

Working to support stakeholders in the restoration of viable salmonid populations and other at-risk species through collaborative processes that honor regional, cultural, economic and community values.



DRAFT AGENDA

UCSRB Directors' Meeting
Douglas County Transportation & Land Services Building
140 19th St. NW A, East Wenatchee, WA 98802
Thursday, September 26, 2024
9:00 AM – 3:00 PM

Join Virtual Meeting: <https://us06web.zoom.us/j/85424177225?pwd=Zh12SKHH6ZidFy6UgJaDn6cB4CqJRm.1>

Join only by phone: (253) 205-0468 Meeting ID: 854 2417 7225 Passcode: 522691

**Items in red have yet to be approved by the Board*

Time	Topic	Presenter
9:00 am	Welcome and Introductions	Chair Chuck Brushwood
9:05	Regular Business <i>Approve September 26, 2024 Board Meeting Agenda</i> <i>Approve June 27, 2024 Board Meeting Summary</i>	Chair Brushwood <i>Directors</i> <i>Directors</i>
9:10	Finance and Operations - Overview of Financial Reports - Questions and Discussion	Julie Foss
9:35	Disbursement Summaries for June, July, August 2024 <i>Approve June, July, August 2024 Disbursement Summaries</i>	Julie Foss <i>Directors</i>
9:50	Contracts – Status and Updates - RCO – Amendment 3 – for review and signing <i>CCNRD – LE Outreach contract 2024-25 – for ratifying</i> <i>OCD – LE Outreach contract 2024-25 – for approval and signing</i> - WSU, CCT, BPA, YN, FS/NCWFHC	Amanda Ward Directors Directors

	• Questions and discussion	
10:10	UCSRB Office Lease	Amanda Ward
10:20	UCSRB – 25th Anniversary and Project Tours Planning • Questions and Discussion	Gabby Vermeire, Amanda Ward Directors
10:30	2024 SRFB grant round update/summary • Questions and Discussion	Ariel Edwards Directors
10:45	BPA Update	Meghan Camp
11:00	Permitting Workshop November 2024 • Questions and Discussion	Ryan Niemeyer Directors
11:20	WDFW Fish passage strategy update • Questions and Discussion	UCSRB staff
11:30	Cascade Fisheries - RFEG Federal funding	Jason Lundgren
Noon	<i>Lunch</i>	
1:00 pm	Dam spill management and Gas Bubble Trauma in salmonids • Questions and Discussion	Tom Dresser (Grant PUD) and Andrew Gingerich (Douglas PUD) Directors
1:50	~~Juvenile Outmigration Mortality Issues~~ ~~• Questions and Discussion~~	~~Steve Smith (NOAA)~~ ~~Directors~~
2:45	Items for future Board meetings • Presentations, topics of interest, more information required, etc.?	UCSRB staff and Directors
2:55	Public Questions and Comments	
3:00	Wrap up and Adjourn Meeting	Chair Brushwood

June 27, 2024

Draft UCSRB Board of Directors Mtg. Summary

Douglas County Transportation & Land Services Building – East Wenatchee, WA

9:00 am to 3:00 pm



Formal Approvals

Item	Action-Decision
Agenda for June 27, 2024 Board of Directors Meeting	Approved and posted online at: UCSRB Agenda
Summary for April 25, 2024 Board of Directors Meeting	Approved and posted online at: UCSRB Summary
Disbursement summary for March 2024	Approved
Disbursement summary for April 2024	Approved
Disbursement summary for May 2024	Approved
Draft 18-month budget	Approved with amendments
Amendment to RCO grant	Approved
2022 Annual Report on environmental conditions and status of fish populations to be submitted to NOAA	Approved
Permission to surplus unused office equipment	Approved

Present: Board Chair Chuck Brushwood (Colville Confederated Tribes), Vice-chair Douglas County Commissioner Marc Straub, Treasurer Chelan County Commissioner Shon Smith, Okanogan County Commissioner Andy Hover; UCSRB Executive Director Amanda Ward, UCSRB staff - Elaine Sivey, Ryan Niemeyer, Ariel Edwards, Gabby Vermeire, Julie Foss, Mike Kaputa (CCNR), Brock Hoenes (WDFW), Laura Robinson (UCUT), Casey Baldwin (CCT), Charlie Snow (WDFW).

Present remotely: Shannon Adams (Yakama Nation), Meghan Camp (UCSRB), Tom Bilideau (Coeur d'Alene tribes), Ruby Gaston (Office of Rep. Kim Schrier).

1. Welcome and Introductions

Chair Brushwood welcomed everyone to the meeting at 9:00 am and participants introduced themselves.

2. Regular Business

Chair Brushwood reviewed the agenda for the meeting and asked if there were any corrections or additional items to be added to the agenda.

Commissioner Hover requested a discussion on the NCWFHC be added to the agenda.

Commissioner Hover made a motion to approve the April 25, 2024 agenda as amended. Vice Chair Straub seconded the motion and all approved.

The meeting summary from the April 25, 2024 Board of Directors meeting was shared.

Commissioner Hover made a motion to approve the April 25, 2024 Board of Directors meeting summary as presented. Commissioner Smith seconded the motion and all approved.

Amanda Ward introduced incoming Accounting Manager Julie Foss. Accounting Manager Elaine Sivey will be retiring as of June 29. Julie has many years of accounting experience and has been training with Elaine for two weeks.

3. Finance and Operations

Elaine Sivey reviewed UCSRB's financial reports.

Statement of Financial Position – May 31, 2024

Elaine noted that the checking account and restricted cash were part of the same account but were shown as divided per the accountability audit's recommendation. Grant money that is received as a lump sum ahead of being billed, such as the BEF grant, is shown as restricted cash.

Elaine advised that she and Juie had sent out invoices for almost \$200,000 in the past two weeks which would soon be reflected in the accounts receivable. The lower accrued revenue, compared to that of last year, is primarily a timing issue related to billing and unbilled expenses not showing as accounts receivable. Elaine noted that all assets were recorded in the report and were fully depreciated. Liabilities included accrued payroll for both 2024 and 2025. Accrued leave is less in 2024 compared to 2023 due to staff turnover and a decrease in number of employees.

Budget vs. Actual – July 2023 through June 2024

The budget vs. actual reflects organization spending for 91% of the fiscal year. Elaine noted that while payroll spending stood at 73%, increased staffing was helping to increase payroll expenditures. Spending for outreach is down, but there will be expenditures at the end of June for this item.

Elaine advised that she expected UCSRB to be slightly over the budgeted amount for data and stewardship. This is due to an unexpected expense towards the Snow2Flow website tool - the web hosting vendor 3 Sherpas had unknowingly been collecting charges for the Amazon data service on their credit card and had recently sent UCSRB a bill for about three years' worth of charges. The Board asked if this item was in the original budget; Elaine advised it was not. The Board discussed the Snow2Flow tool, its origins, and asked if it was being used enough to justify the ongoing expense (~ \$200/month). Staff will follow up and report on the related website data use and analytics at the next Board meeting.

Spending on community engagement relates to support for the WAT's, RTT, and CAC. Elaine advised that the \$18,000 budgeted for a facilitator for the NCWFHC will not be spent in the near term. All other NCWFHC spending is for Claire Thompson's time and meeting expenses.

Board expenses only comprise snacks and meeting lunches and are lower than budgeted for. Administrative expenditures are expected to come in on budget for the year.

Current Grant Activity - July 2023 through May 2024

Elaine reported on activity in current UCSRB income contracts and grants.

BEF – Work underway. Total grant funds received prior to billing as restricted cash.

BPA – Spending on this contract will increase since new hire Meghan Camp is now onboard. Ryan and Ariel Edwards are supporting science work for this grant.

CCT – New contract received and subcontractors engaged, but no invoices received to date.

DNR – This grant supports NCWFHC meetings and associated activities.

RCO LE – We are on track to spend all RCO money.

TWS – This grant will supplement NCWFHC expenses. This grant end date is September 30, 2024, but funds will likely rollover if not spent.

YN –Spending continues on the \$24,000 of funds carried over from the previous contract. These funds have been dedicated to planning and support for UCSRB’s 25th anniversary celebration in October. The current six month contract through September 2024 is also active.

Operating Reserve Activity

Elaine reported that the only unexpected activity was a surprise \$150 unrestricted donation received via the Community Foundation.

Disbursement summary – March, April, and May 2024

Elaine presented the Board with the summary of organization expenditures for March, April and May 2024 including a detailed breakdown of all expenditures for this period.

Vice Chair Straub made a motion to approve the disbursements summaries for March 2024, April 2024, and May 2024 as presented. Commissioner Hover seconded the motion and all approved.

Annual Report Certification

Elaine presented the Annual Report Certification from the WA state auditor. . UCSRB will not have a federal audit in 2025 because funds received fall short of the annual \$750K threshold. .It is expected the \$750K threshold will likely be raised in the future. Elaine said that she is willing to be available to assist with next year’s tax filing if required.

Draft Budget – July 2024 through December 2025

Elaine provided the Board with a draft 18-month budget, prepared as requested at the last Board meeting. The Board inquired if the draft budget addressed capacity. Elaine said that while the budget didn’t address capacity specifically, there is enough funding to cover staff costs and deliverables should be met. If a decision was made to bring on additional staff, we would look for new funding to cover the additional cost. Currently, we have an increased general funds budget through RCO and a settled staffing level that is one less than in 2023.

The budget reflects lower BPA revenue, decreased because the UCSRB no longer provides direct biological expertise. Elaine noted that Ariel has the skills to provide this type of science support to the BPA Programmatic in the future.

The Board requested that the “Other” line item in Revenue be struck. The Board also asked that the budget be amended to show excess budget as a contra line item, so that cash in equals cash out. The contra account will reflect the estimated small grants funding UCSRB may apply for and/or receive. Elaine agreed to amend the budget to reflect that it was balanced between income and expenses. Elaine noted that \$10K was allocated in the budget for Board outreach. This includes travel expenses which could potentially be spent on Board travel to Olympia at the beginning of the next legislative session or to Washington DC. There is also money budgeted for strategic planning and a Board retreat.

Other line items in the draft budget include partner outreach, funds for UCSRB’s small grant, Snow2Flow, and a facilitator for the NCWFHC. Rent is budgeted at the current level but will likely change based on the potential reconfiguration of the office space.

Commissioner Hover made a motion to approve the draft 18-month budget as amended. Vice Chair Straub seconded the motion and all approved.

RCO – amendment to grant agreement

This amendment to the biennial RCO contract provides funds for the second year of the Lead Entity program.

Commissioner Hover made a motion to approve the RCO grant amendment. Commissioner Smith seconded the motion and all approved.

2022 annual report to NOAA

Ryan Niemeyer presented the Board with the 2022 Annual Report for approval. Per the UCSRB Recovery Plan, the organization must submit a report on salmon recovery in the region to NOAA every four years, however, the Board decided to submit a report every year to make collating regional data and synthesizing information easier. The annual report consists of two parts: the first, approved by the Board at the February 2024 meeting, provides information on completed projects within the region.

The second part presented for approval, reports on environmental conditions and status of fish populations. Three metrics related to salmon recovery are tracked: 1) Smolt survival during migration; 2) Smolt-to-adult return rates; and 3) Escapement estimates.

Smolt survival during migration for hatchery fish was the lowest on record despite lower travel times through powerhouses and increased flow as spill. The Board discussed what other factors might be causing a decline in this metric despite increased flows. Commissioner Hover requested more information relating to fish passage via powerhouse spill potentially leading to gas bubble toxicity in fish. Ryan will follow up on this for the next Board meeting.

Ryan reported that ocean conditions were average in 2022 based on a 25-factor estimate used by NOAA. Smolt-to-adult return rates for spring Chinook were down from the 2021 estimate, while steelhead were meeting the bare minimum for their replacement rate. The escapement estimate metric indicated an uptick in spring Chinook returning to spawning grounds, but an overall decrease in adult returns for natural origin fish.

Commissioner Hover made a motion to approve the 2022 Annual Report on environmental conditions and status of fish populations to be submitted to NOAA. Vice Chair Straub seconded the motion and all approved.

UCSRB 25th Anniversary

Gabby Vermeire provided an update to the Board on planning for UCSRB's 25th anniversary, to be held on October 10. Gabby advised that the celebration would consist of a tour of the Leavenworth Fish Hatchery and project tours along with lunch and speaker presentations at Sleeping Lady Mountain Resort. Potential projects include the Merritt Oxbow (Cascade Fisheries), Nasan Creek (Yakama Nation), and Cascade Orchards (CCNRD and CCT).

Gabby reviewed the proposed invitation list for the event. She has reached out to state and federal elected officials to put the date on their calendars early. Mike Kaputa, CCNRD, noted that October 10 was also the meeting date for the Icicle Creek work group. All agreed that there was potential for coordination between the work group and the UCSRB event. Mike and Amanda will investigate opportunities for collaboration. The Board did not have any further edits to the proposed invitation list.

Office lease proposal discussion

Amanda Ward advised the Board that UCSRB's lease with JDSA would end in December, after which rent would increase from \$3.8K to approximately \$4.5K. The building manager has given UCSRB the option to decrease and reconfigure our office for a relative decrease in rent. Construction could begin as soon as we agreed to the plan, would allow us to retain seven offices. Rent would drop to \$2.1K/month during construction then would rise to approx. \$3.2K until the end of the year.

Amanda has investigated other commercial rental options in Wenatchee, but rents are generally high and there are financial and logistical costs to moving offices. Brock Hoenes, WDFW, suggested looking into the Department of Transportation office space in downtown Wenatchee. The Board agreed that staying in the same place with the decreased rent was preferable to the disruption in the workflow that moving would cause.

Amanda asked if the Board would like to convene to approve a new lease contract. Commissioner Smith said that the contract could be provided to the Chair and Vice Chair for their approval but that there was no need for a meeting with the entire Board.

Surplusing office equipment

Amanda Ward asked for approval from the Board to surplus excess office materials that were old, broken and/or not being used, including computer equipment and office chairs.

Commissioner Hover made a motion to approve surplusing unused UCSRB office equipment. Vice Chair Straub seconded the motion and all approved.

Commissioner Hover added that UCSRB can surplus the equipment or get rid of it at the lowest possible cost to the organization.

NCWFHC

Commissioner Hover requested an update on the NCWFHC. Amanda Ward advised that Coordinator Claire Thompson had given her notice and that UCSRB would be providing note-taking meeting support only for the Collaborative in the near future. Amanda is coordinating with Tiana Luke (NCWFHC Co-Chair) on re-advertising the position. Facilitation has been reinstated to the role, and the number of hours has been increased. She noted that there will be room to house the facilitator position in the UCSRB office, if necessary. The UCSRB is the Collaborative's fiscal sponsor.

Lunch

Reintroduction of Salmon Above Chief Joseph

Laura Robinson from Upper Columbia United Tribes and Casey Baldwin with the Colville Confederated Tribes presented on the phase 2 implementation plan (P2IP) for the reintroduction of salmon above Chief Joseph Dam.

The phases of the reintroduction plan are as follows: Phase 1 was evaluation of fish passage studies and feasibility investigations, which had promising results; Phase 2 will be testing feasibility and strengthening regional collaboration; Phase 3 will aim for permanent reintroduction of salmon in the blocked areas above Chief Joseph Dam.

For 2024 and the near term, the project will trap and transport adult salmon to spawning areas upstream of the dam and will conduct acoustic surveys on juvenile Chinook movement and survival. It will also seek to expand and improve hatchery fish rearing and acclimation as well as pursue additional grant funding, increase capacity for the tribes to do work, and move through the NEPA process.

Summer Steelhead in the Methow River Basin

Charlie Snow from WDFW presented on the monitoring program for summer steelhead in the Methow River Basin.

The program studies hatchery fish propagation in the Methow and monitors hatchery programs for Wells dam and the Methow hatchery. Pit tags are preferred for monitoring spawning escapement over radio telemetry since they are a better way to measure abundance of the spawning population.

WDFW has genotyped 2,500 adult fish from 2009 to 2029, with the genetic origin of hatchery fish changing during the study. The study measured relative reproductive success (RRS) for hatchery fish vs. natural origin fish, which is defined in the UCSRB Recovery Plan as being a sustainable return if there are at least 1.1 recruits per spawner. The study has found that productivity for hatchery fish is lower at every life stage than for wild fish. Future research will investigate the productivity of wild fish with hatchery parents and if they inherit the low productivity of their parents.

The Board questioned if poor ocean conditions could be leading to lower escapement measures for returning. Charlie responded that little was known of the ocean portion of the steelhead lifecycle, and that they may be using entirely different food sources than we expect them to.

Future agenda items

The Board requested more information on the following topics at September's Board meeting:

- Spill from dams – salmon mortality as a result of toxic air bubble syndrome caused by spill through hydrodams
- Review Snow2Flow web tool – is it being used enough to justify its cost? Could Forest Service potentially help pay for this tool?

Public comments

Chair Brushwood asked if there were any public comments. No public comments were noted.

Commissioner Hover made a motion to go to Executive Session for the performance review of Executive Director Amanda Ward (RCW 42.30.110) Vice Chair Straub seconded the motion and all approved.

The meeting went into Executive Session at 2:35 pm.

Wrap-Up and Adjourn Meeting

Chair Brushwood thanked everyone for attending the meeting and adjourned at 3:14 pm.

Next scheduled Board meeting – Thursday, September 26, 2024.

Upper Columbia Salmon Recovery Board
Statement of Financial Position Comparison
As of August 31, 2024

	Total	
	As of Aug 31, 2024	As of Aug 31, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1011 NCNB Checking Account	159,976.18	117,859.46
1011.2 Restricted Cash	62,984.17	
Total 1011 NCNB Checking Account	\$ 222,960.35	\$ 117,859.46
Total Bank Accounts	\$ 222,960.35	\$ 123,310.86
Accounts Receivable		
1510 Accounts Receivable	15,196.97	10,090.58
Total Accounts Receivable	\$ 15,196.97	\$ 10,090.58
Other Current Assets		
1305 Prepaid Expenses	870.02	25.00
1305.01 Amazon Prepaid Gift Card	151.34	160.01
1305.02 Walmart Prepaid Gift Card	0.00	25.00
Total 1305 Prepaid Expenses	\$ 1,021.36	\$ 210.01
1515 Accrued Revenue	0.00	0.00
2120 Payroll Asset	0.00	0.00
Payroll Corrections	0.00	0.00
Total Other Current Assets	\$ 1,021.36	\$ 210.01
Total Current Assets	\$ 239,178.68	\$ 133,611.45
Fixed Assets		
1810 Furniture and Equipment	74,992.81	74,992.81
1850 Accumulated Depreciation	-74,992.81	-74,992.81
Total Fixed Assets	\$ 0.00	\$ 0.00
Other Assets		
1350 Intangible Assets (Videos)	30,450.00	30,450.00
1355 Accumulated Amortization	-30,450.00	-30,450.00
Total Other Assets	\$ 0.00	\$ 0.00
TOTAL ASSETS	\$ 239,178.68	\$ 133,611.45
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2020 Accounts Payable	1,196.60	7,454.40
Total Accounts Payable	\$ 1,196.60	\$ 7,454.40
Credit Cards		
2030.10 Credit Card (9545)	831.59	771.09
2035 US Bank NASPO Cards	209.91	0.00
Total Credit Cards	\$ 1,041.50	\$ 771.09
Other Current Liabilities		
2005.001 Payroll Liabilities		
Total 2005.001 Payroll Liabilities	\$ 1,543.42	\$ 1,176.94
2006 Accrued Payroll	48,293.52	54,171.64
2021 Accrued Expenses	0.00	0.00
2025 Other Current Liability		
2100 Deferred Revenue	62,984.17	7,372.19
2200 Accrued Leave	0.00	0.00
2200.10 Accrued Comp Time	624.00	1,029.00
2200.20 Accrued Vacation Time	16,321.00	19,390.10
2200.30 Accrued Sick Time	12,331.00	23,753.54
Total 2200 Accrued Leave	\$ 29,276.00	\$ 44,172.64
2400 Note Payable - NCB LOC	0.00	0.00
Total Other Current Liabilities	\$ 142,097.11	\$ 106,893.41
Total Current Liabilities	\$ 144,335.21	\$ 115,118.90
Total Liabilities	\$ 144,335.21	\$ 115,118.90
Equity		
3000 Unrestricted Net Assets	89,229.12	175,230.88
Net Revenue	5,614.35	-156,738.33
Total Equity	\$ 94,843.47	\$ 18,492.55
TOTAL LIABILITIES AND EQUITY	\$ 239,178.68	\$ 133,611.45

Budget vs. Actual - Total for All Programs

July 2024 through December 2024

08/31/2024

Accrual Basis

As of 8/31/2024

	Actual	Budget	Budget Remaining	% of Budget Utilized to Date
Grants & Donations Revenue	\$ 213,025	595,045	382,020	35.8%
6079.10 Science Conference Revenue				
9915 Advertising/Promotional				
9916 Professional Fees*				
9917 Science Conference Expenses				
Science Conference, Net	0	0	0	0.0%
6150 Miscellaneous Income	450	100	(350)	450.0%
Total Revenue	213,025	595,145	382,120	35.8%
Expenditures				
Total Payroll Expenses	101,709	301,892	200,183	33.7%
8077 Training	218.00	10,250	10,032	2.1%
8078 Training Travel	638.81	-	(639)	100.0%
8079 Teambuilding Event	-	2,000	1,968	0.0%
8105 Professional Association Dues	31.64	700	249	4.5%
8106 Recruitment Expenses	450.92	-	(451)	100.0%
Total 8000 Personnel Expenses	103,048	314,842	211,343	32.7%
9100 Outreach Activities				
9160 Website	340.00	1,020	680	33.3%
9150 Consultant - podcast editing and producing	0.00	1,800	1,800	0.0%
9130 Advertising - promotion	0.00	1,000	1,000	0.0%
9135 Promotional Materials	0.00	600	600	0.0%
9145 Travel (General)	326.42	-	(326)	100.0%
9140 Meeting Expenses	0.00	-	-	0.0%
9110.1 Chelan County LE Outreach	20,097.23	12,500	(7,597)	160.8%
9110.2 Okanogan County LE Outreach	10,325.85	12,500	2,174	82.6%
9120 Partnership Outreach	45	15,000	14,955	0.3%
Total 9100 Outreach Activities	31,134	44,420	13,286	70.1%
BPA Maintenance				
BPA Maintenance	0	-	-	0.0%
Total BPA Maintenance	0	0	0	0.0%
9200 Data Collection & Stewardship				
9210 GIS Contractor - Prioritization Support	470.00	750	280	62.7%
9220 Consultants - Data Collection	15,833.75	15,000	(834)	105.6%
9230 GIS Software Subscription	0.00	1,400	1,400	0.0%
9240 Data Management Meeting Expenses	869.06	-	(869)	100.0%
Total 9200 Data Collection & Stewardship	17,173	17,150	-23	100.1%

	Actual	Budget	Budget Remaining	% of Budget Utilized to Date
9300 Community Engagement				
9320 Regional Technical Team	8,140.00	20,000	11,860	40.7%
9330 Wenatchee WAT	0.00	4,750	4,750	0.0%
9340 Methow WAT	0.00	5,150	5,150	0.0%
9350 Entiat WAT	401.42	5,150	4,749	7.8%
9370 NCW Forest Health Collaborative	0.00	-	-	0.0%
9380 Project Sponsors	213.73	-	(214)	100.0%
9390 Other Community Meetings	0.00	-	-	0.0%
Travel	0.00	-	-	0.0%
Meeting Expenses	0.00	300	300	0.0%
Lessons Learned Workshop	0.00	2,500	2,500	0.0%
SRFB Packets	0.00	-	-	0.0%
Total 9300 Community Engagement	8,755	37,850	29,095	23.1%
Board Engagement				
9410 Board Meeting Expenses	0.00	1,000	1,000	0.0%
9420 Board travel expenses	0.00	-	-	0.0%
9430 Board Legislative Outreach	0.00	-	-	0.0%
9440 Board Consultants / Strategic Planning / Retire	0.00	-	-	0.0%
Total Board Engagement	0	1,000	1,000	0.0%
9800 Administrative Expenses				
9810 Occupancy - Rent	7,700.00	23,100	15,400	33.3%
9815 Occupancy - Cleaning & Maintenance	450.00	1,300	850	34.6%
9820 Vehicle Lease & Expenses	0.00	-	-	0.0%
9825 Copier Lease & Expenses	1,099.32	1,500	401	73.3%
9830 Audit Fees	0.00	10,000	10,000	0.0%
9835 Professional Services - Other	787.50	1,500	713	52.5%
9840 Commercial Insurance	0.00	750	750	0.0%
9845 Taxes & Licenses	0.00	-	-	0.0%
9850 Computer Security & Maintenance	2,084.40	6,788	4,704	30.7%
9855 Software Subscriptions	572.86	6,300	5,727	9.1%
9860 Office Supplies	0.00	1,050	1,050	0.0%
9865 Equipment	0.00	-	-	0.0%
9870 Phone & Internet	246.44	750	504	32.9%
9875 Staff Cell Phones	560.00	2,100	1,540	26.7%
9880 Conferencing Services	20.00	-	(20)	100.0%
9885 Postage	0.00	500	500	0.0%
Total 9800 Administrative Expenses	13,521	55,638	42,117	24.3%
9900 Operating Reserve (Income) Expenses	352	(3,623)	(3,975)	-9.7%
Total Expenditures	174,011	467,277	293,266	37.2%
Net Operating Income	39,464	127,868	88,404	30.9%
Other Revenue				
9010 Interest Income	0.00	-	-	0.0%
9015 Dividend Income	0.00	-	-	0.0%
9020 Unrealized Gain (Loss)	0.00	-	-	0.0%
9025 Realized Gain (Loss)	0.00	100	100	0.0%
Total Other Revenue	0	100	100	0.0%
Excess (Deficiency) Revenues over Expenditures:	\$ 39,464	\$ 127,968	\$ 88,504	30.8%

UCSRB
Grant Activity - Current Grants
July 1, 2024 through June 30,2025

08/31/2024
Accrual Basis

	BPAAdmin #93765 23-24		CCT 2024	DNR	RCO LE #23-1257	RCO Admin #23-1257	TWS 24-01	WSU - NASA	Yakama Nation 2023-24 Yakama Nation 2024-01	
	2/01/24 - 3/31/25	12/01/23 - 11/30/24	5/1/24 - 10/31/24	2/01/24 - 06/30/25	07/01/24 - 06/30/25	07/01/2024 - 06/30/25	01/01/24 - 09/30/25	2023 - 2027	03/01/23 - 02/29/24	04/01/24 - 09/30/24
Payroll Expenses	5,396	39,971	11,274	5,936	10,629	61,236		2,142	77,566	18,191
Outreach	-	284		-	30,423	259	-		219	125
Travel					326		43			
Data Collection & Stewardship		-				869			743	288
GIS/Data Software		352							-	-
Other Consultants	-		22,986	-			-		-	-
Aspect Consulting (GIS)	-	5,545		-			-		-	-
TotalConsultants	-	5,897	22,986	-	-	-	-		-	-
Community Engagement					214					4,270
RTT / BioAnalyst		6,304			6,523					
Methow WAT / MSRF	-	-		-		-	-		10,440	-
Wenatchee WAT / CCNR	-	-		-		-	-		9,270	-
Entiat WAT / Cascadia CD	-	-		-		-	-		10,300	
NCWFHC	-	-		-					-	-
Other Community Meetings	-	-		-			46		-	-
Total Community Engagement	-	6,304	-	-	6,736	-	46		30,010	-
Administrative Expenses	-	18,269				8,767	938		28,654	5,245
Sponsored Workshop	-	-		-	-	-			-	-
Total Expenditures	\$ 5,396	\$ 70,725	\$ 34,260	\$ 5,936	\$ 48,115	\$ 71,131	\$ 1,027	\$ 2,142	\$ 137,193	\$ 28,120
Total Funding Source Award	50,000	128,090	77,000	50,000	505,500	652,500	19,700	39,905	157,780	63,633
Expenses to date	5,396	70,725	34,260	5,936	48,115	71,131	1,027	2,142	137,193	28,120
Balance Remaining	44,604	57,365	42,740	44,064	457,385	581,369	18,673	37,763	20,587	35,513
Percentage of Grant Funds Expended	11%	55%	44%	12%	10%	11%	5%	5%	87%	44%
Percentage of Contract Period Completed	50%	75%	67%	41%	17%	17%	35%	21%	75%	84%
Total Expenses Billed to Date	5,396	65,936	17,214	5,936	33,192	37,765	1,027	2,142	125,724	25,262
Unbilled Expenses	-	4,789	17,046	-	14,923	33,366	-	-	11,469	2,858
Total Expenditures	5,396	70,725	34,260	5,936	48,115	71,131	1,027	2,142	137,193	28,120

UCSRB
Operating Reserve Activity
July 1 2023 through Aug 2024

	Prev Reported to Board	Recent transactions	YTD
Operating Reserve Income			
Science Conference, Net	8,776.00		8,776.00
CFNCW Donations	300.00	-	300.00
Amazon Smile Donations			-
Credit Card Rebates -FirstBank/Glacier			-
Credit Card Rebates -USBank	84.35	450.00	534.35
CFNCW Interest Income	33.18	-	33.18
CFNCW Dividend Income	81.06	-	81.06
CFNCW Unrealized Gains/(Losses)	26.42	-	26.42
CFNCW Realized Gains/(Losses)	161.10	-	161.10
			9,912.11
Employee PTO Forfeitures			
AM Vacation Payout	2,559.61		2,559.61
AM Sick Time forfeiture	(5,622.68)		(5,622.68)
	-		-
NJ Vacation Payout	3,617.77		3,617.77
NJ Sick Time forfeiture	(4,177.41)		(4,177.41)
DH Vacation Payout	6,225.50		6,225.50
DH Sick Time forfeiture	(5,175.00)		(5,175.00)
SW Vacation Payout	6,343.82		6,343.82
SW Sick Time forfeiture	(8,920.73)		(8,920.73)
			(5,149.12)
Office Expenses			
Office supplies	131.82	351.85	483.67
Other			-
			483.67
Other Operating Reserve Expenses			
Non Reimbursable Travel	22.22		22.22
			22.22
Interest Expense			
NCNB L/C Interest Expense			
NCNB Loan Origination Fee			
FirstBank CC			
CFNCW Fees			
			-
Current Year Activity			\$ 14,555.34

Upper Columbia Salmon Recovery Board		
Disbursement Summary for 01 Jun – 31 Aug 2024		
The following disbursements have been approved and paid in accordance with UCSRB policies and are hereby ratified:		
Checks:		Total:
June 2024 - Numbers: 8066 to 8076	34,985.09	
July 2024 - Numbers: 8077 to 8104	81,644.01	
Aug 2024 – Numbers: 8105 to 8120	25,061.63	
		141,690.73
Payroll - Electronic payments:		
Payroll – June 2024	30,857.97	
Payroll taxes – June 2024	9,253.32	
Payroll taxes – PFML 2023 w/h catch-up	700.67	
Simple IRA contributions – June	181.94	
June Total		40,993.90
Payroll – July 2024	34,217.29	
Payroll taxes – July 2024	11,101.56	
Simple IRA contributions – July	158.20	
2024 Second Quarter payroll taxes – ESD	1,382.41	
2024 Second Quarter payroll taxes – L&I	625.85	
July total		47 485.31
Payroll – Aug 2024	30,202.15	
Payroll taxes – Aug 2024	9,843.28	
Simple IRA contributions - Aug	181.94	
August total		40,227.37
June, July and August total		128,706.58
Credit cards: - Electronic Payments:		
First Bank + US Bank – June 2024	1,425.11	
First Bank + US Bank – July 2024	3,828.67	
First Bank + US Bank – August 2024	0.00	
		5,253.78
TOTAL:		275,651.09

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the (city/county/district), and that I am authorized to authenticate and certify to said claim.

Amanda Ward, UCSRB Executive Director	
Date:	September 23, 2024
Disbursement summary approved - UCSRB Board Secretary Treasurer	
Board meeting date:	September 26, 2024

Supporting documentation has been retained and is available upon request.

Upper Columbia Salmon Recovery Board
Disbursement Report2
June 1-30, 2024

Account full name		Num	Transaction type	Date	Amount	Name	Memo/Description
1011 NCNB Checking Account		1011 NCNB Checking Account	8066	Bill Payment (Check)	06/03/2024	-\$	3,850.00 JDSA
		1011 NCNB Checking Account	8067	Check	06/05/2024	-\$	2,035.38 Charles Schwab 8422-5931
		1011 NCNB Checking Account	8068	Check	06/05/2024	-\$	1,241.70 Edward Jones
		1011 NCNB Checking Account	ACH240605AM	Check	06/05/2024	-\$	181.94 American Funds
		1011 NCNB Checking Account	DD	Payroll Check	06/05/2024	-\$	3,734.73 Gabrielle H. Vermeire Pay Period: 05/01/2024-05/31/2024
		1011 NCNB Checking Account	DD	Payroll Check	06/05/2024	-\$	1,248.76 Claire K. Thompson Pay Period: 05/01/2024-05/31/2024
		1011 NCNB Checking Account	DD	Payroll Check	06/05/2024	-\$	4,711.20 Ariel N. Edwards Pay Period: 05/01/2024-05/31/2024
		1011 NCNB Checking Account	DD	Payroll Check	06/05/2024	-\$	5,378.71 Amanda J. Ward Pay Period: 05/01/2024-05/31/2024
		1011 NCNB Checking Account	DD	Payroll Check	06/05/2024	-\$	4,153.79 Elaine M. Sivey Pay Period: 05/01/2024-05/31/2024
		1011 NCNB Checking Account	DD	Payroll Check	06/05/2024	-\$	5,929.30 Ryan Niemeyer Pay Period: 05/01/2024-05/31/2024
		1011 NCNB Checking Account	DD	Payroll Check	06/05/2024	-\$	5,701.48 Meghan J. Camp Pay Period: 05/01/2024-05/31/2024
		1011 NCNB Checking Account	8069	Check	06/06/2024	-\$	9,210.07 WA Health Care Authority 900 D43 premium
		1011 NCNB Checking Account		Tax Payment	06/12/2024	-\$	9,253.32 IRS Tax Payment for Period: 5/1/2024 - 5/31/2024
		1011 NCNB Checking Account	ACH240624US	Credit Card Payment	06/24/2024	-\$	730.24 US Bank
		1011 NCNB Checking Account	8070	Bill Payment (Check)	06/25/2024	-\$	2,546.72 FireFly
		1011 NCNB Checking Account	8071	Bill Payment (Check)	06/25/2024	-\$	1,370.23 Cascadia Conservation District
		1011 NCNB Checking Account	8072	Bill Payment (Check)	06/25/2024	-\$	200.00 509 Cleaning Service
		1011 NCNB Checking Account	8073	Bill Payment (Check)	06/25/2024	-\$	3,794.33 BioAnalysts, Inc
		1011 NCNB Checking Account	8074	Bill Payment (Check)	06/25/2024	-\$	3,466.60 Fallon Technology, Inc.
		1011 NCNB Checking Account	8075	Bill Payment (Check)	06/25/2024	-\$	7,152.50 Aspect Consulting
		1011 NCNB Checking Account	8076	Bill Payment (Check)	06/25/2024	-\$	117.56 LocalTel
		1011 NCNB Checking Account	ACH240626FB	Credit Card Payment	06/26/2024	-\$	694.87 FirstBank VISA
		1011 NCNB Checking Account	ACH240628	Check	06/28/2024	-\$	700.67 WA Employment Security Department
Total for 1011 NCNB Checking Account					-\$	77,404.10	
2030.10 Credit Card (9545)		2030.10 Credit Card (9545)	ACH240625FB	Expense	06/03/2024	\$	142.99 Amazon Web Services
		2030.10 Credit Card (9545)	ACH240625FB	Expense	06/03/2024	\$	102.00 HireSafe 116229 GV
		2030.10 Credit Card (9545)	ACH240711FB	Expense	06/04/2024	\$	46.24 Walmart
		2030.10 Credit Card (9545)	ACH240625FB	Expense	06/11/2024	\$	50.05 Mailchimp Mailchimp - 678-9990141, GA
		2030.10 Credit Card (9545)	ACH240712FB	Expense	06/17/2024	\$	331.84 Quickbooks Online INTUIT *QBooks Online - CL.INTUIT.COM, CA
		2030.10 Credit Card (9545)	ACH240712FB	Expense	06/17/2024	\$	307.55 Zoom Zoom software
		2030.10 Credit Card (9545)	ACH240712FB	Expense	06/18/2024	\$	96.66 Zoom Zoom software
		2030.10 Credit Card (9545)	ACH240712FB	Expense	06/18/2024	\$	18.00 TechSoup
		2030.10 Credit Card (9545)	ACH240712FB	Expense	06/18/2024	\$	32.63 Adobe Creative Cloud
		2030.10 Credit Card (9545)	ACH240712FB	Expense	06/24/2024	\$	282.65 Local Myth Pizza refreshments Strategic Planning Meeting
		2030.10 Credit Card (9545)	ACH240712FB	Expense	06/26/2024	\$	205.85 Anvil Sandwich Co
		2030.10 Credit Card (9545)	ACH240712FB	Expense	06/26/2024	\$	36.00 Canva Biz Cards
		2030.10 Credit Card (9545)	ACH240712	Expense	06/28/2024	\$	36.28 Anvil Sandwich Co
		2030.10 Credit Card (9545)	ACH240712FB	Expense	06/28/2024	\$	34.55 Safeway
Total for 2030.10 Credit Card (9545)					\$	1,723.29	
2035 US Bank NASPO Cards		2035 US Bank NASPO Cards	ACH240711	Expense	06/10/2024	\$	101.13 Wild Huckleberry
		2035 US Bank NASPO Cards	ACH240711US	Expense	06/14/2024	\$	19.20 Walmart
		2035 US Bank NASPO Cards	ACH240711US	Expense	06/14/2024	\$	203.46 spring lotus refreshments Strategic Planning Meeting
		2035 US Bank NASPO Cards	ACH240711US	Expense	06/18/2024	\$	137.45 La Fonda Lopez Dinner CAC meeting
		2035 US Bank NASPO Cards	ACH240711US	Expense	06/26/2024	\$	1,566.72 esri
		2035 US Bank NASPO Cards	ACH240711	Expense	06/27/2024	\$	35.26 Chateau Faire Le Pont
Total for 2035 US Bank NASPO Cards					\$	2,063.22	
		Cash Basis					

Upper Columbia Salmon Recovery Board
Disbursement Report2
July 1-31, 2024

	Account full name	Num	Transaction type	Date	Amount	Name	Memo/Description
1011 NCNB Checking Account	1011 NCNB Checking Account	8078	Check	07/01/2024	\$ 0.00	Void	Voided
	1011 NCNB Checking Account	8077	Check	07/01/2024	\$ 0.00	Void	Voided
	1011 NCNB Checking Account	8079	Bill Payment (Check)	07/01/2024	-\$ 3,850.00	JDSA	
	1011 NCNB Checking Account	8080	Check	07/02/2024	-\$ 1,241.70	Edward Jones	
	1011 NCNB Checking Account	8083	Bill Payment (Check)	07/03/2024	-\$ 130.78	Jim Johnson	
	1011 NCNB Checking Account	8084	Bill Payment (Check)	07/03/2024	-\$ 71.02	Larry Hill	
	1011 NCNB Checking Account	8085	Bill Payment (Check)	07/03/2024	-\$ 124.62	Leah Hemberry	
	1011 NCNB Checking Account	8086	Bill Payment (Check)	07/03/2024	-\$ 14,674.15	Okanogan Conservation District	
	1011 NCNB Checking Account	ACH240705AM	Check	07/05/2024	-\$ 158.20	American Funds	
	1011 NCNB Checking Account	8081	Check	07/05/2024	-\$ 2,230.35	Charles Schwab	8422-5931
	1011 NCNB Checking Account	8082	Check	07/05/2024	-\$ 9,210.07	WA Health Care Authority	900 D43
	1011 NCNB Checking Account	DD	Payroll Check	07/05/2024	-\$ 5,385.49	Meghan J. Camp	Pay Period: 06/01/2024-06/30/2024
	1011 NCNB Checking Account	DD	Payroll Check	07/05/2024	-\$ 5,889.23	Elaine M. Sivey	Pay Period: 06/01/2024-06/30/2024
	1011 NCNB Checking Account	DD	Payroll Check	07/05/2024	-\$ 4,339.27	Ariel N. Edwards	Pay Period: 06/01/2024-06/30/2024
	1011 NCNB Checking Account	DD	Payroll Check	07/05/2024	-\$ 5,326.45	Amanda J. Ward	Pay Period: 06/01/2024-06/30/2024
	1011 NCNB Checking Account	DD	Payroll Check	07/05/2024	-\$ 5,380.80	Ryan Niemeyer	Pay Period: 06/01/2024-06/30/2024
	1011 NCNB Checking Account	DD	Payroll Check	07/05/2024	-\$ 3,055.44	Gabrielle H. Vermeire	Pay Period: 06/01/2024-06/30/2024
	1011 NCNB Checking Account	DD	Payroll Check	07/05/2024	-\$ 639.02	Claire K. Thompson	Pay Period: 06/01/2024-06/30/2024
	1011 NCNB Checking Account	DD	Payroll Check	07/05/2024	-\$ 4,201.59	Julie L Foss	Pay Period: 06/01/2024-06/30/2024
	1011 NCNB Checking Account	8087	Bill Payment (Check)	07/09/2024	-\$ 191.34	Wenatchee World	
	1011 NCNB Checking Account	8088	Bill Payment (Check)	07/09/2024	-\$ 787.50	Keegan Linscott & Associates, PC	
	1011 NCNB Checking Account		Tax Payment	07/10/2024	-\$ 11,101.56	IRS	Tax Payment for Period: 07/03/2024-07/05/2024
	1011 NCNB Checking Account	8089	Bill Payment (Check)	07/11/2024	-\$ 10,325.85	Okanogan Conservation District	
	1011 NCNB Checking Account	ACH240711FB	Credit Card Payment	07/11/2024	-\$ 694.87	FirstBank VISA	ACH240711FB
	1011 NCNB Checking Account		Tax Payment	07/16/2024	-\$ 531.83	WA Employment Security Department	Tax Payment for Period: 04/01/2024-06/30/2024
	1011 NCNB Checking Account	8090	Bill Payment (Check)	07/17/2024	-\$ 736.40	FireFly	
	1011 NCNB Checking Account	8091	Bill Payment (Check)	07/17/2024	-\$ 1,319.61	Cascadia Conservation District	
	1011 NCNB Checking Account	8092	Bill Payment (Check)	07/17/2024	-\$ 200.00	509 Cleaning Service	
	1011 NCNB Checking Account	8093	Bill Payment (Check)	07/17/2024	-\$ 20,097.23	Chelan County Natural Resources	
	1011 NCNB Checking Account	8094	Bill Payment (Check)	07/17/2024	-\$ 6,788.75	Aspect Consulting	
	1011 NCNB Checking Account		Tax Payment	07/17/2024	-\$ 625.85	WA Labor & Industries	Tax Payment for Period: 04/01/2024-06/30/2024
	1011 NCNB Checking Account		Tax Payment	07/19/2024	-\$ 267.46	WA Employment Security Department	Tax Payment for Period: 04/01/2024-06/30/2024
	1011 NCNB Checking Account		Tax Payment	07/19/2024	-\$ 583.12	WA Employment Security Department	Tax Payment for Period: 04/01/2024-06/30/2024
	1011 NCNB Checking Account	ACH072924FB	Credit Card Payment	07/29/2024	-\$ 962.77	FirstBank VISA	
	1011 NCNB Checking Account		Credit Card Payment	07/29/2024	-\$ 2,171.03	US Bank	
	1011 NCNB Checking Account	8098	Check	07/31/2024	\$ 0.00	Void	Voided
	1011 NCNB Checking Account	8099	Check	07/31/2024	\$ 0.00	Void	Voided
	1011 NCNB Checking Account	8100	Check	07/31/2024	\$ 0.00	Void	Voided
	1011 NCNB Checking Account	8101	Check	07/31/2024	\$ 0.00	Void	Voided
	1011 NCNB Checking Account	8102	Check	07/31/2024	\$ 0.00	Void	Voided
	1011 NCNB Checking Account	8103	Check	07/31/2024	\$ 0.00	Void	Voided

	1011 NCNB Checking Account	8104	Check	07/31/2024	\$	0.00	Void	Voided
	1011 NCNB Checking Account	8097	Bill Payment (Check)	07/31/2024	-\$	3,850.00	JDSA	August Rent
	1011 NCNB Checking Account	8095	Bill Payment (Check)	07/31/2024	-\$	5,365.00	BioAnalysts, Inc	
	1011 NCNB Checking Account	8096	Bill Payment (Check)	07/31/2024	-\$	449.64	Fallon Technology, Inc.	
Total for 1011 NCNB Checking Account					-\$	132,957.99		
2030.10 Credit Card (9545)								
	2030.10 Credit Card (9545)	ACH240712FB	Expense	07/03/2024	\$	152.96	Amazon Web Services	
	2030.10 Credit Card (9545)	ACH240712FB	Credit Card Credit	07/11/2024	-\$	6.75	Adobe	Adobe Creative Cloud Refund
	2030.10 Credit Card (9545)	ACH240712FB	Expense	07/11/2024	\$	14.13	Adobe	Creative Cloud refund
	2030.10 Credit Card (9545)	ACH240712FB	Expense	07/11/2024	\$	65.24	Adobe	Creative Cloud refund
	2030.10 Credit Card (9545)	ACH240712FB	Expense	07/11/2024	\$	50.05	Mailchimp	Mailchimp - 678-9990141, GA
	2030.10 Credit Card (9545)	ACH240716FB	Expense	07/16/2024	\$	320.96	Quickbooks Online	INTUIT *QBooks Online - CL.INTUIT.COM, CA
	2030.10 Credit Card (9545)	ACH240718FB	Expense	07/18/2024	\$	10.00	Zoom	Zoom software Sarah Walker
Total for 2030.10 Credit Card (9545)					\$	606.59		
2035 US Bank NASPO Cards								
	2035 US Bank NASPO Cards	ACH240711	Expense	07/03/2024	\$	55.00	Conservation Job Board	
	2035 US Bank NASPO Cards	ACH240711US	Expense	07/11/2024	\$	44.72	Made By Humans	
Total for 2035 US Bank NASPO Cards					\$	99.72		
1011 NCNB Checking Account:1011.2 Restricted Cash								
	1011 NCNB Checking Account:1011.2 Restricted Cash		Transfer	07/11/2024	-\$	1,253.34		BEF2407
	1011 NCNB Checking Account:1011.2 Restricted Cash		Transfer	07/11/2024	-\$	287.58		TWS24-01 07
Total for 1011 NCNB Checking Account:1011.2 Restricted Cash					-\$	1,540.92		
Cash Basis								

Upper Columbia Salmon Recovery Board
Disbursement Report2
August 1-31, 2024

Account full name	Num	Transaction type	Date	Amount	Name	Memo/Description
2030.10 Credit Card (9545)						
2030.10 Credit Card (9545)	ACH08152024FB	Expense	08/02/2024	\$ 156.82	Amazon Web Services	
2030.10 Credit Card (9545)	ACH240813FB	Expense	08/10/2024	\$ 14.13	Adobe	Creative Cloud refund
2030.10 Credit Card (9545)	ACH240815FB	Expense	08/11/2024	\$ 49.86	Mailchimp	Mailchimp - 678-9990141, GA
2030.10 Credit Card (9545)	ACH240815FB	Expense	08/11/2024	\$ 65.24	Adobe	Creative Cloud refund
2030.10 Credit Card (9545)	ACH240816FB	Expense	08/16/2024	\$ 204.58	Wenatchee World	Help Wanted Coordinator Job Posting
2030.10 Credit Card (9545)		Expense	08/17/2024	\$ 10.00	Zoom	Zoom software
Total for 2030.10 Credit Card (9545)						
1011 NCNB Checking Account						
1011 NCNB Checking Account	8106	Check	08/05/2024	-\$ 1,622.30	Charles Schwab	8422-5931
1011 NCNB Checking Account	8107	Check	08/05/2024	-\$ 1,233.81	Edward Jones	Amanda Ward EE: \$1002.47Amanda Ward ER: \$231.34TOTAL: \$1233.81
1011 NCNB Checking Account	ACH240805AmF	Check	08/05/2024	-\$ 181.94	American Funds	ACH
1011 NCNB Checking Account	8105	Check	08/05/2024	-\$ 5,490.05	WA Health Care Authority	900 D43
1011 NCNB Checking Account	DD	Payroll Check	08/05/2024	-\$ 5,249.85	Amanda J. Ward	Pay Period: 07/01/2024-07/31/2024
1011 NCNB Checking Account	DD	Payroll Check	08/05/2024	-\$ 4,843.50	Ariel N. Edwards	Pay Period: 07/01/2024-07/31/2024
1011 NCNB Checking Account	DD	Payroll Check	08/05/2024	-\$ 557.99	Claire K. Thompson	Pay Period: 07/01/2024-07/31/2024
1011 NCNB Checking Account	DD	Payroll Check	08/05/2024	-\$ 4,969.53	Julie L Foss	Pay Period: 07/01/2024-07/31/2024
1011 NCNB Checking Account	DD	Payroll Check	08/05/2024	-\$ 3,452.46	Gabrielle H. Vermeire	Pay Period: 07/01/2024-07/31/2024
1011 NCNB Checking Account	DD	Payroll Check	08/05/2024	-\$ 5,865.27	Meghan J. Camp	Pay Period: 07/01/2024-07/31/2024
1011 NCNB Checking Account	DD	Payroll Check	08/05/2024	-\$ 5,263.55	Ryan Niemeyer	Pay Period: 07/01/2024-07/31/2024
1011 NCNB Checking Account	8108	Bill Payment (Check)	08/06/2024	-\$ 1,137.80	FireFly	
1011 NCNB Checking Account	8110	Bill Payment (Check)	08/06/2024	-\$ 449.64	Fallon Technology, Inc.	
1011 NCNB Checking Account	8111	Bill Payment (Check)	08/06/2024	-\$ 2,775.00	BioAnalysts, Inc.	
1011 NCNB Checking Account	8109	Bill Payment (Check)	08/06/2024	-\$ 1,099.32	Kelley Connect	WE0412
1011 NCNB Checking Account	8112	Bill Payment (Check)	08/06/2024	-\$ 365.85	Coast Wenatchee Center	
1011 NCNB Checking Account		Tax Payment	08/09/2024	-\$ 9,843.28	IRS	Tax Payment for Period: 08/03/2024-08/06/2024
1011 NCNB Checking Account	8113	Bill Payment (Check)	08/19/2024	-\$ 10,040.00	Aspect Consulting	
1011 NCNB Checking Account	8114	Bill Payment (Check)	08/19/2024	-\$ 401.42	Cascadia Conservation District	
1011 NCNB Checking Account	8115	Bill Payment (Check)	08/19/2024	-\$ 200.00	509 Cleaning Service	
1011 NCNB Checking Account	8116	Bill Payment (Check)	08/19/2024	-\$ 246.44	LocalTel	
1011 NCNB Checking Account	8120	Check	08/31/2024	\$ 0.00	Void	Voided
Total for 1011 NCNB Checking Account				-\$ 65,289.00		
1011 NCNB Checking Account:1011.2 Restricted Cash						
1011 NCNB Checking Account:1011.2 Restricted Cash		Transfer	08/12/2024	-\$ 1,849.23		BEF 24-25 #2
Total for 1011 NCNB Checking Account:1011.2 Restricted Cash				-\$ 1,849.23		
2035 US Bank NASPO Cards						
2035 US Bank NASPO Cards	ACH240829US	Expense	08/28/2024	\$ 218.00	Dept of Enterprise Services	Ryan Niemeyer Training
Total for 2035 US Bank NASPO Cards				\$ 218.00		

Cash Basis

Upper Columbia Salmon Recovery Board

Revenue Summary for 01 Jun – 31 Aug 2024

The following vouchers have been approved and submitted in accordance with UCSRB policies and are hereby ratified:

JUNE VOUCHERS (April, May, June)		
BPA Admin 23-24	4,116.73	
DNR	5,935.52	
RCO – LE	36,976.41	
RCO – Admin	43,407.98	
Yakama Nation 24-01	8,461.51	
CCT	9,916.10	
TWS	287.58	
BEF	1,253.34	
June Total		110,355.17
JULY VOUCHERS		
BPA Admin 23-24	12,524.99	
Yakama Nation 23-24	1,948.92	
RCO LE	33,191.68	
RCO Admin	37,764.55	
Yakama Nation 24-01	5,950.46	
CCT	7,297.59	
WSU	2,142.48	
July total		100,820.67
AUGUST VOUCHERS		
BPA Admin 23-24	4,236.38	
Yakama Nation 23-24	1,131.36	
RCO LE	4,924.62	
RCO Admin	37,492.02	
Yakama Nation 24-01	3,565.31	
CCT	17,010.64	
August total		68,360.33
TOTAL		\$279,536.17

--	--	--

Amanda Ward, UCSRB Executive Director	
Date:	September 24, 2024
Revenue summary approved - UCSRB Board Secretary Treasurer	
Board meeting date:	September 26, 2024

Supporting documentation has been retained and is available upon request.

Amendment to Grant Agreement

Project Sponsor: Upper Columbia Salmon Rec. BD
Project Title: Upper Columbia Salmon Recovery Board BN23-25

Project Number: 23-1257P
Amendment Number: 3

Amendment Type:

Cost Change

Amendment Description:

Adding \$435,000 in PCSRF 24 for a contract total of \$1,543,870

Project Funding:

The total cost of the project for the purpose of this Agreement changes as follows:

	Old Amount		New Amount	
	Amount	%	Amount	%
RCO - ADMIN-SALMON OP	\$9,000.00	0.81%	\$9,000.00	0.58%
RCO - SALMON-LE ST	\$664,870.00	59.96%	\$664,870.00	43.07%
RCO - SALMON FED ACT	\$435,000.00	39.23%	\$870,000.00	56.35%
Project Sponsor	\$0.00	0.00%	\$0.00	0.00%
Total Project Cost	\$1,108,870.00	100%	\$1,543,870.00	100%
Admin Limit	\$0.00	0.00%	\$0.00	0.00%
A&E Limit	\$0.00	0.00%	\$0.00	0.00%

Agreement Terms

In all other respects the Agreement, to which this is an Amendment, and attachments thereto, shall remain in full force and effect. In witness whereof the parties hereto have executed this Amendment.

State of Washington
Recreation and Conservation Office

Upper Columbia Salmon Rec. BD

BY: _____
Megan Duffy

TITLE: Director

DATE: _____

Pre-approved as to form:

BY: /S/
Assistant Attorney General

AGENCY: _____

BY: _____

TITLE: _____

DATE: _____

Grant #: LE FY 2024-5 - CCNRD
Document Title: Professional Services Contract
Grantor: Upper Columbia Salmon Recovery Board
Grantee: Chelan County Natural Resource Department

**PROFESSIONAL SERVICES CONTRACT BETWEEN
CHELAN COUNTY NATURAL RESOURCE DEPARTMENT AND THE UPPER
COLUMBIA SALMON RECOVERY BOARD**

This Contract (hereafter "Contract") is made this day by and between the Upper Columbia Salmon Recovery Board, (hereafter the "UCSRB") and Chelan County, (hereafter the "County").

It is the purpose of this Contract to provide for the following services to be provided by the County to the UCSRB:

See Statement of Work attached hereto as Exhibit A.

NOW, THEREFORE, in consideration of the promises, terms and conditions set forth below, the parties hereby agree as follows:

**ARTICLE I
THE CONTRACT DOCUMENTS**

1.1 The Contract Documents. The contract documents for this Contract consist of this Contract and the following Exhibits attached hereto and incorporated by this reference:

Exhibit "A" - Scope of Work
Exhibit "B" - Budget
Exhibit "C" - Special Terms and Conditions

**ARTICLE II
PERIOD OF PERFORMANCE**

2.1 Period of Performance. The term of this Contract shall commence on September 12, 2024 and expire on June 30, 2025. Either party may terminate this Contract, without cause, on thirty (30) days prior written notice to the other party.

**ARTICLE III
COMPENSATION**

3.1 Compensation. The compensation to be paid by the UCSRB to the County and the terms for payment of such compensation are set forth at Special Terms and Conditions, Exhibit "C" and project tracked through Exhibit "B."

ARTICLE IV INSURANCE

- 4.1 Insurance Required.** The County shall, at its own expense, obtain and continuously maintain the following insurance during the terms of agreement with such insurer or insurers as shall be acceptable to the UCSRB.

General commercial liability insurance in an amount not less than a single limit of \$1,000,000 for bodily injury and \$250,000 for property damage per occurrence.

Worker's compensation and employer's liability insurance, as may be required by applicable law.

ARTICLE V HOLD HARMLESS

- 5.1 Hold Harmless.** Each party shall, to the extent of its comparative negligence and proportionate liability, hold the other party, its departments, elected and appointed officials, employees and agents, harmless from and against any and all claims, damages, losses and expenses for any bodily injury, sickness, disease, or death, or any damage to or destruction of property, including the loss of use resulting therefrom, which are alleged or proven to be caused in whole or in part by a negligent act or omission of the party, its officers, directors, and employees.

ARTICLE VI PERFORMANCE OF CONTRACT

- 6.1 Licensing and Accreditation.** The County shall comply with all federal, state and local licensing and accreditation requirements applicable to the performance of this Contract.

- 6.2 Compliance with All Laws.** The County shall comply with all federal, state and local laws, rules, regulations and ordinances applicable to the performance of this Contract, including without limitation all those pertaining to wages and hours, confidentiality, disabilities and discrimination.

- 6.3 Maintenance and Audit of Records.** The County shall maintain books, records, documents and other materials relevant to its performance and compensation under this Contract, which sufficiently and accurately reflect any and all direct costs and expenses incurred or paid in the course of performing this Contract. These records shall be subject to inspection, review and audit by the UCSRB or its designee, the Washington State Auditor's Office, and authorized federal agencies.

The County shall retain all such books, records, documents and other materials for five (5) years following the completion of its performance under this Contract and any extension. Full access and examination to these Contract-related records shall be granted by the County within such five (5) years.

- 6.4 Assets Furnished or Financed.** Title to any and all property or other assets financed by or furnished through the UCSRB shall remain in the name of the respective UCSRB and shall be used exclusively by the County for its performance of this Contract.
- 6.5 Rights in Data and Work Product.** Unless otherwise agreed upon by the parties in writing, all data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, sound reproductions, educational courses and materials and other work product which originates from the County's performance of this Contract shall be "works for hire" and shall be the property of the UCSRB.
- 6.6 Improper Influence.** The County agrees, warrants and represents that it did not and will not employ, retain or contract with any person or entity on a contingent compensation basis for the purpose of seeking, obtaining, maintaining or extending this Contract. The County agrees, warrants and represents that no gratuity whatsoever has been or will be offered or conferred with a view towards obtaining, maintaining or extending this Contract.
- 6.7 Debarment Certification for Federally Funded Projects.** The County certifies to the UCSRB that neither they nor their sub-contractors are suspended or debarred. Any contractor or sub-contractor of any contractor or sub-contractor from the County certifies to the County directly.

ARTICLE VII DISPUTES

- 7.1 Time.** Time is of the essence of this Contract.
- 7.2 Contract Representative.** The UCSRB and the County each hereby designate the person who has the authority and responsibility for administering this Contract. All notices regarding the performance or interpretation of this Contract shall be served on the following persons:

For the UCSRB:

Amanda Ward, Executive Director
UCSRB
123 Easy Street
Wenatchee, WA 98801

For the County:

Mike Kaputa, Natural Resource Director
Chelan County
411 Washington Street, Suite 201
Wenatchee, WA 98801

7.3 Legal Notices. Legal notices relating to this Contract shall be delivered via USPS certified mail, postage pre-paid, as follows:

For the UCSRB:

Amanda Ward, Executive Director
UCSRB
123 Easy Street
Wenatchee, WA 98801

For the County:

Mike Kaputa, Natural Resource Director
Chelan County
411 Washington Street, Suite 201
Wenatchee, WA 98801

7.4 Conflict. In the event of a disagreement between the parties in interpreting this Contract, or in the event of a conflict among the terms and conditions of this Contract and federal, state or local law, the inconsistency shall be resolved by giving precedence of interpretation in the following order:

1. Applicable federal case law, statutes and regulations; then
2. Applicable Washington case law, statutes and regulations; then
3. The terms and conditions of this Contract; then
4. The terms and conditions of the Statement of Work; then
5. Any other terms and conditions of this Contract attached hereto or otherwise incorporated by reference.

7.5 Waiver Limited. A waiver of any term or condition of this Contract must be in writing and signed by the party. Any express or implied waiver of a term or condition of this Contract shall apply only to the specific act, occurrence or omission and shall not constitute a waiver as to any other term or condition or future act, occurrence or omission.

7.6 Compliance Review Process and Corrective Action. In the event of the County's non-compliance with any term or condition of this Contract, the UCSRB may provide written notice to the County of its non-compliance. The County shall have thirty (30) days from receipt of such written notice to implement fully corrective action and to provide adequate assurances of continuing future compliance: provided, that the County shall have only three (3) business days to demonstrate its compliance and to provide adequate assurances if the non-compliance presents a clear violation of federal or state laws, rules or regulations specifically found to be of imminent concern and requiring immediate corrective action, a breach of the time limits for performance under this Contract, or an imminent loss of federal or state funding of this Contract. In the event the County fails to take fully corrective action and to provide adequate assurances of future full compliance, the UCSRB may elect to immediately terminate this Contract on written notice to the County.

7.7 Dispute Resolution. Disputes, other than those which relate to non-compliance requiring only a three (3) day notice pursuant to the preceding subparagraph, shall be mediated and, if mediation is unsuccessful, then submitted to advisory arbitration by a single mutually agreed-upon arbitrator.

7.8 Property Return on Termination. Upon the expiration or termination of this Contract, the County shall return to the UCSRB any property of the UCSRB used by the County towards the performance of this Contract.

7.9 Attorney's Fees. If any legal action or other proceeding is brought for the enforcement of this Contract, or because of an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, each party shall pay its own attorney's fees and other costs incurred in that action, arbitration or proceeding.

ARTICLE VIII GENERAL PROVISIONS

8.1 Assignment.

(a) This Contract is personal to the County. The County may not assign its rights or delegate its duties under this Contract, whether by assignment, further contract or other means. Any such attempted assignment or delegation shall be void and shall constitute a material breach of this Contract.

(b) The County shall not subcontract any work without prior approval of the UCSRB, except work specifically agreed upon at the time of the Contract. The UCSRB reserves the right to approve specific subcontractors for work considered to be particularly sensitive. Consent to subcontract any portion of the Contract shall not relieve the County of any responsibility under the Contract.

8.2 Entire Contract. This Contract constitutes the entire agreement between the UCSRB and the County regarding the subject matter at issue. There are no understandings or agreements between UCSRB and the County other than those set forth in this Contract and in the Exhibits. No other statement, representation or promise has been made to induce either party to enter into this Contract.

8.3 Modification. This Contract may not be amended, supplemented or otherwise modified unless expressly set forth in a written agreement signed by authorized representatives of the parties.

8.4 Invalid Provisions. The invalidity or unenforceability of any particular term or provision of this Contract shall not affect the validity or enforceability of any other term or provision and this Contract shall be construed in all respects as if such invalid or unenforceable term or provision was omitted.

8.5 Loss of Funding. In the event that anticipated project funding from federal, state, county or other sources is withdrawn, reduced or limited in any way, the UCSRB may immediately terminate this Contract on written notice to the County.

8.6 Termination for Convenience. UCSRB may terminate the Contract in whole, or from time to time in part, whenever UCSRB determines that such termination is in the best

interests of UCSRB. If the contract, or any portion thereof, is terminated for convenience, County shall be compensated for Work actually completed, direct costs necessarily and actually incurred by County in anticipation of performing the Work that has been deleted or terminated, provided that in no event shall the total payment exceed the total Contract price as modified by approved change orders less those amounts paid to County before the effective date of the termination.

UPPER COLUMBIA SALMON
RECOVERY BOARD

DATED: SEPTEMBER 12, 2024



Signature and Title of Authorized
Officer on Behalf of the UCSRB

CHELAN COUNTY, WASHINGTON

DATED: _____

Signature and Title of Authorized
Officer on Behalf of the County

EXHIBIT "A"

SCOPE OF WORK

September 12, 2024 – JUNE 30, 2025

LEAD ENTITY OUTREACH

SOW for: Chelan County Natural Resources Department

Project Title:

Project Contact – Name: Christina Barrineau
Phone: 509-670-6988
Email: christina.barrineau@co.chelan.wa.us

1. Project Purpose:

(Define the need of the proposed effort and clearly describe how the funds will be used to meet that outreach need in Chelan, Okanogan and/or Douglas Counties; describe the direct benefits to salmon recovery, benefits to other organizations, individuals, (i.e., project sponsors, local community, etc.); impacts on community awareness of salmon recovery in the Upper Columbia Region; and how the project will strengthen your group and its relationship with salmon recovery and the community).

Chelan County will be the primary focus of the 2024-2025 Outreach funds. The main focus will be the Wenatchee watershed, but outreach events and efforts in other watersheds (i.e, Entiat, Colockum) may be considered. Direct salmon recovery benefits from the efforts of the Outreach Committee include direct communication to the public regarding salmon habitat recovery. Public buy-in and understanding of salmon recovery efforts are vital to salmon recovery. Other benefits include potential project contacts for project sponsors in the Upper Columbia region. Additionally, information will be disseminated to the public on salmon habitat restoration occurring near them. Outreach efforts will bolster community awareness and understanding of salmon recovery in the Upper Columbia Region.

The 2024 (January-June) efforts of the Outreach Committee brought project sponsors and habitat partners together to explore outreach needs and to provide better communication between salmon habitat recovery entities. The committee brings together an opportunity for collaboration and partnership development. For example, CCNRD was able to assist Cascadia Conservation District and Cascade Fisheries with outreach efforts at several spring events throughout the county. These opportunities allowed those personnel to gain a better understanding of the various work geared toward salmon recovery occurring in the Upper Columbia. The continued funding of the Outreach Committee and CCNRD's lead efforts brings continuity to this group and helps focus future outreach activities.

2. Project Content:

(Clearly describe the project, how the proposed effort will address outreach needs, and how the goals and objectives will be achieved. Describe any innovative approaches, tools and techniques involved).

CCNRD and the Outreach Committee worked to develop a work plan for the first half of 2024. One of the final activities of the funding period was a facilitator-led retreat, where future work priorities of the Outreach Committee were identified. Those identified priorities along with outreach events will help address Salmon Habitat Recovery Outreach Needs in Chelan County.

Priorities identified by the Outreach Committee in May 2024:

- 1) Create unified/unifying message with way to engage the public
- 2) Develop a strategic action plan for group (charter or MOU)
- 3) Round up past data
- 4) Identify who is missing from the group/email list.

For this funding period, we are proposing to hold at least three committee meetings, where members will assist CCNRD with the four identified priorities. Guest speakers may be invited to the meetings to speak on some facet of conducting community outreach. Meetings will also be utilized to plan any outreach events/activities.

The next task involves Outreach Events. These are existing events that CCNRD would participate in to conduct salmon habitat recovery outreach. Example events include Leavenworth Community Engagement Night and Salmon Fest.

Task 3 includes Watershed Community Outreach Meetings. This task includes at least 1 community meeting (i.e., Nason Creek) that highlights salmon habitat recovery efforts within that watershed. Another meeting type that may be explored is giving project presentations at a local brewery/winery/coffee shop (i.e., special pint night or green drinks). If the committee is not interested in exploring this option, an additional community meeting may be added.

Task 4 is for continued drone video and processing to aid in telling the story of salmon habitat recovery. Good quality photos and aerial videos of salmon habitat restoration efforts are needed and CCNRD will work with project sponsors to obtain these photos/videos.

Task 5 focuses on a subcontractor to conduct market survey research within Chelan County in regards to salmon habitat recovery. Results from the survey effort will be used to help create the unified/unifying message for engaging with the public (priority 1 above).

Task 6 includes the final report, future recommendations, and compilation of deliverables.

3. Anticipated Results:

(Describe the outcomes of the proposed effort).

The 2024-2025 efforts of the Outreach Committee will result in further refinement of the purpose of the committee and outreach needs for salmon habitat recovery. Outreach will be provided at several existing events, such as Salmon Fest. Additionally, a broader outreach approach will be taken with Community Outreach Event(s) and Outreach presentations at a local brewery/winery/coffee shop. CCNRD will continue to aid project sponsors with obtaining aerial imagery for important salmon habitat recovery projects. These images help project sponsors tell the story when it comes to salmon habitat. Finally, utilizing a market research subcontractor, the Outreach Committee can survey the local community to determine future messaging needs in regards to salmon habitat recovery.

4. Deliverables:

(Provide a brief description of the products or other deliverables).

Task 1 – Committee meeting agendas, committee meeting notes, committee meeting recordings (if meetings recorded), and quarterly reports.

Task 2 – Event summaries

Task 3 – Event summaries and sign-in sheets/participant contacts. CCNRD can update space on our website to host event details and presentation powerpoints.

Task 4 – Restoration project images and video

Task 5 – Report on survey findings and recommendations for future outreach and messaging efforts

Task 6 – Final report highlighting accomplishments and future recommendations

5. Sustainability:

(If applicable, include a discussion of how the project will be sustained beyond the funding period).

The committee members are very enthused by the direction and activities of the Outreach Committee, and public engagement related to salmon habitat recovery. The key to keeping these entities engaged is regular and ongoing efforts that bring all participants together.

6. Dissemination:

(Discuss plans for disseminating results to the broader salmon recovery community). CCNRD has been asked to give an update presentation on outreach efforts to the Upper Columbia Salmon Recovery Board in September 2025. Presentations may also be given to the Wenatchee Habitat Subcommittee and the Entiat Habitat Subcommittee. CCNRD is open to other options that may become available throughout the year and in future years to share the Outreach Committee's experiences.

7. Activities:

(Elaborate on and provide an implementation/completion timetable for the activities that will be employed through the proposed grant).

Item / Activities	Target date (month / year)
Committee Meetings	10/24; 1/25; 4/25
Group Charter/Outline	1/25 (draft)
Salmon Fest	9/24
Leavenworth Community Engagement Night	10/24 or 1/25 or 4/25
Watershed Community Meeting – 1	4/25 or 5/25
Watershed Community Meeting – 2/or Special Event Presentation	4/25 or 5/25
Market Research	10/24 – 4/25
Drone video/images	9/24 – 6/25
Final Report	6/25

8. Project Team:

(List key individuals/partners, describe their qualifications and contributions relevant for project implementation and how the project will benefit each partner. Specifically address how you will engage membership in the project).

The Wenatchee Outreach Committee is led by Christina Barrineau, CCNRD Senior Natural Resource Specialist. Christina began working for CCNRD in June 2023. Prior to joining CCNRD, Christina spent twenty years working for the Wyoming Game and Fish Department leading stream and riparian restoration efforts, landowner coordination and outreach throughout southeast Wyoming. She holds a MS in Zoology from the University of Wyoming and a BS in Biology and Environmental Studies from Warren Wilson College.

Partners/active participants in the committee are vital to its success. Previous participants in the Outreach Committee were enthused to start outreach efforts again in 2024. New participants in the committee have also expressed strong support in keeping the group working and moving forward together. The Outreach Committee includes participants from the Upper Columbia Salmon Recovery Board, Cascade Fisheries, Cascadia Conservation District, Trout Unlimited, Yakama Nation Fisheries, Confederated Tribes of the Colville Reservation, Department of Ecology, Washington

Department of Fish and Wildlife, US Fish and Wildlife Service, and the US Forest Service. Efforts to identify new participants are ongoing.

Partners are engaged in participating in the Committee and it's efforts by holding meaningful meetings that allow for partner feedback and the steering of committee priorities. CCNRD plans to hold at least quarterly meetings (3-4) during the funding period. There will be opportunities for participation and collaboration in outreach events between committee meetings. CCNRD actively seeks committee feedback on decision making.

9. Budget:

(Provide a budget in the table provided in Exhibit B (below), along with a brief description. NOTE: Total budget is not to exceed \$25,000).

EXHIBIT "B"

BUDGET

September 12, 2024 – June 15, 2025

Chelan County Natural Resource Department – LE Outreach

Task		Budget
1	Project Management – Committee Meetings, partner coordination, and project administration	\$5,156.64
2	Outreach Events – participation, mileage, booth fees, displays, activities	\$1,427.70
3	Watershed Community Outreach Meetings – at least 1 community meetings and one additional community meeting or special event. Includes rental spaces, mileage, snacks	\$7,090.00
4	Drone video and processing – obtaining imagery and mileage	\$662.00
5	Subcontract Market Research – public survey effort led by marketing consultant; task administration/assistance	\$10,087.00
6	Final report – Compilation of deliverables	\$574.80
TOTAL (Not to exceed \$25,000):		\$24,998.30

Note: Any travel, meals and/or lodging will be paid at the current US GSA rates.

EXHIBIT "C"

SPECIAL TERMS AND CONDITIONS

PAYMENT

1. Request for Reimbursement of Expenses.
 - (a) The County shall provide a report of activities by task for the invoice period, along with a detailed Request for Reimbursement detailing all actual expenses incurred by County to perform the services set forth in Exhibit "A" – Scope of Work and Exhibit "B" – Budget. Such actual expenses shall include, without limitation, all labor, including employer taxes and benefits, subcontractors (if preapproved), photocopying, and supplies.
 - (b) Expenses for the following items may be reimbursed with prior approval from the UCSRB:
 - Travel, lodging, meals, and incidentals,
 - Meeting or field trip-related beverages and snacks, and
 - Indirect expenses at a rate agreed upon by both parties to the contract.
 - (c) Conference fees and other expenses for training shall not be reimbursed.
 - (d) Each Request for Reimbursement shall be sent monthly to the UCSRB at Attn: Accounting Manager, 123 Easy Street, Wenatchee, WA 98801.
2. Payment to the County. The UCSRB shall pay the County within sixty (60) days after receipt of each detailed Request for Reimbursement. Payments shall be sent to the County at: 411 Washington Street, Suite 201 Wenatchee, WA 98801 or through electronic deposit.
3. Maximum Reimbursement. The total reimbursement paid to the County during the term of this Contract shall not exceed \$25,000 for the period September 12, 2024 – June 30, 2025.
4. The County's federal tax identification number is 91-6001297.



TO: Wenatchee Salmon Habitat Recovery Outreach Committee
FR: Dr. Jennifer Korfiatis
Date: August 23, 2024
RE: Market Research and Public Sentiment

Hi Christina,

Thank you again for the time earlier this week; I appreciate your willingness to answer questions and clarify the details of this exciting project. I have always appreciated the opportunity to work with companies and committees that are attempting to gauge public perception in an effort to frame outreach efforts and messaging. Based on the information provided to date, I have drafted the scope of work, timeline, and cost estimate below. I would be happy to share references, if requested.

Background:

I have operated a strategic communications firm since 1999 and have helped over 250 companies and organizations identify and achieve branding, marketing, and public relations goals. My work can be seen in Fortune 250 companies, the Washington State Department of Commerce, and countless regional and local private businesses and non-profit organizations.

My business model is unique in that I hand-select members of my team based on expertise, experience, and design style for each individual project. This allows me to utilize the best talent available while keeping costs low; a savings I enjoy sharing with my clients.

And while my experience is deep, my commitment to continuing my education is significant as it allows me to provide the most innovative, relevant, and strategic methodologies and tactics to the organizations I support. Earlier this year I earned a Doctorate in Organizational Change and Leadership from the University of Southern California, a program that is entirely focused on studying how organizations move through unpredictable environments to predictably achieve strategic goals while achieving consensus. In addition, I hold an MBA with a specialization in Marketing, two certificates from Harvard Business School- the first in Entrepreneurship and the second in Sustainable Business Strategies, and a Bachelor's degree in Communications from Washington State University. In 2020 I served as faculty for the Washington State Entrepreneur Academy and the Supernova Business Plan Competition, and in 2021, I was a panelist at the WSU Murrow School of Communications symposium. So far this

year, I have been hired to speak at conferences in Los Angeles and Austin. I teach marketing, entrepreneurship, and business courses at Wenatchee Valley College, and have served as adjunct faculty in the Management department at Central Washington University.

Services:

My expertise is primarily focused on:

- Communications strategy and implementation, which includes marketing, branding and public relations
- Market research
- Copywriting
- Media relations

To this, I add the expertise of my team, which includes:

- Graphic design
- Web architecture
- Social media management
- Event planning

Market Research and Public Sentiment:

This scope of work is designed to gauge public perception, awareness, and sentiment of current and historical salmon recovery efforts in Chelan County. It is anticipated that the results of this work will be used to frame effective and impactful messaging and outreach efforts to build awareness and support. Based on the results of this work, the committee will be able to effectively communicate and build consensus with priority audiences. In essence, when conducting impactful outreach and communicating the status, impact, and benefits of your work, it's important to start from an understanding of what audiences know and believe to be true. This is how an organization is best able to achieve impact in both messaging and its work.

Proposed Scope of Work:

1. Review relevant Wenatchee Salmon Habitat Recovery Outreach Committee artifacts, such as membership lists, past outreach and messaging efforts, meeting minutes, mission statement, and committee goals
2. Conduct a historical sentiment scan to determine trends
3. Using best practices, conduct market research in Chelan County to determine public and priority audience awareness of past and current efforts to gauge perceptions. This will include:
 - a. Electronic and hard-copy surveys with full analysis; specific research instruments to be determined
 - i. This may include up to 3 surveys based on audience targeting
 - b. Up to 15 partner and stakeholder interviews with full analysis
4. A full report for committee review detailing findings and recommendations for future outreach and messaging efforts

Projected Timeline:

All tasks under this agreement will be completed and submitted to the Wenatchee Salmon Habitat Recovery Outreach Committee within 90 days of contract initiation.

Anticipated timeline is as follows:

- Discovery and sentiment scan: 30 days
- Market research: 45 days
- Development of final report: 15 days

Budget:

Total cost for proposed scope of work: \$8,650.00

Payment due as follows:

\$2,000.00 due with proposal acceptance
\$2,000.00 billed after 45 days
\$4,650.00 billed upon completion

Notes:

- During development and execution of above scope of work, Jennifer Korfiatis will work with assigned Wenatchee Salmon Habitat Recovery Outreach Committee point of contact to facilitate deliverables
- Contract amount does not include legal fees, printing, postage, or hard costs related to execution. When appropriate, estimates will be provided for review and approval by Wenatchee Salmon Habitat Recovery Outreach Committee point of contact
- Contract includes attendance at up to 3 meetings in Chelan County during contract duration
- All work to be approved by client prior to use
- All work outlined in this proposal to be done by Jennifer Korfiatis Marketing
- This scope of work and estimate is valid for 15 days



TO: Wenatchee Salmon Habitat Recovery Outreach Committee
FR: Dr. Jennifer Korfiatis
Date: August 23, 2024
RE: Market Research and Public Sentiment

Hi Christina,

Thank you again for the time earlier this week; I appreciate your willingness to answer questions and clarify the details of this exciting project. I have always appreciated the opportunity to work with companies and committees that are attempting to gauge public perception in an effort to frame outreach efforts and messaging. Based on the information provided to date, I have drafted the scope of work, timeline, and cost estimate below. I would be happy to share references, if requested.

Background:

I have operated a strategic communications firm since 1999 and have helped over 250 companies and organizations identify and achieve branding, marketing, and public relations goals. My work can be seen in Fortune 250 companies, the Washington State Department of Commerce, and countless regional and local private businesses and non-profit organizations.

My business model is unique in that I hand-select members of my team based on expertise, experience, and design style for each individual project. This allows me to utilize the best talent available while keeping costs low; a savings I enjoy sharing with my clients.

And while my experience is deep, my commitment to continuing my education is significant as it allows me to provide the most innovative, relevant, and strategic methodologies and tactics to the organizations I support. Earlier this year I earned a Doctorate in Organizational Change and Leadership from the University of Southern California, a program that is entirely focused on studying how organizations move through unpredictable environments to predictably achieve strategic goals while achieving consensus. In addition, I hold an MBA with a specialization in Marketing, two certificates from Harvard Business School- the first in Entrepreneurship and the second in Sustainable Business Strategies, and a Bachelor's degree in Communications from Washington State University. In 2020 I served as faculty for the Washington State Entrepreneur Academy and the Supernova Business Plan Competition, and in 2021, I was a panelist at the WSU Murrow School of Communications symposium. So far this

year, I have been hired to speak at conferences in Los Angeles and Austin. I teach marketing, entrepreneurship, and business courses at Wenatchee Valley College, and have served as adjunct faculty in the Management department at Central Washington University.

Services:

My expertise is primarily focused on:

- Communications strategy and implementation, which includes marketing, branding and public relations
- Market research
- Copywriting
- Media relations

To this, I add the expertise of my team, which includes:

- Graphic design
- Web architecture
- Social media management
- Event planning

Market Research and Public Sentiment:

This scope of work is designed to gauge public perception, awareness, and sentiment of current and historical salmon recovery efforts in Chelan County. It is anticipated that the results of this work will be used to frame effective and impactful messaging and outreach efforts to build awareness and support. Based on the results of this work, the committee will be able to effectively communicate and build consensus with priority audiences. In essence, when conducting impactful outreach and communicating the status, impact, and benefits of your work, it's important to start from an understanding of what audiences know and believe to be true. This is how an organization is best able to achieve impact in both messaging and its work.

Proposed Scope of Work:

1. Review relevant Wenatchee Salmon Habitat Recovery Outreach Committee artifacts, such as membership lists, past outreach and messaging efforts, meeting minutes, mission statement, and committee goals
2. Conduct a historical sentiment scan to determine trends
3. Using best practices, conduct market research in Chelan County to determine public and priority audience awareness of past and current efforts to gauge perceptions. This will include:
 - a. Electronic and hard-copy surveys with full analysis; specific research instruments to be determined
 - i. This may include up to 3 surveys based on audience targeting
 - b. Up to 15 partner and stakeholder interviews with full analysis
4. A full report for committee review detailing findings and recommendations for future outreach and messaging efforts

Projected Timeline:

All tasks under this agreement will be completed and submitted to the Wenatchee Salmon Habitat Recovery Outreach Committee within 90 days of contract initiation.

Anticipated timeline is as follows:

- Discovery and sentiment scan: 30 days
- Market research: 45 days
- Development of final report: 15 days

Budget:

Total cost for proposed scope of work: \$8,650.00

Payment due as follows:

\$2,000.00 due with proposal acceptance
\$2,000.00 billed after 45 days
\$4,650.00 billed upon completion

Notes:

- During development and execution of above scope of work, Jennifer Korfiatis will work with assigned Wenatchee Salmon Habitat Recovery Outreach Committee point of contact to facilitate deliverables
- Contract amount does not include legal fees, printing, postage, or hard costs related to execution. When appropriate, estimates will be provided for review and approval by Wenatchee Salmon Habitat Recovery Outreach Committee point of contact
- Contract includes attendance at up to 3 meetings in Chelan County during contract duration
- All work to be approved by client prior to use
- All work outlined in this proposal to be done by Jennifer Korfiatis Marketing
- This scope of work and estimate is valid for 15 days

Grant #: LE FY 2024-5 - OCD
Document Title: Professional Services Contract
Grantor: Upper Columbia Salmon Recovery Board
Grantee: Okanogan Conservation District

**PROFESSIONAL SERVICES CONTRACT BETWEEN
THE OKANOGAN CONSERVATION DISTRICT AND THE UPPER COLUMBIA
SALMON RECOVERY BOARD**

This Contract (hereafter "Contract") is made this day by and between the Upper Columbia Salmon Recovery Board, (hereafter the "UCSRB") and the Okanogan Conservation District, (hereafter the "OCD").

It is the purpose of this Contract to provide for the following services to be provided by the OCD to the UCSRB:

See Scope of Work, attached hereto as Exhibit A.

NOW, THEREFORE, in consideration of the promises, terms and conditions set forth below, the parties hereby agree as follows:

**ARTICLE I
THE CONTRACT DOCUMENTS**

1.1 The Contract Documents. The Contract Documents for this Contract consist of this Contract and the following Exhibits attached hereto and incorporated by this reference:

Exhibit "A" - Scope of Work
Exhibit "B" - Budget
Exhibit "C" - Special Terms and Conditions

**ARTICLE II
PERIOD OF PERFORMANCE**

2.1 Period of Performance. The term of this Contract shall commence on October 01, 2024 and expire on June 30, 2025. Either party may terminate this Contract, without cause, on thirty (30) days prior written notice to the other party.

**ARTICLE III
COMPENSATION**

3.1 Compensation. The compensation to be paid by the UCSRB to the OCD and the terms for payment of such compensation are set forth at Special Terms and Conditions, Exhibit "C," and project tracked through Exhibit "B."

ARTICLE IV INSURANCE

4.1 Insurance Required. The OCD shall, at its own expense, obtain and continuously maintain the following insurance during the terms of agreement with such insurer or insurers as shall be acceptable to the UCSRB.

General commercial liability insurance in an amount not less than a single limit of \$1,000,000 for bodily injury and \$250,000 for property damage per occurrence.

Worker's compensation and employer's liability insurance as may be required by applicable law.

ARTICLE V HOLD HARMLESS

5.1 Hold Harmless. Each party shall, to the extent of its comparative negligence and proportionate liability, hold the other party, its departments, elected and appointed officials, employees and agents, harmless from and against any and all claims, damages, losses and expenses for any bodily injury, sickness, disease, or death, or any damage to or destruction of property, including the loss of use resulting therefrom, which are alleged or proven to be caused in whole or in part by a negligent act or omission of the party, its officers, directors, and employees.

ARTICLE VI PERFORMANCE OF CONTRACT

- 6.1 Licensing and Accreditation.** The OCD shall comply with all federal, state and local licensing and accreditation requirements applicable to the performance of this Contract.
- 6.2 Compliance with All Laws.** The OCD shall comply with all federal, state and local laws, rules, regulations and ordinances applicable to the performance of this Contract, including without limitation all those pertaining to wages and hours, confidentiality, disabilities and discrimination.
- 6.3 Maintenance and Audit of Records.** The OCD shall maintain books, records, documents and other materials relevant to its performance and compensation under this Contract, which sufficiently and accurately reflect any and all direct costs and expenses incurred or paid in the course of performing this Contract. These records shall be subject to inspection, review and audit by the UCSRB or its designee, the Washington State Auditor's Office, and authorized federal agencies.

The OCD shall retain all such books, records, documents and other materials for five (5) years following the completion of its performance under this Contract and any extension. Full access and examination to these Contract-related records shall be granted by the OCD within such five (5) years.

- 6.4 Assets Furnished or Financed.** Title to any and all property or other assets financed by or furnished through the UCSRB shall remain in the name of the respective UCSRB and shall be used exclusively by the OCD for its performance of this Contract.
- 6.5 Rights in Data and Work Product.** Unless otherwise agreed upon by the parties in writing, all data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, sound reproductions, educational courses and materials and other work product which originates from the OCD's performance of this Contract shall be "works for hire" and shall be the property of the UCSRB.
- 6.6 Improper Influence.** The OCD agrees, warrants and represents that it did not and will not employ, retain or contract with any person or entity on a contingent compensation basis for the purpose of seeking, obtaining, maintaining or extending this Contract. The OCD agrees, warrants and represents that no gratuity whatsoever has been or will be offered or conferred with a view towards obtaining, maintaining or extending this Contract.
- 6.7 Debarment Certification for Federally Funded Projects.** The OCD certifies to the UCSRB that neither they nor their sub-contractors are suspended or debarred. Any contractor or sub-contractor of any contractor or sub-contractor from the OCD certifies to the OCD directly.

ARTICLE VII DISPUTES

- 7.1 Time.** Time is of the essence of this Contract.
- 7.2 Contract Representative.** The UCSRB and the OCD each hereby designate the person who has the authority and responsibility for administering this Contract. All notices regarding the performance or interpretation of this Contract shall be served on the following persons:

For the UCSRB:

Amanda Ward, Executive Director
UCSRB
123 Easy Street
Wenatchee, WA 98801

For the OCD:

Craig Nelson, District Manager
Okanogan CD
1251 2nd Ave. S., Rm. 101
Okanogan, WA 98840

7.3 Legal Notices. Legal notices relating to this Contract shall be delivered via USPS certified mail, postage pre-paid, as follows:

For the UCSRB:

Amanda Ward, Executive Director
UCSRB
123 Easy Street
Wenatchee, WA 98801

For the OCD:

Craig Nelson, District Manager
Okanogan CD
1251 2nd Ave. S., Rm. 101
Okanogan, WA 98840

7.4 Conflict. In the event of a disagreement between the parties in interpreting this Contract, or in the event of a conflict among the terms and conditions of this Contract and federal, state or local law, the inconsistency shall be resolved by giving precedence of interpretation in the following order:

1. Applicable federal case law, statutes and regulations; then
2. Applicable Washington case law, statutes and regulations; then
3. The terms and conditions of this Contract; then
4. The terms and conditions of the Statement of Work; then
5. Any other terms and conditions of this Contract attached hereto or otherwise incorporated by reference.

7.5 Waiver Limited. A waiver of any term or condition of this Contract must be in writing and signed by the party. Any express or implied waiver of a term or condition of this Contract shall apply only to the specific act, occurrence or omission and shall not constitute a waiver as to any other term or condition or future act, occurrence or omission.

7.6 Compliance Review Process and Corrective Action. In the event of OCD's non-compliance with any term or condition of this Contract, the UCSRB may provide written notice to the OCD of its non-compliance. The OCD shall have thirty (30) days from receipt of such written notice to implement fully corrective action and to provide adequate assurances of continuing future compliance: provided, that the OCD shall have only three (3) business days to demonstrate its compliance and to provide adequate assurances if the non-compliance presents a clear violation of federal or state laws, rules or regulations specifically found to be of imminent concern and requiring immediate corrective action, a breach of the time limits for performance under this Contract, or an imminent loss of federal or state funding of this Contract. In the event the OCD fails to take fully corrective action and to provide adequate assurances of future full compliance, the UCSRB may elect to immediately terminate this Contract on written notice to the OCD.

7.7 Dispute Resolution. Disputes, other than those which relate to non-compliance requiring only a three (3) day notice pursuant to the preceding subparagraph, shall be mediated and, if mediation is unsuccessful, then submitted to advisory arbitration by a single mutually agreed-upon arbitrator.

7.8 Property Return on Termination. Upon the expiration or termination of this Contract, the OCD shall return to the UCSRB any property of the UCSRB used by the OCD towards the performance of this Contract.

7.9 Attorney's Fees. If any legal action or other proceeding is brought for the enforcement of this Contract, or because of an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, each party shall pay its own attorney's fees and other costs incurred in that action, arbitration or proceeding.

ARTICLE VIII GENERAL PROVISIONS

8.1 Assignment.

(a) This Contract is personal to the OCD. The OCD may not assign its rights or delegate its duties under this Contract, whether by assignment, further contract or other means. Any such attempted assignment or delegation shall be void and shall constitute a material breach of this Contract.

(b) The OCD shall not subcontract any work without prior approval of the UCSRB, except work specifically agreed upon at the time of the Contract. The UCSRB reserves the right to approve specific subcontractors for work considered to be particularly sensitive. Consent to subcontract any portion of the Contract shall not relieve the OCD of any responsibility under the Contract.

8.2 Entire Contract. This Contract constitutes the entire agreement between the UCSRB and the OCD regarding the subject matter at issue. There are no understandings or agreements between UCSRB and the OCD other than those set forth in this Contract and in the Exhibits. No other statement, representation or promise has been made to induce either party to enter into this Contract.

8.3 Modification. This Contract may not be amended, supplemented or otherwise modified unless expressly set forth in a written agreement signed by authorized representatives of the parties.

8.4 Invalid Provisions. The invalidity or unenforceability of any particular term or provision of this Contract shall not affect the validity or enforceability of any other term or provision and this Contract shall be construed in all respects as if such invalid or unenforceable term or provision was omitted.

8.5 Loss of Funding. In the event that anticipated project funding from federal, state, county or other sources is withdrawn, reduced or limited in any way, the UCSRB may immediately terminate this Contract on written notice to the OCD.

8.6 Termination for Convenience. UCSRB may terminate the Contract in whole, or from time to time in part, whenever UCSRB determines that such termination is in the best interests of UCSRB. If the contract, or any portion thereof, is terminated for

convenience, OCD shall be compensated for Work actually completed, direct costs necessarily and actually incurred by OCD in anticipation of performing the Work that has been deleted or terminated, provided that in no event shall the total payment exceed the total Contract price as modified by approved change orders less those amounts paid to OCD before the effective date of the termination.

Upper Columbia Salmon Recovery Board

Dated: _____

Signature and Title of Authorized
Officer on Behalf of the UCSRB

Okanogan Conservation District

Dated: _____

Signature and Title of Authorized
Officer on Behalf of the OCD

EXHIBIT “A”

SCOPE OF WORK Okanogan Conservation District

October 01, 2024 to June 30, 2025

LEAD ENTITY OUTREACH

Project Title: Organization Name: Okanogan Conservation District

Project Contact: Emily Bustamante

Phone: 509-429-3441

Email: emily@okanogancd.org

A. Detailed description of the proposed effort that addresses the following items:

1. *Project Purpose: Define the need of the proposed effort and clearly describe how the funds will be used to meet that outreach need in Chelan, Okanogan and/or Douglas Counties; describe the direct benefits to salmon recovery, benefits to other organizations, individuals, (i.e., project sponsors, local community, etc.); impacts on community awareness of salmon recovery in the Upper Columbia Region; and how the project will strengthen your group and its relationship with salmon recovery and the community.*

Okanogan Conservation District (CD) requests \$25,000 to (1) partner with local libraries in the county to create afterschool lessons and host a science fair; (2) develop a county wide education and outreach activity that promotes salmon stewardship by engaging children in salmon-related activities and hands-on projects; (3) attend five community events, including Winthrop fishing days, CCT and Chief Joseph Earth Days, and two farmers markets in order to disseminate information about water quality and salmon recovery; and (4) develop an article for both the local newspaper and the Okanogan CD newsletter.

Okanogan CD regularly partners with libraries in the county, providing natural resource lessons and educational programming to kids from preschool to middle school. Education staff recently participated in summer programming at six libraries, hosting monthly lessons. Staff are beginning a nature club at libraries to maintain momentum and excitement surrounding library programming. A wider range of students engage with library programming than solely the school district. Homeschooled students, preschoolers, and public-school students attend library programs. Introducing these students to salmon recovery efforts and the importance of those efforts reaches a broader array of students, plus the adult caregivers who attend.

The district participated in the first science fairs at both Tonasket and Oroville elementary school. Highschool students partnered with elementary students to create science projects and produce experiments. To promote a wider range of natural resource topics Okanogan CD will participate in upcoming science fairs for this school year.

Local community events represent a major source of information dispersal and uptake. Attending or hosting these events builds community awareness of salmon recovery in the Upper Columbia Region and overall stream health. Staff will create an activity booklet that involves taking action to help improve salmon habitat and art contest for the community events. The booklet and art project are an easily digestible way for children to get involved, alongside their family and friends. Art projects created at the events will further be used to promote the importance of salmon habitat and recovery. A competition will turn winning art into t-shirts for the upcoming Okanogan CD hosted Envirothon for high school in April 2025.

2. Project Content:

Clearly describe the project, how the proposed effort will address outreach needs, and how the goals and objectives will be achieved. Describe any innovative approaches, tools and techniques involved.

Okanogan CD will attend five local community events. Local community events represent a major source of information dispersal and uptake. Attending these events builds community awareness of salmon recovery in the Upper Columbia Region and overall stream health. The five events reach a diverse group of people in terms of cultures, economic statuses, ages, and interests and values – Methow Kids’ Fishing Days, CCT and Chief Joe Earth Days, and two differing Farmers Markets. Okanogan CD will partner with libraries in the county to host nature clubs and directly involve children in the stewardship of salmon habitat. Activities will range from riparian plantings to macroinvertebrate identification. A science fair will be facilitated alongside a local school district. Staff will work with teachers and students at participating school districts to encourage students to explore natural research topics and conduct experiments, with a focus on salmon habitat and stewardship.

Okanogan CD staff will develop an educational booklet to disseminate throughout the county. This activity booklet will include multiple ways children can care for their natural world and salmon habitat. Booklets will be given at events attended by Okanogan CD staff and handed out at local library events. Prizes will be awarded upon completion. Varying activities such as trash pickup and salmon art will be included. The salmon art will be a contest hosted on the Okanogan CD’s social media, with the winner’s artwork being put on a shirt for the regional Envirothon. The contest and its accompanying flyer will be disseminated to 9 schools in the county. Okanogan CD will write one newsletter article to be published by local newspapers and the district newsletter. Outreach materials (articles, flyers) will be shared on the Okanogan CD Facebook page and Instagram account.

B. Anticipated Results: Describe the outcomes of the proposed effort.

1. Deliverables:

Provide a brief description of the products or other deliverables.

Library lessons and science fair (160 people)-

Staff will host library lessons focused on salmon habitat restoration and salmon life cycle. One science fair will be hosted at an elementary school with the focus being on water quality and salmon life cycle, among other water related topics.

Educational activity book and contest (100 participants)-

Staff will create an educational program and contest and disseminate material among libraries and schools in the county. An online version will be available on the Okanogan CD website to reach a wider audience. These activities will include trash pickup in local streams, native plantings, and salmon art creation. T-shirts featuring winning salmon art will be created and used as marketing material for the regional Envirothon for high school students.

Outreach Materials: newspaper and newsletter articles (16,000 recipients per article)-

Okanogan CD will write articles for each event and submit them to local newspapers for publishing and include a final summarizing article in one of Okanogan CD's quarterly newsletters. This effort educates the local community and encourages participation in recovery efforts. Outreach materials will be shared with Okanogan CD's 2,000 followers on Facebook and almost 400 followers on Instagram.

Outreach at five community events (600 people)-

Staff will bring information about stream and river stewardship materials and/or salmon activities to Methow Kids' Fishing Days, Chief Joe Earth Day, CCT Earth Day, and two farmers markets. At these events, staff will talk with landowners, parents, and youth about conservation programs and opportunities. Materials on display will include, but is not limited to, habitat improvement materials developed in 2017, 2018, and 2020 through previous UCSRB funding. These materials detail Okanogan CD riparian enhancement programs and irrigation efficiency opportunities in both English and Spanish. Tabling at events is an important component of our outreach strategy to increase our exposure in the community and engage one-on-one with landowners.

2. Sustainability:

If applicable, include a discussion of how the project will be sustained beyond the funding period.

K-12 and adult education opportunities have long-lasting impacts encouraging community involvement in habitat protection and enhancement. The enthusiasm of being in newspapers for both kids and their parents creates a valuable memory that connects them to their community and natural resources. Other funds sustain the overall work of the participating organizations. Without additional funds, however, only minimal outreach is accomplished. These funds will bolster the outreach efforts following each event and strengthen relationship amongst participating organizations and community members.

3. Dissemination:

Discuss plans for disseminating results to the broader salmon recovery community.

Watershed Action Team participants share successful strategies for outreach and project implementation among each other, and the broader community at meetings and events. Okanogan CD will look for partnership opportunities for projects and opportunities that develop from this outreach.

C. Activities:

Elaborate on and provide an implementation/completion timetable for the activities that will be employed through the proposed grant.

Timeline

Item/Activities	Target Date (Month/Year)
Library Lessons	October-June 2025
Science Fair	May 2025
Community Outreach Events	March-June 2025
Educational Activity Program	February-May 2025

D. Project Team:

List key individuals/partners, describe their qualifications and contributions relevant for project implementation and how the project will benefit each partner. Specifically address how you will engage membership in the project.

Emily Bustamante, Okanogan CD, Education Specialist – Emily will teach all lessons at libraries, facilitate the school science fair, and organize the activity booklet and contest. She will write the article for the paper as well as table for the multiple community events.

Emmy Engle, Communications and Outreach Specialist – Emmy will disseminate information across all social media platforms, newspapers, and Okanogan CD newsletters. She will cover organized events to promote them further and encourage community support.

Rosalie Powell, Communication and Technician Fellow – Rosalie will support Emmy with social media postings. She will also assist Emily in the creation of the educational activity creation.

E. Budget:

Provide a budget table along with a brief description.

Okanogan CD staff will support high school students, write articles, attend five community events, coordinate a film and speaker event, and prepare payment requests and progress reports. Staff time includes but is not limited to, Emily Bustamante, Education Specialist; Emmy Engle, Communications and Outreach Specialist; Rosalie Powell, Communication and Technician Fellow; Kim Kogler, Grants & Contract Director; Becky Drenner, Finance Director; and Natalie Torres, Administrative Assistant.

Supplies includes printing outreach material, acquiring prizes for children, and purchasing t-shirts, which will be used during the regional Envirothon hosted by Okanogan CD. Materials are used in future classroom and adult tabling events.

Mileage includes travel to coordinated and community events.

EXHIBIT “B”

BUDGET

October 01, 2024 – June 15, 2025

Okanogan Conservation District – LE Outreach

Staff Time- Community Events, Newspaper article development

Staff Time	357 hrs Emily, Emmy, Rosalie, Kim, and other CD employees as needed	\$17,544.09
Goods and Services	Outreach events and tabling supplies; printing and copies; newsletter publishing cost (partial); t-shirts; competition prizes; office and project supplies	\$1,811.03
Mileage	To and from events	\$1,300.00

Administration

Staff Time	40 hours, Becky and Natalie	\$2,354.97
Indirect	10%, upon approval, staff time only	\$1,989.91
TOTAL		\$25,000.00

Note: Any travel, meals and/or lodging will be paid at the current US GSA rates.

EXHIBIT "C"

SPECIAL TERMS AND CONDITIONS

PAYMENT

1. Request for Reimbursement of Expenses.

(a) The OCD shall provide a report of activities by task for the invoice period, along with a detailed Request for Reimbursement detailing all actual expenses incurred by OCD to perform the services set forth in Exhibit "A" – Scope of Work and Exhibit "B" – Budget. Such actual expenses shall include, without limitation, all labor, including employer taxes and benefits, subcontractors (if preapproved), photocopying, and supplies.

(b) Expenses for the following items may be reimbursed with prior approval from the UCSRB:

- Travel, lodging, meals, and incidentals,
- Meeting or field trip-related beverages and snacks, and
- Indirect expenses at a rate agreed upon by both parties to the contract.

(c) Conference fees and other expenses for training shall not be reimbursed.

(d) Each Request for Reimbursement shall be sent monthly to the UCSRB at Attn: Accounting Manager, 123 Easy Street, Wenatchee, WA 98801.

2. Payment to the OCD. The UCSRB shall pay the OCD within sixty (60) days after receipt of each detailed Request for Reimbursement. Payments shall be sent to the OCD, Attn: Okanogan Conservation District, 1251 2nd Ave S., RM 101, Okanogan WA 98840.

3. Maximum Reimbursement. The total reimbursement paid to the OCD during the term of this Contract shall not exceed \$25,000 for the period October 01, 2024 to June 30, 2025.

4. The OCD's federal tax identification number is 91-0937458.