment projects. \$25 million is going towards projects that are less than \$5 million and \$50 million is going towards projects that are more then \$5 million. There will be a new grant manager position and in June SRFB will be having a retreat to discuss the allocation of funding to take into account the core issues that challenge and create obstacles in the salmon recovery effort.

Capacity Funding Needed to Administer Increased Project Funding

Erik Neatherlin with GSRO shared that Katie Knight will be joining their team. The [Governor's Salmon Strategy Update](#) is a top priority and they are working with recovery boards, tribes, and state agencies with a focus on the following recommendations:

- Protect and restore vital salmon habitat
- Invest in clean water infrastructure for salmon and people
- Correct fish passage barriers and restore salmon access to historical habitat
- Build climate resiliency
- Align harvest, hatcheries, and hydropower with salmon recovery
- Address predation and food web issues for salmon

- Enhance commitments and coordination across agencies and programs
- Strengthen science, monitoring, and accountability

The UCSRB has been working on a project list with partners that prioritize this list of key strategies. Important questions like the integration of the All-H alignment and what the role is for each region? It was expressed that regions should communicate with state agencies the unique qualities of each region for meaningful dialog. The importance of educational and outreach opportunities within this funding has been an ongoing conversation and will become more comprehensive in FY23-25. RCO will be having a retreat in June to discuss proviso language, budget request for FY23-25, and funding system to deal with project cost increases (have set aside an additional \$250K plus the original \$500K).

The 2022 grant round for Targeted Investment \$2.5 million focusing on southern resident orca recovery. It is anticipated that 4 projects will make it through the grant round. There is an orca task force focusing on All-H integration actions that benefit Endangered Species Act – listed, natural origin salmon populations that are a high priority in the southern resident orca task force recommendations.

- Erik Neatherlin will send orca task force info and contact info for Tara Galuska, Orca Recovery Coordinator

In preparation for the Federal Infrastructure Bill look at all opportunities for potential salmon funding as there are many places it could be funded in this bill. The Wild Salmon Center prepared [Salmon Funding Opportunities in the Infrastructure Investment and Jobs Act](#) which looks at the infrastructure package with a focus on salmon.

8. Wrap-Up and Adjourn Meeting

Chair Adams thanked everyone for attending the UCSRB meeting and field trip and adjourned the meeting at 3:00 pm. Next Board meeting will be Thursday June 23, 2022.

UPPER COLUMBIA SALMON RECOVERY BOARD
SPECIAL MEETING (Webinar) DRAFT SUMMARY
May 16, 2022

Board Members Present:

Chair, Yakama Nation: Shannon Adams; **Vice-Chair, Douglas County:** Marc Straub; **Okanogan County:** Andy Hover; **Colville Confederated Tribes:** Chuck Brushwood; **Chelan County:** Bob Bugert

Staff Present: Melody Kreimes, Tracy Bowerman, Ryan Niemeyer, Nicole Jordan, Dave Hecker, Elaine Sivey, Alicia Meier

Others Present:

Cascade Fisheries: Jason Lundgren; **Cascadia Conservation District:** Ryan Williams; **Chelan County Natural Resource Department:** Mike Kaputa; **WDFW:** Brock Hoenes

The virtual special meeting was called to order at 2:00 pm by Chair Shannon Adams.

Call to Order and Welcome

Chair Adams welcomed everyone to the special meeting to discuss the candidate selection for the UCSRB Executive Director position. Chair Adams announced the meeting would go into Executive Session until 2:30 pm.

Commissioner Andy Hover made a motion to move to Executive Session with the Board and Amanda Ward to discuss salary for the UCSRB Executive Director position. Commissioner Bob Bugert seconded the motion with discussion. Commissioner Bugert amended the motion to include Alicia Meier in the Executive Session. All approved.

1. Executive Session Director Salary Discussions

2. Executive Director Hiring Status

Chair Adams shared that the hiring committee was impressed by the quality of candidates that applied for the UCSRB Executive Director position. The top candidate for the position is Amanda Ward.

Commissioner Andy Hover made a motion to appoint Amanda Ward as the new Executive Director for UCSRB with a start date of June 6, 2022. Commissioner Marc Straub seconded the motion and all approved.

Commissioner Andy Hover made a motion to start the Executive Director salary at \$95,000. Commissioner Bob Bugert seconded with discussion. Commissioner Bugert amended the motion to a starting salary of \$95,000 and the full benefits package as outlined in the UCSRB Personnel Manual. All Approved

Next Steps:

- ✓ *Chair Adams and Alicia Meier will draft an offer letter with approved salary terms for Amanda Ward to review and sign.*

3. Public Comments

UCSRB Staff and partners present introduced themselves to Amanda and expressed their excitement to work with her as the new Executive Director for UCSRB.

4. Wrap-Up and Adjourn Meeting

Chair Adams thanked everyone for attending the UCSRB virtual special meeting and adjourned the meeting at 2:45 pm. Next Board meeting will be Thursday June 23, 2022.



Office of the Washington State Auditor Pat McCarthy

April 12, 2022

Board of Directors
Upper Columbia Salmon Recovery Board
123 Easy Street, Suite B
Wenatchee, WA 98801

We are pleased to confirm the audits to be performed by the Office of the Washington State Auditor, in accordance with the provisions of Chapter 43.09 RCW, for the Upper Columbia Salmon Recovery Board. This letter confirms the nature and limitations of the audits, as well as responsibilities of the parties and other engagement terms.

Office of the Washington State Auditor Responsibilities

Financial Statement Audit

We will perform an audit of the financial statements of the Upper Columbia Salmon Recovery Board as of and for the fiscal year ended December 31, 2021, prepared in accordance with the cash basis *Budgeting, Accounting and Reporting System Manual* (BARS). Our audit will be conducted with the objective of our expressing opinions on these financial statements.

We will perform our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free from material misstatement. Since we do not review every transaction, our audit cannot be relied upon to identify every potential misstatement. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with the standards identified above.

A financial statement audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers relevant internal controls in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, we will express no such opinion.

Although our audit is not designed to provide an opinion on the effectiveness of internal control over financial reporting, we are required to report any identified significant deficiencies and material

weaknesses in controls. We are also required to report instances of fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that could have a direct and material effect on the accuracy of financial statements.

A financial statement audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

All misstatements identified by the audit will be discussed with management. Material misstatements corrected by management and all uncorrected misstatements will be communicated at the exit conference, as required by professional auditing standards.

Our responsibility is to express in a written report an opinion on the financial statements based on the results of our audit. We cannot guarantee an unmodified opinion. We may modify or disclaim an opinion on the financial statements if we are unable to complete the audit or obtain sufficient and appropriate audit evidence supporting the financial statements. If our opinion is other than unmodified, we will fully discuss the reason with you prior to issuing our report. Further, in accordance with professional standards, we may add emphasis-of-matter or other-matter paragraphs to our report to describe information that, in our judgment, is relevant to understanding the financial statements or our audit.

We will also issue a written report (that does not include an opinion) on issues identified during the audit related to the Board's internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*.

The Board prepares supplementary information that accompanies the financial statements, which is required by the BARS Manual. We agree to perform auditing procedures on this information, with the objective of expressing an opinion as to whether it is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

Federal Single Audit

We will also perform a federal single audit on compliance with, and report on internal control over compliance for, each major program for the fiscal year ended December 31, 2021, in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Board's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material noncompliance may not be detected, even though the audit is properly planned and performed in accordance with these standards and the Uniform Guidance.

In planning and performing the compliance audit, we will consider the Board's internal control over compliance in order to determine the appropriate auditing procedures necessary for opining on compliance with each major program, and for testing and reporting on internal control over compliance

in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we will express no such opinion. Although our audit is not designed to provide an opinion on the effectiveness of internal control over compliance, we are required to report any identified significant deficiencies and material weaknesses in controls.

We will express an opinion as to whether the Schedule of Expenditures of Federal Awards is fairly stated, in all material respects, in relation to the financial statements taken as a whole for the fiscal year ended December 31, 2021

We estimate the federal single audit will cover one federal grant program, which will be identified at the audit entrance conference. If additional grant programs are audited to satisfy the requirements of the Uniform Guidance, the audit budget discussed below will increase by approximately \$5,000 per additional major program.

Upon completion of our audit we will issue a written report containing our opinion on the Board's compliance for each major program and a written report on internal control over compliance. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, issue a disclaimer of opinion, or add an emphasis-of-matter or other-matter paragraph(s) to the report.

Data Security

Our Office is committed to appropriately safeguarding the information we obtain during the course of the audit. We have entered into a data sharing agreement with the Board to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56 and OCIO Standard 141.10) in the handling of information considered confidential.

Responsibilities specific to this engagement

Additionally, we will:

- Provide management with advanced notification if we identify issues that require further audit work and increase audit costs.
- Participate in weekly progress meetings to discuss the status of the audit plans for future weeks. At those meetings, we will provide information on the departments we will work in and the audit objectives we will be addressing.
- Interact with staff professionally and respectfully and communicate needs and issues in a timely manner.
- Provide advance notice when a scheduled meeting is to be cancelled.

Reporting levels for audit issues

Issues identified through the auditing process will be communicated as follows. Failure to appropriately address audit issues may result in escalated reporting levels.

- **Findings** formally address issues in an audit report. Findings report significant results of the audit, such as significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations, contracts or grant agreements. You will be given the opportunity to respond to a finding, and this response, or a synopsis of it, will be published in the audit report. Professional auditing standards define the issues we must report as findings with regard to non-compliance with a financial statement effect and internal controls over financial reporting. The Uniform Guidance defines the issues we must report as findings with regard to non-compliance and internal controls over compliance with federal grants.

- **Management letters** communicate control deficiencies, non-compliance, misappropriation, abuse, or errors with a less-than-material effect on audit objectives. Management letters are referenced, but not included, in the audit report.
- **Exit items** address control deficiencies, non-compliance, abuse, or errors that have an insignificant effect on audit objectives. These issues are informally communicated to management and are not referenced in the audit report.

Client's Responsibilities

Management is responsible for the accuracy and completeness of information provided to the auditor and will provide the Office of the Washington State Auditor with:

- Unrestricted access to people with whom the auditor wishes to speak.
- All information that is requested or relevant to auditor requests.
- Notification when any documents, records, files, or data contain information that is covered by confidentiality or privacy laws, such as HIPAA.
- Adequate workspace and conditions, including interacting with auditors professionally and respectfully and promptly communicating about any issues and concerns.

Moreover, our audit does not relieve management or the governing body of their responsibilities. Management's responsibilities, with oversight from the governing body, include:

- Selecting and applying appropriate administrative and accounting policies.
- Establishing and maintaining effective internal controls over financial reporting, compliance, and safeguarding of public resources.
- Designing and following effective controls to prevent and detect fraud, theft, and loss.
- Promptly reporting to us knowledge of any fraud, allegations of fraud or suspected fraud involving management, employees or others, in accordance with RCW 43.09.185.
- Ensuring compliance with laws, regulations and provisions of contracts and grant agreements.
- Preparation and fair presentation of the financial statements in accordance with the cash basis *Budgeting, Accounting and Reporting System Manual* (BARS).
- Preparing the following supplementary information and providing us with certain written representations concerning the supplementary information:
 - Schedule of Expenditures of Federal Awards (including notes and noncash assistance received) that includes all expenditures from federal agencies and pass-through agencies in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance in accordance with Uniform Guidance 2 CFR § 200.510 requirements
 - Schedule of Liabilities in accordance with the BARS Manual
- Including the auditor's report on the supplementary information in any document that both contains the supplementary information and indicates that the auditor reported on the supplementary information.
- Either presenting the supplementary information with the audited financial statements or, if the supplementary information will not be presented, making the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information and auditor's report thereon are issued.
- Identifying all federal awards received and government programs.
- Understanding and complying with the provisions of laws, regulations, contracts, and grant agreements, including applicable program compliance requirements.
- Internal control over compliance, including establishing and maintaining effective controls that provide reasonable assurance that the Board administers government programs in compliance with the compliance requirements.

- Evaluating and monitoring the Board's compliance with the compliance requirements.
- Informing us of the Board's relationships with significant vendors who are responsible for program compliance
- Submitting the reporting package and data collection form through the Federal Audit Clearinghouse.

Responsibilities at the conclusion of the audit

At the conclusion of our audit, the Board will provide us with a letter to confirm in writing certain express and implied representations made during the course of the audit. This letter includes representations regarding legal matters. A separate letter may be needed from the Board's legal counsel.

Management and the governing body are also responsible for following up and taking corrective action on all audit findings, including, when applicable, preparing a summary schedule of prior audit findings and a corrective action plan on the Board's own letterhead.

Responsibilities specific to this engagement

Additionally, the Board will:

- Provide final financial statements for audit to our Office by July 1, 2022
- Provide the final Schedule of Expenditures of Federal Awards for audit to our Office by July 1, 2022
- Provide our Office with documentation of the financial statement review and approval before they were submitted for audit.
- Obtain a clear understanding of accounting standards applied in your financial statements and fully understand any adjusting journal entries recommended by the Office of the Washington State Auditor before approving the entries.
- Revise financial statements and schedules only if agreed to by our Office.
- As applicable, provide auditors adequate workspace with access to secure Internet, phone, and electrical outlets.
- Interact with auditors professionally and respectfully and promptly communicate issues and concerns.

Estimated Audit Costs and Timeline

We estimate the cost of the audit work to be \$18,000 plus travel costs, and other expenses, if any. Invoices for these services will be prepared and presented each month as our audit work progresses.

We anticipate our reports, which will be published on our website www.sao.wa.gov to be available to you and the public as outlined below. These estimates are based on timely access to financial information and no significant audit reporting issues. The estimated cost and completion date may change if unforeseen issues arise or if significant audit issues are identified necessitating additional audit work. We will promptly notify you if this is the case.

Report	Date*
Independent Auditor's Report on Financial Statements	September, 2022
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	September, 2022
Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance in Accordance with Uniform Guidance	September, 2022

**Report Issuance Dates Are Estimates Only*

The audit documentation for this engagement, which may contain confidential or sensitive information, is the property of SAO and constitutes a public record under Chapter 42.56 RCW. Subject to applicable laws and regulations, appropriate individuals, as well as audit documentation, will be made available upon request and in a timely manner to appropriate auditors and reviewers, Board's management and governing body, and federal agencies, for purposes of a public records request, a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

The audit documentation for this engagement will be retained for a minimum of five years after the report release (publish) date in accordance with the public records retention schedule established by the Washington Secretary of State.

Expected Communications

During the course of the audit, we will communicate with the Board's selected audit liaison, Elaine Sivey, Accounting Manager, on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed. The audit liaison is responsible for regularly updating management and the governing body on these matters. We may also provide direct communication of these matters to management and the governing body as needed or at the Board's request.

Please contact us if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect the audit liaison to keep us informed of any such matters.

Audit Dispute Process

Please contact the Audit Manager or Assistant Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

By signing and returning this letter, you acknowledge that the foregoing is in accordance with your understanding. Please contact us with any questions.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jake Santistevan", with a long horizontal flourish extending to the right.

Jake Santistevan, CFE April 12, 2022
Audit Manager
Office of the Washington State Auditor

Board Response:

This letter correctly sets forth our understanding.

Shannon Adams
Board Chair

Date

Elaine Sivey
Accounting Manager

Date

UCSRB Budget - All Programs

July 2022 - June 2023

	2021-22 Budget Amount	2022-23 Requested Budget	Adjustments	Total Draft 21-23 Budget
TOTAL REVENUE	\$1,170,825	\$962,759	\$0	\$962,759
RCO Admin	558,332	435,000	\$0	\$435,000
RCO LE	135,000	135,000	\$0	\$135,000
YN	138,559	130,815	\$0	\$130,815
BPA Admin	167,923	163,463	\$0	\$163,463
BPA Tech	55,442	18,481	\$0	\$18,481
OCR	45,568	-	\$0	\$0
BEF	50,000	50,000	\$0	\$50,000
DNR	20,000	30,000	\$0	\$30,000

TOTAL EXPENSES	\$1,160,750	\$1,272,395	(\$309,636)	\$962,759
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Excess (Shortfall): **\$ 0**

PERSONNEL		\$648,395	\$761,244	(\$41,366)	\$719,878
<i>Total ALL Employees</i>	FTE:	\$634,071	\$747,800	(\$41,366)	\$706,434
% COLA for all perms on 1/1/23 (w/ tax/IRA effect)	3% \$	9,635	\$10,526	\$0	\$10,526
% Incr health insurance premium on 1/1/23	5% \$	1,029	\$2,376	\$0	\$2,376
Performance based increases	3% \$	3,660	\$542	\$0	\$542

TRAVEL FOR MEETINGS AND ERRANDS	\$29,716	\$32,389	(\$16,195)	\$16,195
Travel (General) DH	\$1,872	\$3,477	(\$1,739)	\$1,739
Travel (General) SW	\$1,924	\$5,419	(\$2,710)	\$2,710
Travel (General) TB	\$3,817	\$4,397	(\$2,198)	\$2,198
Travel (General) NJ	\$1,993	\$2,150	(\$1,075)	\$1,075
Travel (General) Fin Mgr/Asst/Intern	\$1,613	\$1,113	(\$556)	\$556
Travel (General) ED	\$13,968	\$11,901	(\$5,951)	\$5,951
Travel (General) RN	\$4,529	\$3,932	(\$1,966)	\$1,966

TRAINING AND TRAVEL FOR TRAINING	\$19,356	\$22,711	(\$11,511)	\$11,201
Training (Course Fees) - DH	\$1,500	\$1,470	(\$1,061)	\$409
Training (Course Fees) - SW	\$3,200	\$1,150	(\$1,003)	\$147
Training (Course Fees) - TB	\$3,200	\$2,200	(\$1,461)	\$739
Training (Course Fees) NJ	\$2,388	\$150	\$281	\$431
Training (Course Fees) - FMgr/Asst	\$2,520	\$2,915	(\$300)	\$2,616
Training (Course Fees) - ED	\$3,271	\$3,000	(\$1,600)	\$1,400
Training (Course Fees) - RN	\$3,278	\$2,920	(\$1,914)	\$1,006
Training (Travel) - DH	\$0	\$1,983	(\$991)	\$991
Training (Travel) - SW	\$0	\$2,507	(\$1,253)	\$1,253
Training (Travel) - TB	\$0	\$1,323	(\$661)	\$661
Training (Travel) NJ	\$0	\$1,938	(\$969)	\$969
Training (Travel) - FMgr/Asst	\$0	\$369	(\$184)	\$184
Training (Travel) - ED	\$0	\$0	\$0	\$0
Training (Travel) - RN	\$0	\$788	(\$394)	\$394

UCSRB Budget - All Programs

July 2022 - June 2023

	2021-22 Budget Amount	2022-23 Requested Budget	Adjustments	Total Draft 21-23 Budget
MEETING EXPENSES	\$8,460	\$15,290	(\$9,495)	\$5,795
Meeting Facilities and Food - DH	\$2,650	\$4,200	(\$2,100)	\$2,100
Meeting Expenses - SW	\$2,530	\$4,240	(\$2,120)	\$2,120
Meeting Expenses - TB	\$600	\$600	(\$600)	\$0
Science Workshops (Lessons learned)- TB	\$500	\$3,100	(\$3,100)	\$0
Meeting Expenses - NJ	\$200	\$0	\$0	\$0
Board Meeting Expenses OPS	\$1,980	\$3,150	(\$1,575)	\$1,575
Meeting Expenses - ED	\$0	\$0	\$0	\$0
Meeting Expenses - RN	0	\$0	\$0	\$0
SUPPLIES/EQUIPMENT	\$13,132	\$8,240	\$0	\$8,240
Office Supplies - DH	\$200	\$490.00	\$0	\$490
Office Supplies - SW	\$615	\$100.00	\$0	\$100
Office Supplies - TB	\$200	\$100.00	\$0	\$100
Office Supplies - TB	\$0	\$1,000.00	\$0	\$1,000
Office Supplies - RN	\$150	\$100.00	\$0	\$100
Office Supplies for General Use	\$3,708	\$1,500.00	\$0	\$1,500
Outreach Supplies & Brochures NJ	\$650	\$100.00	\$0	\$100
SRFB Packets	\$350	\$0.00	\$0	\$0
Office Equipment	\$2,509	\$600.00	\$0	\$600
Office Equipment - DH	\$0	\$0.00	\$0	\$0
Computer Equipment	\$0	\$0.00	\$0	\$0
GSA Vehicle	\$3,600	\$4,200.00	\$0	\$4,200
Miscellaneous	\$500	\$0.00	\$0	\$0
Office Furniture	\$500	\$50.00	\$0	\$50
Office Furniture - RN	\$150	\$0.00	\$0	\$0
SERVICES	\$108,986	\$133,820	(\$3,000)	\$130,820
Rent Wenatchee	\$50,324	\$46,200	\$0	\$46,200
Rent Maintenance	\$1,800	\$2,400	\$0	\$2,400
Utilities	\$1,200	\$0	\$0	\$0
Firefly & Sonicwall Computer Maintenance	\$10,092	\$13,230	\$0	\$13,230
Copier Service	\$1,443	\$1,443	\$0	\$1,443
Phone/Internet - LocalTel, Verizon (Part pd by BPA is Phone-I	\$6,000	\$3,252	\$0	\$3,252
Staff Cell Phones	\$4,800	\$4,800	\$0	\$4,800
Conference Calls (GoTo/LogMeIn/Zoom)	\$2,724	\$1,655	\$0	\$1,655
Audit (CY 2021)	\$0	\$27,500	\$0	\$27,500
Legal Fees	\$480	\$600	\$0	\$600
Insurance	\$4,863	\$5,000	\$0	\$5,000
Dues & Subscriptions (ESRI/GIS, Survey Monkey, MS Project,	\$12,440	\$12,506	\$0	\$12,506
Dues & Subs NJ (smugmug)	\$555	\$85	\$0	\$85
Dues & Subs RN		\$0	\$0	\$0
Dues & Subscriptions - TB (AFS)	\$0	\$115	\$0	\$115
Dues & Subscriptions - CONCUR	\$0	\$3,000	(\$3,000)	\$0
Advertising	\$1,080	\$1,200	\$0	\$1,200
Postage	\$166	\$180	\$0	\$180
Web site Maintenance	\$1,020	\$1,020	\$0	\$1,020
Website Development & Maintenance-NJ	\$1,000	\$300	\$0	\$300
Advertising - promotion-NJ		\$1,100	\$0	\$1,100
Contingency	\$9,000	\$8,235	\$0	\$8,235

UCSRB Budget - All Programs

July 2022 - June 2023

	2021-22 Budget Amount	2022-23 Requested Budget	Adjustments	Total Draft 21-23 Budget
SUBCONTRACTS AND INITIATIVES	\$332,704	\$298,700	(\$228,070)	\$70,630
Regional Prioritization Forums - SW	\$0	\$0	\$0	\$0
Aspect- GIS Contractor 21-22	\$18,000	\$3,750	\$0	\$3,750
Aspect - GIS Contractor 22-23		\$26,250	(\$8,250)	\$18,000
Consultants - Completing Reach Assessments	\$48,629	\$50,000	(\$50,000)	\$0
Consultants - Integrating life history modeling into prioritization	\$0	\$25,000	(\$25,000)	\$0
Consultants - other Aspect GIS - LiDAR based REM for UC re	\$0	\$3,320	(\$3,320)	\$0
Consultants - Triangle (FERC engagement process)	\$5,000	\$480	\$0	\$480
Consultant - podcast editing and producing	\$3,600	\$4,400	(\$1,000)	\$3,400
Consultants -updated outreach materials	\$1,000	\$0	\$0	\$0
Consultants - SoundCloud Subscription	\$150	\$0	\$0	\$0
Partnership Outreach - ED	\$25,500	\$0	\$0	\$0
Consultants - Regional Evaluation Phase II Actions	\$42,500	\$0	\$0	\$0
PNNL Snow2Flow	\$36,245	\$0	\$0	\$0
EcoTrust Snow2Flow	\$7,086	\$0	\$0	\$0
LiDAR flights along streams along Tier 1 and 2 streams with n	\$0	\$45,000	(\$45,000)	\$0
PNWRS	\$495	\$0	\$0	\$0
BioAnalysts RTT Travel - Tracy H	\$6,500	\$0	\$0	\$0
BioAnalysts RTT Contract Support	\$24,000	\$30,500	(\$30,500)	\$0
Chelan County LE Outreach	\$27,500	\$27,500	(\$27,500)	\$0
Okanogan County LE Outreach	\$27,500	\$27,500	(\$27,500)	\$0
BPA Maintenance	\$10,000	\$10,000	\$0	\$10,000
Outsourced Accounting	\$6,000	\$6,000	\$0	\$6,000
Chelan County Board Support	\$5,000	\$5,000	(\$5,000)	\$0
Okanogan County Board Support	\$5,000	\$5,000	(\$5,000)	\$0
Chelan County WAT	\$9,000	\$9,000	\$0	\$9,000
Cascadia Conservation District WAT	\$10,000	\$10,000	\$0	\$10,000
Methow Salmon Recovery Foundation WAT	\$10,000	\$10,000	\$0	\$10,000
Okanogan Conservation District - WAT	\$4,000	\$0	\$0	\$0

UCSRB Budget - Operating Reserve

July 2022 - June 2023

	2022-23 Requested Budget	Adjustments	Total Draft 21-23 Budget
Interest and other investment Income	150	\$0	\$150
Donations	100	\$0	\$100
Science Conference Net Proceeds	-	\$0	\$0
TOTAL REVENUE	\$250	\$0	\$250
PERSONNEL	\$0	\$0	\$0
TRAVEL FOR MEETINGS AND ERRANDS	\$0	\$0	\$0
TRAINING AND TRAVEL FOR TRAINING	\$0	\$0	\$0
MEETING EXPENSES	\$0	\$0	\$0
SUPPLIES/EQUIPMENT	\$0	\$0	\$0
SERVICES			
Contingency	\$250	\$0	\$250
SUBCONTRACTS AND INITIATIVES	\$0	\$0	\$0
TOTAL EXPENSES	\$250	\$0	\$250
Excess (Shortfall):			\$ -

Budget vs. Actual - Total for All Programs

06/15/2022

July 2021 through June 2022

Accrual Basis

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
8000 · Payroll Expenses	594,839.86	666,770.58	(71,930.72)	89.21%
8007 · Outreach	24,576.48	27,500.02	(2,923.54)	89.37%
8008 · BPA Maintenance	0.00	10,000.00	(10,000.00)	0.0%
8009 · Partner Contracts				
8010 · Okanogan County	4,576.26	5,000.00	(423.74)	91.53%
8011 · Okanogan Conservation District	4,032.78	16,506.04	(12,473.26)	24.43%
8023 · Methow Salmon Recovery (MSRF)	10,035.64	12,000.04	(1,964.40)	83.63%
8030 · Chelan County Natural Resources	13,114.07	14,000.00	(885.93)	93.67%
8031 · Cascadia Conservation District	14,991.35	18,499.96	(3,508.61)	81.03%
8032 · Cascade Fisheries	5,004.65	30,000.00	(24,995.35)	16.68%
Total 8009 · Partner Contracts	51,754.75	96,006.04	(44,251.29)	53.91%
8012 · Consultants				
8012.01 · USDA Forest Service	0.00	495.00	(495.00)	0.0%
8012.04 · BPA Tech Consult-CramerFish	4,062.25	37,377.00	(33,314.75)	10.87%
8300.02 · Pacific Northwest National Lab	40,223.20	34,145.32	6,077.88	117.8%
8300.08 · Aspect Consulting (GIS)	29,389.75	29,250.00	139.75	100.48%
8304 · RTT Services - Chair Exp/time	29,095.00	30,500.04	(1,405.04)	95.39%
8304.05 · RTT Additional Support-travel	249.97	0.00	249.97	100.0%
8308 · Ecotrust	9,185.68	9,185.68	0.00	100.0%
8310 · Triangle Associates	480.00			
8311 · Arywav Podcast Editing	3,300.00	3,600.00	(300.00)	91.67%
8012 · Consultants - Other	5,104.12	55,776.00	(50,671.88)	9.15%
Total 8012 · Consultants	121,089.97	200,329.04	(79,239.07)	60.45%
8035 · INDIRECT EXPENSES				
8042.10 · Copier Service	1,116.87	1,442.85	(325.98)	77.41%
8086 · Legal Fees	224.00	480.00	(256.00)	46.67%
8090 · Computer Maintenance	10,535.74	8,952.00	1,583.74	117.69%
8092 · Website Development/Maintenance	1,118.94	1,020.00	98.94	109.7%
8105 · Dues and Subscriptions	8,675.59	12,691.98	(4,016.39)	68.36%
8110 · Insurance	3,049.00	4,863.12	(1,814.12)	62.7%
8120 · Office Supplies	1,825.90	3,850.00	(2,024.10)	47.43%
8131 · Rent & Related Expenses	53,008.10	55,424.00	(2,415.90)	95.64%
8140 · Phone/Internet	6,872.76	8,640.00	(1,767.24)	79.55%
8150 · Conference Calls	1,592.38	2,724.00	(1,131.62)	58.46%
Total 8035 · INDIRECT EXPENSES	88,019.28	100,087.95	(12,068.67)	87.94%
8035.5 · Postage	345.17	165.49	179.68	208.58%
8036 · Supplies-Direct	475.00	1,140.00	(665.00)	41.67%
8037 · Phone - Direct	2,142.50	2,160.00	(17.50)	99.19%
8040 · Computer/Office Equipment	3,319.32	3,359.30	(39.98)	98.81%
8087 · Advertising	3,243.07	2,036.00	1,207.07	159.29%
8119 · Reconciliation Discrepancies	0.01			
8155 · Depreciation/Amortization Exp	3,849.97			
8160 · Travel	3,543.46	19,065.92	(15,522.46)	18.59%
8165 · Training	7,301.93	19,906.54	(12,604.61)	36.68%
8166 · Vehicle Lease	4,513.27	3,600.00	913.27	125.37%
8167 · Meeting Expenses	8,854.14	8,135.00	719.14	108.84%
8168 · Sponsored Workshops	0.00	500.00	(500.00)	0.0%
8225 · Service Charges	30.00	46.28	(16.28)	64.82%
9500 · Operating Reserve Expenses	5,838.98	5,077.00	761.98	115.01%
Total Expense	923,737.16	1,165,885.16	(242,148.00)	79.23%
Net Ordinary Income	(923,737.16)	(1,165,885.16)	242,148.00	79.23%
Net Income	(923,737.16)	(1,165,885.16)	242,148.00	79.23%

UCSRB
Profit & Loss_All Current Grants
 July 2019 through June 2022

4:01 PM
 06/14/2022
 Accrual Basis

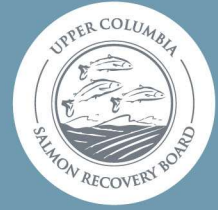
	The Wilderness Society (TWS) 04/08/22 - 06/30/22	OCR 2019-22 (Department of Ecology - OCR) 10-1-19 - 03-31-22	NCWFHC DNR Grant 21-22 (WA DNR) 09/24/21 - 06/30/22	RCO LE #21-1237 (RCO LE Grants) 07/01/21 - 06/30/22	RCO Adm#21-1237 (RCO Regional Grants) 10/01/21 - 09/30/22	BPA_Tech_21-22 (BPA Grants) 09/15/21 - 9/14/22	BPAAdmin #9298 2021-22 (BPA Grants) 12/01/21 - 11/30/22	Yakama Nation 2021-22 (Yakama Nation Grants) 12/01/21 - 11/30/22
Ordinary Income/Expense								
Income								
6075 - Federal Grants Revenue	0.00	0.00	0.00	0.00	349,960.06	13,548.05	57,524.45	49,568.71
6076 - State Grants Revenue	0.00	284,116.90	14,007.10	105,298.81	54,919.92	0.00	0.00	0.00
6077 - Donations Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6078 - Other Grants Revenue	7,467.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6079 - Science Conference, Net	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	7,467.00	284,116.90	14,007.10	105,298.81	404,879.98	13,548.05	57,524.45	49,568.71
Gross Profit	7,467.00	284,116.90	14,007.10	105,298.81	404,879.98	13,548.05	57,524.45	49,568.71
Expense								
8000 - Payroll Expenses	1,718.99	30,301.06	17,278.48	43,198.50	315,356.70	3,843.73	58,140.34	51,233.34
8007 - Outreach	0.00	0.00	0.00	25,356.43	279.15	0.00	0.00	0.00
8009 - Partner Contracts	0.00	0.00	0.00	14,880.69	8,163.16	0.00	0.00	4,837.47
8012 - Consultants	0.00	254,291.61	0.00	33,567.09	14,398.00	11,952.25	4,862.05	445.71
8035 - INDIRECT EXPENSES	0.00	0.00	0.00	219.96	46,439.71	0.00	12,012.87	10,255.36
8035.5 - Postage	0.00	0.00	0.00	138.60	155.39	0.00	26.28	21.68
8036 - Supplies-Direct	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8037 - Phone - Direct	0.00	0.00	0.00	0.00	742.65	0.00	389.49	110.36
8040 - Computer/Office Equipment	0.00	0.00	0.00	2,069.34	1,242.25	0.00	89.22	73.62
8087 - Advertising	0.00	0.00	0.00	41.00	1,913.81	0.00	489.49	430.97
8088 - Licenses and Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8160 - Travel	0.00	0.00	142.97	927.69	1,484.20	0.00	0.00	97.37
8165 - Training	0.00	0.00	0.00	(245.64)	2,368.83	0.00	777.86	411.25
8166 - Vehicle Lease	0.00	0.00	0.00	0.00	2,565.73	0.00	736.18	0.00
8167 - Meeting Expenses	0.00	0.00	388.06	4,605.12	1,829.86	0.00	103.92	309.69
8225 - Service Charges	0.00	0.00	0.00	30.00	0.00	0.00	0.00	0.00
Total Expense	1,718.99	284,592.67	17,809.51	124,788.78	396,939.44	15,795.98	77,627.70	68,226.82
Total Funding Source Award	7,467.00	285,000.00	20,000.00	137,000.00	435,000.00	73,929.00	141,521.00	127,559.00
Expenses to Date	1,718.99	284,592.67	17,809.51	124,788.78	396,939.44	15,795.98	77,627.70	68,226.82
Balance Remaining	5,748.01	407.33	2,190.49	12,211.22	38,060.56	58,133.02	63,893.30	59,332.18
Percentage of Grant Expended	23%	100%	89%	91%	91%	21%	55%	53%
Percentage of Contract Complete	62%	100%	89%	91%	66%	71%	49%	49%

UCSRB**Operating Reserve Activity**

July 2021 through May 2022

Cummulative Operating Reserve 6-30-21		<u>38,710.90</u>
Operating Reserve Income		
CFNCW Interest Income	18.13	
CFNCW Dividend Income	67.43	
CFNCW Unrealized Income	143.21	
CFNCW Realized Income	-0.46	
		228.31
Greer PTO payout		
Wages	(3,669.78)	
Payroll taxes	(280.74)	
Deferred Comp	(110.09)	
		(4,060.61)
Caitlin PTO payout		
Wages	(835.78)	
Payroll taxes	(63.94)	
Deferred Comp	(25.07)	
		(924.79)
Office Expenses		
Going Away Open House Greer /	(98.75)	
		(98.75)
Interest Expense		
NCNB	(188.53)	
NCNB Loan Origination Fee	(625.00)	
FirstBank CC	(97.61)	
CFNCW Fees	(60.39)	
ESD Q2 21	(11.61)	
		(983.14)
Cummulative Operating Reserve 5-30-20		<u>32,871.92</u>

Working to restore viable and sustainable populations of salmon, steelhead and other at-risk species through collaborative, economically sensitive efforts, combined resources, and wise resource management of the Upper Columbia Region.



REQUEST TO USE UCSRB OPERATING RESERVES

June 15, 2022

Identification of Appropriate Use of Reserve Funds

Fees for renewal of the Line of Credit, as well as interest on use of the loan, is not billable to grantors, thus needs to be paid out of the operating reserve. **These loan fees are \$762 for January – May 2022.**

Melody Kreimes has tendered her resignation effective June 24, 2022 and is eligible for payment of unused accrued annual leave, which is not billable to grantors. As UCSRB cannot bill this to grantors, the operating reserve will need to be used for this expense.

Per Section 11.2 (Annual Leave) of the UCSRB Personnel Manual

Upon termination, the employee's accrued, but not taken, annual leave and/or compensatory time will be added to the final paycheck using the employee's then-current straight-time hourly rate for conversion.

Ms. Kreimes is eligible for Vacation Leave payout of 179.74 hours.

Authority to Use Operating Reserve

Use of operating reserves is hereby requested to meet UCSRB's obligations to Ms. Kreimes under the terms of the Personnel Manual and to accommodate the loan fees. The amounts are as follows:

Compensation	\$ 8,465.75
Payroll Taxes	\$ 785.96
Deferred Compensation	<u>\$ 253.97</u>
Total	\$ 9,505.68

Plans for Replenishment

Since 2017, UCSRB has used funds raised for the biennial science conference to build the operating reserve. The 2017 and 2019 conferences increased the operating reserve by approximately \$25,000. The next science conference is expected to be held in 2024.



004602220002816%0345%02182022%#####UCA8197%16

DISBURSEMENT REQUEST AND AUTHORIZATION

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$75,000.00	02-18-2022	02-18-2024	4602220002816	9B2 / 700	UCA8197	***	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

Borrower: Upper Columbia Salmon Recovery Board
11 Spokane Street Suite 101
Wenatchee, WA 98801

Lender: North Cascades Bank, Division of Glacier Bank
Wenatchee Branch
614 North Mission Street
Wenatchee, WA 98801

LOAN TYPE. This is a Variable Rate Nondisclosable Revolving Line of Credit Loan to a Corporation for \$75,000.00 due on February 18, 2024.

PRIMARY PURPOSE OF LOAN. The primary purpose of this loan is for:

- ☐ Personal, Family, or Household Purposes or Personal Investment.
- ☒ Business (Including Real Estate Investment).

SPECIFIC PURPOSE. The specific purpose of this loan is: Renew operating line of credit which assists with the lag time between when expenses are incurred and when grants/contributions are received.

DISBURSEMENT INSTRUCTIONS. Borrower understands that no loan proceeds will be disbursed until all of Lender's conditions for making the loan have been satisfied. Please disburse the loan proceeds of \$75,000.00 as follows:

Other Disbursements: \$75,000.00
\$75,000.00 Undisbursed

Note Principal: \$75,000.00

CHARGES PAID IN CASH. Borrower has paid or will pay in cash as agreed the following charges:

Prepaid Finance Charges Paid in Cash: \$375.00
\$375.00 Loan Origination Fee

Other Charges Paid in Cash: \$250.00
\$250.00 Document Preparation Fee

Total Charges Paid in Cash: \$625.00

FINANCIAL CONDITION. BY SIGNING THIS AUTHORIZATION, BORROWER REPRESENTS AND WARRANTS TO LENDER THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT AND THAT THERE HAS BEEN NO MATERIAL ADVERSE CHANGE IN BORROWER'S FINANCIAL CONDITION AS DISCLOSED IN BORROWER'S MOST RECENT FINANCIAL STATEMENT TO LENDER. THIS AUTHORIZATION IS DATED FEBRUARY 18, 2022.

BORROWER:

UPPER COLUMBIA SALMON RECOVERY BOARD

By: Robert Bugert, Board Member of Upper Columbia
Salmon Recovery Board

Contract Amendments/Updates

RCO income contract amendment #3 (Executive Committee approved)

- adding \$135,000 for our July 1, 2022 – June 30, 2023 for LE funding.
- Contract total \$707,000

RCO income contract amendment #4 (Executive Committee approved)

- adding \$2,000 toward Admin for Salmon Recovery Portal
- Period July 1, 2022 – June 30, 2023
- Contract total of \$709,000

Cascade Fisheries no cost change Outreach contract amendment #1 (Executive Committee approved)

- contract ends June 30, 2022 for Okanogan outreach work
- no change in cost still at \$14,978
- change in the Scope of Work using money dedicated to Salmon in the Classroom to Watch Over the Watershed -course in restoration and salmon recovery for the alternative high school in the Methow Independent Learning Center.
- Winthrop River signage project as costs have increase since the original contract.

Cascade Fisheries no cost change Outreach contract amendment #2 (Executive Committee approved)

- contract ends June 30, 2022 for Okanogan outreach work
- no change in cost still at \$14,978
- change in Scope of Work using money dedicated to Paschal Sherman Indian School (funded with different grant) and Methow River Keepers to a Spanish translation and printing of the Okanogan Basin Habitat Restoration Guide.

Aspect Consulting Amendment #2 (Executive Committee approved)

- will add the \$2,000 funded from RCO Amendment #4 to go towards on-call GIS support in filing critical data gaps for prioritization and updating the Prioritization WebMap.
- Contract ends September 14 and now totals \$34,996

Okanogan Conservation District Outreach (Executive Director approved)

- no cost extension from June 30 to September 30, 2022 to complete storm drain marking events
- Contract remains at \$12,201

Return Document to: Upper Columbia Salmon Recovery Board
Document Title: Amendment #3 to the Professional Services Contract
Reference Number(s) of related documents: N/A
Grantor: Upper Columbia Salmon Recovery Board
Grantee: Aspect Consulting, LLC

**AMENDMENT #3 TO THE PROFESSIONAL SERVICES CONTRACT BETWEEN
ASPECT CONSULTING, LLC AND THE
UPPER COLUMBIA SALMON RECOVERY BOARD**

This is an amendment to the contract between the Upper Columbia Salmon Recovery Board and Aspect Consulting (hereafter “Aspect Consulting”), dated July 1, 2021. This amendment will change the Period of Performance, Exhibit “A” Scope of Work, Exhibit “B” Budget, and Exhibit “C” Special Terms and Conditions.

**ARTICLE II
PERIOD OF PERFORMANCE**

2.01 The term of this Contract shall commence on July 1, 2021 and expire on June 30, 2023. Either party may terminate this Contract, without cause, on thirty (30) days prior written notice to the other party.

**EXHIBIT “A”
SCOPE OF WORK
July 1, 2021 – June 30, 2023**

The additional funding will go towards developing spatial analysis (GIS) products and providing GIS services and support as requested by UCSRB staff. The tasks and deliverables that Aspect Consulting anticipates providing under this scope of work include:

- Developing and managing maps and GIS files.
- Creating, uploading, and managing GIS files, maps, and web applications particularly but not limited to prioritization data.
- Providing on-call support for UCSRB staff in using but not limited to ArcGIS software.

Other tasks may be added at the request of the UCSRB, and all tasks will be billed on a time and materials basis according to the attached 2022 Schedule of Charges. Larger or more complex tasks or analyses will be developed with Aspect through a task order before work is initiated.

**EXHIBIT “B”
BUDGET**

<i>Task</i>	Annual Budget	Budget Remaining	Deadline to be Spent by
Contractor Tasks (July 2021 Contract) Amendment #2	\$18,000 \$2,000	\$2524.50	6/30/22
Amendment #1 (BPA Funding)	\$14,996	\$5,779.25	9/14/22
Amendment #3 (see Exhibit “A”) Contractor Tasks	\$18,000	\$18,000	6/30/23
TOTAL	\$52,996	\$26303.75	

Other tasks may be added at the request of the UCSRB, and all tasks for Amendment #3 will be billed based on the attached 2022 Aspect Schedule of Charges.

EXHIBIT "C"
SPECIAL TERMS AND CONDITIONS

3. Maximum Reimbursement. The total reimbursement paid to the Aspect Consulting during the term of this Contract shall not exceed \$52,996 for the period July 1, 2021 – June 30, 2023.

UPPER COLUMBIA SALMON
RECOVERY BOARD

DATED: _____

Signature and Title of Authorized
Officer on Behalf of the UCSRB

ASPECT CONSULTING, LLC

DATED: _____

Signature and Title of Authorized
Officer on Behalf of Aspect Consulting

Unless otherwise stated in the proposal or services agreement, current rates are as follows:

PERSONNEL CHARGES: ENGINEERS, SCIENTISTS, AND ANALYSTS	Hourly Rate
<i>Principals and Associates</i>	
Principal Scientist/Engineer/Analyst 2	\$290
Principal Scientist/Engineer/Analyst 1	\$275
Sr. Associate Scientist/Engineer/Analyst	\$254
Associate Scientist/Engineer/Analyst	\$238
<i>Technical Professionals</i>	
Senior Scientist/Engineer/Analyst 3	\$238
Senior Scientist/Engineer/Analyst 2	\$224
Senior Scientist/Engineer/Analyst 1	\$209
Project Scientist/Engineer/Analyst 3	\$192
Project Scientist/Engineer/Analyst 2	\$178
Project Scientist/Engineer/Analyst 1	\$166
Staff Scientist/Engineer/Analyst 3	\$153
Staff Scientist/Engineer/Analyst 2	\$138
Staff Scientist/Engineer/Analyst 1	\$128

PERSONNEL CHARGES: TECHNICAL AND PROJECT SUPPORT STAFF	Hourly Rate
<i>Field/Construction Staff</i>	
Field/Construction Supervisor	\$140
Field Technician 2	\$114
Field Technician 1	\$105
<i>Design, CAD, and Graphics Staff</i>	
Engineering Designer	\$166
Sr. CAD Technician/Specialist	\$148
CAD Technician	\$130
<i>Technical Editing and Project Operations</i>	
Sr. Technical Editor	\$132
Technical Editor / Project Coordinator 3	\$120
Project Coordinator 2	\$112
Project Coordinator 1	\$105

PERSONNEL CHARGES: TECHNOLOGY AND SOFTWARE DEVELOPMENT	Hourly Rate
Sr. Technology Project Manager	\$246
Technology Project Manager	\$228
Senior Software/Database Architect/ Developer	\$234
Software/Database Architect/ Developer	\$207

OTHER DISBURSEMENT CHARGES	
Legal Testimony (4-hour minimum)	\$350/hr
Mileage	Federal Gov Rate Plus 15%
Subcontractors and Miscellaneous Expenses	Cost Plus 15%
Other equipment, rentals, and expenses will be provided on a per job basis.	

Client acknowledges that Aspect will adjust the Schedule of Charges annually, and that the Agreement will remain valid for any and all annually adjusted Schedule of Charges.

Upper Columbia Salmon Recovery Board - Bonneville Environmental Foundation Partnership Draft Scope of Work & Budget 2022-2023

In the coming year, the Upper Columbia Salmon Recovery Board (UCSRB) and Bonneville Environmental Foundation (BEF) will continue to build on previous year's work, including both the Upper Columbia Regional Evaluation conducted by the Ruckelshaus Center, and the Upper Columbia Habitat Prioritization completed by the Regional Technical Team.

The continued UCSRB-BEF partnership will focus on three areas in 2022-2023. These are:

1. Explore innovative opportunities to amplify the voices of private landowners (those not typically heard in the salmon recovery milieu),
2. maximize application and delivery of Federal and State funding expected to flow to the region from the Infrastructure Investment and Jobs Act (IIJA), and
3. conduct a regional workshop to increase knowledge of floodplain science and restoration.

Landowner Listening Sessions

Goal: provide multiple, informal opportunities for UCSRB Director Commissioner Hover and UCSRB staff to conduct landowner listening sessions in Okanogan County.

- Timeframe: 12 months
- Budget: \$30,000
- Projected participants: 20-30
- UCSRB staff will continue to keep Okanogan County sponsors updated on efforts and to coordinate to ensure communication with landowners is not in any way duplicated.
- Develop information about what recovery efforts are needed in specific areas where landowners reside (for landowners who want to discuss such information).
- Listening sessions will be initiated by Commissioner Hover contact with landowners and rely on Commissioner Hover to serve as a spokesperson and set the stage and tone of all conversations.

Floodplain Science and Restoration

Goal: UCSRB will partner with NOAA's Northwest Fisheries Science Center to increase regional knowledge (project sponsors and implementers, funders, RTT, CACs, etc.) of process-based habitat restoration and how best to reconnect floodplains. Process-based restoration addresses the root causes of habitat disturbance and targets local restoration potential to match the scale of restoration with the scale of physical and biological issues.

- Timeframe: 4 months
- Budget: \$12,500
- Projected attendance: 40-60 attendees
- Educational opportunity(ies) will focus on best practices to restore floodplain processes, increase floodplain dynamics, and build climate change resilience into restoration projects.
- Format: presentations, case histories, and discussion led by: 2-3 restoration professionals
- Organized and moderated by UCSRB staff

Application and Delivery of New Federal/State Funding

Goal: UCSRB staff will identify, track and advocate for potential new Federal and State salmon recovery funding sources to flow to the region, e.g., State legislative funding, NOAA Community-Based Restoration Program, etc.

- Timeframe: 12 months
- Budget: \$7,500
- Existing UCSRB staff will track potential new funding sources/programs applicable to Upper Columbia.
- Disseminate information regarding new funding programs to regional partners as rapidly as possible.
- Provide coordination as needed to ensure project proposals align with funding source and the *Upper Columbia Spring Chinook and Steelhead Recovery Plan*.
- Support partners in accessing and submitting applications.

Task	Budget
Landowner Listening Sessions	\$30,000
Floodplain Science and Restoration	\$12,500
Application and Delivery of New Federal/State Funding	\$7,500
TOTAL	\$50,000

From: **Charles Brushwood** <charles.brushwood@colvilletribes.com>
Date: Tue, Mar 29, 2022 at 7:31 AM
Subject: Re: Draft UCSRB Letter of Support for Pinniped Mgt. Funding
To: Bob Bugert <Bob.Bugert@co.chelan.wa.us>

I'm okay with the letter as presented given that the Board has previously discussed this issue and formally approved other similar letters for pinniped management efforts and funding.

That said, I would like to revisit our process and procedures for taking Board action outside of formal meetings and by email "straw poll" at our next Board meeting. To the extent we can (and in my opinion, should) avoid doing so, I strongly prefer we allow opportunity for Board and other discussion related to such letters of support or other Board action before we take it; email straw polls do not provide an opportunity for such discussion and exchange of ideas/perspectives which I believe to be an important requirement for good decision-making and of free, prior informed consent related to Board action mindful of the duties we as Directors owe not only to the UCSRB but also to our respective entities.

Thanks,

Charles (Chuck) Brushwood

Fish & Wildlife Policy Analyst

Colville Confederated Tribes

Office: (509) 422-7749

Cell: (509) 631-4605

Fax: (509) 422-7443

Bylaws of Upper Columbia Salmon Recovery Board

PREAMBLE

The local governments and government agencies in the upper Columbia River basin recognize a need to form a cooperative endeavor to facilitate a variety of needs with respect to salmon recovery. The capacity and authority of each entity will provide a strong basis to advocate protection and restoration of fish species, and the protection and enhancement of human and fish environments through cooperation. The mission of the *Upper Columbia Salmon Recovery Board* is to restore viable and sustainable populations of salmon, steelhead and other at-risk species through collaborative, economically sensitive efforts, combined resources, and wise resource management of the upper Columbia region.

BYLAWS

The corporation will operate under these Bylaws. The intent of these bylaws is to create and maintain efficient operation of the Upper Columbia Salmon Recovery Board and to provide certainty for process and responsibility. Any organizational changes as a result of evolving and adaptive need shall not change the intent of these bylaws. Bylaw modifications shall be by consensus of the Board.

1. TITLE

The name of this group shall be the Upper Columbia Salmon Recovery Board (UCSRB).

2. GEOGRAPHIC AREA OF CONCERN

The geographic area of concern of the UCSRB is Chelan, Douglas and Okanogan Counties.

3. ORGANIZATIONAL STRUCTURE

The UCSRB will consist of a Board of Directors (Board), Staff, Implementation Team (IT), and a Regional Technical Team (RTT).

BOARD OF DIRECTORS

The Board shall consist of five members; one each from Chelan County, Douglas County, Okanogan County, the Confederated Tribes of the Colville Reservation, and the Yakama Nation.

UCSRB STAFF

The UCSRB Staff shall consist of an Executive Director, Program Manager(s), Lead Entity Coordinator, Administrative Assistant, and other positions added as needed to perform the functions of the Board.

REGIONAL IMPLEMENTATION TEAM

The Implementation Team (IT) is an advisory group of representative stakeholders across the region that provides recommendations to the Upper Columbia Salmon Recovery Board. Each of the following organizations may be represented with one vote: *Chelan County, Douglas County, Okanogan County, Yakama Nation, Confederated Colville Tribes, Methow Restoration Council, Entiat Watershed Planning Unit, Wenatchee Watershed Planning Unit, Okanogan Restoration Council, Foster Creek/Douglas County Planning Unit, Upper Columbia Salmon Recovery Board, Regional Technical Team, Upper Columbia Regional Fisheries Enhancement Group, Washington Department of Fish and Wildlife, Governor's Salmon Recovery Office, Chelan County Public Utility District, Douglas County Public Utility District, Grant County Public Utility District, National Marine Fisheries Service, US Forest Service, US Fish and Wildlife Service, Bureau of Reclamation, Bonneville Power Administration, and Bureau of Land Management.*

REGIONAL TECHNICAL TEAM

The Regional Technical Team (RTT) shall consist of persons with appropriate technical skills and shall be appointed by the RTT. The RTT may consist of members of private, tribal, public utility, and government entities, but is not representational of these entities. A team member must possess a strong technical background and knowledge of salmonids and their habitats in the upper Columbia Region. To reduce the potential for conflicts of interest, RTT members must place no vested interest in a particular subbasin or activity within the region and must reflect regional responsibilities in their deliberations.

Entities that seek membership on the RTT shall provide written notice to the RTT of their request to join. The RTT shall determine, in consultation with the UCSRB chairperson, whether the candidate meets the criteria for RTT membership stated in the preceding paragraph. The RTT chairperson will provide written notice to the Board of revisions to RTT membership. A member shall formally notify the chairpersons of the RTT of his or her intent to leave the RTT.

4. DURATION

The UCSRB shall function as long as the Board Members maintain support of the body. Board Members shall provide written notice of their intent to leave the body. Upon receipt of written notice of a party's intent to leave the body, the remaining Board Members shall convene to pass a formal statement of action regarding the notice. In the case of a notice of intent to leave the body, the Board Members shall determine whether to continue the UCSRB. If the UCSRB is continued, the Board Members shall adapt the Bylaws to reflect the changed nature of the UCSRB.

5. MEMBERSHIP

Members of this corporation consist of Confederated Tribes of the Colville Reservation, Yakama Nation, Okanogan County, Douglas County, and Chelan County, Washington.

At the discretion of the Board, meetings will be facilitated by the Executive Director or designee to assure that members have an equal opportunity to participate.

6. MEETINGS

Regular meetings of the Board will be scheduled on the fourth Thursday of, generally, every other month.

The Annual Business Meeting shall be held in December.

The Regional Technical Team (RTT) will be scheduled on the second Wednesday of each month, and at the discretion of the RTT Chair.

All meeting times, places, and other logistical details may be changed as needed and will be given a seven-calendar-day notice.

Meetings of the Board and the Regional Technical Team are open to the public. Meetings shall be advertised to the extent practicable, and dates and times will be posted on the corporation's website. Minutes will be taken of the Board meetings. Public participation at such meetings shall be at the discretion of the Board.

7. QUORUM

A quorum is required to hold an official Board meeting. A quorum for the transaction of business exists when two of the three counties and one of the two tribes are in attendance at any scheduled Board meeting and no action may be taken by less than a quorum of members. Board Members may appoint a policy representative or alternate to attend a regularly scheduled meeting. Members present at a meeting in which a quorum is not present may either: 1) elect to proceed with the business of the meeting subject to ratification of all actions taken whenever a quorum is next present at a meeting; or 2) elect to adjourn to a definite time and place at which a quorum will be present.

A quorum for the transaction of RTT business exists when a super majority (defined as 60%) of voting members is in attendance at any meeting. Members shall not assign an alternate or proxy without previous approval from the RTT.

8. ATTENDANCE OF MEETINGS

The operation of the UCSRB is a voluntary, cooperative process intended to recognize and account for the needs of each individual government and stakeholder group. Attendance at meetings by representatives is necessary to provide for the proper functioning of the UCSRB. It is the responsibility of each government represented to assure participation in the UCSRB functions to prove successful.

BOARD OF DIRECTORS

Members shall make a concerted effort to attend all Board meetings. When a member is unable to attend a Board meeting, s/he should make an effort to advise the Chair, Executive Director, or other members of any issues of concern or special interest to such member.

REGIONAL TECHNICAL TEAM (RTT)

Members shall make a concerted effort to attend all RTT meetings. When a member is unable to attend a RTT meeting, s/he should make an effort to advise the RTT Chair or other RTT members of any issues which are of concern or of special interest to such member.

9. CHAIR AND DELEGATION

BOARD OF DIRECTORS

The Board will select a chairperson to preside over the meetings, sign decisional documents that meet the criteria for decision-making, and speak on behalf of the Board in public forums. A vice-chair will be appointed to serve as chair pro-tem in the event that the chairperson is unavailable. A secretary-treasurer will be appointed annually as well. The terms of all officers will be for one year, with appointments made at the first regularly scheduled meeting of each year. The chair, vice-chair, and secretary-treasurer will be appointed by consensus of the Board.

UCSRB STAFF

The Executive Director shall facilitate staff meetings and submit staff progress reports to the Board.

REGIONAL IMPLEMENTATION TEAM

UCSRB staff shall act as the Implementation Team Leader and shall facilitate the Implementation Team meetings and submit periodic progress reports to the Board.

REGIONAL TECHNICAL TEAM

In consultation with the Board chairperson, the RTT shall appoint a chairperson to facilitate the deliberations of the RTT and to take notes of attendance, decisions, and action plans of the RTT. The RTT chairperson shall act in an *ex officio* capacity and shall be the official spokesperson for the RTT. The RTT shall appoint a vice-chairperson to preside as chair pro-tem in the absence of the chairperson. At the request of any Board member, the chairperson shall provide a formal report of RTT activities to the Board.

10. DECISION-MAKING

BOARD OF DIRECTORS

Decision-making by the Board shall be by consensus. Consensus is defined as unanimous agreement or lack of disagreement amongst Board Members present for a vote.

REGIONAL IMPLEMENTATION TEAM

Decisions of the group are based on consensus, which is defined as the agreement of all parties present at a meeting.

REGIONAL TECHNICAL TEAM

For the transaction of RTT business, 60% of the RTT membership needs to be present or on the phone (this includes the chairperson), and a supermajority¹ is necessary to make RTT decisions, except for the acceptance of new members, project scoring, and a new Chairperson (see below).

The chair will give a seven-day notice of decisional items to be addressed by the RTT at a regularly scheduled meeting, typically identified in the agenda for an upcoming meeting. Members shall not assign a proxy. When a member is unable to attend a meeting, he or she should advise the chairperson or other RTT members of any issues of concern or of special interest to such member. The chairperson shall provide for members to participate by conference call. If unable to attend a meeting, a member may convey his/her vote to the chairperson prior to the meeting, or after the meeting by responding to the draft meeting notes. Members must respond within five working days of the notification; non-response indicates concurrence. RTT members shall make no recommendation to the UCSRB or other entity without a formal decision. Any member may submit a minority opinion with the recommendation report of the RTT.

11. ACTIONS BY WRITTEN CONSENT

Any board action taken at a meeting of the directors may be finalized after a meeting with consent in writing or email, setting forth the action so taken. Such consent shall have the same force and effect as a quorum vote and may be described as such.

These updated Bylaws, are ADOPTED by Resolution of the Corporation's Board of Directors this 13th day of December 2018 and signed on February 28, 2019 by:

DOUG ENGLAND, Chelan County Commission

CHUCK BRUSHWOOD, Colville Confederated Tribes

MARC STRAUB, Douglas County Commission

ANDY HOVER, Okanogan County Commission

PAUL WARD, The Yakama Nation

Working to restore viable and sustainable populations of salmon, steelhead and other at-risk species through collaborative, economically sensitive efforts, combined resources, and wise resource management of the Upper Columbia Region.



UCSRB Executive Committee Charter

Purpose

The primary function of the Executive Committee is to exercise powers of the Board of Directors which arise between regularly scheduled Board meetings or when it is not practical or feasible for the Board to meet.

Committee Membership

The Committee will consist of the Chair, Vice Chair, and the Executive Director. The Committee is chaired by the Chair of the UCSRB. The Committee Chair, in conjunction with the Executive Director, will set agendas for meetings and determine the Committee's information needs. Other staff from the organization will participate in meetings at the invitation of the Chair or Executive Director and will assist the committee in gathering information, managing any follow-up actions, and in other ways assisting the committee in fulfilling its purpose.

Meetings

The Committee shall meet at such times and places and by such means as the Committee shall determine. The Committee shall report regularly about its activities to the Board.

Key Responsibilities

To the extent permitted by applicable law, the Committee is empowered to act for the full Board to coordinate organizational objectives with key decision and policy makers, however, the Committee shall not have the power or authority in reference to the following matters:

1. Amending, altering or repealing the bylaws;
2. Electing, appointing, or removing any member of any such committee or any director or officer of the corporation;
3. Amending the articles of incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation;
4. Authorizing the sale, lease, or exchange of all or substantially all of the property and assets of the corporation not in the ordinary course of business;
5. Authorizing the voluntary dissolution of the corporation or revoking proceedings therefor;
6. Adopting a plan for the distribution of the assets of the corporation; or
7. Amending, altering, or repealing any resolution of the board of directors which by its terms provides that it shall not be amended, altered, or repealed by such committee.

The Executive Committee is authorized to approve UCSRB letters consistent with organizational objectives or the Committee can decide to take them to the full Board for approval. The Board has delegated contract review and approval to the Executive Committee. The established threshold for Executive Committee review and approval is \$10,000 and greater. Approval for lesser amounts is delegated to the Executive Director. The Executive Committee will review contracts, sub-contracts, and

renewals to ensure consistency with policies of the organization and liabilities are minimized to the organization.

UCSRB Board members who are also elected officials or employees of a tribal entity may engage in contracts between the UCSRB and the county or tribe they represent but should recuse from signing. The respective board member should also recuse from participating in discussion and a vote on approval. The recusal from discussion and voting should also be noted in the meeting minutes. In the event of a conflict that the Chair is signing a contract for his respective organization, the Vice Chair may sign in his place.

The Committee shall report all action taken by it to the Board at its next regularly scheduled meeting.

UCSRB Finance Committee Charter

Purpose

The Finance Committee will assist the Board of Directors in its oversight responsibilities relating to fiscal management. In order to assist the organization in the proper and prudent management of its financial resources, the Committee will ensure that management employs personnel and systems capable of providing timely and accurate financial information to the Board and key decision-makers.

Committee Membership

The Committee will consist of ~~the Secretary/Treasurer, a second~~ board member, and the Executive Director. The Committee is chaired by a designated Chair. The Committee Chair, in conjunction with the Executive Director, will set agendas for meetings and determine the Committee's information needs. Staff from the organization will participate in meetings at the invitation of the Chair or Executive Director and will assist the committee in gathering information, managing any follow-up actions, and in other ways assisting the committee in fulfilling its purpose.

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Meetings

The Committee shall meet at such times and places and by such means as the Committee shall determine. The Committee shall report regularly about its activities to the Board.

Key Responsibilities

To fulfill its purposes, the Committee shall:

1. Review financial statements at regularly scheduled committee meetings.
2. Meet at least once a year with the UCSRB fiscal representative.
3. Annually review the need for a financial audit of the organization.
4. The Committee shall report financial updates and recommendations to the Board at its next regularly scheduled meeting.

Approved: 6/6/08; amended ~~06/23/2022~~.

Deleted: 12/13/12