DRAFT AGENDA

UCSRB Directors' Meeting
UCSRB/JDSA Office Building
123 Easy St., Wenatchee, WA 98801
Thursday, February 20, 2025
9:00 AM – 3:00 PM
(Agenda items not yet approved)
Join Virtual Meeting

Meeting ID: 867 6477 7887 Passcode: 918534

Time	Topic	Presenter
9:00 am	Welcome and Introductions	Chair Chuck Brushwood
9:05 am	Regular Business • ***Approve February 20, 2025 Board Meeting Agenda*** • ***Approve December 5, 2024 Board Meeting Summary***	Chair Brushwood ***Directors*** ***Directors***
9:10 am	Finance and Operations • Overview of Financial Reports • Disbursement and revenue summaries for November, December 2024 ◦ Questions and discussion ◦ ***Approve disbursement and revenue summaries for November and December 2024***	Julie Foss Directors ***Directors***
9:50 am	Executive and Finance Committee reassignments	Directors
10:00 am	Contracts - Status and Updates • Yakama Nation contract • BioAnalysts contract • Questions and discussion ***Approve Yakama Nation 2025 contact*** ***Approve BioAnalysts 2025 contract***	Amanda Ward Directors ***Directors*** ***Directors***
10:15 am	Salmon Days 2025/ WSC and COR meetings • Salmon Days debrief • WSC and COR updates ◦ Questions and discussion • Building stronger Columbia River regional alliances	Amanda, Ariel and Gabby Directors Amanda Ward

	○ Questions and discussion	Directors
10:45 am	***Break***	
11:00 am	Board member meetings with legislators, Olympia • Firm up attendance and dates - March/April 2025 ○ Andy, Chuck, Amanda • Logistics • Priorities and messaging	Amanda and Gabby
	Questions and discussion	Directors
11:15 am	UCSRB Policy manual updates • Questions and discussion	Amanda Ward Directors
	Approve Policy manual updates	***Directors***
11:30 am	Annual Report for NOAA • Questions and discussion	Ariel Edwards
11.50 am	Okanogan CAC – New Member Brad Armstrong • Questions and Discussion	Ariel Edwards
	Approve Brad Armstrong as new Okanogan CAC member	***Directors***
Noon	***Lunch***	
1:00 pm	Presentation: Invasive zebra and quagga mussels • Questions and Discussion	Justin Bush (WDFW) Directors
1:40 pm	Presentation: Juvenile fish migration and mortality • Questions and Discussion	Jim Faulkner (NOAA) Directors
2:20 pm	Items for future Board meetings • Presentations, topics of interest, more information required, etc.?	UCSRB staff and Directors
2:30 pm	Public Questions and Comments	
3:00 pm	Wrap-Up and Adjourn Meeting	Chair

December 5, 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 December 5, 2024 Board of Directors Meeting	Approved and posted online at: UCSRB Agenda
Summary for September 26, 2024 Board of Directors Meeting	Approved and posted online at: UCSRB Summary
Disbursement and revenue summary for September 2024	Approved
Disbursement and revenue summary for October 2024	Approved
BPA Contract for FY24-25 and allowing approval of subcontract for adaptive management synthesis report contractor by email	Approved
Re-signing UCSRB office lease with JDSA	Approved
2025 Committee and Board meeting schedule	Approved
UCSRB staff will write a letter to SRFB advocating inclusion of ESA-listing status as a criterion for scoring projects for receiving Targeted Investment fund; all Board members and Amanda Ward will sign the letter	Approved

UCSRB Board - 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; Remote: Shannon Adams (Yakama Nation).

UCSRB staff: Amanda Ward (Executive Director), Ariel Edwards, Julie Foss, Meghan Camp, Karen Berg, Gabby Vermeire; Remote: Ryan Niemeyer.

Others - Present: Mike Kaputa (CCNRD), Christina Barrineau (CCNRD), NCWFHC Co-Chair Tiana Luke (TWS), NCWFHC Co-Chair Chris Branch (Okanogan County Commissioner), Brock Hoenes (WDFW); Remote: Emily Bustamante (OCD), Ruby Gaston (Office of Rep. Kim Schrier), Rachel McClure (Office of Rep. Dan Newhouse).

1. Welcome and Introductions

Chair Brushwood began the meeting at 9:00 am and participants introduced themselves. Amanda Ward introduced new staff member Karen Berg, who is now the Coordinator/Facilitator for the North Central Washington Forest Health Collaborative.

2. Regular Business

Chair Brushwood asked members to review the agenda for the meeting and the meeting summary from the September 26, 2024 Board of Directors meeting asked if there were any corrections or additional items to be added to the agenda or summary.

Commissioner Hover made a motion to approve the December 5, 2024 agenda and September 26, 2024 meeting summary as presented. Vice Chair Straub seconded the motion and all approved.

3. Finance and Operations

Finance Manager Julie Foss presented UCSRB's financial reports.

Budget to Actual
Budget-to-actual report as of October 31, 2024 - spending in all areas was generally on schedule. Julie advised that the expenditures for Outreach were running slightly ahead of budget due to LE Outreach payments to CCNRD and OCD for work completed in the previous budget period. Consulting expenditures are also slightly ahead of budget due to payments to Aspect for completing work for the expiring CCT contract.

Statement of Financial Position
The UCSRB now vouchers and is paid by its income contracts on a monthly basis, resulting in a more stable operating reserve, which has a current balance of $209K. Julie noted that the restricted cash reflected prepaid grants and matched deferred revenue.

Operating Reserve
Julie reviewed activity in the operating reserve account through October 2024. Per the Finance Committee's request to provide more information the gain of $9.9K in the OR at the November 20 FC meeting, Julie clarified that it reflected the net gain in PTO. She also added that a travel expenditure question raised by the FC at their November 20 meeting was for bus rental for the UCSRB's 25th anniversary, and that it is now re-classified as a related expense.

Current Grant Activity
UCSRB income contracts and grants as of October 31, 2024.

- BEF – This is a prepaid grant and went towards staff time spent on the November Permitting Workshop and other workshop expenses.
- BPA – The 23-24 grant ended on November 30, and the 24-25 grant is ready for the Board's approval and signature. The new contract is for is $40k more than the previous one.
- CCT – This grant ended on October 31 and we are currently awaiting the next year's grant.
- DNR – This grant funds the NCWFHC Coordinator role and UCSRB Admin costs. Funds have not been spent as the Coordinator position was vacant for some time. Amanda is working with the DNR grant manager and NCWFHC Co-chair Tiana Luke to amend the contract in order to fully expend it.
- RCO admin/LE – The new contract started on July 1.
- TWS – This prepaid grant pays for other expenses related to the NCWFHC.
- WSU – This is a four-year contract that Meghan brought with her from her work at WSU.
- YN – The 23-24 contract expired at the end of September and the 24-25 contract is currently going through the YN approval process.

Disbursement and revenue summaries – September and October 2024

Julie presented the disbursement and revenue summaries from September and October for the Board's approval. She noted that, due to time constraints, the November disbursement and revenue reports and summaries would be available at the February Board meeting.

Julie added that there was nothing out of the ordinary for the summaries for September or October.

Commissioner Hover made a motion to approve the disbursements summaries for September and October 2024 as presented. Vice Chair Straub seconded the motion and all approved.

12-Month Budget
Julie noted that the Board had approved the budget in June as part of the 18-month budget that former Finance Manager Elaine Sivey had made before retiring. She said that nothing in the past six months had changed with UCSRB's finances that would require altering the budget.

Cost of Living update
Per UCSRB's personnel manual, salaries need to be adjusted based on the annual COLA. Elaine had created the draft budget with an anticipated 2025 increase of 4%. This actual increase, based off the Western Urban Consumer Price Index, will be assessed at the end of the year but is expected to be around 2.5-3%.

Business Saving Account with Wheatland Bank
Julie presented the Board with the option of opening a business savings account with Wheatland Bank, for maintaining the operating reserve. The interest rate is low, but the UCSRB already has a working relationship with Wheatland Bank. Wheatland needs BOD meeting minutes showing Board approval for opening a new account. The Board noted that it would be better to have a business savings account as opposed to a certificate of deposit account in case these funds are needed.

Commissioner Hover made a motion to approve opening a business savings account with Wheatland Bank. Vice Chair Straub seconded the motion and all approved.

Julie and Amanda will create a policy for saving and spending reserve funds in the future.

990 Tax Return
UCSRB's 990 return for 2023 was submitted to the IRS and approved. It is available on UCSRB's website.

4. Contracts Statuses and Updates

Amanda updated the Board on developments with current income contracts.

Colville Confederated Tribes
This contract is closed out with no money left on the table, with the final report about to be submitted.
BPA
Amanda reported that this contract was also closed out. She and Meghan Camp met with the BPA programmatic area manager the previous day, and he seems open to exploring options for ongoing scopes of work.

Meghan added that the new contract would be larger due to the scope of work including an adaptive management evaluation for the recovery process. Part of the funding will go towards hiring a consultant

to do a literature review of recovery studies and assess the progress on recovery goals. Meghan has also been working to convene an adaptive management steering committee and the work will culminate in a synthesis report and adaptive management recommendations at the end of 2025. BPA will also fund an adaptive management session at the 2026 Science Conference.

Commissioner Hover asked if there were PUD representatives on the adaptive management steering committee and noted that it would be good to have inclusive representation; Meghan said that there were not yet, but that she planned to ask if there was interest. She added that adaptive management recommendations would not be used to tell anyone what to do, but to provide guidance to implementers and to synthesize what has been done, what has worked and what has not.

She noted that the Board would also need to approve the subcontract to hire the consultant for the adaptive management synthesis report.

Vice Chair Straub made a motion to approve signing the new BPA contract and to allow an email vote to approve the subcontract for the adaptive management synthesis report. Commissioner Hover seconded the motion and all approved.

TWS
Amanda said that UCSRB had unexpectedly received an additional $5K through TWS to pay for misc. NCWFHC expenses, such as Gabby's time taking meeting notes when Karen is facilitating.

Small grants
Amanda said the small grants program has received two applications to date. Cascadia Fisheries and Cascadia Conservation District were awarded $10k each for outreach projects. Amanda reported that the process to review the applications was transparent and went smoothly, and that each grantee would provide a report on their activities at the end of the grant period.

6. UCSRB Office Lease update

Amanda said that she had no concerns regarding the office lease extension. The new rate of $4,420.60 is confirmed through December 31, 2026. Commissioner Smith added that he believed the rate was a good deal for the size and quality of the office space.

Commissioner Smith made a motion to approve re-signing the lease for UCSRB's office space with JDSA. Commissioner Hover seconded the motion and all approved.

7. UCSRB Meeting Schedule for 2025

Amanda presented the Board with the draft 2025 committee and BOD meeting dates for review. Commissioner Hover said that he would be absent for the February 20 Board Meeting but that it did not need to be rescheduled. Board members noted that committees will be reassigned at the February 2025 Board meeting, so availability may change at that time. Vice Chair Straub confirmed that Board meetings could continue to be held in the Douglas County Transportation and Land Services Building.

Commissioner Hover made a motion to approve the Committee and Board meeting calendar for 2025. Commissioner Smith seconded the motion and all approved.

8. Meeting Legislators in Olympia

Salmon Days 2025
Ariel, Amanda, and Gabby will attend Salmon Days in Olympia February 5 & 6, 2025. Organized by the Washington Salmon Coalition, Salmon Days is an opportunity for Lead Entities, representatives from Regional Fisheries Enhancement Groups and the Council of Regions to communicate their priorities to legislators from their regions.

Board member trip to Olympia
Amanda noted that in previous Board meetings, Board members had expressed interest in going to Olympia in early April to meet with newly elected legislators for the region. Board members and staff discussed potential messaging priorities to bring to the legislators, including simplifying the permitting process and pinniped predation.

Commissioner Hover noted that a Board trip to Washington D.C. might be good since there is a new administration at the federal level. Commissioner Hover asked if federal spending on salmon recovery was set or could change; Chair Brushwood said that money flowing through Pacific Coastal is annually appropriated, and that a trip to DC in 2025 might be beneficial. This will be added to the February agenda for further discussion.

9. Salmon Recovery Funding Board

Presentation at SRFB meeting
Amanda will be presenting on regional highlights at the SRFB meeting in Olympia, December 18 and 19

Letter to SRFB
Amanda discussed potentially writing a letter to the SRFB advocating for inclusion of ESA listing as a criterion for awarding Targeted Investment funding to recovery projects. The current criteria do not include consideration of the ESA status of a given species. The Upper Columbia is the only region in the State where spring run Chinook are listed as Endangered.

The Board discussed potential concerns around if signing the letter might result in certain projects receiving lower TI rankings as a result. After additional discussion and noting that writing a letter and any change of the TI scoring criteria would not affect the funding already allocated to projects, the full Board agreed to sign the letter to SRFB.

Commissioner Hover made a motion to approve all Board members signing a letter to the SRFB advocating the inclusion of ESA listing status as a criterion for ranking projects applying for Targeted Investment funding. Vice Chair Straub seconded the motion and all approved.

10. Snow2Flow Web App
As requested by the Board at the June meeting, Ryan Niemeyer provided an update on the use and cost of UCSRB's Snow2Flow tool. Ryan explained that Snow2Flow was developed when the Forest Service's push for thinning forests prompted an inquiry into how different forest treatments would affect streamflow. The tool costed a total of $880k to develop and hosting the tool Amazon web services currently costs $1,440 annually. With a nonprofit discount from TechSoup, the cost would come down to

$540 annually or $45 monthly and, if UCSRB pays for a three-year subscription, the cost would come down to $12/mo. Use of the app has declined sharply since it was initially released.

Amanda said that in making the decision to continue paying for the app, the costs already put into it should be considered. Ryan said that there was potential for the Forest Service to do cost sharing on it, especially with a new forest supervisor and staff turnover resulting in FS employees who don't know about the tool. Vice Chair Straub said that it would be important to communicate to sponsors that the tool is there. Mike Kaputa noted that CCNRD used another modeling tool (PNNL) for the Upper Wenatchee Pilot Project.

Commissioner Hover made a motion to approve UCSRB paying for the Snow2Flow tool through Amazon web services for a 3-year period using the Tech Soup nonprofit discount. Vice Chair Straub seconded the motion and all approved.

11. Permitting Workshop

Ryan reviewed the Permitting Workshop hosted by UCSRB on November 12 at the Wenatchee Convention Center. The workshop was structured around two project case studies and permitting agencies presented on their aspects of the permitting process that applied to each project. Question-and-answer sessions were also held.

The event was primarily funded through the Bonneville Environmental Fund grant, and additional funding (total of $3,695) came from USFS, WDFW, and Four Peaks Environmental. The total cost of the event, excluding staff time, was $4.6k.

Gabby reviewed the findings from a feedback survey completed by attendees following the workshop. The survey was intended to guide planning for future workshops and identify where practitioners had difficulties with the overall permitting process. Attendees appreciated the opportunity to be in the same room with other practitioners and permitting agency representatives, found the Q&A sessions particularly helpful, the hybrid presenters less helpful and suggested more time was needed for each section. Many also wished for more flow charts and other helpful visuals to clarify the permitting process, and other resources such as point-of-contact and clear deadlines on permitting agency websites. It was acknowledged that efforts are being made to streamline the permitting process but that more urgency was needed to solve the problem.

It was also noted that there was some dissatisfaction with the high costs of renting the space at the Wenatchee Convention Center and their food offerings, especially given the disruptions caused by active construction on the day of the workshop. Mike Kaputa noted that the Wenatchee Valley College had great facilities appropriate for meetings and conferences at more acceptable rental costs.

12. Okanogan CAC vacancy

Ariel advised the Board that Gertrude Webster had stepped down from the Okanogan Citizen Action Committee and that UCSRB had gone through the official process for finding a new committee member, beginning with a recruitment period opened through the WAT Coordinators that closed on November 15. Okanogan County Commissioners will review and choose a candidate at the December 30 Okanogan County Commissioner's meeting. The final candidate will then receive UCSRB Board approval at the February meeting.

The Board discussed if a vote could be held before the next BOD meeting. Ariel said that there was no CAC business to conduct before the next meeting, but that the only downside to waiting until then was leaving the candidates another month before an official decision. Board members discussed the possibility of changing the process to remove Board approval of candidates at the next meeting if there is interest.

Lunch

Note: There was a quorum of Okanogan County commissioners present, (Commissioner Hover and Commissioner Chris Branch) but no official county business took place.

13**. CCNRD Outreach**

Christinia Barineau presented on CCNRD's Lead Entity outreach activities. Highlights from the previous year included attending events, facilitating an outreach subcommittee, creating brochures and salmon habitat drone footage, and strategic facilitation. Christina added that Leavenworth Community Engagement Night was the most worthwhile event for tabling with outreach materials. For the 24-25 outreach contract, planned outreach activities include attending the Wenatchee River Salmon Festival, attending Leavenworth Community Engagement nights, and hiring a consultant to conduct market survey research for outreach messaging.

14. **Okanogan Conservation District Outreach**

Emily Bustamante presented on OCD's outreach activities for the previous 23-24 Lead Entity outreach contract period, which included five community events and a research project conducted by students from a local high school. Emily said that for 24-25 outreach, OCD was taking a slightly different approach to outreach, and that they were planning on supporting library lessons and the science fair in local schools.

15. **NCWFHC update**

NCWFHC Co-chairs Tiana Luke and Chris Branch reported to the Board on recent Collaborative activity and provided a brief overview of the Collaborative's history. The NCWFHC was convened in January 2012 and consists of 22 member entities, including conservation organizations, timber companies, and government agencies. Its purpose is to use community support and resources to increase the rate of implementation of forest and aquatic restoration. Karen Berg's role as facilitator and coordinator is, in part, to help moderate any conflict that arises between various Collaborative members. Issues that the Collaborative plans on addressing in the near future include continuing to provide perspective and capacity to OWNF and discussing how the Collaborative might help USFS in its current budget crisis.

16. Items for Future Board meetings

Staff and Board members discussed potential agenda items for future Board meetings. Commissioner Hover said that it would be good to have periodic updates on usage for the Snow2Flow tool. The Board would also like to know more about the PNNL tool used by CCNRD on the Upper Wenatchee Pilot Project.

Shannon Adams said that it would be good to have an update on Stargrass, a problematic aquatic weed. Overgrowth due to climate change is causing issues with the salmon run in the Yakima River.

The Board would like an update on pinniped and avian predation threats to salmon, as well as updates from NOAA and US Fish and Wildlife.

17. **Public comments**

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

Wrap-Up and Adjourn Meeting

Chair Brushwood thanked everyone for attending the meeting and adjourned at 2:10 pm.

Next scheduled Board meeting – Thursday, February 20, 2025.

UCSRB Budget

July 2024 - Dec 2025

	24-25 Initial Appr Budget	Rev 2 Adjustments	Proposed 24-25 Budget Revision 2	Proposed Revision3 Adjustments	Proposed 24-25 Budget Revision 3
Revenue					
RCO Admin	$ 652,500	99,764	752,264		$752,264
RCO Regional funding	$ 220,500	8,474	228,974		$228,974
RCO LE	$ 285,000	29,974	314,974		$314,974
Yakama Nation	$ 202,500	(152)	202,348	$6,803.00	$209,151
BPA Admin	$ 212,135	(10,040)	202,095	$6,705.08	$208,800
BPA Tech	$ -		0		$0
Colville	$ 90,000	(3,524)	86,476	($37,273.33)	$49,203
BEF	$ 75,000	1,774	76,774		$76,774
DNR	$ 37,500	(5,860)	31,640		$31,640
Other/Contra entry calculation to tie expenses	$ (244,166)	(136,370)	(380,537)	$32,228.00	($348,309)
Grants & Donations	**1,530,969**	**(15,961)**	**1,515,008**	**8,463**	**1,523,470**
Donations	$ -		0		$0
Registration Fees	$ -		0		$0
Workshop expenses 1	$ (5,000)	-	(5,000)		($5,000)
Workshop Consultant	$ -	-	0		$0
Science Workshops (Lessons learned)- TB	$ -		0		$0
Workshop expenses other	$ -		0		$0
Science Workshop, Net	**(5,000)**	**-**	**(5,000)**	**-**	**(5,000)**
Miscellaneous Income	$ -		0		$0
Miscellaneous Income	**-**	**-**	**-**	**-**	**-**
Investment Income (losses)	$ -		0		$0
Investment Income (losses)	**-**	**-**	**-**	**-**	**-**
TOTAL REVENUE	**$1,525,969**	**($15,961)**	**$1,510,008**	**$8,463**	**$1,518,470**
Personnel					
Payroll Expenses	**$ 942,494**	**$ (15,961)**	**$ 926,533**	**$ 14,975**	**$ 941,509**
Teambuilding Events	**7,000**		**7,000**		**7000**
Professional Association Dues	**$ 2,100**	**$ -**	**$ 2,100**	**$ -**	**$ 2,100**
Training & Training Travel	**$ 30,750**	**$ -**	**$ 30,750**	**$ -**	**$ 30,750**
Total Personnnel Expenses	**$ 982,344**	**$ (15,961)**	**$ 966,383**	**$ 14,975**	**$ 981,359**
Outreach					
Web site Maintenance	$ 3,060	-	3,060		$3,060
Website Development & Maintanance	$ -		0		$0
Consultant - podcast editing and producing	$ 5,400		5,400		$5,400
Advertising - promotion	$ 1,000		1,000		$1,000
Advertising	$ -		0		$0
Outreach Supplies & Brochures	$ 1,800		1,800		$1,800
Consultants -updated outreach materials	$ -		0		$0
Travel (General)	$ -		0		$0
Meeting Expenses	$ -		0		$0
Chelan County LE Outreach	$ 37,500		37,500		$37,500
Okanogan County LE Outreach	$ 37,500		37,500		$37,500
Small Grants - ED	$ 45,000		45,000		$45,000
Total Outreach Expenses	**$ 131,260**	**$ -**	**$ 131,260**	**$ -**	**$ 131,260**

UCSRB Budget

July 2024 - Dec 2025

	24-25 Initial Appr Budget	Rev 2 Adjustments	Proposed 24-25 Budget Revision 2	Proposed Revision3 Adjustments	Proposed 24-25 Budget Revision 3
BPA Maintenance					
BPA Maintenance (netted against revenue in 24-25)	$ -		0		$0
	$ -	**$ -**	**$ -**	**$ -**	**$ -**
Data Collection & Stewardship					
Aspect- GIS Contractor	$ 45,000		45,000	($26,220)	$18,780
Software Subscriptions (ESRI/GI)	$ 4,200		4,200	$326	$4,526
Consultants - Completing Reach Assessments	$ -		0		$0
HARP model meeting support	$ -		0		$0
Consultants - Lichen	$ 30,000		30,000	$31,250	$61,250
Snow2Flow	$ 2,250		2,250		$2,250
EcoTrust Snow2Flow	$ -		0		$0
LiDAR flights along streams along Tier 1 and 2 streams	$ -		0		$0
	$ 81,450	**$ -**	**$ 81,450**	**$ 5,356**	**$ 86,806**
Community Engagement					
Similkameen-Okanogan WAT / OCD	$ -		0		$0
Methow WAT /MSRF	$ 16,150		16,150	($500)	$15,650
Wenatchee WAT /CCNR	$ 15,750		15,750	($500)	$15,250
Entiat WAT & Entiat WPU / Cascadia	$ 16,150		16,150	($500)	$15,650
Regional Technical Team (BioAnalysts)	$ 60,000		60,000	$7,780	$67,780
Implementation team (IT)	$ 10,000		10,000	($10,000)	$0
NCW Forest Health Collaborative	$ 15,000		15,000	($15,000)	$0
Regional Prioritization Forums - SW	$ -		0		$0
Ruckelshaus - Regional Evaluation Phase II Actions	$ -		0		$0
Travel (General) AM	$ -		0		$0
Travel (General) DH	$ -		0		$0
Travel (General) SW	$ -		0		$0
Travel (General) TB	$ -		0		$0
Travel (General) ES	$ -		0		$0
Travel (General) ED	$ -		0		$0
Travel (General) RN	$ -		0		$0
Meeting Facilities and Food - LE	$ 2,400		2,400		$2,400
Meeting Expenses - SW	$ -		0		$0
Meeting Expenses - TB	$ -		0		$0
Meeting Expenses - ED	$ -		0		$0
Meeting Expenses - RN	$ -		0		$0
Fall workshop	$ 5,000		5,000	($2,500)	$2,500
SRFB Packets	$ -		0		$0
Total Community Engagement	**$ 140,450**	**$ -**	**$ 140,450**	**$ (21,220)**	**$ 119,230**
Board Engagement					
Board Meeting Expenses	$ 3,000		3,000		$3,000
Board travel expenses	$ -		0		$0
Board Travel expenses - DC/Oly	$ 10,000		10,000		$10,000
Chelan County Board Support	$ -		0		$0
Okanogan County Board Support	$ -		0		$0
Board Consultants / Strategic Planning / Retreat	$ 10,000		10,000		$10,000
Total Board Engagement	**$ 23,000**	**$ -**	**$ 23,000**	**$ -**	**$ 23,000**

UCSRB Budget

July 2024 - Dec 2025

	24-25 Initial Appr Budget	Rev 2 Adjustments	Proposed 24-25 Budget Revision 2	Proposed Revision3 Adjustments	Proposed 24-25 Budget Revision 3
Other Expenses					
Rent Wenatchee	$ 71,900		71,900	$4,247	$76,147
Rent Maintenance	$ 1,300		1,300		$1,300
Utilities	$ -		0		$0
GSA Vehicle	$ -		0		$0
Copier Service	$ 3,700		3,700		$3,700
Audit & Accounting Fees	$ 25,000		25,000		$25,000
Legal & Other Consulting Fees	$ 4,500		4,500		$4,500
Insurance	$ 3,000		3,000		$3,000
Computer Maintenance & Security Firefly & Sonicwall	$ 20,365		20,365		$20,365
Office Supplies for General Use	$ 3,150		3,150		$3,150
Office Equipment	$ -		0		$0
Computer Equipment	$ 5,000		5,000		$5,000
Software Subscriptions (MSFT, QBks, Adobe Cloud, Su	$ 18,900		18,900		$18,900
Conference Calls (GoTo/LogMeIn/Zoom)	$ 1,000		1,000		$1,000
Phone/Internet - LocalTel	$ 2,250		2,250		$2,250
Staff Cell Phones	$ 6,300		6,300		$6,300
Postage	$ 1,100		1,100		$1,100
Miscellaneous	$ -		0		$0
Total Other Expenses	**$ 167,465**	**$ -**	**$ 167,465**	**$ 4,247**	**$ 171,712**
Operating reserve					
Operating Reserve Expenses	$ -	-	0	$5,103	$5,103
Contingency	$ -		0		$0
Total Operating Reserve	**$ -**	**$ -**	**$ -**	**$ 5,103**	**$ 5,103**
TOTAL EXPENSES	**$1,525,969**	**($15,961)**	**$1,510,008**	**$8,462**	**$1,518,470**
Excess (Shortfall):	**$0**	**$0**	**($0)**	**$0**	**($0)**

update dates

UCSRB

Budget vs. Actual - Total for All Programs

12/31/2024

July 2024 through December 2024

Accrual Basis

As of 12/31/2024 = 100%

	Actual	Budget	Budget Remaining	% of Budget Utilized to Date
Grants & Donations Revenue	$ 480,211	595,045	114,834	80.7%
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	995	100	(895)	994.9%
Total Revenue	**479,216**	**595,145**	**115,929**	**80.5%**
Expenditures				
Total Payroll Expenses	310,059	301,892	(8,167)	102.7%
8077 Training	6,415.00	10,250	3,835	62.6%
8078 Training Travel	3,546.93	-	(3,547)	100.0%
8079 Teambuilding Event	664	2,000	1,913	33.2%
8105 Professional Association Dues	86.55	700	194	12.4%
8106 Recruitment Expenses	505.92	-	(451)	100.0%
Total 8000 Personnel Expenses	**321,277**	**314,842**	**-6,222**	**102.0%**
9100 Outreach Activities				
9160 Website	1,200.94	1,020	(181)	117.7%
9150 Consultant - podcast editing and producing	680.00	1,800	1,120	37.8%
9130 Advertising - promotion	0.00	1,000	1,000	0.0%
9135 Promotional Materials	0.00	600	600	0.0%
9145 Travel (General)	1,183.34	-	(1,183)	100.0%
9140 Meeting Expenses	124.12	-	(124)	100.0%
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	880	15,000	14,120	5.9%
Total 9100 Outreach Activities	**34,492**	**44,420**	**9,928**	**77.6%**
BPA Maintenance				
BPA Maintenance	**0**	-	-	0.0%
Total BPA Maintenance	**0**	**0**	**0**	**0.0%**
9200 Data Collection & Stewardship				
9210 GIS Contractor - Prioritization Support	6,263.80	750	(5,514)	835.2%
9220 Consultants - Data Collection	48,845.75	15,000	(33,846)	325.6%
9230 GIS Software Subscription	1,486.34	1,400	(86)	106.2%
9240 Data Management Meeting Expenses	0.00	-	-	0.0%
Total 9200 Data Collection & Stewardship	**56,596**	**17,150**	**-39,446**	**330.0%**

As of 12/31/2024 = 100%

	Actual	Budget	Budget Remaining	% of Budget Utilized to Date
9300 Community Engagement				
9320 Regional Technical Team	13,135.00	20,000	6,865	65.7%
9330 Wenatchee WAT	4,347.95	4,750	402	91.5%
9340 Methow WAT	5,150.00	5,150	-	100.0%
9350 Entiat WAT	2,477.88	5,150	2,672	48.1%
9370 NCW Forest Health Collaborative	0.00	-	-	0.0%
9380 Project Sponsors	213.73	-	(214)	100.0%
9390 Other Community Meetings	4,911.65	-	(4,912)	100.0%
Travel	974.91	-	(975)	100.0%
Meeting Expenses	175.00	300	125	58.3%
Lessons Learned Workshop	2,913.33	2,500	(413)	116.5%
SRFB Packets	0.00	-	-	0.0%
Total 9300 Community Engagement	**34,299**	**37,850**	**3,551**	**90.6%**
Board Engagement				
9410 Board Meeting Expenses	464.99	1,000	535	46.5%
9420 Board travel expenses	0.00	-	-	0.0%
9430 Board Legislative Outreach	0.00	-	-	0.0%
9440 Board Consultants / Strategic Planning / Retre	0.00	-	-	0.0%
Total Board Engagement	**465**	**1,000**	**535**	**46.5%**
9800 Administrative Expenses				
9810 Occupancy - Rent	23,100.00	23,100	-	100.0%
9815 Occupancy - Cleaning & Maintenance	1,420.54	1,300	(121)	109.3%
9820 Vehicle Lease & Expenses	0.00	-	-	0.0%
9825 Copier Lease & Expenses	1,507.60	1,500	(8)	100.5%
9830 Audit Fees	0.00	10,000	10,000	0.0%
9835 Professional Services - Other	2,562.50	1,500	(1,063)	170.8%
9840 Commercial Insurance	752.00	750	(2)	100.3%
9845 Taxes & Licenses	40.00	-	(40)	100.0%
9850 Computer Security & Maintenance	5,830.51	6,788	957	85.9%
9855 Software Subscriptions	2,723.97	6,300	3,576	43.2%
9860 Office Supplies	369.61	1,050	680	35.2%
9865 Equipment	0.00	-	-	0.0%
9870 Phone & Internet	737.80	750	12	98.4%
9875 Staff Cell Phones	1,840.00	2,100	260	87.6%
9880 Conferencing Services	50.00	-	(50)	100.0%
9885 Postage	0.00	500	500	0.0%
Total 9800 Administrative Expenses	**40,935**	**55,638**	**14,703**	**73.6%**
9900 Operating Reserve (Income) Expenses	**5,738**	(3,623)	**(9,361)**	**-158.4%**
Total Expenditures	**492,934**	**467,277**	**(25,657)**	**105.5%**
Net Operating Income	**(12,723)**	**127,868**	**140,591**	**-10.0%**
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:	**$ (12,723)**	**$ 127,968**	**$ 140,691**	**-9.9%**

UCSRB
Operating Reserve Activity
July 1 2023 through Dec 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	603.19	75.00	678.19		
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		
					10,055.95
Employee PTO Forfietures					(5,149.12)
Office Expenses					
Office supplies	499.93	135.08	635.01		
Donation for Permitting Workshop		25.00	25.00		
					660.01
Other Operating Reserve Expenses					
Q2-2021 941 tax payment		5,103.39	5,103.39		
Non Reimbursable Travel	22.22		22.22		
					5,125.61
Current Year Activity				**$**	**9,419.45**

UCSRB

Grant Activity - Current Grants

July 1, 2024 through June 30,2025

as of 12/31/2024

	BEF 24-25	BPAAdmin #96139 24-25	CCT 2024	DNR	RCO LE #23-1257	RCO Admin #23-1257	TWS 24-01	WSU - NASA	Yakama Nation 2024-25
	1/01/24 - 3/31/25	12/01/24 - 11/30/25	11/01/2024 -	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	10/01/2024 - 09/30/2025
Payroll Expenses	24,684	5,704		16,871	31,454	180,887	2,292	5,775	6,993
Outreach	-			-	31,202	1,561			63
Travel			-		1,068	344	208		
Data Collection & Stewardship						1,486			
GIS/Data Software									-
Other Consultants	-			-			-		
Aspect Consulting (GIS)	-			-			-		-
TotalConsultants	**-**	**-**	**-**	**-**	**-**	**-**	**-**		**-**
Community Engagement							46		
RTT / BioAnalyst	555				10,962				
Methow WAT / MSRF	-	-		-		-	-		2,035
Wenatchee WAT / CCNR	-	-		-		-	-		
Entiat WAT / Cascadia CD	-	-		-	1,203	-	-		474
NCWFHC	-	-		-					-
Other Community Meetings	2,913	-		-	214	726			
Total Community Engagement	**3,468**	**-**	**-**	**-**	**12,378**	**726**	**46**		**2,510**
Administrative Expenses	-	574				28,951	339		3,110
Sponsored Workshop	-	-		-	-	-			-
Total Expenditures	**$ 28,152**	**$ 6,278**	**$ -**	**$ 16,871**	**$ 76,103**	**$ 213,955**	**$ 2,886**	**$ 5,775**	**$ 12,675**
Total Funding Source Award	50,000	166,765	19,480	50,000	505,500	652,500	24,700	39,905	130,939
Expenses to date	28,152	6,278	-	16,871	76,103	213,955	2,886	5,775	12,675
Balance Remaining	21,848	160,487	19,480	33,129	429,397	438,545	21,814	34,130	118,264
Percentage of Grant Funds Expended	56%	4%	0%	34%	15%	33%	12%	14%	10%
Percentage of Contract Period Completed	80%	8%	16%	65%	50%	50%	57%	29%	25%
Total Expenses Billed to Date	28,153	6,560		16,871	76,103	213,955	2,885	5,775	-
Unbilled Expenses	(0)	(282)	-	-	(1)	0	1	-	12,675
Total Expenditures	**28,152**	**6,278**	**-**	**16,871**	**76,103**	**213,955**	**2,886**	**5,775**	**12,675**

Upper Columbia Salmon Recovery Board

Statement of Financial Position Comparison

As of December 31, 2024

	TOTAL	
	AS OF DEC 31, 2024	AS OF DEC 31, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1011 Glacier Checking Account	180,436.80	16,748.49
1011.2 Restricted Cash	46,665.79	
Total 1011 Glacier Checking Account	**227,102.59**	**16,748.49**
1111 Adjustment Register	0.00	0.00
1319 Agency Advised Fund - CFNCW	0.00	755.07
Total Bank Accounts	**$227,102.59**	**$17,503.56**
Accounts Receivable		
1510 Accounts Receivable	6,333.45	77,779.35
Total Accounts Receivable	**$6,333.45**	**$77,779.35**
Other Current Assets		
1200 Undeposited Funds	0.00	0.00
1210 Sci Conference Auction Items	0.00	0.00
1305 Prepaid Expenses	0.00	0.00
1305.01 Amazon Prepaid Gift Card	0.00	0.00
1305.02 Walmart Prepaid Gift Card	0.00	0.00
Total 1305 Prepaid Expenses	**0.00**	**0.00**
1515 Accrued Revenue	0.00	0.00
2120 Payroll Asset	0.00	0.00
Payroll Corrections	0.00	0.00
Total Other Current Assets	**$0.00**	**$0.00**
Total Current Assets	**$233,436.04**	**$95,282.91**
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	**$233,436.04**	**$95,282.91**

Upper Columbia Salmon Recovery Board

Statement of Financial Position Comparison

As of December 31, 2024

	TOTAL	
	AS OF DEC 31, 2024	AS OF DEC 31, 2023 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2020 Accounts Payable	3,373.72	6,053.79
Total Accounts Payable	**$3,373.72**	**$6,053.79**
Credit Cards		
2030.10 Credit Card (9545)	0.00	0.00
2035 US Bank NASPO Cards	0.00	0.00
Total Credit Cards	**$0.00**	**$0.00**
Other Current Liabilities		
2005 Payroll Liabilities Payable	**0.00**	**0.00**
2005.001 Payroll Liabilities	**0.00**	**0.00**
2005.06 Direct Deposit Liabilities	0.00	0.00
2005.065 Direct Deposit Payable	0.00	0.00
2006 Accrued Payroll	0.00	0.00
2021 Accrued Expenses	0.00	0.00
2025 Other Current Liability		
2100 Deferred Revenue	0.00	0.00
2200 Accrued Leave	**0.00**	**0.00**
2400 Note Payable - NCB LOC	0.00	0.00
Total Other Current Liabilities	**$0.00**	**$0.00**
Total Current Liabilities	**$3,373.72**	**$6,053.79**
Total Liabilities	**$3,373.72**	**$6,053.79**
Equity	**$230,062.32**	**$89,229.12**
TOTAL LIABILITIES AND EQUITY	**$233,436.04**	**$95,282.91**

Upper Columbia Salmon Recovery Board

Disbursement Summary for 01 November – 31 December, 2024

The following disbursements have been approved and paid in accordance with UCSRB policies and are hereby ratified:

Checks:		**Total:**
Nov 2024 - Numbers: 8149 - 8162	27,115.39	
Dec 2024 - Numbers: 8163-8175	24,803.58	
		51,918.97
Payroll - Electronic payments:		
Payroll pd. Nov 2024	31,586.83	
Payroll taxes pd. Nov 2024	10,146.58	
Simple IRA contributions ACH in Nov	181.94	
Bank Service Charge	30.00	
November Total	**41,945.35**	
Payroll pd December 2024	30,789.75	
Payroll taxes pd December 2024	9,850.52	
Simple IRA contributions ACH in December	340.14	
Q2-2021 back 941 taxes	5,103.39	
Microsoft ACH	14.91	
December Total	**46,098.71**	
November & December Payroll Total:		**88,044.06**
Credit cards: - Electronic Payments:		
First Bank + US Bank pd Nov 2024	917.72	
First Bank + US Bank pd Dec 2024	2,888.99	
EFT Total	**3,806.71**	
TOTAL:		**143,769.74**

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:	
Disbursement summary approved - UCSRB Board Secretary Treasurer	
Board meeting date:	**February 20, 2025**

Supporting documentation has been retained and is available upon request.

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

Account Full Name	Num	Transaction type	Date	Amount	Name	Memo/Description
2035 US Bank NASPO Cards						
	ACH241213US	Expense	12/01/2024	680.00	RRNW	
	ACH241213US	Expense	12/01/2024	710.00	RRNW	
	ACH241213US	Expense	12/05/2024	468.71	Chateau Faire Le Pont	
Total for 2035 US Bank NASPO Cards				**$1,858.71**		
1011 Glacier Checking Account						
	8165	Check	12/02/2024	7350.06	WA Health Care Authority	900 D43 December premium
	8163	Bill Payment (Check)	12/02/2024	3850	JDSA	
	8167	Check	12/05/2024	1569.96	Charles Schwab	8422-5931
	8168	Check	12/05/2024	1304.84	Edward Jones	
	ACH241205AmF	Check	12/05/2024	166.12	American Funds	ACH
	DD	Payroll Check	12/05/2024	2336.03	Karen H Berg	Pay Period: 11/01/2024-11/30/2024
	DD	Payroll Check	12/05/2024	4261	Ariel N. Edwards	Pay Period: 11/01/2024-11/30/2024
	DD	Payroll Check	12/05/2024	5445.49	Meghan J. Camp	Pay Period: 11/01/2024-11/30/2024
	DD	Payroll Check	12/05/2024	5480.6	Amanda J. Ward	Pay Period: 11/01/2024-11/30/2024
	DD	Payroll Check	12/05/2024	3188.94	Gabrielle H. Vermeire	Pay Period: 11/01/2024-11/30/2024
	DD	Payroll Check	12/05/2024	4805.3	Julie L Foss	Pay Period: 11/01/2024-11/30/2024
	DD	Payroll Check	12/05/2024	5272.39	Ryan Niemeyer	Pay Period: 11/01/2024-11/30/2024
	8169	Bill Payment (Check)	12/09/2024	2820.62	Wenatchee Convention Center	
	8170	Bill Payment (Check)	12/09/2024	250	509 Cleaning Service	
	8171	Bill Payment (Check)	12/09/2024	170	Fallon Technology, Inc.	
	8172	Bill Payment (Check)	12/09/2024	2035.42	Methow Salmon Recovery Foundation	
	8173	Bill Payment (Check)	12/09/2024	1110	BioAnalysts, Inc	
	8174	Bill Payment (Check)	12/09/2024	128.88	LocalTel	
	ACH241210	Check	12/10/2024	5103.39	IRS	Related to IRS Notice dated 11/18/24. The IRS received payment of $25,483.58 but not the Q2-2021 941 report. The balance due on the 941 was $30,586.97, a difference of $5103.39.
		Credit Card Payment	12/10/2024	824.96	FirstBank VISA	
	ACH241213	Bill Payment (Check)	12/11/2024	14.91	Microsoft	
	8175	Bill Payment (Check)	12/11/2024	4213.8	Aspect Consulting	
		Tax Payment	12/11/2024	9850.52	IRS	Tax Payment for Period: 12/04/2024-12/06/2024
	ACH250121AmF	Check	12/21/2024	174.02	American Funds	ACH
		Credit Card Payment	12/24/2024	2064.03	US Bank	
Total for 1011 Glacier Checking Account				**73791.28**		
2030.10 Credit Card (9545)						
	ACH241213FB	Expense	12/02/2024	153.11	Amazon Web Services	
	ACH241213FB	Expense	12/05/2024	264.12	Anvil Sandwich Co	
	ACH241213FB	Expense	12/05/2024	23.90	Safeway	
	ACH241213FB	Expense	12/06/2024	97.90	Office Depot	
	ACH241213FB	Expense	12/10/2024	14.13	Adobe	Creative Cloud refund
	ACH241213FB	Expense	12/13/2024	65.24	Adobe	Creative Cloud refund
	ACH241213FB	Expense	12/13/2024	22.00	Canva	Biz Cards
	ACH241213FB	Expense	12/13/2024	49.86	Mailchimp	Mailchimp - 678-9990141, GA
	ACH241213FB	Expense	12/13/2024	334.02	Quickbooks Online	INTUIT *QBooks Online - CL.INTUIT.COM, CA
Total for 2030.10 Credit Card (9545)				**$1,024.28**		
Cash						
		Transfer	12/13/2024	10549.88		BEF 24-Nov
		Transfer	12/13/2024	1027.75		TWS 24-11 Invoice
Account:1011.2 Restricted Cash				11577.63		

Disbursement Report2

Upper Columbia Salmon Recovery Board

November 1-30, 2024

Account Full Name	Num	Transaction type	Date	Amount	Name	Memo/Description
1011 Glacier Checking Account						
1012 Glacier Checking Account	8149	Check	11/01/2024	$ 7,350.06	WA Health Care Authority	900 D43 premium
1013 Glacier Checking Account	ACH241105AmF	Check	11/04/2024	181.94	American Funds	ACH
1014 Glacier Checking Account	8150	Check	11/04/2024	$ 1,614.58	Charles Schwab	8422-5931
1015 Glacier Checking Account	8151	Check	11/04/2024	$ 1,304.84	Edward Jones	
1016 Glacier Checking Account	8152	Bill Payment (Check)	11/04/2024	$ 408.28	Kelley Connect	WE0412
1017 Glacier Checking Account	8153	Bill Payment (Check)	11/04/2024	$ 740.00	BioAnalysts, Inc	
1018 Glacier Checking Account	8154	Bill Payment (Check)	11/04/2024	$ 170.00	Fallon Technology, Inc.	
1019 Glacier Checking Account	DD	Payroll Check	11/05/2024	5352.75	Ryan Niemeyer	Pay Period: 10/01/2024-10/31/2024
1020 Glacier Checking Account	DD	Payroll Check	11/05/2024	1457.85	Karen H Berg	Pay Period: 10/01/2024-10/31/2024
1021 Glacier Checking Account	DD	Payroll Check	11/05/2024	5385.58	Meghan J. Camp	Pay Period: 10/01/2024-10/31/2024
1022 Glacier Checking Account	DD	Payroll Check	11/05/2024	5125.01	Ariel N. Edwards	Pay Period: 10/01/2024-10/31/2024
1023 Glacier Checking Account	DD	Payroll Check	11/05/2024	3485.2	Gabrielle H. Vermeire	Pay Period: 10/01/2024-10/31/2024
1024 Glacier Checking Account	DD	Payroll Check	11/05/2024	5262.33	Julie L Foss	Pay Period: 10/01/2024-10/31/2024
1025 Glacier Checking Account	DD	Payroll Check	11/05/2024	5518.11	Amanda J. Ward	Pay Period: 10/01/2024-10/31/2024
1026 Glacier Checking Account	8155	Bill Payment (Check)	11/08/2024	$ 1,202.70	Cascadia Conservation District	
1027 Glacier Checking Account	8156	Bill Payment (Check)	11/08/2024	$ 10,088.25	Aspect Consulting	
1028 Glacier Checking Account	8157	Bill Payment (Check)	11/08/2024	$ 1,775.00	Ruhnamuk Associates	
1029 Glacier Checking Account		Tax Payment	11/08/2024	10146.58	IRS	11/05/2024
1030 Glacier Checking Account	8158	Check	11/13/2024	$ 1,622.30	Charles Schwab	FOR CHECK THAT DIDN'T CLEAR
1031 Glacier Checking Account		Credit Card Payment	11/13/2024	789.99	FirstBank VISA	
1032 Glacier Checking Account	8159	Bill Payment (Check)	11/22/2024	$ 200.00	509 Cleaning Service	
1033 Glacier Checking Account	8160	Bill Payment (Check)	11/22/2024	$ 434.18	Cascadia Conservation District	
1034 Glacier Checking Account	8161	Bill Payment (Check)	11/22/2024	$ 84.32	FireFly	
1035 Glacier Checking Account	8162	Bill Payment (Check)	11/22/2024	$ 120.88	LocalTel	
1036 Glacier Checking Account		Credit Card Payment	11/22/2024	127.73	US Bank	
1037 Glacier Checking Account	SVCCHRG	Check	11/30/2024	30		Service Charge
Total for 1011 Glacier Checking Account				**$69,978.46**		
2030.10 Credit Card (9545)						
	ACH11132024FB	Expense	11/02/2024	156.06	Amazon Web Services	
	ACH241113FB	Expense	11/10/2024	65.24	Adobe	Creative Cloud refund
	ACH241113FB	Expense	11/10/2024	49.86	Mailchimp	Mailchimp - 678-9990141, GA
	ACH241113FB	Expense	11/10/2024	14.13	Adobe	Creative Cloud refund
	ACH241113FB	Expense	11/13/2024	334.02	Quickbooks Online	INTUIT *QBooks Online - CL.INTUIT.COM, CA
	ACH241113FB	Expense	11/13/2024	10.00	Zoom	Zoom software Sarah Walker
	ACH241213FB	Expense	11/17/2024	10.00	Zoom	Zoom software Sarah Walker
	ACH241213FB	Expense	11/21/2024	40.00	WA Secretary of State	WA Annual Corporate Renewal
Total for 2030.10 Credit Card (9545)				**$679.31**		
2035 US Bank NASPO Cards						
	ACH241213US	Expense	11/13/2024	92.71	The Taproom	
	ACH241213US	Expense	11/13/2024	112.61	Steam Panda	
Total for 2035 US Bank NASPO Cards				**$205.32**		
1011 Glacier Checking Account:1011.2 Restricted Cash						
		Transfer	11/15/2024	1832.22		BEF 24-25 #4
Total for 1011 Glacier Checking Account:1011.2 Restricted Cash				**$1,832.22**		

Upper Columbia Salmon Recovery Board		
Revenue Summary for 01 November – 31 December 2024		
The following vouchers have been approved and submitted in accordance with UCSRB policies and are hereby ratified:		
NOV VOUCHERS		
BPA Admin 24-25	10,005.22	
The Wilderness Society	1,027.75	
RCO – LE	5,512.31	
RCO – Admin	30,541.88	
DNR	3,130.12	
BEF	10,549.88	
November Total		**60,767.16**
DEC VOUCHERS		
WSU	112.50	
BPA Admin 24-25	6,559.55	
The Wilderness Society	538.42	
RCO – LE	4,531.87	
RCO – Admin	41,223.47	
DNR	4,601.58	
BEF	2,474.94	
December Total		**60,042.33**
NOVEMBER & DECEMBER TOTALS		**120,809.49**

Amanda Ward, UCSRB Executive Director	

Date:	
Revenue summary approved - UCSRB Board Secretary Treasurer	
Board meeting date:	**February 20, 2025**

Supporting documentation has been retained and is available upon request.

CONSULTANT SERVICES AGREEMENT

This consultant services agreement is between the CONFEDERATED TRIBES AND BANDS OF THE YAKAMA NATION, a sovereign native nation with its governmental headquarters located at P.O. Box 151 / 401 Fort Road, Toppenish, WA 98948 on the Yakama Reservation ("**Yakama Nation**"), and Upper Columbia Salmon Recovery Board (UCSRB), EIN Number 204703769, with its primary place of business located at 123 Easy St, Wenatchee, WA 98801 ("**Consultant**").

The Yakama Nation wants to obtain technical assistance to accomplish the project, task, study, or other work described in Exhibit A (Scope of Work) to this agreement.

Consultant states that it has the necessary technical expertise, skill, and capability to complete the Work for the Yakama Nation.

The parties therefore agree as follows:

ARTICLE 1. STATEMENT OF SERVICES

1.01 **Work & Standard of Performance**. Consultant shall perform the work described in Exhibit A (Scope of Work) to this agreement (the "**Work**"). Consultant shall, at its sole expense, provide all labor, services, and equipment necessary to complete the Work timely and to the Yakama Nation's satisfaction, except as expressly provided otherwise in this agreement. Consultant's performance shall comply with applicable tribal, federal, state, and local law and policy, and be consistent with generally accepted professional best practices, both of which Consultant states it has knowledge of.

1.02 **Term**. This agreement will be effective on the date when both parties have signed it, and will terminate as set forth below, unless terminated earlier in accordance with Article 9 of this agreement (if neither option is selected, Option B shall be the default):

☒ *Option A:* On September 30, 2025

☐ *Option B:* Upon Consultant's satisfactory performance of the Work.

1.03 **Prior Performance.** If the Consultant has performed any Work prior to the start date of this agreement, then this agreement will govern such prior performance. Except that the Consultant's invoicing obligations, and the Yakama Nation's associated payment obligations, as set forth in Exhibit C (Payment Terms), will not arise until the start date of this agreement.

1.04 **Key Personnel**. If any of Consultant's employees or agents are specifically identified in Exhibit A (Scope of Work) as the employee(s) or agent(s) expected to perform the Work, they will be considered "**Key Personnel**" for purposes of this agreement. Consultant shall ensure that Key Personnel continue to be assigned to the Work until its completion, unless Consultant obtains the Yakama Nation Project Manager's written consent to a staff substitution.

ARTICLE 2. COMPENSATION

2.01 **Maximum Compensation**. The maximum total compensation approved by the Yakama Nation and payable to Consultant for Work under this agreement is $130,939 The Yakama Nation shall not pay Consultant more than this maximum amount for the Work. Consultant acknowledges that this maximum amount (a) is sufficient to perform the Work and (b) includes all eligible expenses associated with Consultant's performance of the Work.

2.02 **Rates/Fees/Payments**. The Yakama Nation shall make payments to Consultant according to the billing rate(s) and/or fee schedule(s) and the invoicing and payment terms described in Exhibit B (Budget) and Exhibit C (Payment Terms) to this agreement.

2.03 **Expenses**. The Yakama Nation shall only compensate Consultant for eligible expenses directly associated with the performance of the Work. Consultant acknowledges that eligible expenses are limited to those reasonable expenses incurred with the prior written approval of the Yakama Nation, for which the Consultant provides a reasonably detailed receipt or other proper proof. The Yakama Nation shall pay eligible expenses, including any authorized travel expenses, consistent with applicable tribal and federal law and policy.

2.04 **Federal or Grant Funds**. Consultant acknowledges that federal or grant funds utilized to compensate Consultant may be subject to certain requirements and restrictions, which may include, but are not limited to 2 C.F.R. Part 200. Consultant shall utilize funds in accordance with applicable funding requirements and restrictions, and shall reimburse the Yakama Nation for any expenses that are paid by the Yakama Nation but subsequently disallowed by the federal agency or other grantor.

ARTICLE 3. PROJECT MANAGEMENT

3.01 **Project Managers.** Each party will designate an internal project manager to facilitate the completion of the Work. Being designated as a party's project manager does *not* endow the representative with any legal authority to bind that party. Either party may change their project manager by giving notice to the other party.

(a) The Yakama Nation's Project Manager (PM) is Shannon Adams. She may be reached at 509-945-0754, or adas@yakamafish-nsn.gov

(b) The Consultant's Administrative Director is Amanda Ward. She may be reached (509) 433-5231 or Amanda.Ward@uscrb.org

ARTICLE 4. LEGAL NOTICE

4.01 **Valid Notice.** For a notice under this agreement to be valid, it must be in writing, properly addressed to the party's current legal contact, and delivered (a) by a national transportation company with all fees prepaid and receipt signature required, or (b) by USPS certified mail, return receipt requested, postage prepaid. Notice will be effective upon the date of receipt. Either party may change its designated address or recipient for legal notice by giving the other party reasonable notice of such change.

4.02 **Notice to the Yakama Nation.** Notice to the Yakama Nation must be sent to the Tribal Council Chairman at P.O. Box 151 / 401 Fort Road, Toppenish, WA 98948, with courtesy copies to the Yakama Nation's Project Manager electronically at their email address listed above in section 3.01(a), and to the Yakama Nation Office of Legal Counsel at P.O. Box 150 / 401 Fort Road, Toppenish, WA 98948.

4.03 **Notice to Consultant.** Notice to Consultant must be sent to Amanda Ward at 123 Easy Street, Wenatchee, WA 98801.

ARTICLE 5. RECORDS, ACCOUNTING & AUDITS

5.01 **Recordkeeping.** Consultant shall maintain auditable records during the term of this Agreement and for a period of at least three (3) years following the termination of this Agreement. Consultant shall comply with the Audit Act of 1984, P.L. 98-502 (31 U.S.C. § 7501 et. seq.), as amended, and the Office of Management and Budget's Uniform Guidance requirements set forth at, 2 C.F.R. Part 200, Subpart F, as amended, in maintaining its records.

5.02 **Accounting.** Consultant shall adhere to a systematic accounting method in performing the Work to ensure timely and appropriate resolution of audit findings and recommendations, and compliance with the Office of Management and Budget's Uniform Guidance requirements set forth at, 2 C.F.R. Part 200, Subpart F, as amended.

5.03 **Audits.** Except as prohibited by law, the Yakama Nation, the United States (if applicable), and any grantor agency (if applicable), or their duly authorized representative(s), may audit, examine, request, or make copies of Consultant's records that concern or are relevant to the subject matter of this agreement or to Consultant's performance of its obligations under this agreement. Consultant shall provide such authorized auditors with timely access to its records.

5.04 **Access to Yakama Nation Records, Personnel & Facilities.** Except as prohibited by law, the Yakama Nation shall provide Consultant with reasonable access to its personnel, facilities, and records necessary for Consultant's performance of this agreement.

5.05 **Confidential Information.** If the Yakama Nation provides Consultant with documents or information typically maintained as confidential by the Yakama Nation ("**Confidential Information**"), Consultant shall make all reasonable efforts, and take all reasonable precautions, to prevent the disclosure of that Confidential Information to non-parties, except as may be required by law or court order. Consultant shall not use Confidential Information for any purpose except the performance of this agreement.

5.06 **Continuing Obligation.** Consultant's obligations under Article 5 of this agreement are intended to survive the termination of this agreement.

ARTICLE 6. WORK PRODUCT

6.01 **Definition**. "**Work Product**" includes, but is not limited to, all papers, reports, information, drawings, internal memoranda, files, proposals, papers, copyrights, patents, photographs, data, and all written or graphic material, or any other material or property, whether stored electronically or in hard copy, in any format including native formats, and however produced, prepared, collected, generated, or created by the Consultant in connection with this agreement.

6.02 **Ownership.** Consultant acknowledges that all Work Product it produces pursuant to this agreement will be works for hire, which the Yakama Nation will own, and which Consultant will not retain any interest in or rights to. Consultant shall give all its Work Product to the Yakama Nation promptly upon the termination of this agreement or upon request.

ARTICLE 7. RISK MANAGEMENT

7.01 **Insurance Requirement.** Consultant shall be required to purchase and maintain insurance during the term of this agreement, as set forth in Section 7.02 below:

☒ YES ☐ NO (If neither box is checked, insurance is required.)

7.02 **Insurance Coverage.** If insurance is required under Section 7.01, Consultant shall, at its own expense, maintain the following minimum insurance coverage during the term of this agreement and for a period of three years following the completion of the Work:

(a) Either Commercial General Liability Insurance OR Professional Liability Insurance, including errors and omissions insurance, in the amount of at least one million dollars per occurrence and two million dollars aggregate.

(b) If the performance of the Work requires Consultant to use one or more automobiles, Commercial Automobile Insurance coverage for all vehicles used in performance of the Work in an amount equal to the greater of either (i) one million dollars, or (ii) any other amount specified by applicable law.

(c) Any other insurance coverage required by applicable law, which may include (but may not be limited to) workers compensation insurance or disability benefits insurance.

7.03 **Additional Insured.** Consultant shall name the Yakama Nation as an additional insured on its applicable insurance policies, and at the Yakama Nation's request shall provide the Yakama Nation with certificates of insurance and copies of the relevant policies.

7.04 **No Subrogation.** Consultant hereby waives for insurance purposes all subrogation rights it may have against the Yakama Nation and any of the Yakama Nation's officers, agents, employees, governmental entities, contractors, or subcontractors.

7.05 **Indemnification.** Consultant shall, at its expense, indemnify and (at the Yakama Nation's discretion, and with counsel acceptable to the Yakama Nation) defend the Yakama Nation and its officers, agents, employees, and assigns (each and all considered the "Yakama Nation" for purposes of this Section 7.02) against *any* claim, demand, judgment, loss, cost, damage, expense or other liability whatsoever, including legal fees and expenses, which are incurred by or claimed against the Yakama Nation and arise, either directly or indirectly, from any error, action, omission, or breach of contract by Consultant or its officers, agents, employees, or subcontractors. The requirements of this Section 7.05 are intended to survive the termination of this agreement.

7.06 **Injunctive Relief.** Consultant acknowledges that its breach or threatened breach of Article 5 or Article 6 of this agreement would cause irreparable injury to the Yakama Nation, which could not be adequately compensated by money damages. Consultant further acknowledges that injunctive relief to enforce Articles 5 & 6 of this agreement would be proper.

ARTICLE 8. DISPUTE RESOLUTION

8.01 **Negotiation.** If the parties disagree about the performance, interpretation, or enforcement of this agreement, they shall first attempt to resolve their disagreement informally through (a) dialogue between their project managers, and then (b) face-to-face negotiations between

their leaders, which must be held in Toppenish, WA. If the parties cannot resolve their disagreement after taking these steps, it will be deemed a 'dispute'.

8.02 **Mediation.** The parties shall endeavor to resolve any disputes through non-binding mediation before resorting to any other dispute resolution procedure. Such mediation must be held at a mutually agreeable location in Yakima, Washington. Any demand for mediation must be made in writing and delivered to the other party in accordance with the provisions of Article 4 (Notice) of this agreement. The parties shall share equally the costs of hiring a mediator and securing a suitable location for the mediation proceedings. The requirements of this Section 8.02 are intended to survive the termination of this agreement.

ARTICLE 9. TERMINATION

9.01 **For Convenience.** Either party may terminate this agreement by giving to the other party at least 90 days prior written notice. The notice must specify the effective date of termination.

9.02 **For Breach.** Either party may immediately terminate this agreement by written notice following a material breach by the other party. The parties acknowledge that the terms of Article 5 (Records, Accounting & Audits), Article 7 (Risk Management), Section 1.04 (Key Personnel), and Section 2.02 (Rates/Fees/Payment) are material terms. Consultant acknowledges that time is of the essence for performance of the Work.

9.03 **By Tribal Council Executive Committee.** The Yakama Nation Tribal Council Executive Committee may immediately terminate this agreement upon written notice to Consultant.

9.04 **Effect.** Termination of this agreement will not relieve either party of any liabilities or claims against it that arise under this agreement before the agreement is terminated. Termination will not limit the Yakama Nation's rights or remedies at law or equity, including, but not limited to, the right to contract with other qualified persons to complete the Work.

ARTICLE 10. GENERAL TERMS

10.01 **Independent Contractor.** Consultant acknowledges that it is an independent contractor and not an agent or employee of the Yakama Nation for purposes of this agreement. The parties state that they are not engaged in a joint venture or partnership.

10.02 **Conflicts**. During the term of this agreement, Consultant shall not accept work from any non-party, which would create a real or apparent conflict of interest with Consultant's performance of the Work for the Yakama Nation.

10.03 **Subcontractors.** Consultant shall not hire a subcontractor to perform any portion of the Work for this Agreement, except as expressly authorized in writing by the Yakama Nation. Where the Yakama Nation has authorized Consultant's hiring of a subcontractor, Consultant shall require the subcontractor to comply with all relevant terms and conditions of this agreement in performing their portion of the Work. Any unauthorized attempt by Consultant to subcontract the Work must be null and void, and Consultant shall be responsible for all expenses, fees, and costs associated with the unauthorized subcontract(s).

10.04 **Fair Employment Practices.** Consultant shall not discriminate against any employee or applicant for employment because of handicap, race, age, religion, sex, gender, or sexual orientation. Consultant shall take affirmative steps to ensure that applicants and employees are treated fairly during hiring and employment.

10.05 **Indian Preference Employment.** When Consultant performs Work within the boundaries of the Yakama Reservation, or on Yakama property outside the boundaries of the Yakama Reservation, Consultant acknowledges that it is subject to and shall comply with applicable Indian preference employment laws of the Yakama Nation, including its Tribal Employment Rights Ordinance (Yakama Revised Law & Order Code, Title 71, as amended) ("**TERO**"). Consultant further acknowledges that under Section 703(i) of the 1964 Civil Rights Act, it may implement an Indian Preference hiring policy for all work performed near (within reasonable commuting distance from) an Indian reservation. Consultant hereby adopts the TERO and its associated policies as its Indian preference hiring policy for all Work it performs near the Yakama Reservation, and shall publicize the same.

10.06 **Permits and Approvals; Taxes and Fees.** The Consultant shall, at its expense, obtain any and all permits, approvals, or authorizations from local, state, federal or tribal authorities necessary or required for the completion of the Work. Unless the parties have expressly agreed otherwise in this agreement, Consultant shall pay any taxes or fees applicable to or associated with its completion of the Work.

10.07 **Force Majeure.** The parties' obligations under this agreement are subject to force majeure. If acts of God, severe weather conditions, fire, or unforeseen catastrophic events caused by nonparties which are beyond the control of the parties, prevent the parties from performance, such non-performance must not be considered a breach of this agreement.

10.08 **Entire Agreement.** This agreement constitutes the entire understanding between the parties with respect to the subject of this agreement, and supersedes all prior or contemporaneous agreements, whether written or oral, between the parties. The parties acknowledge that they each participated in negotiating this agreement, and that they have read, understood, and approved its terms. Headings are provided in this agreement for convenience, and are not intended to affect the meaning of the provisions to which they are affixed.

10.09 **Exhibits Incorporated by Reference**. This agreement includes any terms or documents incorporated by reference, as well as those exhibits listed below. If the terms of an exhibit or incorporated document conflict with the terms of the body of this agreement, the terms in the body of this agreement must prevail.

(i) Exhibit A – Scope of Work

(ii) Exhibit B – Budget

(iii) Exhibit C – Payment Terms

(iv) BPA Intergovernmental Master Agreement 56662 ("IG-MA 56662") IG-MA 56662 can be accessed using a web browser at the following address: http://yakamafish-nsn.gov/restore/projects/bpa-master-agreement-terms-andconditions

When prompted, enter "YN Fish1855" as the webpage password to access the Master Agreement.

10.10 **Change Orders.** Change orders must be in writing and authorized by an appropriate representative of the Yakama Nation as follows:

(a) **Material Changes.** Any material changes to this agreement or the Work to be performed must be authorized in writing and signed by the Yakama Nation Tribal Council Chair as modifications or addendums to this agreement. Material changes are (i) any changes which require an increase in the maximum 'not to exceed' contract amount set forth in Section 2.01 of this agreement, or (ii) any changes to *what* Work is to be performed.

(b) **Immaterial Changes.** The Yakama Nation's Project Manager may authorize immaterial changes in writing. Immaterial changes are those that concern *how* the Work will be accomplished, but do not change the scope of what Work will be performed, or the overall contract payment amount.

10.11 **Amendments; Waiver.** The parties may amend this agreement by a written instrument signed by the authorized representatives of both parties. No waiver under this agreement will be effective unless it is in writing and signed by an authorized representative of the party granting the waiver. A waiver granted on one occasion will not operate as a waiver on other occasions.

10.12 **Execution.** If the parties sign this agreement in several counterparts, each will be deemed an original, but all counterparts together will constitute one instrument. The parties may sign and deliver this agreement (and any ancillary documents) to each other electronically, and the receiving

party may rely on the electronic document as if it was a hard-copy original. The parties each state that they have the necessary legal authority to enter into and sign this agreement, and to perform their obligations under this agreement.

10.13 **Choice of Law and Venue.** Yakama law governs the validity and interpretation of this agreement, and any adversarial proceedings brought by one party against the other party arising out of this agreement. Any court action filed to enforce or interpret this agreement must be in the Yakama Tribal Courts. Consultant acknowledges that this agreement will be considered to have been executed at the Yakama Nation governmental headquarters in Toppenish, WA, and that this agreement establishes a consensual business relationship between the parties for purposes of Yakama Tribal Court jurisdiction. Consultant shall not raise any personal jurisdiction objections to Tribal Court jurisdiction.

10.14 **Sovereign Immunity.** In entering into this agreement, the Yakama Nation is not waiving its sovereign immunity from suit, and is not waiving, altering, or otherwise diminishing its rights, privileges, remedies, or services guaranteed by the U.S. Treaty with the Yakamas of June 9, 1855 (12 Stat. 951).

10.15 **Special Terms & Conditions.** In addition to the forgoing terms and conditions, the following requirements will apply to this Agreement:

(a) Funds for compensation of Consultant for the Work rendered to the Yakama Nation under this agreement are provided by the Bonneville Power Administration (hereafter "BPA") through a particular IG-MA 56662 Funding Release. The Yakama Nation's obligation under this Agreement to reimburse the Consultant is conditioned upon these necessary funds being made available to the Yakama Nation. Failure of BPA to provide such funding within the contract term shall void this Agreement and Consultant shall have no cause of action against the Yakama Nation.

(b) In addition to compliance with the other terms of this contract, Consultant shall comply with any and all requirements set forth in the IG-MA 56662 applicable to subcontractors. If Consultant is authorized under this Agreement to hire any subcontractors, Consultant shall ensure that their contracts also include requirements for compliance with the terms of the IG-MA 56662 applicable to subcontractors.

[Signature page(s) follow.]

Each party is signing this agreement on the date stated opposite that party's signature:

THE CONFEDERATED TRIBES AND BANDS OF THE YAKAMA NATION:

Christopher L. Vallier

12/4/24

By: Gerald Lewis Date

for Title: Tribal Council Chairman

UCSRB.:

EIN #: 204703769

Charles T Brushwood

By: Chuck Brushwood February 3, 2025

Title: UCSRB Chairman

Date

EXHIBIT A – SOW

Upper Columbia Salmon Recovery Board Contract with Yakama Nation
Scope of Work
October 1, 2024 – September 30, 2025

Work Element F: 99. Outreach and Education

Title: UCSRB Regional Communication and Outreach

Description: Implementation of the 2007 Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan (Recovery Plan) encompasses numerous mitigation and conservation programs in the Upper Columbia region and requires strong coordination among established groups and organizations to support local and regional recovery efforts. The Upper Columbia Salmon Recovery Board (UCSRB) is tasked with overseeing and coordinating the regional Recovery Plan. Serving as the backbone organization for the region, the UCSRB plays a critical role in collating and recording regional data supporting local processes directed by the Watershed Action Teams (WATs), providing regional outreach and education, and maintaining communication and partnerships among agencies and organizations, including those with purview over areas that are larger than but include the Upper Columbia region such as CRITFC, NOAA, USFWS, NPCC, USFS Region 6 and the OWNF.

The UCSRB plays a significant role in facilitating dialogue and increasing understanding among all partners about regional progress, needs, and barriers to achieving salmon recovery, and supporting the work local organizations and partners are doing to benefit and conserve listed species. The UCSRB is also able to leverage resources, access new information and tools, and integrate the best available science required for the ongoing implementation of the Recovery Plan and meeting mitigation obligations outlined in the Federal Columbia River Power System Biological Opinion (FCRPS BiOp). This work benefits all stakeholders and is funded by multiple entities including RCO, Yakama Nation, CCT, and BPA.

In the past, UCSRB developed background summaries on each of the four "H" management sectors (habitat, harvest, hydropower, and hatcheries) to address the integrated recovery effort called for in the Recovery Plan. These background summaries continue to serve as points of reference for ongoing discussions among the UCSRB Directors and partners regarding how to improve integrated ESA species recovery. These high-level summaries also inform efforts such as the Columbia Basin Partnership, Washington State Governor's Orca Task Force, and the Statewide Strategy to Recover Salmon.

Deliverable Specification: Recovery Plan outreach efforts will continue to focus on conveying regional salmon recovery and science information to the public, project sponsors, agencies, legislature, and organizations. Multiple conduits will include, but are not limited to, participating in meetings and events, virtual and/or field tours, distribution of data and outreach materials, regular newsletters, legislative outreach publications, presentations, website and social media content development and maintenance.

UCSRB will continue to engage with partners to provide additional outreach support, as needed. UCSRB staff will also work with partners and sponsors to develop between one to three mutual outreach priorities that will be utilized to align and strengthen the UC regional messaging. Regular communication with Yakama Nation's education and outreach team will ensure Yakama Nation's interests are supported and incorporated into the multiple strategies and messaging within the broader regional landscape.

Estimated Work Element Budget: $32,319

Milestones

Milestone Title	Start Date	End Date	Milestone Description

A. Develop and implement communication and outreach strategies	10/01/2024	9/30/2025	Public communication and outreach is extended via multiple outlets and events. Outreach to Agency partners is maintained, Key Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan information and updates are provided to legislative representatives.
B. Facilitate regional coordination	10/01/2024	9/30/2025	Strategic support is provided to stakeholders to facilitate and maintain the alignment of Federal, State, Regional, and Tribal interests, funding, processes and projects, and ensure ongoing transparent collaboration and integration of salmon recovery efforts across the region.
C. Annual Board member engagement events in Washington DC, Portland OR, and/or Olympia WA.	10/01/2024	9/30/2025	Annual Board member legislative engagements to promote Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan (Recovery Plan) efforts, accomplishments and needs.
Deliverable: E. Regional outreach as per the WE description		09/30/2025	*See the Deliverable Specification above*

Work Element G: 141. Produce Annual Reports

Title: UCSRB Annual Report and Implementation Schedule

Description: The UCSRB produces various regional reports to communicate information and achievements to the region and larger audiences (e.g., funders, policy makers, and broader stakeholders). Each year, the UCSRB coordinates development of the regional Implementation Schedule and Annual Report for submittal to NOAA per the Recovery Plan. This report details fish return data, as well as challenges and achievements in Recovery Plan implementation over the previous calendar year. The status and any changes to each of the habitat, hatcheries, hydropower, and harvest management sectors, are summarized in the Annual Report to track progress on the integrated approach called for in the Recovery Plan. The report also integrates products of the Regional Technical Team's regional prioritization to provide information useful for out-year planning. The report also includes descriptions of some of the successes and challenges of implementing priority projects within the UC region. In 2025, the UCSRB will collate data gathered from 2020 through 2023 to provide a complete four-year report to NOAA Fisheries, as per the Recovery Plan, Section 8.3.7 Check-In Schedule.

Deliverable Specification: The 2025 Implementation Schedule and Annual Report will be submitted to NOAA fisheries, sent to sponsors and funders, and made available on the UCSRB website: Reports – Upper Columbia Salmon Recovery Board (ucsrb.org).

Estimated Work Element Budget: $13,000

Milestones

Milestone Title	Start Date	End Date	Milestone Description
A. Upper Columbia 2023 Implementation Schedule and Report	10/01/2024	05/01/2025	UCSRB will solicit input from the WATs to draft the 2023 Implementation Schedule and Annual Report. After review and revision by the Implementation Team, the report will be approved by the UCSRB Board, then submitted to NOAA. Components of this information may also be provided to partners and/or incorporated into additional regional reporting requirements, as relevant or requested.

Deliverable: B. Provide 2023 Implementation Schedule and Annual Report to NOAA and post to UCSRB.org		05/01/2025	*See the Deliverable Specification above*

Work Element H: 160. Manage and Maintain Regional Database

Title: UCSRB Upper Columbia Data Stewardship

Description: Successful implementation of the Recovery Plan relies on tracking project implementation and compiling and communicating relevant fish and habitat data. The UCSRB works with project sponsors, the RTT, its Monitoring and Data Management Committee (MaDMC), and other partners to compile data and information for use in developing, scoring, funding, implementing, and monitoring restoration and protection projects. UCSRB staff will co-chair and support the Regional Technical Team's Monitoring and Data Management Committee to ensure data gaps are adequately compiled and tracked within the region and are made available to partners, including potential funders. Access to this information is provided to salmon recovery partners through the UCSRB data portal and website: Upper Columbia Salmon Recovery Board (arcgis.com) and information on project implementation is compiled and tracked through the state's Salmon Recovery Portal (SRP) database: Salmon Recovery Portal (wa.gov).

Deliverable Specification: Provide public access to regional data related to fish distribution, abundance, and habitat. Ensure restoration projects are compiled and made publicly available via the UCSRB website and the statewide Salmon Recovery Portal.

Estimated Work Element Budget: $29,000

Milestones:

Milestone Title	Start Date	End Date	Milestone Description
A. Information Sharing and Coordination	10/01/2024	09/30/2025	Compile and disseminate to partners/project sponsors data and information (GIS files, maps, tables, etc.) related to Recovery Plan implementation, habitat prioritization, habitat status and trends, and VSP parameters. Data and information are largely disseminated through the ucsrb.org data portal. UCSRB staff will co-chair/support the RTT Monitoring and Data Management Committee (MaDMC) to identify, track, and seek funding to address regional data gaps.
B. Project planning & development support	10/01/2024	09/30/2025	Compile and distribute information for developing consistent regional framework for stream reach networks and assessment units to support evaluation of habitat performance across subbasins. Compile and distribute relevant fish and habitat data at multiple spatial scales (VSP parameters, climate change data, habitat threats, life-history diversity, etc.) to support development of effective and informed restoration and protection projects.
C. Regional Prioritization Support	10/01/2024	09/30/2025	At the direction of the RTT Chair, as approved by YN, the UCSRB will support implementation of the Regional Prioritization Strategy in the following ways: 1. Compile data and maps related to the RTT prioritization strategy as requested by the RTT, YN, and other partners. 2. Work with the RTT, IT, and WATs to track prioritized projects through the annual Implementation Schedule and report back to partners on progress and challenges. 3. Compile new data (e.g., reach assessment or survey data) and integrate it into the existing Prioritization Tool for use by the RTT in updating the prioritization results as needed in the future.

Deliverable: D. UCSRB Data Stewardship		09/30/2025	See the Deliverable Specification above.

I: 191. Watershed Coordination

Title: UCSRB Watershed Coordination-Watershed Action Teams (WATs) Facilitation

Description: Watershed Action Teams (WATs) form an important part of the UC's implementation structure by providing a monthly forum where project sponsors share local knowledge to identify and plan future projects, sequence the biological priorities of those projects, address obstacles (e.g., permitting, landowner engagement), pursue cost-sharing from various sources, and coordinate implementation of habitat restoration actions. In addition, each WAT has at least one representative who participates with the Implementation Team and as needed or requested in the RTT and/or its Monitoring and Data Management Committee. This contract supports facilitation of meetings of the Wenatchee, Entiat and Methow WATs meetings. SUBCONTRACT

Deliverable Specification: Between three and six in-person or virtual meetings by each subbasin WAT (Wenatchee, Entiat, and Methow), with corresponding meeting agendas and summaries.

Estimated Work Element Budget: $31,500

Milestones:

Milestone Title	Start Date	End Date	Milestone Description
A. Facilitation of the Wenatchee WAT	10/01/2024	09/30/2025	At monthly WAT meetings in the Wenatchee subbasin, facilitated by the Chelan County Natural Resource Department, project sponsors share local knowledge to identify and plan future projects, sequence the biological priorities of those projects, address obstacles (e.g., permitting, landowner engagement), pursue cost-sharing from various sources, and coordinate implementation of habitat restoration actions.
B. Facilitation of the Entiat WAT	10/01/2024	09/30/2025	At monthly WAT (HSC/planning unit) meetings in the Entiat subbasin facilitated by the Cascadia Conservation District, project sponsors share local knowledge to identify and plan future projects, sequence the biological priorities of those projects, address obstacles (e.g., permitting, landowner engagement), pursue cost-sharing from various sources, and coordinate implementation of habitat restoration actions.
C. Facilitation of the Methow WAT	10/01/2024	09/30/2025	At monthly WAT (MRC) meetings in the Methow subbasin facilitated by the Methow Salmon Recovery Foundation project sponsors share local knowledge to identify and plan future projects, sequence the biological priorities of those projects, address obstacles (e.g., permitting, landowner engagement), pursue cost-sharing from various sources, and coordinate implementation of habitat restoration actions.
Deliverable: D. WAT Meetings in Wenatchee, Entiat and Methow Subbasins		09/30/2025	*See the Deliverable Specification above*

Direct billing:

Includes a portion of rent, utilities, state and federal audit costs, miscellaneous supplies, equipment (excluding capital equipment) and subscriptions, etc.

Estimated Budget: $25,120

EXHIBIT B – BUDGET

Upper Columbia Salmon Recovery Board
Project/Contract CR# ****: Yakama Nation**

WORK ELEMENTS:
F. Outreach & education
G. Produce report(s)
H. Maintain database
I. Watershed Coordination

	10/01/2024 - 09/30/2025	Work Element	Staff	Est. # hours	$/hr	Salaries/wages (excluding fringe)		
1	**PERSONNEL**							74,319
	Program Managers/Coodinators - Salary/Taxes							
	Coordinate Regional Communication	F	MC	220.0	48.94	$10,767		
	Coordinate Regional Communication (with sponsors); Assist with Regional Database	F, H, I	AE	300.0	42.20	$12,660		
	Manage Recovery Plan implementation, Regional Database and Prioritization Support, Co-Chair MaDMC, Annual Reporting	F, G, H, I	RN	340.0	58.21	$19,791		
	Coordinate regional Outreach and Education. Administrative support	F	GV	240.0	32.32	$7,757		
	Financial management and administrative support	F, G	JF	96.0	49.59	$4,761		
	Executive Director - Salary/Taxes							
	Oversee/Direct completion of all Work Elements	F, G, H, I	AW	100.0	64.30	$6,430		
				1,296.0			$62,166	
	Subtotal Salaries							
	Fringe:				*fringe $/hour*	*est. fringe cost*		
	(health insurance, retirement)		MC	220.0	8.00	$1,760		
			AE	300.0	8.15	$2,445		
			RN	340.0	13.03	$4,430		
			GV	240.0	7.80	$1,872		
			JF	96.0	8.02	$770		
			AW	100.0	8.76	$876		
	Subtotal Benefits						$12,153	
2	**DIRECT BILLING**							25,120
	Portion of rent, utilities, State and Federal audit costs, miscellaneous supplies, equipment (excluding capital equipment) and subscriptions, etc.							
	Travel					3,200		
	Training					1,500		
	Training Travel					1,050		
	Meeting Expenses					300		
	Supplies					300		
	Rent					7,300		
	Audit					4,125		
	Computer Maintenance					2,000		
	Software Subscriptions					2,550		
	Insurance					780		
	Phones - internet - conferencing					1,500		
	Other Administrative					479		
							$25,084	
3	**SUBCONTRACTS**							31,500
	Work Element "I" - Watershed Action Teams (WATs)							
	Wenatchee WAT (Chelan County NRD)				$10,500			
	Entiat WAT (Cascadia Conservation District)				$10,500			
	Methow WAT (Methow Salmon Recovery Foundation)				$10,500			
	TOTAL THIS CONTRACT PERIOD							130,939

ESTIMATED TOTALS BY WORK ELEMENTS

F	Outreach and Education	32,319.00
G	Produce annual reports	13,000.00
H	Manage and maintain regional database	29,000.00
I	Watershed coordination	31,500.00
	Direct billing	25,120.00
	TOTAL THIS CONTRACT PERIOD	**$130,939**

EXHIBIT C – PAYMENT TERMS

1. **Schedule.** The Consultant shall invoice for work performed in accordance with the following schedule [if no schedule is selected, invoicing shall occur per Option A – Monthly Time & Materials]:

☒ *A. Monthly Time & Materials:* The Consultant shall invoice monthly on a time and materials basis for actual Work completed during the invoice period. Unless the parties agree in writing to different terms, invoice periods shall begin on the first day of each month and end on the last day of each month.

☐ *B. Progress:* The Consultant shall invoice following the completion of each major Work task identified in Exhibit A (Scope of Work). A Work task will not be considered complete until it has been reviewed and accepted by Yakama Nation's Project Manager.

☐ *C. Alternative Schedule:* The Consultant shall invoice as follows: _____.

2. **Invoicing Requirements.** Invoices must include appropriate supporting documentation, which may include, but is not limited to, detailed expense receipts, and a brief summary of activities associated with the Work performed by Consultant. Consultant shall submit invoices to the Yakama Nation's designated Project Manager within 15 days after the end of the invoice period in which the Work was performed and/or expenses were incurred. Consultant hereby waives the right to receive full payment on invoices submitted more than 60 days following the end of the invoice period. (The 'end' of the invoice period for progress payments will be considered the last day of the calendar month in which the Work task was completed.)

If a question or concern arises regarding an invoice, Yakama Nation shall promptly notify Consultant of the question or concern. Within 15 business days following such notification, Consultant shall take action to sufficiently explain or correct the issue, or Consultant will be deemed to have waived their right to demand payment for the associated Work or expense.

3. **Payment.** The Yakama Nation shall pay all approved invoices within 60 days following the date of invoice.

Signature: Charles T Brushwood
Charles T Brushwood (Feb 3, 2025 17:19 PST)

Email: charles.brushwood@colvilletribes.com

UCSRB Agreement_YN signed

Final Audit Report 2025-02-04

Created:	2025-02-03
By:	Upper Columbia Salmon Recovery Board (amanda.ward@ucsrb.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAACnOFMZuS-cH4FHzCApwaPMBXBdIJ2pnq

"UCSRB Agreement_YN signed" History

Document created by Upper Columbia Salmon Recovery Board (amanda.ward@ucsrb.org)
2025-02-03 - 10:38:05 PM GMT- IP address: 96.46.16.137

Document emailed to charles.brushwood@colvilletribes.com for signature
2025-02-03 - 10:39:07 PM GMT

Email viewed by charles.brushwood@colvilletribes.com
2025-02-03 - 11:02:10 PM GMT- IP address: 66.249.84.34

Signer charles.brushwood@colvilletribes.com entered name at signing as Charles T Brushwood
2025-02-04 - 1:19:05 AM GMT- IP address: 63.142.197.47

Document e-signed by Charles T Brushwood (charles.brushwood@colvilletribes.com)
Signature Date: 2025-02-04 - 1:19:07 AM GMT - Time Source: server- IP address: 63.142.197.47

Agreement completed.
2025-02-04 - 1:19:07 AM GMT

Adobe Acrobat Sign

Contract Number: 25-02
Document Title: Professional Services Contract
Grantor: Upper Columbia Salmon Recovery Board
Grantee: BioAnalysts, Inc.

PROFESSIONAL SERVICES CONTRACT BETWEEN THE BIOANALYSTS, INC 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 BioAnalysts, Inc., (hereafter the "BioAnalysts").

It is the purpose of this Contract to provide for the following services to be provided by BioAnalysts 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

1.01 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

2.01 The term of this Contract shall commence on January 1, 2025 and expire on December 31, 2025. Either party may terminate this Contract, without cause, on thirty (30) days prior written notice to the other party.

ARTICLE III
COMPENSATION

3.01 The compensation to be paid by the UCSRB to BioAnalysts 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.** BioAnalysts 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

5.01 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.** BioAnalysts 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.** BioAnalysts 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.** BioAnalysts 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.

BioAnalysts 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 BioAnalysts 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 BioAnalysts 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 BioAnalysts's performance of this Contract shall be "works for hire' and shall be the property of the UCSRB.

6.6 **Improper Influence.** BioAnalysts 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. BioAnalysts 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.** BioAnalysts 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 BioAnalysts certifies to BioAnalysts directly.

ARTICLE VII
DISPUTES

7.1 **Time.** Time is of the essence of this Contract.

7.2 **Contract Representative.** The UCSRB and BioAnalysts 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 BioAnalysts:
Tracy W. Hillman, Ph.D.
BioAnalysts, Inc.
4725 N Cloverdale Rd, Ste 102
Boise, ID 83713

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 BioAnalysts:
Tracy W. Hillman, Ph.D.
4725 N Cloverdale Rd, Ste 102
Boise, ID 83713

7.4 **Conflict**. In the event of a disagreement between the parties in interpreting this Contract, or a 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 BioAnalysts's non-compliance with any term or condition of this Contract, the UCSRB may provide written notice to BioAnalysts of its non-compliance. BioAnalysts 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 BioAnalysts 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 BioAnalysts 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 BioAnalysts.

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, BioAnalysts shall return to the UCSRB any property of the UCSRB used by BioAnalysts 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 BioAnalysts. BioAnalysts 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) BioAnalysts 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 BioAnalysts of any responsibility under the Contract.

8.2 **Entire Contract**. This Contract constitutes the entire agreement between the UCSRB and BioAnalysts regarding the subject matter at issue. There are no understandings or agreements between UCSRB and BioAnalysts 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 BioAnalysts.

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, BioAnalysts shall be compensated for Work actually completed, direct costs necessarily and actually incurred by BioAnalysts 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 BioAnalysts before the effective date of the termination.

UPPER COLUMBIA SALMON RECOVERY BOARD

DATED:_____

_____
Signature and Title of Authorized
Officer on Behalf of the UCSRB

BIOANALYSTS, INC.

DATED: 01/08/2025



_____
Signature and Title of Authorized
Officer on Behalf of BioAnalysts

EXHIBIT "A"

SCOPE OF WORK
January 1, 2025 – December 31, 2025

UCRTT Facilitation and Prioritization Effort

BioAnalysts will support the Upper Columbia Salmon Recovery Board (UCSRB) in the capacity of current RTT Chair, providing services and support relating to the Bonneville Power Administration (BPA) Programmatic evaluation and Salmon Recovery Funding Board (SRFB) processes. Tasks and deliverables that BioAnalysts may be requested to provide under this scope of work include:

- Time and travel relating directly to the Salmon Recovery Funding Board (SRFB) Lead Entity (LE) processes.
- Support the BPA Programmatic evaluation process to provide detailed technical input to project proposals and ensure regional science is aligned.
    - Includes concept development through pre-design (15%), project designs at 30%, potentially 60% and final (80%).
    - May include a review of habitat modelling results, life-stage periodicity charts, hydrographs and other data to support sponsor development of robust projects.
- Provide oversight to the Upper Columbia Habitat Prioritization and Barrier Prioritization tools.
- Use the results of prioritization to update the RTT Upper Columbia Biological Strategy.
- Work with the UCSRB, WATs, and IT to obtain input on prioritized habitat actions based on feasibility and challenges to implementation.
- Coordinate with RTT's committees/workgroups (e.g., MaDMC, prioritization, project review, etc.).
- Help produce and review documents related to RTT efforts, including prioritization and biological strategy, with support of UCSRB staff.

EXHIBIT "B"

BUDGET

Task	Budget
Contractor SOW (See Exhibit "A") - billed per Rate Schedule below - may include travel and per diem	
TOTAL – Not to exceed	**$35,000**

BioAnalysts 2025 Rate Schedule

Item	Rate
T. Hillman	$190/hour
Air Travel	At cost (varies between $500-$750/rt depending on when the ticket is purchased and the price of fuel)
Car Rental	At cost (currently $190/d for compact car with loss damage Waiver) plus the cost of gasoline to fill the car
Personal vehicle	Government rate (2025 rate is $0.670/mile)
Meals	Government rate (2025 rate is $68/d)
Lodging	At cost (attempt to get 2025 government rate; $110/d)

Schedule provided by T. Hillman (email: 01/08/2025).

EXHIBIT "C"
SPECIAL TERMS AND CONDITIONS

PAYMENT

1. Request for Reimbursement of Expenses.

   (a) BioAnalysts 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 BioAnalysts 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, and subcontractors (if preapproved).
   (b) Expenses for the following items may be reimbursed with prior approval from the UCSRB:
      - Travel, lodging, meals, supplies 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 Finance@ucsrb.org or the UCSRB at Attn: Julie Foss, Accounting Manager, 123 Easy Street, Wenatchee, WA 98801.

2. Payment to BioAnalysts. The UCSRB shall pay BioAnalysts within sixty (60) days after receipt of each detailed Request for Reimbursement. Payments shall be sent to BioAnalysts, Inc., Attn: Tracy W. Hillman, Ph.D., 4725 N Cloverdale Rd, Ste 102, Boise, ID 83713.

3. Maximum Reimbursement. The total reimbursement paid to BioAnalysts during the term of this Contract shall not exceed $35,000 for the period January 1, 2025 – December 31, 2025.

4. BioAnalysts's federal tax identification number is 82-0365382.

Sole Source Justification

UCSRB FY2025 Professional Services Contract
with
BioAnalysts, Inc

Following RCW 39.26 procurement guidelines, the contract with BioAnalysts, Inc. for coordination of the Upper Columbia Regional Technical Team's (RTT) development of an updated Biological Strategy and prioritization will be made under a sole source justification.

The RTT is the UCSRB's scientific arm of implementation. It is comprised of a regional group of scientists with various areas of expertise that establish regional biological priorities and review technical details of proposed projects, including the Programmatic Habitat projects. At the request of the RTT, the current RTT Chair Tracy Hillman, BioAnalysts, Inc. has agreed to complete several tasks needed to update the Biological Strategy in 2025.

Due to the unique skill set, knowledge and role of Tracy Hillman as the current Chair of the RTT, he is clearly and justifiably the only practicable and the most cost-effective (due to knowledge of prioritization approach) contractor to provide these services.

Upper Columbia Salmon Recovery Board

Personnel Policies and Procedures Manual

Revised and approved 2/20/2025

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1 INTRODUCTION

This document has been developed by the Upper Columbia Salmon Recovery Board (UCSRB) in order to familiarize employees with the organization and to provide information about working conditions, key policies, procedures, and benefits affecting employment at the UCSRB.

Note: The content of this manual does not constitute, nor should it be construed as a promise of employment or as a contract between the UCSRB and any of its employees.

The UCSRB ~~at its option,~~ may change, delete, suspend, or discontinue parts of any policy in its entirety, at any time without prior notice.

1.1 The UCSRB VISION

The UCSRB ~~will be~~is a responsive organization whose staff is proactively engaged in regional salmonid recovery efforts. We are confident in our ability to provide leadership, relevant support, and adaptive management guidance to sponsors, partners, and local communities. The UCSRB will collaborate with other salmon recovery Boards, tribal governments, state~~,~~ and federal agencies and other partners to drive efforts that contribute to healthy habitat and viable salmonid populations to benefit the cultural and natural resources of our communities.

1.2 The UCSRB MISSION

Established in 1999, the mission of the UCSRB is 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.

The UCSRB is a diversely skilled, professional team working collaboratively with many other partners within the Upper Columbia region to recover ESA listed fish species. We strive to create a challenging, rewarding, and cooperative work environment that allows you to flourish.

The UCSRB has a positive, service-oriented view of our organization. We hope that you will always share in our commitment to the mission, ethics and quality of our work and choose to build a long and successful association with our team. It's your dedication, creativity, and perseverance that enable our organization to be effective within the Upper Columbia region.

1.3 About the Policy Manual

The purpose of this Manual is to bring together a complete summary of the policies and procedures that affect you as an employee. It provides guidance to you as an employee therefore please take the time to read and continue to use this manual during the course of your employment.

These policies and procedures may be modified, suspended or deleted at any time, with or without notice, at the discretion of the UCSRB, except as provided in the following paragraph. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

Each employee is responsible for adhering to the policies and procedures of the UCSRB. Should you have questions or require policy related clarification, you may direct these to your supervisor. Only the Executive Director has the authority to give a definitive and binding interpretation of a policy. For such an interpretation, any question should be submitted in writing via your supervisor to the Executive Director, whose response must also be in writing to be definitive and binding.

UCSRB is an "at will" employer and reserves the right to terminate an employee at any time for no reason, with or without cause or notice just as an employee has the right to terminate employment with the UCSRB at any time for any reason with or without cause or notice. This at-will employment policy is not subject to change.

The policies and procedures in this Manual are not intended to be contractual commitments by the UCSRB, and employees shall not construe them as such. No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this Manual.

This version supersedes all previous employee manuals and memos.

2 HIRING POLICIES

2.1 Recruitment and Announcement of New Positions

Recruiting involves a variety of factors, including development of a job description and finding candidates through employee referrals, job boards, advertising in trade magazines, general media, and/or executive recruiters.

Employment requisitions, initiated by the supervisor/manager, will define the job-related tasks and qualifications necessary to assume the position. The defined tasks and stated qualifications are formed into a job description and become the basis for screening applications.

The job description for any new or open position will be made available to all employees. UCSRB employees are free to apply for any vacant position, however, it is preferred that an internal applicant has at least 12 months experience in their current position before applying for another position. All applications will be given the same consideration as outlined in the UCSRB recruitment policy and internal and external applications will be reviewed at the same time.

2.2 Interviewing

The supervisor/manager may conduct structured initial interviews limited to job-related questions to assess each candidate's experience, demonstrated ability and training. Interviewing may involve:

- Telephone screening to determine if candidates meet the job description
- Initial one-on-one interviews
- Follow-up interviews with peers
- Checking references and backgrounds
- Gaining the consensus of interviewers to hire or not to hire

Before extending an employment offer and upon the applicant's prior agreement, at least two applicant references may be checked. Inquiries will be made in a professional manner requesting only factually verifiable and job-related information. The reference data may be used only as supplemental information for the hiring decision.

2.3 Hiring Policies

After candidate interviews, verification of employment history and reference inquiries, the Executive Director is responsible for the employment offer. The Executive Director or designee is authorized to set the salary for new employees.

After the verbal offer has been made and the candidate has agreed to the essential terms of the offer (typically the position, employee classification, salary or rate, and the starting date), a written offer will be prepared and submitted to the candidate in person or by mail confirming the verbal offer and will include the essential terms of the verbal offer as agreed to by the candidate. The candidate will be required to sign and date an acceptance of the written offer that will state as follows:

"The undersigned accepts the above employment offer and agrees that it contains the terms of employment with the UCSRB and that there are no other terms express or implied. It is understood that employment is subject to verification of identity and employment eligibility and may be terminated by the UCSRB at any time for any reason."

The verbal or written offer must never express or imply that employment is "permanent," "long-term," of a specific duration, or words of similar meaning. An exception may be made where a temporary position of known duration is to be filled. Employment may be made contingent upon certain job-related factors, such as obtaining a specific state or federal license when appropriate or desirable.

After the candidate has accepted the employment offer, she or he will be required to provide documentation of identity and employment eligibility in accordance with federal law. Other relevant paperwork includes W-4 and I-9 Forms.

Following employment, the references and interview ratings must be retained for up to one year and then may be destroyed.

2.4 Employee Background Check

Background checks are used for the purpose of determining a candidate's suitability for a position. A background check may consist of a check of references, criminal history, or an applicant's driving record. The use of background checks of any type shall be at the discretion of the Executive Director, so long as they are used fairly and consistently in the same manner without unlawful discrimination.

Offers of employment may be contingent on the results of the background or reference check(s) at the discretion of the Executive Director. The candidate/employee must be notified, and their authorization must be obtained by the Executive Director before a background check can be completed.

2.5 Hiring Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Relatives of current employees generally may not occupy a position that will be working directly for or supervising their relative.

If a relative relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management.

2.6 New Employee Orientation

All new employees will be provided with an orientation briefing, which will be held within their first week of employment with the UCSRB. The orientation is designed to acquaint the new employee with the UCSRB and its policies.

On the first day of employment, the employee's supervisor/manager is responsible for assisting the employee in completing all check-in and benefit enrollment procedures. In addition, the supervisor/manager will ensure that the new employee receives an introduction within the UCSRB and is provided with in-depth information regarding his or her specific role and responsibilities.

2.7 Probationary Period

All new employees are subject to a probationary period of a minimum of six months unless otherwise stipulated by the letter of employment. and the probationary period may be extended at the discretion of the Executive Director.

3 EMPLOYMENT STATUS AND RECORDS

All new employees must receive a copy of the Employee Manual and sign an Acknowledgement Form. The Acknowledgement Form must be turned in to the Executive Director within 2 weeks of beginning employment with the UCSRB, and by existing employees after receipt of an updated manual with approved changes (Section 13).

3.1 Employment Classification

Employees of the UCSRB are classified as either "exempt" or "non-exempt" as prescribed by federal and state labor statutes related to the application of minimum-wage and overtime requirements. Employees in non-exempt positions are entitled to overtime pay under the specific provisions of federal and state laws. Employees in exempt positions are excluded from specific provisions of federal and state wage and hour laws. A position's exempt or non-exempt classification is based on criteria defined in Section 13(a)(1) of the Fair Labor Standards Act as defined by Regulations, 29 CFR Part 541

(See also https://www.dol.gov/whd/overtime/fs17a_overview.pdf).

- **Exempt Employees** — perform duties of managerial, administrative, or professional nature, and are paid on a salary basis.
- **Non-exempt Employees** — perform managerial, administrative, professional, or other duties, and are paid on an hourly basis.

In addition to the above overtime classifications, every employee is assigned an employment status classification based on the number of hours worked in a week and term of employment. There are three classifications of employees:

- **Regular Full-time** — Employee works a minimum 40-hour work week on a regularly scheduled basis.
- **Regular Part-time** — Employee works less than 40 hours in a week on either a regularly scheduled basis or on an irregular basis.
- **Temporary** — Employee hired for a position required for only a specific, known duration, usually less than six months, and who is not entitled to regular benefits. A temporary employee may be full-time or part-time. In addition to the use of this classification for secretarial or clerical positions, it applies to students working part-time and those who work during the summer.

If you are uncertain as to your status, please contact your supervisor or the Executive Director.

3.2 Personnel Records and Administration

3.2.1 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Executive Director of any changes in personnel data. Personal mailing addresses, telephone numbers, addition and deletion of number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

Employees must notify the Executive Director of any change in family status (i.e. divorce, child custody) and fill out new benefit forms. Otherwise, an employee may be held liable for any expenses inappropriately paid for as benefits.

3.2.2. Employment Applications

The UCSRB relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

3.2.3. IRS Form W-4

Every employee must fill out and sign a federal withholding allowance certificate, IRS Form W-4, on or before his or her first day on the job. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 at any time when his or her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption from Withholding Certificate, IRS Form W-4E. Employees are expected to comply with the instructions on Form W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

3.3 Performance Reviews

The UCSRB has adopted a management by objective approach to performance appraisal. It is the supervisor's/manager's responsibility to develop and maintain a work environment in which employees can openly discuss professional expectations, skill development, and overall performance. Employees are encouraged to draft an Individual Development Plan (IDP) that will be an integral part of their performance review. The IDP format includes:

- Developmental Goals;
- Relationship of Goals to Organization Mission;
- Skills Developed;
- Developmental Activities
- Deadline for Completing those Activities; and
- Resources Needed.

Appraisals may be done as needed, but at a minimum of two years apart, except for those needed for review of a disciplinary action.

The supervisor/manager is responsible for establishing a relaxed atmosphere at the performance review and encouraging two-way communication. The discussion will be conducted in a positive manner, in complete privacy and with no interruptions. The supervisor/manager shall verify that the employee is familiar with his or her job duties, previous goals and the appraisal criteria or factors. At the conclusion of the review, the employee will sign the IDP verifying that he or she participated in the review. The completed IDP will be placed in the employee's personnel file.

3.4 Employee Salary/Wages

3.4.1 Cost of living adjustments

Cost of living adjustments (COLA) may be provided to all employees annually (based on the Western Consumer Price Index-Urban), subject to adequate resources being available and provided for in the UCSRB annual budget and approved by the UCSRB Board.

The COLA will be reviewed annually in January and any changes will be based on an average of the recorded monthly percentages of the previous calendar year. Unless extenuating circumstances deem it appropriate to reconsider, any raises will be capped at a maximum increase of 4%. Should there ever be a negative average COLA, salaries/wages will remain the same as the previous year – neither decreased nor increased.

3.4.2 Merit increases

Merit increases in pay are neither automatic nor periodic. Because UCSRB funding is grant based, merit increases are contingent upon availability of adequate grant funds as recommended by the supervisor in consultation with the Executive Director and the Finance Manager.

4 EMPLOYMENT POLICIES

4.1 Equal Employment Opportunity

The UCSRB is an Equal Opportunity employer.

Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay and other forms of compensation or overtime.

4.2 Americans with Disabilities Act

It is the policy of the UCSRB to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). The UCSRB will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

4.3 Sexual and Other Unlawful Harassment Policy

The UCSRB does not tolerate workplace harassment of any kind. Workplace harassment can take many forms. The U.S. Equal Opportunity Commission[1] defines workplace harassment as "unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws".

Workplace harassment may be, but is not limited to words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

Sexual harassment, as defined in this policy, includes, but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature (e.g. signs or posters) or requests for sexual favors. Such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position.

Sexual harassment interferes with work performance and creates an intimidating, hostile or offensive work environment. Sexual harassment influences or tends to affect the career, salary, working conditions, responsibilities, duties or other aspects of career development of an

[1] https://www.eeoc.gov/laws/types/harassment.cfm

employee or prospective employee; or creates an explicit or implicit term or condition of an individual's employment.

The UCSRB considers any and all forms of workplace harassment a serious offense. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include training, referral to counseling and/or disciplinary action including, but not limited to, warning, reprimand, reassignment, temporary suspension with or without pay, or termination as the UCSRB deems appropriate under the circumstances. False reports, even those made in good faith will be subject to appropriate disciplinary action.

The UCSRB encourages individuals who believe they are being subjected to such conduct, to advise the offender that his or her behavior is unwelcome and request that it be discontinued. Individuals should not assume that the UCSRB is aware of situations or incidents that may affect you. However, if for any reason an individual feels uncomfortable addressing the offender, they should follow the procedure below.

All individuals are responsible ~~to ensure~~ for ensuring a workplace free from any type of prohibited harassment or conduct. If an individual is aware of any instances of workplace harassment or believes that he/she is a victim of, or a witness to, sexual or other forms of prohibited workplace harassment or conduct, they should immediately report the circumstances to either his/her supervisor or the Executive Director. If the Executive Director is the immediate supervisor and is the perpetrator of ~~the~~ harassment or misconduct, the employee should immediately report the circumstances to the Board of Directors.

All reports of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved, as necessary. Confidentiality will be maintained throughout the investigatory process to the extent possible consistent with adequate investigation and appropriate corrective action.

Retaliation is the treatment of an individual in a way that has the effect of making it reasonably unlikely that another individual in a similar situation would not report an incident of harassment. The UCSRB prohibits any form of retaliation against any individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination. Retaliation is a serious violation of the UCSRB policy, and like harassment or discrimination itself, will be subject to disciplinary action. Any retaliatory conduct should be reported immediately to a supervisor or Executive Director to be investigated and addressed.

4.4 Violence in the Workplace

The UCSRB has a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the UCSRB or which occur on UCSRB or client property, will be subject to disciplinary action, including dismissal.

4.5 Employee Privacy

The UCSRB recognizes our employees' rights to privacy. In achieving this goal, the UCSRB adopts the following basic principles:

1. The collection of employee information will be limited to that which the UCSRB needs for business and legal purposes;
2. The confidentiality of all personal information in UCSRB records will be protected;

3. All in-house employees involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action;
4. Internal access to employee records will be limited to those employees having an authorized, business-related, need-to-know basis. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena;
5. The UCSRB will refuse to release personal information to outside sources without the employee's written approval, unless legally required to do so;
6. Employees are permitted to see the personal information maintained about them in the UCSRB records. They may correct inaccurate factual information or submit written comments in disagreement with any material contained in their UCSRB records.

4.6 Use of Computer and Email

The UCSRB property, including computers, phones, electronic mail, and voice mail, should be used only for conducting UCSRB business. Incidental and occasional personal use of UCSRB computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages. Employees shall have no expectancy of privacy of data stored electronically on UCSRB computer systems/equipment.

All employees are expected to use good judgment in using electronic mail and to avoid indiscretions such as offensive or inappropriate messages or any other message, the UCSRB deems inappropriate. E-mail messages should be used for business and not for soliciting outside business ventures or other matters unrelated to the UCSRB's affairs. Misuse of e-mail may result in disciplinary action up to and including termination. Keep in mind that email communication can be subject to public disclosure laws.

4.7 Copyright Infringement

The UCSRB does not condone the infringement of copyright and other intellectual property (e.g. illegal duplication of software; use of photos and text without proper attribution; etc.). Copyright holders are given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117).

4.8 Smoking Policy

No smoking or vaping will be allowed in the office at any time. This policy is for the health and safety of all employees.

4.9 Alcohol and Substance Abuse

It is the policy of UCSRB that the workplace be free from the use of illicit drugs and alcoholic beverages. "Illegal" or "illicit" drugs means those drugs that are illegal under state or Federal laws. This policy is implemented because we believe that the impairment of any UCSRB employee due to his or her use of illegal drugs or due to alcohol abuse is likely to result in the risk

of injury to other employees, the impaired employee, or to third parties. Moreover, illegal drug abuse adversely affects employee morale and productivity.

“Impairment” or “being impaired” means that an employee’s normal physical or mental abilities or faculties while at work have been detrimentally affected by the use of illegal drugs or alcohol.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of the UCSRB rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal or any other penalty appropriate under the circumstances. Likewise, the use, possession, transfer or sale of any illegal drugs on UCSRB premises or in any job site is prohibited. Employees who violate this rule are subject to severe disciplinary action. In all instances disciplinary action to be administered shall be at the sole discretion and determination of the UCSRB.

When an employee is involved in the use, possession, transfer or sale of illegal drugs in violation of this policy, the UCSRB may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the Executive Director and the Board. The UCSRB is aware that illegal drug abuse is a complex health problem that has both physical impact and an emotional impact on the employee, his or her family, and social relationships. A drug abuser is a person who uses illegal drugs, as defined above, for nonmedical reasons, and this use affects job performance detrimentally or interferes with normal social intercourse at work. Illegal drug abuse is both a management and a medical problem.

An employee who suspects a drug or alcohol abuse case should discuss the situation immediately with the Executive Director. Because each case is usually different, the handling and referral of the case must be coordinated with the Executive Director and the Board.

Applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment as long as they are otherwise qualified for the position for which they are applying.

Management has chosen to adopt an alcoholic beverage policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on the UCSRB premises at any time. Alcoholic beverages shall not be used in conjunction with any business meeting.

Social activities held off-premises and paid for on a personal basis are not affected by this policy. If management considers it appropriate, light alcoholic beverages may be served at UCSRB sponsored events held off-premises and for purely social reasons. The service must be managed in good taste and with good judgment.

When a supervisor or the Executive Director has reasonable suspicion to believe an employee is drug or alcohol impaired and not able to perform their job safely or efficiently, the supervisor or the Executive Director may require the employee to submit to a urine, blood, or breathalyzer test to determine the presence of alcohol or drugs in the body.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the UCSRB health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the UCSRB any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the UCSRB of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Nothing contained in this section shall eliminate or modify the UCSRB's right to terminate any employee at any time for any reason.

4.10 Gratuities to Government Employees or Officials

In adherence to government regulations, no employee may offer a gratuity to any government employee or official on behalf of, or in pursuance of, UCSRB business. Gratuities are defined as meals, drinks, gifts, expenses, cash or any other item of value, including personal service. The exception to this rule is a gift valued at $20 or less per occasion to a single source, pursuant to 5 CFR 2635.

The UCSRB strictly forbids any form of a business gift to federal, state, or municipal employees. Management is charged with the responsibility of informing all employees of this policy and maintaining adherence to it. Violation of this policy will be treated as a major violation and, depending on the circumstances, may be grounds for immediate termination or other appropriate action.

4.11 Gratuities from Customer or Supplier Representatives

Pursuant to 5 CFR 2635, employees of the UCSRB may not offer to give or accept a gift, cash or other item of value — including personal service — from an existing or prospective customer, supplier or a representative of either in pursuance of business or in conjunction with negotiating business on behalf of the UCSRB. Receiving a gift valued at $20 or less per occasion from a single source, or expenses for meals as part of a seminar, convention or business meeting are not within the definition of gratuities for purposes of this policy. Invitations extended by a customer or supplier to participate in any program or activity, such as a party or football game, should be referred to your supervisor/manager for approval on a case-by-case basis.

Violation of this policy in any form will require immediate disciplinary action.

4.12 Political Activities/Voting

In recognition of its responsibilities as a business citizen, the UCSRB encourages its employees to accept the personal responsibility of good citizenship, including participation in civic and political activities, in accordance with their interests and abilities.

The UCSRB accepts without reservation the basic democratic principle that all employees are free to make their own individual decisions in civic and political matters. Therefore, no employee's status with the UCSRB will be affected, in any way whatsoever, because of participation or nonparticipation in lawful civic and political activities.

Participation in civic and political activities is considered to be a personal matter and, as such, is generally to be carried on outside of normal working hours. No political activities or solicitations will be carried on within UCSRB premises.

Political activities are defined for purposes of this policy as activities in support of any partisan political issue or activities in support of, or in concert with, any individual candidate for political office, or of a political party, which seek to influence the election of candidates to federal, state, or local offices. The definition includes employees who are or may be candidates for political office.

The UCSRB encourages all employees to vote. If not able to utilize state mail-in options, employees are encouraged to use flextime hours for this purpose or to take advantage of polling hours prior to the beginning or following the end of your workday. If this cannot be arranged, your

supervisor/manager will approve time off to vote either at the beginning or end of your workday, provided that you give at least one day's notice to your supervisor/manager.

4.13 Whistleblower

UCSRB employees shall be encouraged to disclose, to the extent not expressly prohibited by law, improper actions of members of the organization without fear of retaliation.

"Improper action" means any action by an employee that is undertaken in the performance of the employee's official duties, whether or not the action is within the scope of the employee's employment, which is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds.

"Improper action" does not include personnel actions including, but not limited to, employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatement, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of civil service laws, alleged labor agreement violations, reprimands, or any action that may be taken under other policies state or federal law.

Procedures for reporting:

- Employee submits a written report to the supervisor stating in detail the basis for the employee's belief that an improper action has occurred.
- If the employee feels that the improper action involves his or her supervisor, the employee may raise the issue directly with the next person above the supervisor in the chain of command; or may raise the issue directly with the UCSRB.
- The supervisor in receipt of the report shall promptly turn it over to the Executive Director.
- The Executive Director shall promptly investigate the matter. The name shall be kept confidential to the extent possible under the law, unless the employee authorizes the disclosure in writing.
- After the investigation, the employee shall be advised of a summary of the result of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

No employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. The Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns prior to seeking resolution outside of the UCSRB.

4.14 Employee Conflict of Interest Policy/Outside Employment

Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the UCSRB's opinion, with the best interests of the UCSRB or interfere with the employee's ability to perform his/her assigned UCSRB job. Examples include, but are not limited to, outside employment which:

(1) Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;

(2) Is conducted during the employee's work hours;

(3) Utilizes UCSRB telephones, computers, supplies, or any other resources, facilities or equipment;

(4) Is employed with a firm that has contracts with or does business with the UCSRB, its member agencies, or its funding sources; or

(5) May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits the UCSRB.

An employee who chooses to have an additional job, contractual commitment or self-employment, may do so only after obtaining prior approval from the Executive Director.

5 STANDARDS OF CONDUCT

5.1 General Guidelines

Employees of the UCSRB are expected to perform their assigned duties in a professional, conscientious and responsible manner. Maintaining a positive relationship between employees and within the region is dependent on the professional conduct and behavior of employees. Employees will be held accountable for their actions while acting on behalf of or having the appearance of acting on behalf of the UCSRB.

Cooperation and a positive attitude enhance performance and improve outlook within the workplace, increasing efficiency and interdepartmental relationships. Negative attitudes disrupt productivity, creating a hostile and difficult working atmosphere for all employees in contact with the negativity. Employees are expected to maintain a positive work attitude, to be constructive in their criticisms and be proactive in searching for a solution to problems encountered.

Anyone who interacts with coworkers or the public must exhibit the personal integrity and professional skills necessary to perform assigned duties, including but not limited to cooperation, communication, honesty, diligence and mutual respect.

Employees are encouraged to demonstrate proactive problem solving when involved in difficult work situations, and to avoid pessimistic discussions, whether instigated by others or not, which may lead to a negative work environment for all parties involved.

5.1.1. Ethics and Conduct

The successful business operation and reputation of the UCSRB is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The UCSRB will comply with all applicable laws and regulations and expects its Board members and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

Employees are required to abide by laws governing behavior in certain situations, including, but not limited to:

- No employee may use his or her position to secure special privileges or exemptions for himself, herself, or others.
- No employee shall directly, or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source for any matter connected with or related to his or her services unless otherwise provided for by law.
- No employee shall accept employment or engage in any business or professional activity, which he or she might reasonably expect would require or induce him or her to disclose confidential information acquired by him or her by reason of an official position.

- No employee shall disclose confidential information gained by reason of his or her official position nor shall use such information for personal gain or benefit.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, or if you have any questions about whether or not something would be considered a gift, contact your supervisor.

Compliance with this policy of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

5.2 Absence and Lateness

From time to time, it may be necessary for an employee to be late or absent from work. The UCSRB is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact all affected parties if they will be absent or late.

5.3 Dress Code

Employees should note that their appearance matters when representing our organization in front of partners, the public and other parties. An employee's appearance can create a positive or negative impression that reflects on our organization and culture. Clothing must be work-appropriate, project professionalism, be clean and in good shape.

6 EMPLOYEE COMMUNICATIONS

6.1 Open Communication

The UCSRB encourages employees to discuss any issues they may have with a co-worker directly with that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable.

6.2 Staff Meetings

In order to keep the communication channels open, the UCSRB will hold regular staff meetings. Employees are encouraged to maintain a collaborative and cooperative atmosphere to keep each other informed with on-going activities and areas where additional assistance from colleagues may be needed.

6.3 Suggestions

The UCSRB encourages all employees to bring forward their suggestions and ideas relating to improving UCSRB operations, work environment and enhancing services to its constituents. Any employee who sees an opportunity for improvement is encouraged to talk it over with staff and supervisors. Staff and supervisors can help bring ideas to the attention of the people in the organization who will be responsible for possibly implementing them. All suggestions are valued.

7 GRIEVANCE AND SEPARATION POLICIES

7.1 Grievance Procedure

The UCSRB recognizes the value of a grievance procedure that provides for the timely review of employee grievances in a fair yet workable manner. A grievance is considered to be any dispute between an employee and the UCSRB which impacts on an employee's ability to perform his or her job.

Although purely personal matters between employees would not ordinarily give rise to a grievance subject to this grievance procedure, any matter that adversely affects an employee's ability to perform his or her job could be the subject of a grievance. Use good individual judgment and common sense as your guide.

An employee may express a verbal grievance to his or her immediate supervisor/manager. If the concern is not resolved to the employee's satisfaction within one week, the employee may put in writing the details of his or her grievance and submit the grievance to the Chair of the Board.

The Chair of the Board, who will appoint a person to decide the matter, will review the written statement. The employee and his or her supervisor/manager will request a hearing with the appointed person for resolution of the problem. The problem will be discussed in the presence of the employee and supervisor/manager. Final resolution of the grievance will be made by the appointed person and discussed with the employee and supervisor/manager.

The decision will be provided in writing, a copy given to the employee and supervisor/manager, with the original kept by the Executive Director. A copy will be filed in the employee's personnel file when appropriate.

7.2 Corrective Procedure

Performance improvement may be suggested whenever the UCSRB management believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of the UCSRB management. The UCSRB desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in the UCSRB's best interests. The UCSRB expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, it may be terminated at any step at the discretion of management. Management, in its sole discretion, may warn, reassign, suspend or discharge any employee at will, whichever it chooses and at any time.

The supervisor/manager will determine the course of action best suited to the circumstances. The steps in performance improvement are as follows:

7.2.1 **Verbal counseling**

As the first step in correcting unacceptable performance or behavior, the supervisor/manager should review pertinent job requirements with the employee to ensure his or her understanding of them. The supervisor/manager should consider the severity of the problem, the employee's previous performance appraisals and all of the

circumstances surrounding the particular case. Stating that a written warning, probation or possible termination could result if the problem is not resolved should indicate the seriousness of the performance or misconduct. The employee should be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. The supervisor/manager should document the verbal counseling for future reference immediately following the review.

7.2.2 Written counseling

If the unacceptable performance or behavior continues, the next step should be a written warning. Certain circumstances, such as violation of a widely known policy or safety requirement, may justify a written warning without first using verbal counseling. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning shall indicate that probation or termination or both may result if improvement is not observed. Written counseling becomes part of the employee's personnel file, although the supervisor/manager may direct that the written warning be removed after a period of time, under appropriate circumstances. The employee shall acknowledge the written warning by signing the warning, along with a signature by the Executive Director.

7.2.3 Probation

If the problem has not been resolved through written counseling or the circumstances warrant it, or both, the individual should be placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period. The employee's supervisor/manager, after review of the employee's corrective counseling documentation, will determine the length of probation. Typically, the probation period should be at least two weeks and no longer than 60 days, depending on the circumstances. A written probationary notice to the employee is prepared by the Executive Director. The letter should include a statement of the following:

- The specific unsatisfactory situation;
- A review of oral and written warnings;
- The length of probation;
- The specific behavior modification or acceptable level of performance;
- Suggestions for improvement;
- A scheduled counseling session or sessions during the probationary period; and
- A statement that further action, including termination, may result if defined improvement or behavior modification does not result during probation. "Further action" may include, but is not limited to, reassignment, reduction in pay, grade or demotion.

The supervisor/manager should personally meet with the employee to discuss the probationary letter and answer any questions. The employee shall acknowledge receipt by signing the letter, along with a signature by the Executive Director. If the employee should refuse to sign, the supervisor/manager may sign attesting that it was delivered to the employee and identifying the date of delivery. The probationary letter becomes part of the employee's personnel file.

On the defined probation counseling date or dates, the employee and supervisor/manager will meet to review the employee's progress in correcting the problem which led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee.

At the completion of the probationary period, the supervisor/manager will determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

7.2.4 Involuntary Termination

The employee is notified of involuntary termination by the Executive Director or the supervisor/manager in consultation with the Executive Director and will be directed to report to him or her for debriefing and completion of termination documentation. Corrective action may be taken at the sole discretion of UCSRB for any job performance including, but not limited to the following:

- Excessive tardiness;
- Unsatisfactory job performance;
- Defacing UCSRB property;
- Interfering with another employee's job performance;
- Excessive absenteeism;
- Failure to observe working hours, such as the schedule of starting time, quitting time, rest and meal periods;
- Performing unauthorized personal work on UCSRB time;
- Failure to notify the supervisor/manager of intended absence either before or within one hour after the start of a shift; and
- Unauthorized use of UCSRB telephone or equipment for personal business.
- Fighting on UCSRB premises;
- Repeated occurrences of related or unrelated minor violations, depending upon the severity of the violation and the circumstances;
- Any act which might endanger the safety or lives of others;
- Departing UCSRB premises during working hours for personal reasons without the permission of the supervisor/manager;
- Deliberately stealing, destroying, abusing, or damaging UCSRB property, tools, or equipment or the property of another employee or visitor;
- Disclosure of confidential UCSRB information or trade secrets to unauthorized persons;
- Willfully disregarding UCSRB policies or procedures;
- Willfully falsifying any UCSRB records;
- Willfully deleting any files and UCSRB records;
- Employee's conviction for or confession to fraud, misappropriation, embezzlement, theft or the like against the UCSRB;
- Employee's conviction of a felony or a crime involving moral turpitude;
- If Employee performs any intentional act which, under the reasonable man standard, damages the reputation of the UCSRB;
- Employee's conviction for or confession to sexual harassment in any form towards employees of the UCSRB or anyone affiliated with the UCSRB; or
- Employee's excessive absence from performing his duties for the UCSRB, as determined by the UCSRB, in the UCSRB's sole and absolute discretion.

7.3 Termination

Terminations are to be treated in a confidential and professional manner by all concerned. The supervisor/manager must assure thorough, consistent and

evenhanded termination procedures. This policy and its administration will be implemented in accordance with the UCSRB equal opportunity statement.

Terminated employees are entitled to receive all earned pay, including annual leave and compensation time pay, but not sick leave, except in the case of eligible retirement (see 11.2 Annual Leave below).

Employment with the UCSRB is normally terminated through one of the following actions:

- **Resignation** — voluntary termination by the employee;
- **Dismissal** — involuntary termination for substandard performance or misconduct; or
- **Layoff** — termination due to reduction of the work force or elimination of a position.

7.3.1 Resignation

An employee who wants to terminate employment, regardless of employee classification, is expected to give as much advance notice as possible. Two weeks or ten working days is generally considered to be sufficient notice time. At its sole discretion, UCSRB may require the employee to leave the UCSRB immediately rather than work during the notice period. This is not to be construed as a reflection upon the employee's integrity but an action in the best interests of business practice. When immediate voluntary termination occurs for the above reasons, the employee may be granted pay "in lieu of notice," the maximum being two weeks of pay based upon a 40-hour work week at the employee's straight-time rate or salary.

7.3.2 Dismissal

An employee may be involuntarily dismissed by the Executive Director or designee, at any time for any reason. Severance pay or benefits granted upon involuntary termination shall be at the discretion of the Executive Director in consultation with the UCSRB Executive Committee.

The Executive Director may be involuntarily dismissed by the UCSRB at any time for any reason. Severance pay or benefits granted upon involuntary termination shall be at the sole discretion of the UCSRB.

7.3.3 Layoff

When a reduction in force is necessary or if one or more positions are eliminated, employees will be identified for layoff after evaluating the following factors:

- UCSRB work requirements;
- Employee's abilities, experience, and skill;
- Employee's potential for reassignment within the UCSRB; and
- Length of service.

The immediate supervisor/manager will personally notify employees of a layoff. After explaining the layoff procedure, the employee will be given a letter describing the conditions of the layoff, such as the effect the layoff will have on his or her anniversary date at time of call-back, the procedure to be followed if time off to seek other employment is granted and the UCSRB's role in assisting employees to find other work. After consultation with the employee's supervisor/manager, the employee will follow one of the following procedures:

- The employee may continue employment for a specified period of time to be determined by the supervisor; or
- The employee will be terminated immediately and will receive, in lieu of notice, a severance pay for two weeks unless a different severance package is specified in the termination clause of his/her employment agreement. The payment will be based on a 40-hour work week at the employee's straight time rate or salary.

7.4 Termination Processing Procedures

The supervisor/manager must immediately coordinate with the Executive Director to notify the Board of the termination. The supervisor/manager in consultation with the Executive Director will approve and direct the termination procedure.

On the final day of employment, the supervisor/manager must receive all keys and UCSRB property from the employee.

The supervisor/manager may conduct an exit interview with the employee.

The employee's final payroll check may be sent or directly given to the employee after the exit interview on the next pay date. The final check shall include all earned pay and any expenses due the employee.

7.5 Return of UCSRB Property

Any UCSRB property issued to employees, such as computer equipment, keys, parking passes or UCSRB credit card, must be returned to the UCSRB at the time of termination. Employees will be responsible for any lost or damaged items.

8 Safety

The UCSRB strives to provide its employees with a safe and healthy work environment and makes every effort to comply with all federal and state workplace safety requirements. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety.

All job-related injuries or illnesses must be reported to your supervisor immediately, regardless of severity. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject the UCSRB to fines and penalties.

8.1 Medical Attention, Labor and Industry (L&I) Accident Reporting Process

When an accident occurs it is the responsibility of the supervisor to seek medical attention for the injured employee. It is also the responsibility of the supervisor to assist in filling out paperwork and L & I claims associated with the injury or accident.

8.1.1 Record of Minor Injury

Instead of filling out a Labor and Industries Report for incidents that do not qualify for, or necessitate medical attention, employees should fill out a record of minor injury report form.

Regardless of the nature or severity, all injuries incurred while on the job must be reported immediately to the employee's supervisor.

The injury report shall contain the following information:

A. The name of the injured party.
B. The time, date, and place that the injury occurred.
C. To whom the injury was reported.
D. Nature of the injury.
E. Details of the accident
F. What equipment or tools were involved, if any.
G. People involved.

The injury report shall be forwarded to the Executive Director for review.

8.1.2 Employee Requiring Medical Attention

Employees should report all work-related injuries and accidents immediately to their supervisor, and then follow these steps:

- Determine if emergency assistance is needed (ambulance/paramedics) and call 911 as appropriate.
- If the incident is non-emergency in nature, the employee should go to the hospital of other medical facility to get treated. If needed another employee should provide assistance and transport.

8.1.3 L&I Claims: Workers' & Employers' Rights

Workers and employers have rights if a worker is injured on the job

8.1.4 Workers' rights

- Medical and financial help - If a worker is hurt on the job, s/he should go to a doctor for assistance filing a workers' compensation claim. L&I pays medical bills for injured workers and often replaces lost wages when time off work is required for recovery.
- Manage claims online - Injured workers can log on to L&I's online Claim and Account Center to view and manage compensation claims.
- Protection from discrimination - It is illegal for employers to discriminate against workers for filing compensation claims. Workers can file discrimination complaints with L&I.
- Protests and appeals - If a worker disagrees with the decision L&I makes on a claim, s/he can protest or appeal the decision.
- Employers' rights
- No-fault workers' comp - Washington is a no-fault state for workers' compensation insurance. This means workers usually can't sue employers for on-the-job injuries.
- Manage claims online - Employers can log on to L&I's online Claim and Account Center to manage employees' claims.
- Protests and appeals - If an employer disagrees with the decision L&I makes on a claim, they can protest or appeal the decision.

8.2 Health-related Issues

Employees who become aware of any health-related issue should notify their supervisor of health status as soon as possible.

All employees share the responsibility for limiting the spread of any illness, including respiratory viral illnesses such as Covid 19, RSV or flu. One of the best ways to limit the transmission of any illness is to stay home if you are sick.

In the event of a major illness or disease outbreak, the Executive Director may develop new, or update health-related polices as or if required to account for a specific concern. Policy recommendations will be based on fact-checked evidence or information, likely via the Center for Disease Control (CDC) or similar entity. All employees will be advised at the time any changes are made. Employees are also encouraged to review information such as the CDC's Respiratory Virus Guidance to help protect themselves and others,

8.3 Return to Work After Serious Injury or Illness

As a joint protection to the employee and the UCSRB, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than two (2) consecutive weeks or one which may limit the employee's future performance of regular duties or assignments. (Also see Family/Medical Leave policy.)

The Executive Director shall ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

If the cause of the employee's illness or injury was job-related, the employee's supervisor/manager will make a reasonable effort to assign the returning employee to activities consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed.

8.4 Weather-related and Emergency-related Closings

Except for regularly scheduled holidays, the UCSRB will be open for business on Mondays through Fridays during normal business hours. The UCSRB recognizes that circumstances beyond its control, such as inclement weather, national crisis or other emergencies do occur. On such occasions the UCSRB may close for all or part of a regularly scheduled workday.

In such event the UCSRB will endeavor to notify all employees. Employees may also contact their supervisor/manager or other offices. Employees able to work from a home office may continue working during these events as appropriate and will be paid as normal. Administrative leave may be applied at the Executive Director's discretion in cases where the office is closed and employees are unable to continue working from home.

9 EMPLOYEE COMPENSATION

9.1 Work Schedules

Typical office hours of the UCSRB are 8:00 a.m. to 5:00 p.m., Monday to Friday. However, the nature of our business sometimes demands work day or work week hours different than those set forth above.

Employees are entitled to a paid rest period, free from duties, of at least 10 minutes for every 4 hours worked. Additionally:

- Employees are not required to work more than 3 hours without a rest break.
- Breaks must be scheduled as close to the midpoint of a work period as possible.
- Rest breaks taken are considered “hours worked” when calculating paid sick leave and overtime.

Employees are eligible to take a meal period of at least 30 minutes long once more than five hours is worked.

Flexible schedules – Flexible schedules may be approved on a case-by-case basis at the discretion of the Executive Director and must contain a core time of required hours the employee is required to be present for work.

Remote work – All remote work requests must receive prior approval from the Executive Director. The UCSRB will provide remote employees with a laptop computer and relevant equipment that are essential to that employee’s job duties. It is expected that an employee will use this equipment, and any relevant supplies issued by the UCSRB for business purposes only.

If approved for remote work, the employee understands that the employee remains liable for injuries to third persons and/or members of employee’s family on employee’s premises. The UCSRB is not responsible for incurred expenses associated with working from home, including electricity, internet, heat or air conditioning.

Remote employees are expected to meet with their supervisor/the Executive Director at least once a week, through virtual meetings, email or phone.

All employees are expected to maintain an up-to-date record of their work schedule, availability and time off on the joint staff calendar.

9.2 Time Keeping

By law, the UCSRB is obligated to keep accurate records of the time worked by employees. Each employee must fill out the appropriate electronic time record each month, and time records must be completed, with the assistance of the Finance Manager, in accordance with the assigned task names and/or numbers for accounting purposes.

9.3 Payroll and Paydays

UCSRB employees (exempt or non-exempt) are paid monthly, by the fifth day of each new month.

9.4 Pay Advances

It is the policy of the UCSRB to decline all requests for early paychecks or pay advances for personal reasons.

9.5 Overtime Compensation

Overtime compensation is paid to non-exempt employees at the rate of one and one-half times their regular hourly rate of pay for all time worked in excess of 40 hours in any one work week, in accordance with federal and state wage and hour restrictions.

Employees must obtain their supervisor's approval prior to performing any overtime work.

9.6 Compensation Time

Exempt salaried employees will earn comp-time on an hour-by-hour basis for hours worked in excess of 40 hours in any one work week. An employee may not exceed a comp-time balance of 120 hours. Comp-time is never converted to payment except upon termination of employment.

10 GROUP HEALTH AND RELATED BENEFITS

10.1 Health, Dental, and Vision Insurance

The UCSRB offers all employees working equal to or greater than 30 hours per week a group medical insurance plan. Each employee in the plan will receive a booklet that completely details the policies, procedures and benefits of the insurance plan. Each eligible employee will have the option to join or waive participation in the health insurance plan, however, all eligible employees will receive the employer paid dental, long-term disability and basic life insurance. The employee shall select the range of coverage when enrolling in the plan (e.g. employee only, full family, medical, vision, etc.). The UCSRB shall pay 100 percent for each employee, and 50% for each dependent. Note that coverage rates are reevaluated and adjusted by the insurance provider on an annual basis.

Eligibility

1. The employee is in regular status, working equal to or greater than 30 hours per week.
2. The employee is eligible for coverage effective on the first day of the month following the date of full-time employment.

For changes to the employee's health insurance benefits see the insurance carrier's policies.

The UCSRB has the right to change insurance companies or to modify or terminate eligibility requirements, benefits, or coverage at any time.

10.2 Pre-tax Deductions for Expenses

UCSRB employees participating in any of the basic health insurance plans (i.e., group medical, dental and/or vision) are required to contribute to payment of the plan(s) premium(s) via payroll deduction cost sharing, if payment is required.

10.3 Worker's Compensation

All employees are entitled to Workers' Compensation benefits paid by the UCSRB. This coverage is automatic and immediate and protects employees from work-related injury or illness. If an employee cannot work due to a work-related injury or illness, Workers' Compensation insurance pays his or her medical bills and provides a portion of his or her income until he or she can return to work.

10.4 Unemployment Compensation

Unemployment compensation is designed to provide a temporary income for those who are out of work through no fault of their own. Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with the UCSRB. The Division of Unemployment Insurance of each

Washington State's Department of Labor and Industry determines eligibility for Unemployment Compensation. The UCSRB pays the entire cost of this insurance program.

10.5 Social Security FICA

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, employees are required by law to contribute a set amount of weekly wages to the trust fund from which benefits are paid. As employer, the UCSRB is required to deduct this amount from each paycheck an employee receives. In addition, the UCSRB matches employee contribution dollar for dollar, thereby paying one-half of the cost of employee Social Security benefits.

10.6 Retirement Program

The UCSRB offers employees the opportunity to participate in a Simple IRA plan.

Eligibility – Regular employees who have reached the end of their six-month probationary period and are expected to receive at least $5,000 in compensation during the calendar year, and who have received at least $5,000 in compensation in the previous calendar year are eligible to participate in the plan.

Contributions –The UCSRB will match 100% of eligible employee contributions, up to 3% of gross salary. See the plan administrator for current maximum contribution limits and other rules.

Rollovers – The Simple IRA plan will accept qualified rollover distributions from your date of hire.

Withdrawals – Monies, which do not have to be repaid, may be withdrawn from your Simple IRA plan only for:

- Termination of employment
- Disability
- Death
- Retirement
- Hardship

Fees, penalties, and taxes will be charged to any such withdrawal.

The UCSRB has the right to change retirement programs or to modify or terminate eligibility requirements or benefits at any time.

10.7 Life Insurance/Long Term Disability

The UCSRB offers employees the opportunity to participate in life insurance and long-term disability programs. Please see the Office Manager or plan administrator for eligibility and complete details.

10.8 Training and Professional Development

The Executive Director, at the service of the Board, shall have discretion to approve or disapprove training requests. The annual IDP/performance review process, described

in Section 3.4, is the primary vehicle for planning and requesting training. In addition to Executive Director approval, all training is subject to budget availability. The training will relate to an individual employee's professional goals and may include on-the-job training, in-service training offered among participating entities, or conferences, seminars, and classes offered by outside educators. Employees attending training may be expected to prepare a summary or presentation for the training received and may be expected to train other employees as a result.

11 LEAVE BENEFITS

11.1 Holiday Policy

The UCSRB provides thirteen (13) paid holidays each year. Twelve days are public holidays and, after four months of continuous employment, each employee is also entitled to one (1) additional "floating" holiday each year. The following shall be recognized as legal, paid holidays:

Holiday		**Day**
New Year's Day	January 1	Variable
Martin Luther King Jr. Day	January	Third Monday
President's Day	February	Third Monday
Memorial Day	May	Last Monday
Juneteenth	June 19	Variable
Independence Day (observed)	July 4	Variable
Labor Day	September	First Monday
Indigenous People's Day / Columbus Day	October	Second Monday
Veteran's Day	November 11	Variable
Thanksgiving	November	Fourth Thursday
Day after Thanksgiving	November	Friday
Christmas Day	December 25	Variable
Floating Holiday		TBD

If these holidays fall on a Saturday, the proceeding Friday will be taken as the holiday. If they fall on a Sunday, the following Monday will be taken as the holiday.

All employees are eligible for holiday pay. Holiday pay will be pro-rated on the basis of employee hours. If a designated holiday falls within an employee's annual leave period, the holiday is not considered an annual leave day. Employees may take religious holidays not designated as a UCSRB holiday with annual leave, with accrued comp-time, or without pay. Prior approval must be obtained in advance from the employee's supervisor/manager.

11.2 Annual Leave

All full-time employees will accrue annual leave each month based on the schedule described below (as determined by Washington State Legislature WAC 357-31-165). Part-time employees will earn annual leave at a rate proportional to the number of hours worked each week. No more than 240 hours (30 days) of annual leave may be accrued.

New employees become eligible to take annual leave after they have worked 3 months. Employees may request permission from their supervisor/manager to take unpaid annual leave.

All annual leave must be scheduled in advance with the employee's supervisor/manager. Employees are responsible for planning ahead for annual leave and working out a complete schedule with their supervisor/manager. Annual leave requests are submitted to the Executive Director utilizing the UCSRB Time Off

Request form. No more than 960 hours of annual leave may be carried over from one State biennium to the next.

Commented [AW1]: Would 480 hours (60 days) be more appropriate? 960 hrs = 120 days - that's a lot of vacation time to accrue (!)

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

Annual Leave Schedule

Years of Service	Accrual per month
During years 1 and 2	9 hours and 20 minutes
During year 3	10 hours
During year 4	10 hours and 40 minutes
During years 5 and 6	11 hours and 20 minutes
During years 7, 8, and 9	12 hours
During years 10, 11, 12, 13, and 14	13 hours and 20 minutes
During years 15,16,17,18,19	14 hours and 40 minutes
During years 20, 21, 22, 23, and 24	16 hours
During the 25th year	16 hours and 40 minutes

11.3 Sick Leave

In the event that an employee gets sick, the UCSRB provides all full-time employees with sick leave. An employee begins to earn sick leave on the first day of work and is eligible to use paid sick leave once they have reached 90 calendar days of employment.

Sick leave is accrued at 8 hours per month for all full-time employees. Part-time employees will earn sick leave at a rate proportional to the full-time rate, based on the number of hours worked each week.

Sick leave may be used for the following:

- Illness or injury.
- Physical or mental health conditions.
- Doctor or dentist visits.
- Preventive care.
- Workplace, child's school, or daycare closures ordered by a public official for any health-related reason.

- To provide care for a family member* with a mental or physical illness, injury, or health condition
- Leave that qualifies under Washington's Domestic Violence Leave Act.

**** Definition of "Family member"***

Family member means a child, grandchild, grandparent, parent, sibling, or spouse of an employee, and also includes any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. Family member includes any individual who regularly resides in the employee's home, except that it does not include an individual who simply resides in the same home with no expectation that the employee care for the individual.

- *Child - This may include a biological, adopted, or foster child, stepchild, a child's spouse, or child for whom you are legally responsible for.*
- *Parent - This may include your biological, adoptive, or foster parent, your stepparent, or someone who was your legal guardian or their spouse or registered domestic partner – or an individual who was legally responsible for you when you were a child.*
- *Spouse - Means a husband or wife, as the case may be, or state-registered domestic partner.*
- *Grandparent - Means a parent of the employee's parent.*
- *Grandchild- Means a child of the employee's child.*
- *Sibling.*

It is in the best interests of an employee who is ill or injured that the employee not remain at work. It is the supervisor or manager's responsibility to send the employee home if the employee is incapacitated.

Employees are encouraged to make their routine doctor or dentist appointments before arriving for work or after leaving work for the day, if possible. If time off is required for such appointments, arrangements should be made in advance with the employee's supervisor or manager.

An employee is expected to notify his or her supervisor/manager at the beginning of each work day during illness or injury. Exceptions to this include a serious accidental injury or hospitalization, or when it is known in advance that the employee will be absent for a certain period of time.

A medical statement from the employee's doctor may be requested by the UCSRB when an employee is absent from work for more than five working days.

Upon termination, the employee's accumulated sick leave will pay out only in the case of eligible retirement, as defined by *Treas. Reg. § 1.401(a)-1(b)(2)(i) (i.e. voluntary termination after the age of 62 with no intention of re-entering the workforce, etc.).*

*

11.4 Bereavement Leave

Generally, a full-time or part-time employee shall be entitled to Bereavement Leave upon the death of a spouse (including a *de facto* spouse), son, daughter, stepson, stepdaughter, parent, stepmother, stepfather, brother, sister, stepbrother, stepsister, grandson, granddaughter, grandparent, mother-in-law, father-in-law, son-in-law, or daughter-in-law.

Employees shall be granted up to three (3) consecutive workdays of paid bereavement leave at the time of a death in the employee's immediate family as defined above. An employee shall be granted up to an additional two (2) workdays of paid sick leave when substantial travel is necessary. Bereavement leave may be used for qualified family members in the case of imminent death, but the total bereavement leave portion shall not exceed the three or five workday limitation.

11.5 Jury Duty

The UCSRB will grant employees paid time off for mandatory jury duty or court appearances as a witness when the employee must serve or is required to appear as a result of a court order or subpoena. A copy of the court order or subpoena must be supplied to the employee's supervisor/manager when requesting time off. Compensation received by the employee from the jury service or other duties will be deducted from the normal salary or the compensation signed over to the UCSRB as may be permitted by law.

11.6 Military Leaves of Absence

Pursuant to RCW 38.40.060, a UCSRB employee who is a member of the WA National Guard or U.S. military is entitled to a military leave of absence with normal pay for a period not exceeding twenty-one (21) days each year.

11.7 Personal Leaves of Absence

Except for those situations covered under the Family/Medical Leave policy, personal leaves may be granted to employees having special nonmedical personal needs for an extended period of absence. Each case will be evaluated on its own merits, and the following will be taken into consideration:

- The reason for the request;
- The amount of time required; and
- The employee's length of service and past record.

Personal leaves may be granted for periods of up to 90 days.

11.8 Family/Medical Leaves of Absence

The WA Paid Family and Medical Leave Act (PFMLA), administered by the WA Employment Security Department (ESD) allows all eligible employees to take leave for qualifying events such as a serious health condition, to care for their child after birth or adoption or foster care placement, to care for their spouse, child or parent with a serious

health condition, or to spend time with family member because of a military deployment. Eligibility and benefits are defined in RCW 50A.04 (https://app.leg.wa.gov/RCW/dispo.aspx?cite=50A.04)

11.9 Leave Requests

Whenever possible, prior to taking time off, employees will fill out an Employee Time Off Request form, found here: Y:\Administration and Operations\Forms Timesheets Labels Letterhead\Staff Requests\Time Off Request Form

Once completed and signed by the employee, the form will be forwarded to the Executive Director for approval. Employees will also ensure that the period they expect to be out of the office and not working is clearly identified on their Outlook electronic calendar.

12 SUPPLIES, PURCHASES, AND REIMBURSEMENTS

12.1 Introduction

The UCSRB will pay actual and other reasonable business-related expenses incurred by employees in the performance of their job responsibilities. Hotels, meals and incidental expenses shall not exceed the approved rate published by the General Services Administration (GSA). All items purchased or charged by the employee are to be itemized on the approved UCSRB expense report. The Executive Director must approve all such expenses incurred by an employee at the end of each month, and before reimbursement will be made.

Expense reports are to be submitted to the Executive Director and supported by evidence of proof of purchase (e.g., receipts). Expense reports are due to the Executive Director on the last working day of each month.

Expenses submitted after the last working day of the month in which they are incurred will be paid on a deferred basis.

For more information on the process for acquiring goods and services, please see Section B of the UCSRB Operational Policies: Purchasing Goods, Services and Equipment, which describes the process in detail.

12.2 Required Management Approval

All employee travel, mileage, purchase requisitions and other business-related expense reports must have a supervisor's/manager's approval. Employees are required to request approval in advance of expenditures whenever possible. Specific procedures for obtaining and documenting appropriate approval of purchases and expenses are described in the UCSRB purchase request form, available from the Executive Director or the Finance Manager.

All expense reports are due to the Executive Director by the final working day of each month. Prior to being honored by the Finance Manager, these reports must have the employee's signature and date and must be approved by the employee's supervisor/manager.

12.3 UCSRB Credit Cards

The UCSRB uses a Company Card for general administration and operational purchases.

An employee may be eligible for an individual credit card once they pass the initial probation period with the UCSRB. The use of a credit card is an appropriate means of paying for authorized business-related expenses such as travel costs and professional subscriptions. Employees should keep their credit card secure and immediately report to the Accounting Manager if their card is lost or stolen.

The UCSRB Accounting Manager is responsible for setting up and maintaining each credit card account with the banking facility. A receipt for every credit card purchase must be provided to the Accounting Manager at the end of every calendar month. The Accounting Manager is responsible for payments made to each credit card on a monthly basis.

An employee may not use their UCSRB credit card for unauthorized purchases, including but not limited to personal items and services, cash advances of any kind or alcoholic beverages. Violations may subject an employee to disciplinary action or a payroll deduction to cover that expense.

12.4 Travel Expenses

1. Travel-related expenses are to be detailed on the UCSRB expense claim form;
2. Use of personal vehicles on UCSRB business will be reimbursed at the standard mileage rate updated and published annually by the GSA, assuming that the time and distance involved is reasonable under the circumstances;
3. All parking expenses incurred as a result of business travel will be reimbursed;
4. All air travel must be approved in advance by the employee's supervisor/manager. All personnel will travel economy class. The duplicate airline ticket receipt should be attached to the expense claim form;
5. Employees should request advance approval for use of a rental car at their destination. A copy of the rental car agreement form must accompany the expense claim form;
6. Employees should select moderately priced lodging convenient to their destination to minimize time and expense. Maximum hotel room rates are published by the GSA. A detailed receipt from the hotel or motel must accompany the reimbursement form unless such is unavailable, in which case a credit card receipt is acceptable;
7. Reimbursement for meals and travel expenses at established GSA per diem rates is triggered when you have been in travel status for at least eleven (11) hours. Employees may submit for the allowable GSA per diem rates on the expense form for the days of approved travel.
8. Expense forms approved and signed by supervisors are to be submitted to the Finance Manager along with timesheets. Expense forms should include all receipts for reimbursements claimed. Expense forms should be submitted monthly.

12.5 Vehicle Use

The Vehicle Use Policy addresses the use of both UCSRB or GSA vehicles, if one is available, and personal vehicles for UCSRB business. The purpose of this policy is to:

- Provide uniform and consistent criteria for the use of vehicles.
- Ensure vehicles are operated consistent with state law and GSA rules.
- Ensure that UCSRB/GSA vehicles are used only in the course of doing UCSRB business, and in accordance with their intended use.

All employees are expected to follow the Washington State traffic laws and possess a valid Washington driver's license. Vehicles may be used only when they are in safe operating condition, any problems with UCSRB/GSA vehicles should be reported to the Executive Director and repaired as necessary. Private vehicles are the responsibility of the employee to repair and maintain as appropriate. Employees/volunteers will be personally responsible for any fines related to the violation of RCW's related to traffic laws.

Violation of these policies may result in disciplinary action, including possible termination.

Use of Tobacco, Drugs or Alcohol

Use of tobacco, drugs, or alcohol while operating an UCSRB/GSA vehicle is strictly prohibited. Use of drugs or alcohol while driving a personal vehicle on UCSBR business is strictly prohibited.

Authorized Drivers

Only UCSRB employees are authorized to operate UCSRB/GSA vehicles, except in an emergency where no other alternative exists.

Authorized Passengers

Only individuals directly engaged in activities which are associated with UCSRB business may ride as passengers in an UCSRB/GSA vehicle. No animals may be transported in a UCSRB/GSA vehicle unless necessary to complete normal job duties.

Driving Record

Employees should be aware that they may be subject to a driving record history review. Drivers must have a driving record which demonstrates their ability and willingness to drive in a safe and legal manner.

Insurance (Personal Vehicles)

UCSRB employees may, upon the request of the UCSRB be required to provide a copy of current insurance coverage prior to driving a personal vehicle on UCSRB business. Mileage reimbursement for business use of a personal vehicle contains compensation for fuel, insurance, vehicle depreciation, and vehicle maintenance. Mileage reimbursement is given at the current federal government rate. The employee's automobile insurance is the primary carrier. Employees using a personal vehicle on UCSRB business are required to carry a minimum of $100,000 liability coverage through his or her personal automobile insurance carrier.

Limitation on Personal Use (UCSRB/GSA Vehicles)

UCSRB/GSA vehicles shall only be used in the scope and course of UCSRB business. Employees may not use vehicles for personal matters (including transport of children to school or daycare facilities) except under one of the following conditions:

- Travel when an employee is on UCSRB business, in a location where driving to a personal vehicle would result in an extra and unnecessary expenditure of UCSRB time or money; or the employee has a vehicle specifically assigned to him or her.
- Limited and incidental personal use, such as driving to eating establishments while traveling or at a conference or traveling to events and emergencies.

Employees are required to travel because of their job responsibilities may rent a car upon receiving the approval of their supervisor/manager.

An economy or compact size car will be the employee's first choice in obtaining a rental car. The UCSRB is not insured for damage to rental cars used on UCSRB business. Any additional insurance charges offered as an option by the rental company are reimbursable. A copy of the rental car agreement must accompany the employee's monthly travel expense report.

12.6 Conferences and Meetings

Employees may request time off or financial support or both to attend conferences or meetings sponsored by institutions or professional organizations. The subject matter to be presented must relate directly to the employee's position or provide beneficial information to be shared in the employee's department.

The employee's supervisor/manager must approve the employee's participation in the conference or meeting. The UCSRB will pay for the following expenses if attendance is approved: registration fees, travel costs, lodging and meal expenses not covered by registration. Time off for attendance and travel during normal working hours will be paid at the normal rate of pay.

12.7 Cell Phones

The nature of the duties performed by UCSRB employees requires the use of a cell phone to stay in contact and to conduct business. Eligible employees may choose to use a phone provided by the UCSRB or to be reimbursed at a market-driven rate for use of their personal phone in conducting UCSRB business.

Use of a cell phone while operating a motor vehicle is not authorized. Unless a hands-free option is available, a driver must leave the road and safely park the vehicle before responding to, making a call or using their cell phone for any other purpose.

Eligibility- Business use of a phone is necessary because of the extent of travel on a regular basis or other non-compensatory need, as determined by their Supervisor and Executive Director. Determination of eligibility will be based on:

- The job function of the employee requires considerable time outside of his/her assigned duty station or work area and it is important to the UCSRB that she or he is accessible during those times;
- The job function of the employee requires him/her to be accessible outside of scheduled or normal working hours; and/or
- The job function of the employee requires him/her to have wireless data and internet access.

UCSRB Supplies Cell Phone

- The use of company cellular telephones for personal calls is permitted, and these calls do not need to be justified as long as they do not go over their allotted monthly minutes. In cases where additional monthly charges are incurred because the allotted minutes have been exceeded, the applicable employee must review the bill to isolate all personal calls made during the month and submit the bill with a justification to the Executive Director. The Finance Manager will then review the itemized bill and justification to determine which, if any, calls the employee will be responsible for paying.

UCSRB Reimburses for Cell Phone Plan

- The maximum rate for reimbursement is set by the Executive Director accounting for market rates, what it would cost the UCSRB to provide a phone and plan and need based on the employee's position.

Commented [AW2]: Review reimbursement cost ? Currently $50/person

- After approval, eligible employees may claim the reimbursement on their monthly expenses form and submit their monthly cell phone bill as back-up.
- Regardless of the maximum reimbursement rate set by the Executive Director, cell phone plan reimbursements may not exceed employee costs.
- Eligible employees provide their own phone equipment.

UCSRB Reimburses on a Per-Call Basis

- On approval, employees not eligible for a UCSRB-supplied cell phone or cell plan reimbursement, but whose work may require occasional use of a cell phone for UCSRB calls, when authorized by the Executive Director, may make business calls with their personal cellular telephones and be reimbursed for the cost of the calls, although the use of UCSRB calling cards for associated business is preferred.
- The employee must submit a log of calls with their monthly bill, including an explanation of the purpose of calls claimed for reimbursement
- Each claim for reimbursement must be approved by the employee's supervisor or the Executive Director.

12.8 Public Transportation Incentive

Consistent with the "wise resource management" mission of the UCSRB, the Executive Director may approve for employees on a case-by-case basis transit passes, tokens, farecards, vouchers, or similar items subsidizing use of public mass transit. This public transportation incentive is a qualified fringe benefit and is governed by the rules outlined in IRS Publication 15-B (https://www.irs.gov/pub/irs-pdf/p15b.pdf).

Commented [AW3]: Suggest remove this clause. My understanding is that the UCSRB does not employ a large enough number of people (min. of 15 employees ?) - check

12.9 Relocation Expenses

Written approval from the Board is required to provide moving expenses incurred by any new or current employee.

13 Changes to Employee Policies and the Employee Manual

The UCSRB Personnel Policies shall be administered by the Board or its designee(s) and shall be periodically reviewed by the Board to consider changes in the organization's needs and goals, and compliance with state and federal law.

All persons responsible for the operation of the Personnel Policies shall know and understand their responsibilities and effectively administer their responsibilities.

The Executive Director shall periodically review the Personnel Policies, solicit input from employees and make recommendations for any changes to the UCSRB's Executive Committee. The Committee shall submit its recommendations to the Board for adoption.

It shall be the responsibility of the Board to adopt changes in personnel policies and procedures by resolution as it deems necessary. All proposed changes shall be submitted to the Executive Committee and their suggestions forwarded to the UCSRB before adoption.

It shall be the responsibility of the Executive Director to:

i. Review proposed changes to personnel policies and procedures and provide the Executive Committee with suggestions regarding proposed changes in these policies and procedures;
ii. Review and adopt changes in the Personnel Policies that are adopted by the Board;
iii. Administer the Personnel Policies;
iv. As needed, assign a designee to administer specific portions of the Personnel Policies.

14 EMPLOYEE ACKNOWLEDGEMENT`

I acknowledge that I have received a copy of the **UCSRB Personnel Policies and Procedures Manual** and I commit to read and follow these policies.

I am aware that if I have questions at any time regarding a UCSRB policy, I should direct them to my supervisor.

I understand that the UCSRB policies and other related documents provide guidance but do not form a contract of employment and do not necessarily guarantee the conditions and benefits that are described within them. Nevertheless, the provisions of such UCSRB policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that the UCSRB, at any time, may on reasonable notice, change, add to, or delete from the provisions of the UCSRB policies.

_____

Employee signature

_____

Employee's Printed Name

_____ _____

Position Date

Upper Columbia Salmon Recovery Board

Personnel Policies and Procedures Manual

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1 INTRODUCTION

This document has been developed by the Upper Columbia Salmon Recovery Board (UCSRB) in order to familiarize employees with the organization and to provide information about working conditions, key policies, procedures, and benefits affecting employment at the UCSRB.

Note: ~~-~~The content of a manual does not constitute, nor should it be construed as a promise of employment or as a contract between the UCSRB and any of its employees.

The UCSRB at its option, may change, delete, suspend, or discontinue parts of any policy in its entirety, at any time without prior notice.

1.1 The UCSRB VISION

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The UCSRB will be a responsive organization whose staff is proactively engaged in regional salmonid~~s~~ recovery efforts. We are confident in our ability to provide leadership, relevant support, and adaptive management guidance to sponsors, partners, and local communities. The UCSRB will collaborate with other salmon recovery Boards, tribal governments, state, and federal agencies to drive efforts that contribute to healthy habitat and viable salmonid populations to benefit the cultural and natural resources of communities.

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~~1.1~~1.2 ~~Welcome~~The UCSRB MISSION

~~Welcome to the **Upper Columbia Salmon Recovery Board**! We are pleased to have you with us and hope that you find your new job rewarding and challenging. Established in 1999, the UCSRB continues to grow as an organization, and we want all employees to have the opportunity to contribute as part of the UCSRB staff team. We want to maintain the benefits of our current environment as we evolve over the coming years.~~

Established in 1999, ~~.~~ ~~T~~the mission of the UCSRB is 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.

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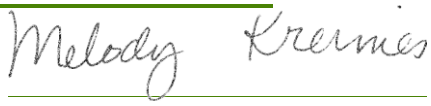
~~restore viable and sustainable populations of salmon, steelhead and other at-risk species through collaborative, economically sensitive efforts, combined resources, and wise resource management of the Upper Columbia region.~~

The UCSRB is a diversely skilled, professional team working collaboratively with many other partners within the Upper Columbia region to recover ESA listed fish species. ~~The UCSRB~~ We strive~~s~~ to create a~~n exciting,~~ challenging, ~~and~~ rewarding, and cooperative work environment that allows you to flourish. ~~.~~

The UCSRB has a positive, service-oriented view of our organization. We hope that you will always share in our commitment to the mission, ethics and quality of our work~~We want you~~ and choose to build a long and successful association with ~~the UCSRB~~ our team. ~~and be a happy and productive member of our team. Through~~ It's your dedication, creativity, and perseverance ~~and efforts~~ that enable~~,~~ our organization ~~will~~to be effective within the Upper Columbia region~~.~~.

~~Once again, welcome to the UCSRB. We appreciate your confidence in our future.~~

~~Regards,~~



~~**Melody Kreimes**~~
~~**Executive Director**~~

~~1.2~~1.3 About the Policy Manual

~~Having clear policies makes a very important contribution to both job satisfaction and job performance. The more employees know about the UCSRB and its employment policies and procedures, the more comfortable they will be in their jobs, and the more effective they will be in helping the UCSRB in fulfilling its mission.~~

The purpose of this Manual is to bring together a complete summary of the policies and procedures that affect you as an employee. It provides guidance to you as an employee therefore ~~Please~~please take the time to read ~~through this Manual.~~ and ~~Then~~ continue to use this manual during the course of your employment. ~~, refer back to the Manual if you have a question. Employees will be asked to review and acknowledge any revised versions of the Manual.~~

~~The UCSRB has a positive, service oriented view of our organization. We hope that you will always share in our commitment to the mission, ethics and quality, and that this Manual will make you more comfortable in what you do as an employee, and how you do it.~~

These policies and procedures ~~are~~ may be ~~subject to modification, suspension and elimination~~d modified, suspended or deleted at any time, with or without notice, at the discretion of the UCSRB, except as provided in the following paragraph. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

~~-~~Each employee is responsible for adhering to the policies and procedures of the UCSRB. Should you have ~~Q~~questions ~~you may have~~ or require policy related clarification, ~~-~~you may ~~need regarding the meaning and purpose of these policies may be~~ direct~~ed~~ these to your supervisor. ~~, provided however that o~~ Only the Executive Director has the authority to give a definitive and binding interpretation of a policy. For such an interpretation, any question should be submitted in writing via your supervisor to the Executive Director, whose response must also be in writing to be definitive and binding.

UCSRB is an "at will" employer and reserves the right to terminate an employee at any time for no reason, with or without cause or notice just as an employee has the right to terminate employment with the UCSRB at any time for any reason with or without cause or notice. This at-will employment policy is not subject to change.

The policies and procedures in this Manual are not intended to be contractual commitments by the UCSRB, and employees shall not construe them as such.

No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this Manual.

~~The UCSRB at its option, may change, delete, suspend or discontinue parts of any policy in part or its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.~~

This version supersedes all previous employee manuals and memos.

2 HIRING POLICIES

2.1 Recruitment and Announcement of New Positions

Recruiting involves a variety of factors, including development of a job description and finding candidates through employee referrals, job boards, advertising in trade magazines, ~~and the~~ general media, and/or executive recruiters.

Employment requisitions, initiated by the supervisor/manager, will define the job-related tasks and qualifications necessary to assume the position. The defined tasks and stated qualifications are formed into a job description and become the basis for screening applications.

~~The availability of all job openings will be announced within the organization prior to outside recruitment for any position.~~ The job description for any new or open position will be ~~posted via e-~~made available ~~mail~~ to all employees. UCSRB employees are free to apply for any vacant position, however, it is preferred that

~~A~~an internal applicant ~~must~~ ha~~ve~~s at least 12 months experience in ~~his or her~~their current position before applying for another position ~~within the UCSRB. All present employees are encouraged to review the requirements for each position and apply for those positions in which they are interested~~. All applications will be given the same consideration as outlined in the UCSRB recruitment policy and internal and external applications will be reviewed at the same time.

Commented [RN1]: Is this common in other organizations? It makes sense, I've just never seen this policy before.

2.2 Interviewing

The supervisor/manager may conduct structured initial interviews limited to job-related questions to assess each candidate's experience, demonstrated ability and training. Interviewing may involve:

- Telephone screening to determine if candidates meet the job description
- Initial one-on-one interviews
- Follow-up interviews with peers
- Checking references and backgrounds
- Gaining the consensus of interviewers to hire or not to hire

Before extending an employment offer and upon the applicant's prior agreement, at least two applicant references may be checked. Inquiries ~~are to~~will be made in a professional manner requesting only factually verifiable and job-related information. The reference data may be used only as supplemental information for the hiring decision.

2.3 Hiring Policies

~~Once the Executive Director has made a decision to make the offer and has confirmed key terms, the next step involves making the verbal and written offer culminating in the employee's first day as a member of the team.~~ Following employment, the references and interview ratings must be retained for up to one year and then may be destroyed.

After candidate interviews, verification of employment history and reference inquiries, the Executive Director is responsible for the employment offer. The Executive Director or designee is authorized to set the salary for new employees.

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After the verbal offer has been made and the candidate has agreed to the essential terms of the offer (typically the position, employee classification, salary or rate, and the starting date), a written offer will be prepared and submitted to the candidate in person or by mail confirming the verbal offer and will include the essential terms of the verbal offer as agreed to by the candidate. The candidate will be required to sign and date an acceptance of the written offer that will state as follows:

"The undersigned accepts the above employment offer and agrees that it contains the terms of employment with the UCSRB and that there are no other terms express or implied. It is understood that employment is subject to verification of identity and employment eligibility~~,~~ and may be terminated by the UCSRB at any time for any reason."

The verbal or written offer must never express or imply that employment is "permanent," "long-term," of a specific duration, or words of similar meaning. An exception may be made where a temporary position of known duration is to be filled. Employment may be made contingent upon certain job-related factors, such as obtaining a specific state or federal license when appropriate or desirable.

After the candidate has accepted the employment offer, she or he will be required to provide documentation of identity and employment eligibility in accordance with federal law. Other relevant paperwork includes W-4 and I-9 Forms. ~~I-9, shall be used for this purpose.~~

~~Here is an outline of the hiring process:~~

- ~~Make verbal offer~~
- ~~Follow-up with basic offer letter outlining key terms~~
- ~~Receive acceptance of offer letter from new employee~~
- ~~File paperwork (W4 , proof of employment eligibility and I-9)~~

2.4 Employee Background Check

Background checks are used for the purpose of determining a candidate's suitability for a position. A background check may consist of a check of references, criminal history, or an applicant's driving record. The use of background checks of any type shall be at the discretion of the Executive Director, so long as they are used fairly and consistently in the same manner without unlawful discrimination.

Offers of employment may be contingent on the results of the background or reference check(s) at the discretion of the Executive Director. The candidate/employee must be notified, and their authorization must be obtained by the Executive Director before a background check can be completed.

2.5 Hiring Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Relatives of current employees generally may not occupy a position that will be working directly for or supervising their relative.

If a relative relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management.

2.6 New Employee Orientation

All new employees will be provided with an orientation briefing, which will be held within their first week of employment with the UCSRB. The orientation is designed to acquaint the new employee with the UCSRB and its policies.

On the first day of employment, the employee's supervisor/manager is responsible for assisting the employee in completing all check-in and benefit enrollment procedures. In addition, the supervisor/manager will ensure that the new employee receives an introduction within the UCSRB and is provided with in-depth information regarding his or her specific role and responsibilities.

2.7 Probationary Period

All new employees are subject to a probationary period of a minimum of six months unless otherwise stipulated by the letter of employment., ~~and~~and the probationary period may be extended at the discretion of the Executive Director.

3 EMPLOYMENT STATUS AND RECORDS

All new employees must receive a copy of the Employee Manual and sign an Acknowledgement Form. The Acknowledgement Form must be turned in to the Executive Director within 2 weeks of beginning employment with the UCSRB, and by existing employees after receipt of an updated ~~new~~ manual with approved changes (Section 13).

3.1 Employment Classification

Employees of the UCSRB are classified as either "exempt" or "non-exempt" as prescribed by federal and state labor statutes related to the application of minimum-wage and overtime requirements. Employees in non-exempt positions are entitled to overtime pay under the specific provisions of federal and state laws. Employees in exempt positions are excluded from specific provisions of federal and state wage and hour laws. A position's exempt or non-exempt classification is based on criteria defined in Section 13(a)(1) of the Fair Labor Standards Act as defined by Regulations, 29 CFR Part 541

(See also https://www.dol.gov/whd/overtime/fs17a_overview.pdf).

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- **Exempt Employees** — perform duties of managerial, administrative, or professional nature, and are paid on a salary basis.
- **Non-exempt Employees** — perform managerial, administrative, professional, or other duties, and are paid on an hourly basis.

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In addition to the above overtime classifications, every employee is assigned an employment status classification based on the number of hours worked in a week and term of employment. There are three classifications of employees:

- **Regular Full-time** — Employee works a minimum 40-hour work week on a regularly scheduled basis.
- **Regular Part-time** — Employee works less than 40 hours in a week on either a regularly scheduled basis or on an irregular basis.
- **Temporary** — Employee hired for a position required for only a specific, known duration, usually less than six months, and who is not entitled to regular benefits. A temporary employee may be full-time or part-time. In addition to the use of this classification for secretarial or clerical positions, it applies to students working part-time and those who work during the summer.

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If you are uncertain as to your status, please contact your supervisor or the Executive Director.

3.2 Personnel Records and Administration

3.2.1 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Executive Director of any changes in personnel data. Personal mailing addresses, telephone numbers, addition and deletion of number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. ~~If any personnel data has changed, complete a *Personnel Data Form* immediately.~~

Employees must notify the Executive Director of any change in family status (i.e. divorce, child custody) and fill out new benefit forms. Otherwise, an employee may be held liable for any expenses inappropriately paid for as benefits.

3.2.2. Employment Applications

The UCSRB relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

~~3.3~~ 3.2.3. IRS Form W-4

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Every employee must fill out and sign a federal withholding allowance certificate, IRS Form W-4, on or before his or her first day on the job. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 at any time when his or her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption from Withholding Certificate, IRS Form W-4E. Employees are expected to comply with the instructions on Form W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

~~3.4~~3.3 Performance Reviews

~~Regular performance reviews provide you and your supervisor the opportunity to communicate expectations, skill development, and overall performance. The primary review criteria are based on your job description, and an Individual Development Plan. Appraisals may be done as needed, but at a minimum of two years apart, except for those needed for review of a disciplinary action.~~

The UCSRB has adopted a management by objective approach to performance appraisal. It is the supervisor's/manager's responsibility to develop and maintain a work environment in which employees can openly discuss professional expectations, skill development, and overall performance~~. and develop plans. The~~ ~~e~~Employee~~s~~ are encouraged to ~~will~~ draft an Individual Development Plan (IDP) ~~in the format provided by the supervisor~~that will be an integral part of their performance review. The IDP format includes:

- Developmental Goals;
- Relationship of Goals to Organization Mission;
- Skills Developed;
- Developmental Activities
- Deadline for Completing those Activities; and
- Resources Needed.

Appraisals may be done as needed, but at a minimum of two years apart, except for those needed for review of a disciplinary action.

The supervisor/manager is responsible for establishing a relaxed atmosphere at the performance review and encouraging two-way communication. The discussion will be conducted in a positive manner, in complete privacy and with no interruptions. The supervisor/manager shall verify that the employee is familiar with his or her job duties, previous goals and the appraisal criteria or factors. At the conclusion of the review, the employee will sign the IDP verifying that he or she

participated in the review. The completed IDP will be placed in the employee's personnel file.
~~Performance evaluations will be done, at a minimum, once every two years.~~

3.4 Employee Salary/Wages

3.4.1 Cost of living adjustments

Cost of living adjustments (COLA) may be provided to all employees annually (based on the Western Consumer Price Index-Urban), subject to adequate resources being available and provided for in the UCSRB annual budget and approved by the UCSRB Board.

The COLA will be reviewed annually in January and any changes will be based on an average of the recorded monthly percentages of the previous calendar year. Unless extenuating circumstances deem it appropriate to reconsider, any raises will be capped at a maximum increase of 4%. Should there ever be a negative average COLA, salaries/wages will remain the same as the previous year – neither decreased nor increased.

3.4.2 Merit increases

Merit increases in pay are neither automatic nor periodic. Because UCSRB funding is grant based, merit increases are contingent upon availability of adequate grant funds as recommended by the supervisor in consultation with the Executive Director and the Finance Manager.

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Personnel Pay Range Table

Position	Increment	Low	High
Administrative Assistant	Annual	32,133	41,415
	Monthly	2,678	3,451
	Hourly	15.39	19.83
Monitoring Field Crew	Annual	32,133	41,415
	Monthly	2,678	3,451
	Hourly	15.39	19.83
Program Assistant	Annual	32,133	41,415
	Monthly	2,678	3,451
	Hourly	15.39	19.83
Office Manager	Annual	38,632	49,669
	Monthly	3,219	4,139
	Hourly	18.58	23.87
Data Steward	Annual	50,331	65,987
	Monthly	4,194	5,499
	Hourly	24.11	31.60
Natural Resources Coordinator	Annual	52,861	69,312
	Monthly	4,405	5,776
	Hourly	25.32	33.19
Finance Manager	Annual	57,245	75,073
	Monthly	4,770	6,256
	Hourly	27.52	36.09
Contract Manager	Annual	57,245	75,073
	Monthly	4,770	6,256
	Hourly	27.52	36.09
Program Manager	Annual	61,630	80,861
	Monthly	5,136	6,738
	Hourly	29.51	38.73
Associate Director	Annual	71,457	93,802
	Monthly	5,955	7,817
	Hourly	34.23	44.92

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1. The Executive Director or designee is authorized to set salary for new employees.
2. A cost of living adjustment will be provided to all employees annually (based on the Western Consumer Price Index-Urban), provided adequate resources are available and this line item is approved in the UCSRB annual budget.
3. Merit increases in pay are neither automatic nor periodic. Because funding is grant based, merit increases are contingent upon availability of adequate grant funds as recommended by the supervisor in consultation with the Executive Director and the Finance Manager.

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4 EMPLOYMENT POLICIES

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4.1 Equal Employment Opportunity

The UCSRB is an Equal Opportunity employer.

Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay and other forms of compensation or overtime.

4.2 Americans with Disabilities Act

It is the policy of the UCSRB to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). The UCSRB will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

4.3 Sexual and Other Unlawful Harassment Policy

The UCSRB does not tolerate workplace harassment of any kind. Workplace harassment can take many forms. The U.S. Equal Opportunity Commission[1] defines workplace harassment as "unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws."

Workplace harassment may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

Sexual harassment, as defined in this policy, includes, but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature (e.g. signs or posters) or requests for sexual favors. Such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position.

[1] https://www.eeoc.gov/laws/types/harassment.cfm

Sexual harassment interferes with work performance and creates an intimidating, hostile or offensive work environment. Sexual harassment influences or tends to affect the career, salary, working conditions, responsibilities, duties or other aspects of career development of an employee or prospective employee; or creates an explicit or implicit term or condition of an individual's employment.

The UCSRB considers any and all forms of workplace harassment a serious offense. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include training, referral to counseling and/or disciplinary action including, but not limited to, warning, reprimand, reassignment, temporary suspension with or without pay, or termination as the UCSRB deems appropriate under the circumstances. False reports, even those made in good faith will be subject to appropriate disciplinary action.

The UCSRB encourages individuals who believe they are being subjected to such conduct, to advise the offender that his or her behavior is unwelcome and request that it be discontinued. Individuals should not assume that the UCSRB is aware of situations or incidents that may affect you. However, if for any reason an individual feels uncomfortable addressing the offender, they should follow the procedure below.

All individuals are responsible to ensure a work place free from any type of prohibited harassment or conduct. If an individual is aware of any instances of workplace harassment or believes that he/she is a victim of, or a witness to, sexual or other forms of prohibited workplace harassment or conduct, they should immediately report the circumstances to either his/her supervisor or the Executive Director. If the Executive Director is the immediate supervisor, and is the perpetrator of the harassment or conduct, the employee should immediately report the circumstances to the Board of Directors.

All reports of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved, as necessary. Confidentiality will be maintained throughout the investigatory process to the extent possible consistent with adequate investigation and appropriate corrective action.

Retaliation is the treatment of an individual in a way that has the effect of making it reasonably unlikely that another individual in a similar situation would not report an incident of harassment. The UCSRB prohibits any form of retaliation against any individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination. Retaliation is a serious violation of the UCSRB policy, and like harassment or discrimination itself, will be subject to disciplinary action. Any retaliatory conduct should be reported immediately to a supervisor or Executive Director to be investigated and addressed.

4.4 Violence in the Workplace

The UCSRB has a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the UCSRB or which occur on UCSRB or client property, will be subject to disciplinary action, including dismissal.

4.5 Employee Privacy

The UCSRB recognizes our employees' rights to privacy. In achieving this goal, the UCSRB adopts the~~se~~ following basic principles:

1. The collection of employee information will be limited to that which the UCSRB needs for business and legal purposes;
2. The confidentiality of all personal information in ~~our~~ UCSRB records will be protected;
3. All in-house employees involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action;
4. Internal access to employee records will be limited to those employees having an authorized, business-related, need-to-know basis. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena;
5. The UCSRB will refuse to release personal information to outside sources without the employee's written approval, unless legally required to do so;
6. Employees are permitted to see the personal information maintained about them in the UCSRB records. They may correct inaccurate factual information or submit written comments in disagreement with any material contained in their UCSRB records.

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4.6 Use of Computer~~, Phone,~~ and E~~M~~mail

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The UCSRB property, including computers, phones, electronic mail, and voice mail, should be used only for conducting UCSRB business. Incidental and occasional personal use of UCSRB computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages. Employees shall have no expectancy of privacy of data stored electronically on UCSRB computer systems/equipment.

~~Personal calls of short duration may be received and local calls made at your desk or workstation. Personal telephone call privileges are subject to change or termination at any time. For instance, if the UCSRB telephone lines become overloaded with calls or an employee is found spending more than just limited time on personal calls, this privilege will be revoked either generally or specifically as to the offending employee.~~

All employees are expected to use good judgment in using electronic mail and to avoid indiscretions such as offensive or inappropriate messages or any other message, the UCSRB deems inappropriate. E-mail messages should be used for business and not for soliciting outside business ventures or other matters unrelated to the UCSRB's affairs. Misuse of e-mail may result in disciplinary action up to and including termination. Keep in mind that email communication can be subject to public disclosure laws.

4.7 Copyright Infringement

The UCSRB does not condone the infringement of copyright and other intellectual property (e.g. illegal duplication of software; use of photos and text without proper attribution; etc.). Copyright holders are given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117).

4.8 Smoking Policy

No smoking or vaping will be allowed in the office at any time. This policy is for the health and safety of all employees.

4.9 Alcohol and Substance Abuse

It is the policy of UCSRB that the workplace be free from the use of illicit drugs and alcoholic beverages. "Illegal" or "illicit" drugs means those drugs that are illegal under state or Federal laws. This policy is implemented because we believe that the impairment of any UCSRB employee due to his or her use of illegal drugs or due to alcohol abuse is likely to result in the risk of injury to other employees, the impaired employee, or to third parties. Moreover illegal drug abuse adversely affects employee morale and productivity.

"Impairment" or "being impaired" means that an employee's normal physical or mental abilities or faculties while at work have been detrimentally affected by the use of illegal drugs or alcohol.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of the UCSRB rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal or any other penalty appropriate under the circumstances. Likewise the use, possession, transfer or sale of any illegal drugs on UCSRB premises or in any job site is prohibited. Employees who violate this rule are subject to severe disciplinary action. In all instances disciplinary action to be administered shall be at the sole discretion and determination of the UCSRB.

When an employee is involved in the use, possession, transfer or sale of illegal drugs in violation of this policy, the UCSRB may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the Executive Director and the Board. The UCSRB is aware that illegal drug abuse is a complex health problem that has both physical impact and an emotional impact on the employee, his or her family, and social relationships. A drug abuser is a person who uses illegal drugs, as defined above, for nonmedical reasons, and this use affects job performance detrimentally or interferes with normal social intercourse at work. Illegal drug abuse is both a management and a medical problem.

An employee who suspects a drug or alcohol abuse case should discuss the situation immediately with the Executive Director. Because each case is usually different, the handling and referral of the case must be coordinated with the Executive Director and the Board.

Applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment as long as they are otherwise qualified for the position for which they are applying.

Management has chosen to adopt an alcoholic beverage policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on the UCSRB premises at any time. Alcoholic beverages shall not be used in conjunction with any business meeting.

Social activities held off-premises and paid for on a personal basis are not affected by this policy. If management considers it appropriate, light alcoholic beverages may be served at UCSRB sponsored events held off-premises and for purely social reasons. The service must be managed in good taste and with good judgment.

When a supervisor or the Executive Director has reasonable suspicion to believe an employee is drug or alcohol impaired and not able to perform their job safely or efficiently, the supervisor or the Executive Director may require the employee to submit to a urine, blood, or breathalyzer test to determine the presence of alcohol or drugs in the body.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the UCSRB health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the UCSRB any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the UCSRB of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Nothing contained in this section shall eliminate or modify the UCSRB's right to terminate any employee at any time for any reason.

4.10 Gratuities to Government Employees or Officials

In adherence to government regulations, no employee may offer a gratuity to any government employee or official on behalf of, or in pursuance of, UCSRB business. Gratuities are defined as meals, drinks, gifts, expenses, cash or any other item of value, including personal service. The exception to this rule is a gift valued at $20 or less per occasion to a single source, pursuant to 5 CFR 2635.

The UCSRB strictly forbids any form of a business gift to federal, state, or municipal employees. Management is charged with the responsibility of informing all employees of this policy and maintaining adherence to it. Violation of this policy will be treated as a major violation and, depending on the circumstances, may be grounds for immediate termination or other appropriate action.

4.11 Gratuities from Customer or Supplier Representatives

Pursuant to 5 CFR 2635, employees of the UCSRB may not offer to give or accept a gift, cash or other item of value — including personal service — from an existing or prospective customer, supplier or a representative of either in pursuance of business or in conjunction with negotiating business on behalf of the UCSRB. Receiving a gift valued at $20 or less per occasion from a single source, or expenses for meals as part of a seminar, convention or business meeting are not within the definition of gratuities for purposes of this policy. Invitations extended by a customer or supplier to participate in any program or activity, such as a party or football game, should be referred to your supervisor/manager for approval on a case-by-case basis.

Violation of this policy in any form will require immediate disciplinary action.

4.12 Political Activities/Voting

In recognition of its responsibilities as a business citizen, the UCSRB encourages its employees to accept the personal responsibility of good citizenship, including participation in civic and political activities, in accordance with their interests and abilities.

The UCSRB accepts without reservation the basic democratic principle that all employees are free to make their own individual decisions in civic and political matters. Therefore no employee's status with the UCSRB will be affected, in any way whatsoever, because of participation or nonparticipation in lawful civic and political activities.

Participation in civic and political activities is considered to be a personal matter and, as such, is generally to be carried on outside of normal working hours. No political activities or solicitations will be carried on within UCSRB premises.

Political activities are defined for purposes of this policy as activities in support of any partisan political issue or activities in support of, or in concert with, any individual candidate for political office, or of a political party, which seek to influence the election of candidates to federal, state, or local offices. The definition includes employees who are or may be candidates for political office.

The UCSRB encourages all employees to vote. If not able to utilize state mail-in options, ~~E~~employees are encouraged to use flextime hours for this purpose or to take advantage of polling hours prior to the beginning or following the end of your workday.

If this cannot be arranged, your supervisor/manager will approve time off to vote either at the beginning or end of your workday, provided that you give at least one day's notice to your supervisor/manager.

4.13 Whistleblower

UCSRB employees shall be encouraged to disclose, to the extent not expressly prohibited by law, improper actions of members of the organization without fear of retaliation.

"Improper action" means any action by an employee that is undertaken in the performance of the employee's official duties, whether or not the action is within the

scope of the employee's employment, which is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds.

"Improper action" does not include personnel actions including, but not limited to, employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatement, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of civil service laws, alleged labor agreement violations, reprimands, or any action that may be taken under other policies state or federal law.

Procedures for reporting:

- Employee submits a written report to the supervisor stating in detail the basis for the employee's belief that an improper action has occurred.
- If the employee feels that the improper action involves his or her supervisor, the employee may raise the issue directly with the next person above the supervisor in the chain of command; or may raise the issue directly with the UCSRB.
- The supervisor in receipt of the report shall promptly turn it over to the Executive Director.
- The Executive Director shall promptly investigate the matter. The name shall be kept confidential to the extent possible under the law, unless the employee authorizes the disclosure in writing.
- After the investigation, the employee shall be advised of a summary of the result of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

No employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. The Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns prior to seeking resolution outside of the UCSRB.

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4.14 Employee Conflict of Interest Policy/Outside Employment

Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the UCSRB's opinion, with the best interests of the UCSRB or interfere with the employee's ability to perform his/her assigned UCSRB job. Examples include, but are not limited to, outside employment which:

(1) Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;

(2) Is conducted during the employee's work hours;

(3) Utilizes UCSRB telephones, computers, supplies, or any other resources, facilities or equipment;

(4) Is employed with a firm that has contracts with or does business with the UCSRB, its member agencies, or its funding sources; or

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(5) May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits the UCSRB.

An employee who chooses to have an additional job, contractual commitment or self-employment, may do so only after obtaining prior approval from the Executive Director.

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5 STANDARDS OF CONDUCT

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5.1 General Guidelines

Employees of the UCSRB are expected to perform their assigned duties in a professional, conscientious and responsible manner. Maintaining a positive relationship between employees and ~~the public and~~ within the region is dependent on the professional conduct and behavior of employees. Employees will be held accountable for their actions while acting on behalf ~~of, or~~of or having the appearance of acting on behalf of the UCSRB.

Cooperation and a positive attitude enhance performance and improve outlook within the workplace, increasing efficiency and interdepartmental relationships. Negative attitudes disrupt productivity, creating a hostile and difficult working atmosphere for all employees in contact with the negativity. Employees are expected to maintain a positive work attitude, to be constructive in their criticisms and be proactive in searching for a solution to problems encountered.

Anyone who interacts with coworkers or the public must exhibit the personal integrity and professional skills necessary to perform assigned duties, including but not limited to cooperation, communication, honesty, diligence and mutual respect.

Employees are encouraged to demonstrate proactive problem solving when involved in difficult work situations, and to avoid pessimistic discussions, whether instigated by others or not, which may lead to a negative work environment for all parties involved.

5.1.1. Ethics and Conduct

The successful business operation and reputation of the UCSRB is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The UCSRB will comply with all applicable laws and regulations and expects its Board members and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

Employees are required to abide by laws governing behavior in certain situations, including, but not limited to:

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- No employee may use his or her position to secure special privileges or exemptions for himself, herself, or others.
- No employee shall directly, or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source for any matter connected with or related to his or her services unless otherwise provided for by law.
- No employee shall accept employment or engage in any business or professional activity, which he or she might reasonably expect would require

or induce him or her to disclose confidential information acquired by him or her by reason of an official position.

- No employee shall disclose confidential information gained by reason of his or her official position nor shall use such information for personal gain or benefit.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, or if you have any questions about whether or not something would be considered a gift, contact your supervisor.

Compliance with this policy of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

5.2 Absence and Lateness

From time to time, it may be necessary for an employee to be late or absent from work. The UCSRB is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact all affected parties if they will be absent or late.

5.3 Dress Code

~~Employee dress should be neat in appearance.~~ ~~UCSRB employees are invited to dress "business casual" in a manner consistent with a professional atmosphere.~~ ~~Employee dress should be neat in appearance.~~ ~~The impression made on customers, visitors and other employees and the need to promote the UCSRB and employee safety should be kept in mind.~~

~~Good individual judgment is the best guideline.~~

Employees should note that their appearance matters when representing our organization in front of partners, the public and other parties. An employee's appearance can create a positive or negative impression that reflects on our organization and culture. Clothing must be work-appropriate, project professionalism, be clean and in good shape.

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6 EMPLOYEE COMMUNICATIONS

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6.1 Open Communication

The UCSRB encourages employees to discuss any issues they may have with a co-worker directly with that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable.

6.2 Staff Meetings

In order to keep the communication channels open, the UCSRB will hold regular staff meetings ~~of employees as necessary and when deemed appropriate~~. Employees are encouraged to maintain a collaborative and cooperative atmosphere to keep each other informed with on-going activities and areas where additional assistance from ~~from other employees~~colleagues may be needed.

6.3 Suggestions

The UCSRB encourages all employees to bring forward their suggestions and ~~good~~ ideas ~~about making the~~relating to improving UCSRB operations, work environment ~~UCSRB a better place to work~~ and enhancing service~~s~~ to ~~the UCSRB and~~ its constituents. Any employee who sees an opportunity for improvement is encouraged to talk it over with staff and supervisors. Staff and supervisors can help bring ideas to the attention of the people in the organization who will be responsible for possibly implementing them. All suggestions are valued.

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7 GRIEVANCE AND SEPARATION POLICIES

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7.1 Grievance Procedure

The UCSRB recognizes the value of a grievance procedure that provides for the timely review of employee grievances in a fair yet workable manner. A grievance is considered to be any dispute between an employee and the UCSRB which impacts on an employee's ability to perform his or her job.

Although purely personal matters between employees would not ordinarily give rise to a grievance subject to this grievance procedure, any matter that adversely affects an employee's ability to perform his or her job could be the subject of a grievance. Use good individual judgment and common sense as your guide.

An employee may express a verbal grievance to his or her immediate supervisor/manager. If the concern is not resolved to the employee's satisfaction within one week, the employee may put in writing the details of his or her grievance and submit the grievance to the Chair of the Board.

The Chair of the Board, who will appoint a person to decide the matter, will review the written statement. The employee and his or her supervisor/manager will request a hearing with the appointed person for resolution of the problem. The problem will be discussed in the presence of the employee and supervisor/manager. Final resolution of the grievance will be made by the appointed person and discussed with the employee and supervisor/manager.

The decision will be provided in writing, a copy given to the employee and supervisor/manager, with the original kept by the Executive Director. A copy will be filed in the employee's personnel file when appropriate.

7.2 Corrective Procedure

Performance improvement may be suggested whenever the UCSRB management believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of the UCSRB management. The UCSRB desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in the UCSRB's best interests. The UCSRB expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, it may be terminated at any step at the discretion of management. Management, in its sole discretion, may warn, reassign, suspend or discharge any employee at will, whichever it chooses and at any time.

The supervisor/manager will determine the course of action best suited to the circumstances. The steps in performance improvement are as follows:

7.2.1 Verbal counseling

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As the first step in correcting unacceptable performance or behavior, the supervisor/manager should review pertinent job requirements with the employee to ensure his or her understanding of them. The supervisor/manager should consider the

severity of the problem, the employee's previous performance appraisals and all of the circumstances surrounding the particular case. Stating that a written warning, probation or possible termination could result if the problem is not resolved should indicate the seriousness of the performance or misconduct. The employee should be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. The supervisor/manager should document the verbal counseling for future reference immediately following the review.

7.2.2 Written counseling

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If the unacceptable performance or behavior continues, the next step should be a written warning. Certain circumstances, such as violation of a widely known policy or safety requirement, may justify a written warning without first using verbal counseling. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning shall indicate that probation or termination or both may result if improvement is not observed. Written counseling becomes part of the employee's personnel file, although the supervisor/manager may direct that the written warning be removed after a period of time, under appropriate circumstances. The employee shall acknowledge the written warning by signing the warning, along with a signature by the Executive Director.

7.2.3 Probation

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If the problem has not been resolved through written counseling or the circumstances warrant it, or both, the individual should be placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period. The employee's supervisor/manager, after review of the employee's corrective counseling documentation, will determine the length of probation. Typically, the probation period should be at least two weeks and no longer than 60 days, depending on the circumstances. A written probationary notice to the employee is prepared by the Executive Director. The letter should include a statement of the following:

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- The specific unsatisfactory situation;
- A review of oral and written warnings;
- The length of probation;
- The specific behavior modification or acceptable level of performance;
- Suggestions for improvement;
- A scheduled counseling session or sessions during the probationary period; and
- A statement that further action, including termination, may result if defined improvement or behavior modification does not result during probation. "Further action" may include, but is not limited to, reassignment, reduction in pay, grade or demotion.

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The supervisor/manager should personally meet with the employee to discuss the probationary letter and answer any questions. The employee shall acknowledge receipt by signing the letter, along with a signature by the Executive Director. If the employee should refuse to sign, the supervisor/manager may sign attesting that it was delivered to the employee and identifying the date of delivery. The probationary letter becomes part of the employee's personnel file.

On the defined probation counseling date or dates, the employee and supervisor/manager will meet to review the employee's progress in correcting the problem which led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee.

At the completion of the probationary period, the supervisor/manager will determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

7.2.4 Involuntary Termination

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The employee is notified of involuntary termination by the Executive Director or the supervisor/manager in consultation with the Executive Director~~,~~ and will be directed to report to him or her for debriefing and completion of termination documentation. Corrective action may be taken at the sole discretion of UCSRB for any job performance including, but not limited to the following:

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- Excessive tardiness;
- Unsatisfactory job performance;
- Defacing UCSRB property;
- Interfering with another employee's job performance;
- Excessive absenteeism;
- Failure to observe working hours, such as the schedule of starting time, quitting time, rest and meal periods;
- Performing unauthorized personal work on UCSRB time;
- Failure to notify the supervisor/manager of intended absence either before or within one hour after the start of a shift; and
- Unauthorized use of UCSRB telephone or equipment for personal business.
- Fighting on UCSRB premises;
- Repeated occurrences of related or unrelated minor violations, depending upon the severity of the violation and the circumstances;
- Any act which might endanger the safety or lives of others;
- Departing UCSRB premises during working hours for personal reasons without the permission of the supervisor/manager;
- Deliberately stealing, destroying, abusing, or damaging UCSRB property, tools, or equipment or the property of another employee or visitor;
- Disclosure of confidential UCSRB information or trade secrets to unauthorized persons;
- Willfully disregarding UCSRB policies or procedures;
- Willfully falsifying any UCSRB records;
- Willfully deleting any files and UCSRB records;
- Employee's conviction for or confession to fraud, misappropriation, embezzlement, theft or the like against the UCSRB;
- Employee's conviction of a felony or a crime involving moral turpitude;
- If Employee performs any intentional act which, under the reasonable man standard, damages the reputation of the UCSRB;
- Employee's conviction for or confession to sexual harassment in any form towards employees of the UCSRB or anyone affiliated with the UCSRB; or
- Employee's excessive absence from performing his duties for the UCSRB, as determined by the UCSRB, in the UCSRB's sole and absolute discretion.

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7.3 Termination

Terminations are to be treated in a confidential and professional manner by all concerned. The supervisor/manager must assure thorough, consistent and evenhanded termination procedures. This policy and its administration will be implemented in accordance with the UCSRB equal opportunity statement.

Terminated employees are entitled to receive all earned pay, including annual leave and compensation time pay, but not sick leave, except in the case of eligible retirement (see 11.2 Annual Leave below).

Employment with the UCSRB is normally terminated through one of the following actions:

- **Resignation** — voluntary termination by the employee;
- **Dismissal** — involuntary termination for substandard performance or misconduct; or
- **Layoff** — termination due to reduction of the work force or elimination of a position.

7.3.1 Resignation

An employee who wants to terminate employment, regardless of employee classification, is expected to give as much advance notice as possible. Two weeks or ten working days is generally considered to be sufficient notice time. At its sole discretion, UCSRB may require the employee to leave the UCSRB immediately rather than work during the notice period. This is not to be construed as a reflection upon the employee's integrity but an action in the best interests of business practice. When immediate voluntary termination occurs for the above reasons, the employee may be granted pay "in lieu of notice," the maximum being two weeks of pay based upon a 40-hour work week at the employee's straight-time rate or salary.

7.3.2 Dismissal

An employee may be involuntarily dismissed by the Executive Director or designee, at any time for any reason. Severance pay or benefits granted upon involuntary termination shall be at the discretion of the Executive Director in consultation with the UCSRB Executive Committee.

The Executive Director may be involuntarily dismissed by the UCSRB at any time for any reason. Severance pay or benefits granted upon involuntary termination shall be at the sole discretion of the UCSRB.

7.3.3 Layoff

When a reduction in force is necessary or if one or more positions are eliminated, employees will be identified for layoff after evaluating the following factors:

- UCSRB work requirements;
- Employee's abilities, experience, and skill;
- Employee's potential for reassignment within the UCSRB; and
- Length of service.

The immediate supervisor/manager will personally notify employees of a layoff. After explaining the layoff procedure, the employee will be given a letter describing the conditions of the layoff, such as the effect the layoff will have on his or her anniversary

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date at time of call-back, the procedure to be followed if time off to seek other employment is granted and the UCSRB's role in assisting employees to find other work. After consultation with the employee's supervisor/manager, the employee will follow one of the following procedures:

- The employee may continue employment for a specified period of time to be determined by the supervisor; or
- The employee will be terminated immediately and will receive, in lieu of notice, a severance pay for two weeks unless a different severance package is specified in the termination clause of his/her employment agreement. The payment will be based on a 40-hour work week at the employee's straight time rate or salary.

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7.4 Termination Processing Procedures

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The supervisor/manager must immediately coordinate with the Executive Director to notify the Board of the termination. The supervisor/manager in consultation with the Executive Director will approve and direct the termination procedure.

On the final day of employment, the supervisor/manager must receive all keys and UCSRB property from the employee.

The supervisor/manager ~~shall~~may conduct an exit interview with the employee.

The employee's final payroll check may be sent or directly given to the employee after the exit interview on the next pay date. The final check shall include all earned pay and any expenses due the employee.

7.5 Return of UCSRB Property

Any UCSRB property issued to employees, such as computer equipment, keys, parking passes or UCSRB credit card, must be returned to the UCSRB at the time of termination. Employees will be responsible for any lost or damaged items.

8 Safety

The UCSRB strives to provide its employees with a safe and healthy~~y~~ful workplace environment~~,~~ and makes every effort to comply with all federal and state workplace safety requirements. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety.

All job-related injuries or illnesses ~~are to~~must be reported to your supervisor immediately, regardless of severity. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject the UCSRB to fines and penalties.

8.1 Medical Attention, ~~and~~ Labor and Industry (L&I) Accident Reporting Process

When an accident occurs it is the responsibility of the supervisor to seek medical attention for the injured employee. It is also the responsibility of the supervisor to assist in filling out paperwork and L & I claims associated with the injury or accident.

8.1.1 Record of Minor Injury

Instead of filling out a Labor and Industries Report for incidents that do not qualify for, or necessitate medical attention, employees should fill out a record of minor injury report form.

Regardless of the nature or severity, all injuries incurred while on the job must be reported immediately to the employee's supervisor.

The injury report shall contain the following information:

A. The name of the injured party.
B. The time, date, and place that the injury occurred.
C. To whom the injury was reported.
D. Nature of the injury.
E. Details of the accident
F. What equipment or tools were involved, if any.
G. People involved.

The injury report shall be forwarded to the Executive Director for review.

8.1.2 Employee Requiring Medical Attention

Employees should report all work-related injuries and accidents immediately to their supervisor, and then follow these steps:

- Determine if emergency assistance is needed (ambulance/paramedics) and call 911 as appropriate.
- If the incident is non-emergency in nature, the employee should go to the hospital of other medical facility to get treated. If needed another employee should provide assistance and transport.

8.1.3 L&I Claims: Workers' & Employers' Rights

Workers and employers have rights if a worker is injured on the job

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8.1.4 Workers' rights

- Medical ~~&~~ and financial help - If a worker is hurt on the job, s/he should go to a doctor for assistance filing a workers' compensation claim. L&I pays medical bills for injured workers and often replaces lost wages when time off work is required for recovery.
- Manage claims online - Injured workers can log on to L&I's online Claim and Account Center to view and manage compensation claims.
- Protection from discrimination - It is illegal for employers to discriminate against workers for filing compensation claims. Workers can file discrimination complaints with L&I.
- Protests and appeals - If a worker disagrees with the decision L&I makes on a claim, s/he can protest or appeal the decision.
- Employers' rights
- No-fault workers' comp - Washington is a no-fault state for workers' compensation insurance. This means workers usually can't sue employers for on-the-job injuries.
- Manage claims online - Employers can log on to L&I's online Claim and Account Center to manage employees' claims.
- Protests and appeals - If an employer disagrees with the decision L&I makes on a claim, they can protest or appeal the decision.

8.2 Health-related Issues

Employees who become aware of any health-related issue should notify their supervisor of health status as soon as possible.

All employees share the responsibility for limiting the spread of any illness, including respiratory viral illnesses such as Covid 19, RSV or flu. One of the best ways to limit the transmission of any illness is to stay home if you are sick.

In the event of a major illness or disease outbreak, the Executive Director may develop new, or update health-related polices as or if required to account for a specific concern. Policy recommendations will be based on fact-checked evidence or information, likely via the Center for Disease Control (CDC) or similar entity. All employees will be advised at the time any changes are made. Employees are also encouraged to review information such as the CDC's Respiratory Virus Guidance to help protect themselves and others.

8.3 Return to Work After Serious Injury or Illness

As a joint protection to the employee and the UCSRB, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than two (2) consecutive weeks or

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one which may limit the employee's future performance of regular duties or assignments. (Also see Family/Medical Leave policy.)

The Executive Director shall ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

If the cause of the employee's illness or injury was job-related, the employee's supervisor/manager will make a reasonable effort to assign the returning employee to activities consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed.

8.4 Weather-related and Emergency-related Closings

Except for regularly scheduled holidays, the UCSRB will be open for business on Mondays through Fridays during normal business hours. The UCSRB recognizes that circumstances beyond its control, such as inclement weather, national crisis or other emergencies do occur. On such occasions the UCSRB may close for all or part of a regularly scheduled workday.

In such event the UCSRB will endeavor to notify all employees. Employees may also contact their supervisor/manager or other offices. Employees able to work from a home office may continue working during these events as appropriate and will be paid as normal. Administrative leave may be applied at the Executive Director's discretion in cases where the office is closed and employees are unable to continue working from home.

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9 EMPLOYEE COMPENSATION ~~POLICIES~~

9.1 Work Schedules~~/Time Keeping~~

Typical office hours of the UCSRB are 8:00 a.m. to 5:00 p.m., Monday to Friday. However, the nature of our business sometimes demands work day or work week hours different than those set forth above.

Employees are entitled to a paid rest period, free from duties, of at least 10 minutes for every 4 hours worked. Additionally:

- Employees are not required to work more than 3 hours without a rest break.
- Breaks must be scheduled as close to the midpoint of a work period as possible.
- Rest breaks taken are considered "hours worked" when calculating paid sick leave and overtime.

Employees are eligible to take a meal period of at least 30 minutes long once more than five hours is worked.

Flexible schedules – Flexible schedules ~~and alternative work locations~~ may be approved on a case-by-case basis at the discretion of the Executive Director and must contain a core time of required hours the employee is required to be present for work.

Remote work – All remote work requests must receive prior approval from the Executive Director. The UCSRB will provide remote employees with a laptop computer and relevant equipment that are essential to that employee's job duties. It is expected that an employee will use this equipment, and any relevant supplies issued by the UCSRB for business purposes only.

If approved for remote work, the employee understands that the employee remains liable for injuries to third persons and/or members of employee's family on employee's premises. The UCSRB is not responsible for incurred expenses associated with working from home, including electricity, internet, heat or air conditioning.

Remote employees are expected to meet with their supervisor/the Executive Director at least once a week, through virtual meetings, email or phone.

All employees are expected to maintain an up-to-date record of their work schedule, availability and time off on the joint staff calendar.

9.2 Time Keeping

By law, the UCSRB is obligated to keep accurate records of the time worked by employees. Each employee must fill out the appropriate electronic time record each ~~week~~month, and time records must be completed, with the assistance of the Finance Manager, in accordance with the assigned task names and/or numbers for accounting purposes.

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~~9.2~~9.3 Payroll and Paydays

UCSRB employees (exempt or non-exempt) are paid monthly, by the fifth day of each new month.

~~9.3~~9.4 Pay Advances

It is the policy of the UCSRB to decline all requests for early paychecks or pay advances for personal reasons.

~~9.4~~9.5 Overtime Compensation

Overtime compensation is paid to non-exempt employees at the rate of one and one-half times their regular hourly rate of pay for all time worked in excess of 40 hours in any one work week, in accordance with federal and state wage and hour restrictions.

Employees must obtain their supervisor's approval prior to performing any ~~All~~ overtime work. ~~performed must receive the supervisor's prior authorization.~~

~~9.5~~9.6 Compensation Time

Exempt salaried employees will earn comp-time on an hour-by-hour basis for hours worked in excess of 40 hours in any one work week. An employee may not exceed a comp-time balance of 120 hours. Comp-time is never converted to payment except upon termination of employment.

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10 GROUP HEALTH AND RELATED BENEFITS

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10.1 Health, Dental, and Vision Insurance

The UCSRB offers all employees working equal to or greater than 30 hours per week a group medical insurance plan. Each employee in the plan will receive a booklet that completely detail~~sing~~ the policies, procedures and benefits of the insurance plan. Each eligible employee will have the option to join or waive participation in the health insurance plan, however, all eligible employees will receive the employer paid dental, long-term disability and basic life insurance. The employee shall select the range of coverage when enrolling in the plan (e.g. employee only, full family, medical, vision, etc.). The UCSRB shall pay 100 percent for each employee, and 50% for each dependent. Note that coverage rates are reevaluated and adjusted by the insurance provider on an annual basis.

Eligibility

1. The employee is in regular status, working equal to or greater than 30 hours per week.

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2. The employee is eligible for coverage effective on the first day of the month following the date of full-time employment.

For changes to the employee's health insurance benefits see the insurance carrier's policies.

The UCSRB has the right to change insurance companies or to modify or terminate eligibility requirements, benefits, or coverage at any time.

10.2 Pre-tax Deductions for Expenses

UCSRB employees participating in any of the basic health insurance plans (i.e., group medical, dental and/or vision) are required to contribute to payment of the plan(s) premium(s) via payroll deduction cost sharing, if payment is required.

10.3 Worker's Compensation

All employees are entitled to Workers' Compensation benefits paid by the UCSRB. This coverage is automatic and immediate and protects employees from work-related injury or illness. If an employee cannot work due to a work-related injury or illness, Workers' Compensation insurance pays his or her medical bills and provides a portion of his or her income until he or she can return to work.

10.4 Unemployment Compensation

Unemployment compensation is designed to provide a temporary income for those who are out of work through no fault of their own. Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with the UCSRB. The Division of Unemployment Insurance of each Washington State's Department of Labor and Industry determines eligibility for Unemployment Compensation. The UCSRB pays the entire cost of this insurance program.

10.5 Social Security FICA

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, employees are required by law to contribute a set amount of weekly wages to the trust fund from which benefits are paid. As employer, the UCSRB is required to deduct this amount from each paycheck an employee receives. In addition, the UCSRB matches employee contribution dollar for dollar, thereby paying one-half of the cost of employee Social Security benefits.

10.6 Retirement Program

The UCSRB offers employees the opportunity to participate in a Simple IRA plan.

Eligibility – Regular employees who have reached the end of their six-month probationary period and are ~~reasonably~~ expected to receive at least $5,000 in compensation during the calendar year, and who have received at least $5,000 in compensation in ~~any one~~the previous calendar year are eligible to participate in the plan.

Contributions –The UCSRB will match 100% of eligible employee contributions, up to 3% of gross salary. See the plan administrator for current maximum contribution limits and other rules.

Rollovers – The Simple IRA plan will accept qualified rollover distributions from your date of hire.

Withdrawals – Monies, which do not have to be repaid, may be withdrawn from your Simple IRA plan only for:

- Termination of employment
- Disability
- Death
- Retirement
- Hardship

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Fees, penalties, and taxes will be charged to any such withdrawal.

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The UCSRB has the right to change retirement programs or to modify or terminate eligibility requirements or benefits at any time.

10.7 Life Insurance/Long Term Disability

The UCSRB offers employees the opportunity to participate in life insurance and long-term disability programs. Please see the Office Manager or plan administrator for eligibility and complete details.

10.8 Training and Professional Development

~~The Executive Director or designee shall identify the training needs of employees and shall have the ability to provide employees with opportunities to obtain various skills to enhance the performance of their position. The training may include on-the-job training, in-service training offered among participating entities, or conferences, seminars, and classes offered by outside educators.~~ The Executive Director, at the service of the Board, shall have discretion to approve or disapprove training requests. The annual IDP/performance review process, described in Section 3.4, is the primary vehicle for planning and requesting training. In addition to Executive Director approval, all training is subject to budget availability. ~~The Executive Director or designee shall identify the training needs of employees and shall have the ability to provide employees with opportunities to obtain various skills to enhance the performance of their position.~~ The training will relate to an individual employee's professional goals and may include on-the-job training, in-service training offered among participating entities, or conferences, seminars, and classes offered by outside educators. Employees attending training may be expected to prepare a summary or presentation for the training received~~,~~ and may be expected to train other employees as a result.

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11 LEAVE BENEFITS

11.1 Holiday Policy

The UCSRB provides ~~eleven~~ thirteen (1~~1~~3) paid holidays each year. Twelve days are public holidays and, ~~A~~after four months of continuous employment, each employee is also entitled to one (1) additional "floating" holiday each year. The following shall be recognized as legal, paid holidays:

Holiday		Day
New Year's Day	January 1	Variable
Martin Luther King Jr. Day	January	Third Monday
President's Day	February	Third Monday
Memorial Day	May	Last Monday
Juneteenth	June 19	Variable
Independence Day (observed)	July 4	Variable
Labor Day	September	First Monday
Indigenous People's Day / Columbus Day	October	Second Monday
Veteran's Day	November 11	Variable
Thanksgiving	November	Fourth Thursday
Day after Thanksgiving	November	Friday
Christmas Day	December 25	Variable
Floating Holiday		TBD

If these holidays fall on a Saturday, the proceeding Friday will be taken as the~~a~~ holiday. If they fall on a Sunday, the following Monday will be taken as the~~a~~ holiday.

All employees are eligible for holiday pay. Holiday pay will be pro-rated on the basis of employee hours. If a designated holiday falls within an employee's annual leave period, the holiday is not considered an annual leave day. Employees may take religious holidays not designated as a UCSRB holiday with annual leave, with accrued comp-time, or without pay. Prior approval ~~in advance~~ must be obtained in advance from the employee's supervisor/manager.

11.2 Annual Leave

All full-time employees will accrue annual leave each month based on the schedule described below (~~following~~ as determined by Washington State Legislature WAC 357-31-165). Part-time employees will earn annual leave at a rate proportional to the number of hours worked each week. No more than 240 hours (30 days) of annual leave may be accrued.

New employees become eligible to take annual leave after they have worked 3 months. Employees may request permission from their supervisor/manager to take unpaid annual leave.

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All annual leave must be scheduled in advance with the employee's supervisor/manager. Employees are responsible for planning ahead for annual leave and working out a complete schedule with their supervisor/manager. Annual leave requests are submitted to the Executive Director utilizing the ~~entitlement is administered by the Executive Director.~~ UCSRB Time Off Request form. No more than 960 hours of annual leave may be carried over from one State biennium to the next.

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

Commented [AW2]: Would 480 hours (60 days) be more appropriate? 960 hrs = 120 days - that's a lot of vacation time to accrue (!)

Annual Leave Schedule

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Years of Service	Accrual per month
During years 1 and 2	9 hours and 20 minutes
During year 3	10 hours
During year 4	10 hours and 40 minutes
During years 5 and 6	11 hours and 20 minutes
During years 7, 8, and 9	12 hours
During years 10, 11, 12, 13, and 14	13 hours and 20 minutes
During years 15,16,17,18,19	14 hours and 40 minutes
During years 20, 21, 22, 23, and 24	16 hours
During the 25th year	16 hours and 40 minutes

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11.3 Sick Leave

~~Sick LLeave~~

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In the event that an employee gets sick, the UCSRB provides all full-time employees with sick leave. An employee, ~~which~~ begins to earn sick leave on the first day of work and is eligible to ~~can be~~ used ~~by an employee~~paid sick leave once they have reached ~~beginning on the~~ 90~~th~~ calendar days ~~after~~of employment ~~begins~~.

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Sick leave is accrued at 8 hours per month for all full-time employees. Part-time employees will earn sick leave at a rate proportional to the full-time rate, based on the number of hours worked each week. ~~No more than 960 hours of annual leave may be carried over from one State biennium to the next.~~

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Sick leave may be used for the following:

- Illness or injury.
- Physical or mental health conditions.

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- Doctor or dentist visits.
- Preventive care.
- Workplace, child's school, or daycare closures ordered by a public official for any health-related reason.
- To provide care for a family member* with a mental or physical illness, injury, or health condition.
- Leave that qualifies under Washington's Domestic Violence Leave Act.

**** Definition of "Family member"***

Family member means a child, grandchild, grandparent, parent, sibling, or spouse of an employee, and also includes any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. Family member includes any individual who regularly resides in the employee's home, except that it does not include an individual who simply resides in the same home with no expectation that the employee care for the individual.

- *Child - This may include a biological, adopted, or foster child, stepchild, a child's spouse, or child for whom you are legally responsible for.*
- *Parent - This may include your biological, adoptive, or foster parent, your stepparent, or someone who was your legal guardian or their spouse or registered domestic partner – or an individual who was legally responsible for you when you were a child.*
- *Spouse - Means a husband or wife, as the case may be, or state-registered domestic partner.*
- *Grandparent - Means a parent of the employee's parent.*
- *Grandchild- Means a child of the employee's child.*
- *Sibling.*

It is in the best interests of an employee who is ill or injured that the employee not remain at work. It is the supervisor or manager's responsibility to send the employee home if the employee is incapacitated.

Employees are encouraged to make their routine doctor or dentist appointments before arriving for work or after leaving work for the day, if possible. If time off is required for such appointments, arrangements should be made in advance with the employee's supervisor or manager.

An employee is expected to notify his or her supervisor/manager at the beginning of each work day during illness or injury. Exceptions to this include a serious accidental injury or hospitalization, or when it is known in advance that the employee will be absent for a certain period of time.

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A medical statement from the employee's doctor may be requested by the UCSRB when an employee is absent from work for more than five working days.

Upon termination, the employee's accumulated sick leave will pay out only in the case of eligible retirement, as defined by *Treas. Reg. § 1.401(a)-1(b)(2)(i) (i.e. voluntary termination after the age of 62 with no intention of re-entering the workforce, etc.).*

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~~11.3~~11.4 Bereavement Leave

Generally, a full-time or part-time employee shall be entitled to Bereavement Leave upon the death of a spouse (including a *de facto* spouse), son, daughter, stepson, stepdaughter, parent, stepmother, stepfather, brother, sister, stepbrother, stepsister, grandson, granddaughter, grandparent, mother-in-law, father-in-law, son-in-law, or daughter-in-law.

Employees shall be granted up to three (3) consecutive workdays of paid bereavement leave at the time of a death in the employee's immediate family as defined above. An employee shall be granted up to an additional two (2) workdays of paid sick leave when substantial travel is necessary. Bereavement leave may be used for qualified family members in the case of imminent death, but the total bereavement leave portion shall not exceed the three or five workday limitation.

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~~11.4~~11.5 Jury Duty

The UCSRB will grant employees paid time off for mandatory jury duty or court appearances as a witness when the employee must serve or is required to appear as a result of a court order or subpoena. A copy of the court order or subpoena must be supplied to the employee's supervisor/manager when requesting time off. Compensation received by the employee from the jury service or other duties will be deducted from the normal salary or the compensation signed over to the UCSRB as may be permitted by law.

~~11.5~~11.6 Military ~~and Personal~~ Leaves of Absence

~~**Military –**~~ Pursuant to RCW 38.40.060, a UCSRB employee who is a member of the WA National Guard or U.S. military is entitled to a military leave of absence with normal pay for a period not exceeding twenty-one (21) days each year.

11.7 Personal Leaves of Absence

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~~**Personal —**~~ Except for those situations covered under the Family/Medical Leave policy, personal leaves may be granted to employees having special nonmedical personal needs for an extended period of absence. Each case will be evaluated on its own merits, and the following will be taken into consideration:

- The reason for the request;
- The amount of time required; and

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- The employee's length of service and past record.

~~Normally p~~Personal leaves ~~are~~may be granted for periods of up to 90 days.

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~~11.6~~11.8 Family/Medical Leaves of Absence

The WA Paid Family and Medical Leave Act (PFMLA), administered by the WA Employment Security Department (ESD) allows all eligible employees to take leave for qualifying events such as a serious health condition, to care for their child after birth or adoption or foster care placement, to care for their spouse, child or parent with a serious health condition, or to spend time with family member because of a military deployment. Eligibility and benefits are defined in RCW 50A.04 (https://app.leg.wa.gov/RCW/dispo.aspx?cite=50A.04)

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11.9 Leave Requests

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Whenever possible, prior to taking time off, employees will fill out an Employee Time Off Request form, found here: Y:\Administration and Operations\Forms Timesheets Labels Letterhead\Staff Requests\Time Off Request Form

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Once completed and signed by the employee, the form will be forwarded to the Executive Director for approval. Employees will also ensure that the period they expect to be out of the office and not working is clearly identified on their Outlook electronic calendar.

12 SUPPLIES, PURCHASES, AND REIMBURSEMENTS

12.1 Introduction

The UCSRB will pay actual and other reasonable business-related expenses incurred by employees in the performance of their job responsibilities. Hotels, meals and incidental expenses shall not exceed the approved rate published by the General Services Administration (GSA). All items purchased or charged by the employee are to be itemized on the approved UCSRB expense report. The Executive Director must approve all such expenses incurred by an employee at the end of each month, and before reimbursement will be made.

Expense reports are to be submitted to the Executive Director and supported by evidence of proof of purchase (e.g., receipts). Expense reports are due to the Executive Director on the last working day of each month.

Expenses submitted after the last working day of the month in which they are incurred will be paid on a deferred basis.

For more information on the process for acquiring goods and services, please see Section B of the UCSRB Operational Policies: Purchasing Goods, Services and Equipment, which describes the process i~~s~~n detail.

12.2 Required Management Approval

All employee travel, mileage, purchase requisitions and other business-related expense reports must have a supervisor's/manager's approval. Employees are required to request approval in advance of expenditures whenever possible. Specific procedures for obtaining and documenting appropriate approval of purchases and expenses are described in the UCSRB purchase request form, available from the Executive Director or the Finance Manager.

All expense reports are due to the Executive Director ~~prior to~~by the final working day of each month. Prior to being honored by the Finance Manager, these reports must have the employee's signature and date and must be approved by the employee's supervisor/manager.

12.3 UCSRB Credit Cards

The UCSRB uses a Company Card for general administration and operational purchases.

An employee may be eligible for an individual credit card once they pass the initial probation period with the UCSRB. The use of a credit card is an appropriate means of paying for authorized business-related expenses such as travel costs and professional subscriptions. Employees should keep their credit card secure and immediately report to the Accounting Manager if their card is lost or stolen.

The UCSRB Accounting Manager is responsible for setting up and maintaining each credit card account with the banking facility. A receipt for every credit card purchase must be

provided to the Accounting Manager at the end of every calendar month. The Accounting Manager is responsible for payments made to each credit card on a monthly basis.

An employee may not use their UCSRB credit card for unauthorized purchases, including but not limited to personal items and services, cash advances of any kind or alcoholic beverages. Violations may subject an employee to disciplinary action or a payroll deduction to cover that expense.

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~~12.3~~12.4 Travel Expenses

~~This policy establishes the general guidelines and procedures to be followed when business travel is required:~~

1. Travel-related expenses are to be detailed on the UCSRB expense claim form;
2. Use of personal vehicles on UCSRB business will be reimbursed at the standard mileage rate updated and published annually by the ~~General Services Administration (~~GSA~~)~~, assuming that the time and distance involved is reasonable under the circumstances;
3. All parking expenses incurred as a result of business travel will be reimbursed;
4. All air travel must be approved in advance by the employee's supervisor/manager. All personnel will travel economy class. ~~-~~The duplicate airline ticket receipt should be attached to the expense claim form;
5. Employees should request advance approval for use of a rental car at their destination.~~-~~ A copy of the rental car agreement form must accompany the expense claim form;
6. Employees should select moderately priced lodging convenient to their destination to minimize time and expense. Maximum hotel room rates are published by the GSA. ~~-~~A detailed receipt from the hotel or motel must accompany the reimbursement form unless such is unavailable, in which case a credit card receipt is acceptable;
7. Reimbursement for meals and travel expenses at established GSA per diem rates is triggered when you have been in travel status for at least eleven (11) hours. Employees may submit for the allowable GSA per diem rates on the expense form for the days of approved travel.
8. Expense forms approved and signed by supervisors are to be submitted to the Finance Manager along with timesheets. ~~-~~Expense forms should include all receipts for reimbursements claimed.~~-~~ Expense forms should be submitted monthly.

~~12.4~~12.5 Vehicle Use

The Vehicle Use Policy addresses the use of both UCSRB or GSA vehicles~~,~~ ~~-~~ ~~i~~if one is available, and personal vehicles for UCSRB business. The purpose of this policy is to:

- Provide uniform and consistent criteria for the use of vehicles.
- Ensure vehicles are operated consistent with state law and GSA rules.
- Ensure that UCSRB/GSA vehicles are used only in the course of doing UCSRB business, and in accordance with their intended use.

All employees are expected to follow the Washington State traffic laws and possess a valid Washington driver's license. Vehicles may be used only when they are in safe operating condition, any problems with UCSRB/GSA vehicles should be reported to the Executive Director and repaired as necessary. Private vehicles are the responsibility of the employee to repair and maintain as appropriate. Employees/volunteers will be personally responsible for any fines related to the violation of RCW's related to traffic laws.

Violation of these policies may result in disciplinary action, including possible termination.

Use of Tobacco, Drugs or Alcohol

Use of tobacco, drugs, or alcohol while operating an UCSRB/GSA vehicle is strictly prohibited. Use of drugs or alcohol while driving a personal vehicle on UCSBR business is strictly prohibited.

Authorized Drivers

Only UCSRB employees are authorized to operate UCSRB/GSA vehicles, except in an emergency where no other alternative exists.

Authorized Passengers

Only individuals directly engaged in activities which are associated with UCSRB business may ride as passengers in an UCSRB/GSA vehicle. No animals may be transported in ~~an~~a UCSRB/GSA vehicle unless necessary to complete normal job duties.

Driving Record

Employees should be aware that they may be subject to a driving record history review. Drivers must have a driving record which demonstrates their ability and willingness to drive in a safe and legal manner.

Insurance (Personal Vehicles)

UCSRB employees may, upon the request of the UCSRB be required to provide a copy of current insurance coverage prior to driving a personal vehicle on UCSRB business. Mileage reimbursement for business use of a personal vehicle contains compensation for fuel, insurance, vehicle depreciation, and vehicle maintenance. Mileage reimbursement is given at the current federal government rate. The employee's automobile insurance is the primary carrier. Employees using a personal vehicle on UCSRB business are required to carry a minimum of $100,000 liability coverage through his or her personal automobile insurance carrier.

Limitation on Personal Use (UCSRB/GSA Vehicles)

UCSRB/GSA vehicles shall only be used in the scope and course of UCSRB business. Employees may not use vehicles for personal matters (including transport of children to school or daycare facilities) except under one of the following conditions:

- Travel when an employee is on UCSRB business, in a location where driving to a personal vehicle would result in an extra and unnecessary expenditure of UCSRB time or money; or the employee has a vehicle specifically assigned to him or her.
- Limited and incidental personal use, such as driving to eating establishments while traveling or at a conference~~,~~ or traveling to events and emergencies.

Employees ~~required~~are required to travel because of their job responsibilities may rent a car upon receiving the approval of their supervisor/manager.

An economy or compact size car will be the employee's first choice in obtaining a rental car. ~~-~~The UCSRB is not insured for damage to rental cars used on UCSRB business. Any additional insurance charges offered as an option by the rental company are reimbursable. A copy of the rental car agreement must accompany the employee's monthly travel expense report.

~~12.5~~12.6 Conferences and Meetings

Employees may request time off or financial support or both to attend conferences or meetings sponsored by institutions or professional organizations. The subject matter to be presented must relate directly to the employee's position or provide beneficial information to be shared in the employee's department.

The employee's supervisor/manager must approve the employee's participation in the conference or meeting. The UCSRB will pay for the following expenses if attendance is approved: registration fees, travel costs, lodging and meal expenses not covered by registration. Time off for attendance and travel during normal working hours will be paid at the normal rate of pay.

~~12.6~~12.7 Cell Phones

The nature of the duties performed by ~~some~~ UCSRB employees requires the use of a cell phone to stay in contact and to conduct business~~, while on the road.~~ Eligible employees may choose to use a phone provided by the UCSRB or to be reimbursed at a market-driven rate for use of their personal phone in conducting UCSRB business.~~ At the discretion of their Supervisor and/or the Executive Director, employees whose work requires occasional use of a cell phone may be compensated on a per-call basis for the cost of necessary business calls.~~

Use of a cell~~ular telo~~phone~~s is not authorized wh~~en~~ile operating a motor vehicle is not authorized. ~~, u~~Unless a hands~~-~~free ~~apparatus~~ option is available, a ~~. To dial, or otherwise initiate a call, or to respond to a call, the~~ driver ~~will~~must leave the road and safely park the vehicle before responding to, making a call or using their cell phone for any other purpose.~~.~~

Eligibility- Business use of a phone is necessary because of the extent of travel on a regular basis or other non-compensatory need, as determined by their Supervisor and Executive Director.~~-~~ Determination of eligibility will be based on:

- The job function of the employee requires considerable time outside of his/her assigned duty station or work area and it is important to the UCSRB that she or he is accessible during those times;
- The job function of the employee requires him/her to be accessible outside of scheduled or normal working hours; and/or
- The job function of the employee requires him/her to have wireless data and internet access.

UCSRB Supplies Cell Phone

- The use of company cellular telephones for personal calls is permitted, and these calls do not need to be justified as long as they do not go over their allotted monthly minutes. In cases where additional monthly charges are incurred because the allotted minutes have been exceeded, the applicable employee must review the bill to isolate all personal calls made during the month and submit the bill with a justification to the Executive Director. The Finance Manager will then review the itemized bill and justification to determine which, if any, calls the employee will be responsible for paying.

UCSRB Reimburses for Cell Phone Plan

- The maximum rate for reimbursement is set by the Executive Director accounting for market rates, what it would cost the UCSRB to provide a phone and plan~~,~~ and need based on the employee's position.
- After approval, eligible employees may claim the reimbursement on their monthly expenses form and submit their monthly cell phone bill as back-up.
- Regardless of the maximum reimbursement rate set by the Executive Director, cell phone plan reimbursements may not exceed employee costs.
- Eligible employees provide their own phone equipment.

UCSRB Reimburses on a Per-Call Basis

- On approval, employees not eligible for a UCSRB-supplied cell phone or cell plan reimbursement, but whose work may require occasional use of a cell phone for UCSRB calls, when authorized by the Executive Director, may make business calls with their personal cellular telephones and be reimbursed for the cost of the calls, although the use of UCSRB calling cards for associated business is preferred.
- The employee must submit a log of calls with their monthly bill, including an explanation of the purpose of calls claimed for reimbursement
- Each claim for reimbursement must be approved by the employee's supervisor or the Executive Director.

~~12.7~~12.8 Public Transportation Incentive

Consistent with the "wise resource management" mission of the UCSRB, the Executive Director may approve for employees on a case-by-case basis transit passes, tokens, farecards, vouchers, or similar items subsidizing use of public mass transit. This public transportation incentive is a qualified fringe benefit~~,~~ and is governed by the rules outlined in IRS Publication 15-B (https://www.irs.gov/pub/irs-pdf/p15b.pdf).

~~12.8~~12.9 Relocation Expenses

Written approval from the Board is required to provide moving expenses incurred by any new or current employee.

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13 Changes to Employee Policies and the Employee Manual

The UCSRB Personnel Policiesy shall be administered by the Board or its designee(s) and shall be periodically reviewed by the Board to consider changes in the organization's needs and goals, and compliance with state and federal law.

All persons responsible for the operation of the Personnel Policiesy shall know and understand their responsibilities and effectively administer their responsibilities.

The Executive Director shall periodically review the Personnel Policiesy, solicit input from employees and make recommendations for any changes to the UCSRB's Executive Committee. The Committee shall submit its recommendations to the Board for adoption.

It shall be the responsibility of the Board to adopt changes in personnel policies and procedures by resolution as it deems necessary. All proposed changes shall be submitted to the Executive Committee and their suggestions forwarded to the UCSRB before adoption.

It shall be the responsibility of the Executive Director to:

i. ~~A.~~ Review proposed changes to personnel policies and procedures and provide the Executive Committee with suggestions regarding proposed changes in these policies and procedures;
ii. ~~B.~~ Review and adopt changes in the Personnel Policiesy that are adopted by the Board;
iii. ~~C.~~ Administer the Personnel Policiesy;
iv. ~~D.~~ As needed, assign a designee to administer specific portions of the Personnel Policiesy.

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14 EMPLOYEE ACKNOWLEDGEMENT`

~~14 EMPLOYMENT MANUAL ACKNOWLEDGMENT~~

I acknowledge that I have received a copy of the **UCSRB Personnel Policies and Procedures Manual** ~~Employment Policies, and~~ and I ~~do~~ commit to read and follow these policies.

I am aware that if~~, at any time,~~ I have questions at any time regarding ~~a the~~ UCSRB policy~~ies~~, I should direct them to my supervisor.

I ~~know~~ understand that the UCSRB policies and other related documents provide guidance but do not form a contract of employment and ~~are~~ do not ~~a~~ necessarily guarantee ~~by the UCSRB of~~ the conditions and benefits that are described within them. Nevertheless, the provisions of such UCSRB policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that the UCSRB, at any time, may on reasonable notice, change, add to, or delete from the provisions of the UCSRB policies.

_____

Employee signature

_____

Employee's Printed Name

~~Position~~

_____ _____

Position
~~Employee's Signature~~ Date

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Upper Columbia Salmon Recovery Board

2020-2023 Four Year Overview and 2023 Annual Implementation Report

February 2025



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Introduction

This *2023 Annual Implementation Report* summarizes work accomplished in the Upper Columbia Region and documents progress toward recovery of ESA-listed steelhead and spring Chinook salmon stocks. The 2007 *Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan* (*Recovery Plan*) envisions an approach to the recovery of Upper Columbia spring Chinook salmon and steelhead populations. This requires comprehensive efforts across geographic boundaries and the four management sectors, often called the "Four Hs" of salmon recovery. These efforts include restoring degraded **Habitat**, addressing causes of mortality in the **Hydropower** system and migration corridor, mitigating the influence of fish **Hatcheries** on wild populations, and managing **Harvest** at sustainable levels.

This *2023 Annual Implementation Report* includes information on environmental conditions in ESA-listed Upper Columbia salmon and steelhead habitats and provides a general overview of hydropower, hatchery, and harvest, and how these factors are affecting listed populations. The annual summary of actions taken to restore and protect habitat in the Upper Columbia highlights the local efforts made toward the recovery of viable Upper Columbia spring Chinook salmon and steelhead populations.

The 2023 report concludes the four-year reporting period, from 2020-2023. Please see the executive summary for highlights on the implementation progress and habitat conditions over the four-year period. In addition, the four-year project table (Appendix A) and each previous annual report (2020, 2021, and 2022 in Appendix B) are included in the Appendices. The entirety of this report was approved by the Upper Columbia Salmon Recovery Board of Directors on **DATE**.

Executive Summary 2020-2023

Adult Returns

Spawner escapement for both spring Chinook salmon and steelhead over the last four years (2020-2023) are elevated from the previous four years, but lower than the 2010 to 2015 period. Poor ocean conditions from the warm temperature ocean "blob" in 2015 depressed adult returns for the following one to six years (see Figure 1). For Upper Columbia spring Chinook salmon, 2023 saw 1,082 natural-origin (wild) adult returns, and a 10-year average of 993 adult returns. This 10-year average (993) is only 22% of the targeted recovery of total adult wild returns in the Upper Columbia of 4,500. Regional steelhead adult wild returns were 1,250 in 2023, with a 10-year average of 1,680. The regional de-listing target for steelhead is 3,000 adult returns, placing the 10-year average at 56% of the target. Overall, the number of wild spring Chinook salmon and steelhead in the Upper Columbia region remain well below target values.

Habitat Conditions

The climatic conditions (precipitation and temperature) were variable from 2020 to 2023. The winter of 2020 was both dry and warm, leading to sites with low or average snowpack across the region. This led to 2020 having below average summer streamflow and above average water temperatures. Conversely, 2021 through 2023 winters were mostly cooler and wetter than average, leading to above average snowpack in those years. Despite this above average snowpack, 2021 through 2023 also had below average summer streamflow and above average summer water temperatures. This was due to various reasons each year, including an early onset of warm air temperatures in the spring, above average summer air temperatures, and lower than average precipitation in the summer. As a result, averaging across all stream temperature gauges in the Upper Columbia, every year from 2020 to 2023 was1 to 2 °F above average water temperatures. Given that most years from 2020 to 2023 had above average snowpack, yet all years still had warmer than average summer stream temperatures, this does not bode well for future habitat conditions for salmonids.

Both ocean conditions and wildfire impacts were greatly improved since the previous four year period. Specifically, 2015 to 2019 was the worst 5-year period for ocean conditions since Upper Columbia spring Chinook salmon and steelhead were ESA listed in 1999. These ocean conditions are based on a suite of metrics including temperature, salinity, juvenile catch, and food availability. Oceanic conditions in 2020 were moderate, with low juvenile catch and some poor temperature and salinity metrics. However, 2021 through 2023 ocean metrics were better than average, as temperature, salinity, and juvenile catch metrics improved. For wildfire, 2021 was the only year that had large wildfires that directly impacted anadromous reaches. In the Methow subbasin, the Cub Creek fire and Cedar Creek fires burned a combined 126,000 acres impacting in-stream habitat in the Upper Chewuch River, Eight Mile Creek, Early Winters Creek, Cedar Creek, and Wolf Creek. In the same year, the Whitmore Wildfire burned 57,000 acres, which included parts of the Omak Creek drainage. The other three years (2020, 2022, and 2023) had smaller wildfires and negligible impact on in-stream habitat.

Harvest and Hydrosystem Survival

Harvest of natural-origin (wild) Upper Columbia spring Chinook salmon varied from 2020 to 2023 with the fluctuations in natural-origin returns. Total wild harvest (treaty and non-treaty) peaked at 539 which comprised 10.4% of the total natural-origin returns. The majority (81% to 91%) of this harvest consisted of treaty ceremonial and subsistence catch. Notably, wild passage loss remained between 650 and 715 spring Chinook salmon over the four years, despite the fluctuations in total natural-origin returns. Data for Upper Columbia summer steelhead 2023 harvest are not currently available, but 2020-2022 harvest of A-index summer steelhead (comprised partly of Upper Columbia steelhead), was below the 5-year and 10-year averages due to lower than average returns.

Hydrosystem survival was lower than average over the four-year reporting period. Survival estimates of hatchery juveniles from release to McNary Dam (the upper portion of Columbia River passage) was the lowest on record for steelhead in 2022 and lowest on record for spring Chinook salmon in 2023. For the entire reporting period (2020-2023), steelhead and spring Chinook survival estimates were lower than average. The lower Columbia section (McNary to Bonneville Dam) survival estimates were elevated for steelhead at above 85% in 2022 and 2023. However, survival from McNary to Bonneville Dam for both species for the reporting period was average. Survival estimates through the entire hydrosystem – from release to Bonneville Dam – were average in 2020 and 2023, but lower than average in 2021 and 2022. The lower survival estimates in 2021 were due to lower than average peak discharge. Conversely, the lower survival estimates in 2022 were due to the cold spring and subsequent late on-set runoff, as well as lower than average flows during a portion of the out-migration period. These average or lower than average juvenile survival estimates are despite a steady increase in the total portion of flow over the dams as spill. This is concerning, since an increase in the portion of flow as spill, generally correlates to an increase in juvenile salmonid survival. Smolt-to-adult return (SARs) target rates are 2%-6% defined by the Northwest Power and Conservation Council. However, during the reporting period, Upper Columbia spring Chinook SARs estimates ranged from 0.7% to 2.6% with most years below 1.5%. Upper Columbia steelhead SARs saw a seven-year peak at 2.6% in 2020, but declined to 0.5% the following year. While the SARs values during this reporting period were roughly average when compared to the record of measurements since 2008, they are still well below the values needed to recover Upper Columbia spring Chinook salmon and steelhead.

From 2020 to 2023, hatchery program releases ranged from 2.7 to 3.6 million for spring Chinook salmon and 750,000 to 907,000 for steelhead. The proportion of hatchery-origin fish in the natural spawning escapement (pHOS) for Upper Columbia spring Chinook salmon during the reporting period has ranged from 54% to 62%. This pHOS is below elevated levels observed in the 2000s and 2010s. Upper Columbia steelhead pHOS ranged from 36% to 65% during the reporting period. Similar to spring Chinook salmon, these values are lower than the peaks observed in the 2000s,

where pHOS was above 80% for five years in a row. Overall, this is a positive trend, as a higher proportion of natural-origin spring Chinook salmon and steelhead contributes to the region's progress towards recovery.

Habitat Projects

From 2020 to 2023, 14 unique project sponsors in the Upper Columbia region completed 144 projects totaling $59.3 million. The region completed the most projects in 2023, at 47, and the least in 2020, at 25 projects. The average cost of a single project over these four years ranged from $275,624 in 2020 to $627,080 in 2021. Out of the 144 completed projects, 13 had a total budget of $1 million or more. From 2020 to 2023, a total of 134 miles of stream were treated, 54 miles of stream habitat was made accessible to fish passage, and 74 acres of off-channel or floodplain area were connected or added. Additionally, sponsors treated and/or planted 58 acres of riparian area, placed 1,047 habitat structures in streams, and relocated 124 beavers. For details on the completed projects for each year, please see the project table (Appendix A) and the previous annual reports (Appendix B), as well as the 2023 annual report that follows this executive summary.

2023 Annual Report

Adult Returns

Spawner escapement estimates describe the numbers of adult Chinook salmon and steelhead returning to the Upper Columbia region. Specific methods used to generate these estimates differ among populations. The estimated number of spawning spring Chinook salmon is based on redd count data, with corrections applied to account for estimates of fish per redd, sex ratios, and hatchery-to-natural-origin ratios, depending on available data for individual populations. Since 2010, population-level steelhead spawner escapement rates have been estimated from a PIT-tag based model for each primary population in the Upper Columbia (Hillman et. al. 2024).

An estimated 1,082 natural-origin Upper Columbia spring Chinook salmon returned to spawning grounds in 2023 (WDFW 2024). This is the lowest natural-origin spring Chinook numbers in the last three years, although still elevated above the low numbers in 2017-2020. The 12-year geometric mean of 993 remains well below the delisting abundance target of 4,500 naturally produced spawners. The estimated return of hatchery-origin spawners was 1,281, for a combined estimate of 2,363 spring Chinook spawners in the region. This is 47% lower than last year's total spring Chinook spawners in the region (Figure 1). Both natural-origin and total spawners were down in 2023 compared to 2022 across the region. There were an estimated 122 natural-origin spawners in the Entiat River (154 total including hatchery-origin fish), 268 in the Methow River (714 total), and 692 in the Wenatchee River (1,495 total).

Estimated natural-origin Upper Columbia steelhead spawners numbered 1,250, which was greater than last year (2022) but lower than the two years before 2022. This estimate was below the 12-year geometric mean of 1,680 and well below the delisting abundance target of 3,000 naturally produced spawners. The return of hatchery-origin spawners was estimated at 2,373, which sums to 3,623 total spawners in the region. Total spawners in 2023 was greater than in 2022. Three of the four sub-basins saw increases in both natural-origin and total spawners relative to last year, with Wenatchee natural-original spawners being the exception (Figure 1). Estimates of natural-origin (total spawners) steelhead in 2022 were 235 (354 total) in the Entiat River, 541 (2323 total) in the Methow River, 317 (453 total) in the Wenatchee River, and 157 (493 total) in the Okanogan River.

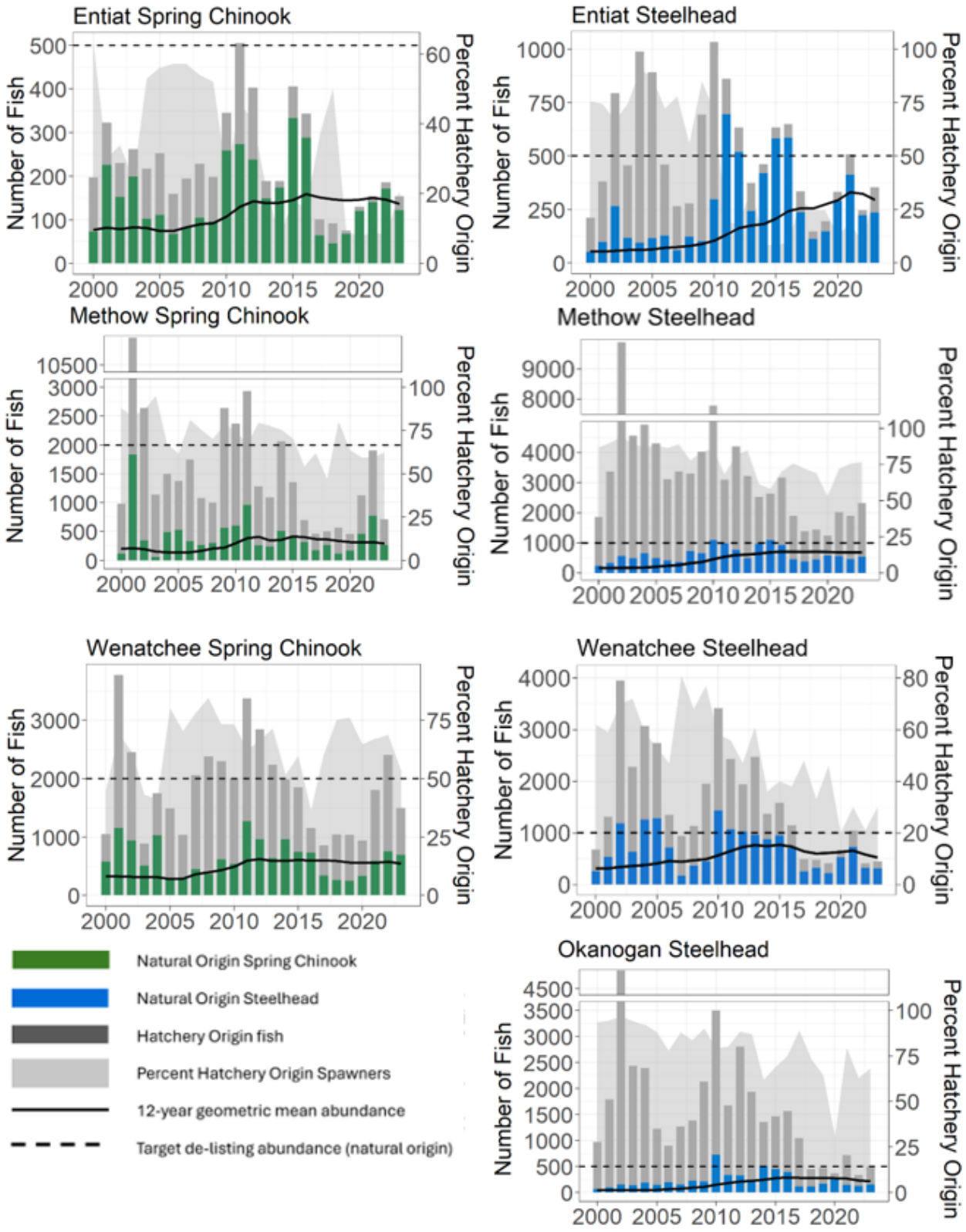


Figure 1. Upper Columbia spring Chinook salmon and steelhead returns (left axis) between 2000-2023 for natural-origin (colored bars) and hatchery-origin (gray bars) fish and percent hatchery-origin spawners (right axis; light gray fill) by year. The black line indicates the 12-year geometric mean of natural-origin spawners, and the dashed line is the abundance delisting target for natural-origin fish. Note the difference in axes among plots and a break in the y-axis for Methow Chinook salmon and steelhead, and Okanogan steelhead. Source: WDFW 2024 SPI data.

Habitat Conditions in 2023

Snowpack and Streamflow

The winter of 2023 (November 2022 through March 2023) across the Upper Columbia had slightly colder than average temperatures and roughly average precipitation. The 2023 winter was a weak La Niña period with an Oceanic Niño Index (ONI) anomaly of -0.6 °F (NOAA 2024a). La Niña years typically produce wetter and cooler winters in the Pacific Northwest. In 2023 the winter was cooler than average, and precipitation was a mix of above and below normal. Winter (November – March) temperatures in Chelan, Douglas, and Okanogan counties were 2.4 to 3.8 °F below normal (NOAA 2024a) and winter temperatures at snow measurement sites were 2.2 °F below normal (NRCS 2024). Winter precipitation was 13% above normal in Douglas County, 1% below normal in Okanogan County, and 13% below normal in Chelan County (NOAA 2024a). Similar to 2022, summer brought warmer than average temperatures and below average precipitation. The June – August temperature ranged from 2.9 °F to 3.3 °F above normal in all three counties. Although the region receives most of its precipitation outside of the summer months, 2023 was particularly dry with the June – August precipitation being 15% to 41% below normal across the three counties. Finally, due to the warmer summer, across the entire calendar year of 2023, the air temperature was 1.4 °F to 1.7 °F above normal across the region. For the calendar year of 2023, precipitation was 13% to 22% below normal in each of the counties across the region (NOAA 2024a).

The snowpack, relative to an average year, was mostly above average. Contrary to the last four years, across the seven representative USDA SNOTEL sites, the average peak snowpack was 11% above normal (NRCS 2024, Figure 2). In contrast, the last four years had below average peak snowpack. Due to the greater than average snowpack, the peak snowpack was eight days later than normal peak snowpack day across all seven sites. However, due to May being 6.4 °F and 7.2 °F warmer in Chelan and Okanogan counties respectively, the average day of disappearance was six days earlier than average, or May 19th. This was 13 days earlier than 2022.

Peak flows across the Upper Columbia were on average 38% above normal due to both greater than average snowpack and the warm May causing rapid melt (USGS 2024). This was most pronounced in the Methow where the Twisp River had a 10-year flood event which allowed a Yakama Nation and Colville Confederated Tribe logjam project on U.S. Forest Service land completed the previous fall to be particularly geomorphically active and engage larger portions of the Twisp River floodplain. Average low flow ranged from 5% above average in the Twisp to 41% below normal in the Wenatchee River (USGS 2024). The Okanogan, Chiwawa, and Entiat rivers also had low flows 17% to 31% below average. This below average streamflow is likely due to the rapid snowmelt onset and warm and dry summer. Due to lower than average low flows and a warmer than average summer, all five stream temperature monitoring sites measured above average peak 7-day water temperature. This ranged from 0.05 °F to 3.6 °F above the historic 7-day maximum water temperature (USGS 2024). The Methow River near Pateros had the highest temperature above average, measuring 3.6 °F above average, followed by the Similkameen River at 2.4 °F above average and the Okanogan River at 2.1 °F above average. Although the Methow River had the greatest above average peak stream temperature at 76.6 °F, the hottest stream temperature was measured on the Okanogan River at 77.9 °F. The peak Columbia River summer water temperature was 1.5 °F and 2.0 °F above average below Wells Dam and Rocky Reach Dam, respectively. (Columbia River DART 2024).

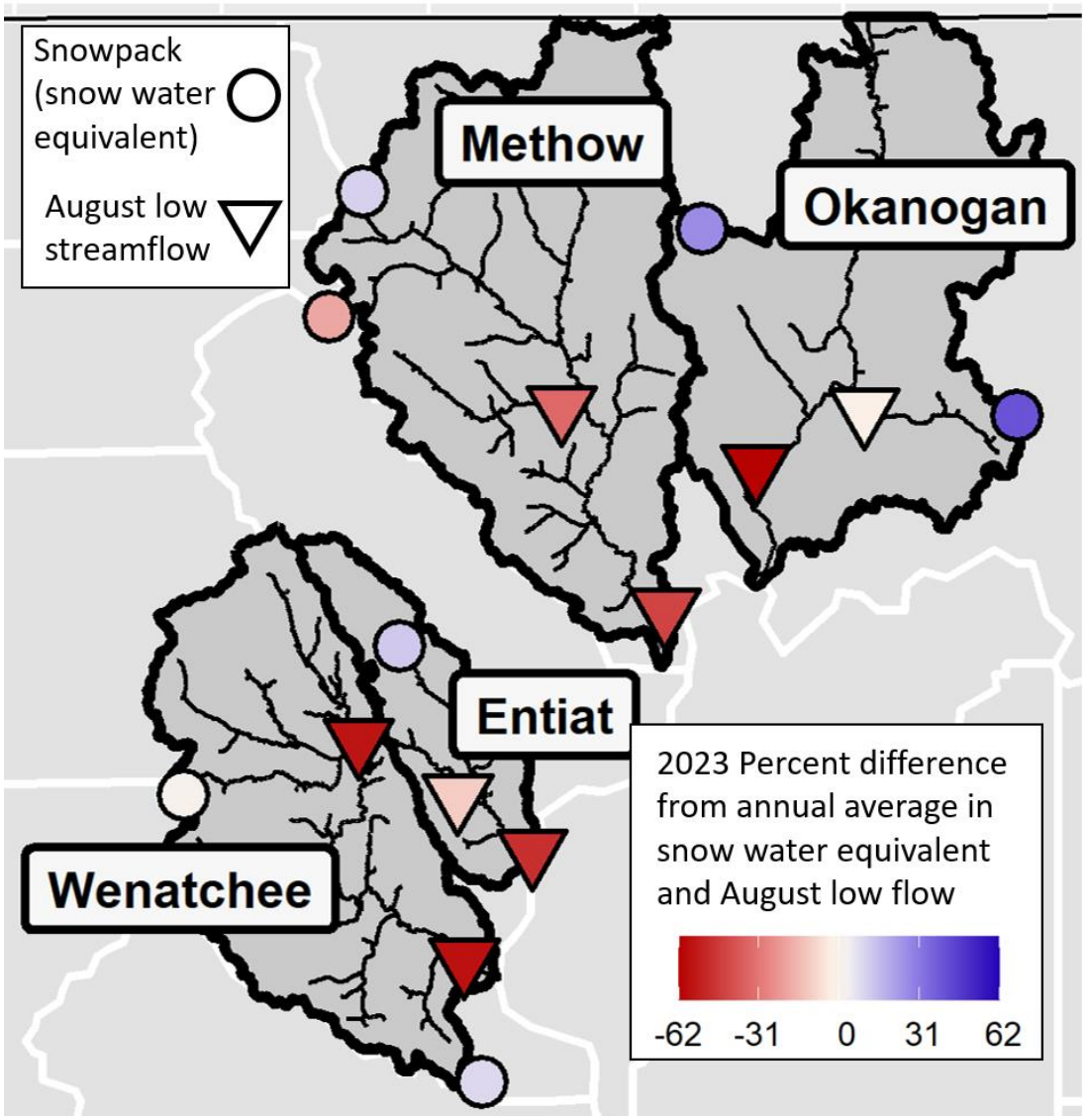


Figure 2. Map of the four major Upper Columbia River subbasins showing the location of SNOWTEL sites where snow-water equivalent is assessed (circles) and USGS stream gages where flow is measured (triangles). The color ramp indicates the percent difference from annual average for each of the two measurements. Source: NRCS 2024, USGS 2024.

Wildfire

Wildfire is a major driver of aquatic habitat in the Upper Columbia and has the potential to both degrade habitat through large amounts of fine sediment and loss of riparian shading, or to improve habitat by increased streamflow and large wood additions from downed trees. According to the NWCC (2024) annual report, the 2023 wildfire season was moderate to mild. The only significant wildfire along salmonid bearing streams was the Eagle Bluff fire, which burned 16,400 acres roughly half of which were in Canada, west of Osoyoos. The fire burned along approximately 2 miles of the Similkameen River below Enloe dam and about 5 more river miles above the dam. This fire primarily burned grass and sagebrush along the Similkameen River, and because it was relatively low intensity, it is expected to have a smaller impact on water quality. Also in Okanogan County, the Crater Creek fire burned 4,800 acres in the Pasayten Wilderness in the Chewuch drainage, roughly 10 miles upstream of where the UCSRB reach network begins in the Chewuch River. Finally, the Airplane Lake Fire burned 7,000 acres, including along the White River to roughly 3 miles upstream of the UCSRB reach network on the White River.

Ocean Conditions

Ocean conditions for salmonid in 2023 showed a slight improvement compared to 2022 but remained significantly poorer than those in 2021 (NOAA 2024b). Across 16 ocean ecosystem indicators used by NOAA to summarize ocean conditions for juvenile salmonid survival in the ocean, 2023 conditions ranked as the eleventh in the 26-year time series (Figure 3). Pacific Decadal Oscillation (PDO) and El Niño Southern Oscillation (ENSO) conditions were opposite in 2023, PDO was a negative or cool phase, and ENSO started in a negative phase but quickly shifted to a positive or warm phase. Negative or cool phases for PDO and ENSO typically bring cooler ocean temperatures, more upwelling, and better ocean conditions for salmonid productivity. This is partly why the overall ocean conditions were neither strongly good or bad (Figure 3). Surface ocean temperatures were slighly above average while upper 20-m temperatures were below average. Furthermore, the upwelling index was positive, indicating that more nutrient-rich deep ocean water was brought to the surface, boosting productivity. As a result, the copepod and ichthyoplankton biomass was average or above average over the entire year. Zooplankton are a critical species for salmonid survival in the ocean and upwelling brings cool water and nutrients that enhance zooplankton productivity. Therefore, in weak upwelling years, zooplankton productivity is reduced, which impact salmonid survival. Lastly, Chinook salmon juvenile catch was below average, which could bode poorly for future adult spring Chinook returns.

Scientists believe the greatest impact of ocean conditions on salmonids is during their first year in the ocean. As a result, the impact of ocean conditions on returning adult salmonids may be delayed for several years because the number of years spent in the ocean varies among species, populations, and individual fish. The poor ocean conditions in 2015-2019 likely contributed to lower numbers of salmon and steelhead returning to the Upper Columbia in recent years. Conversely the uptick in spring Chinook and steelhead adult returns in the last three or four years may reflect improved ocean conditions in 2020-2022. Conditions in 2021 were particularly good for populations that migrate along the continental shelf toward the Gulf of Alaska, including Upper Columbia spring Chinook salmon. This is one likely cause for 2020-2023 having elevated spring Chinook returns as compared to 2015-2019. Conversley for steelhead, 2021 offshore sea surface temperatures were less favorable, which could have contriubted to steelhead returns not rebounding as strongly as Spring Chinook after 2019 (Figure 1).

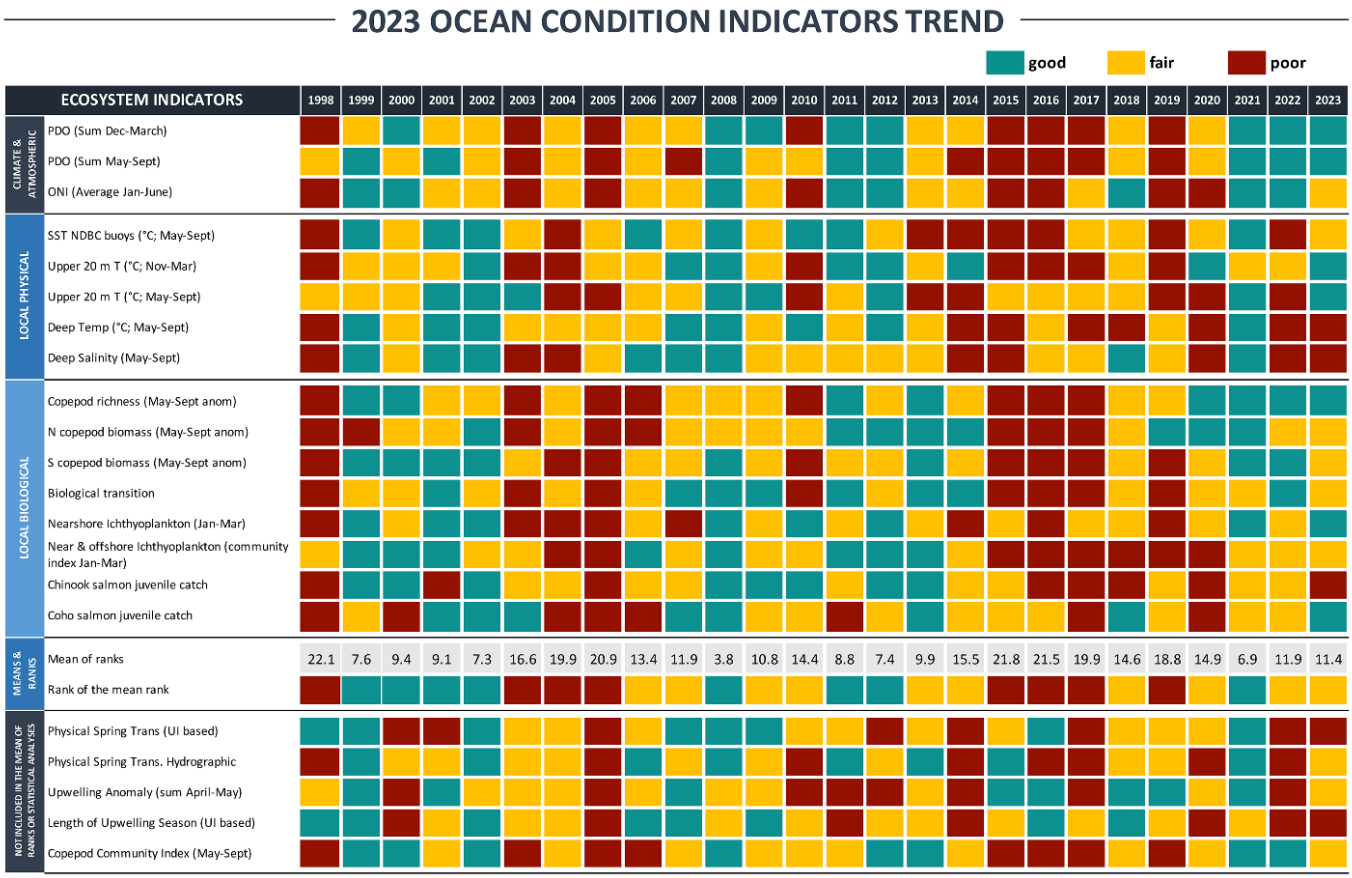


Figure 3. Ocean ecosystem indicators of the Northern California Current from 1998-2023. Colored squares indicate either positive (green), neutral (yellow), or negative (red) conditions for salmonids entering the ocean.

Harvest

Harvest of salmon and steelhead in tributaries to the Columbia River is managed by the state of Washington and tribal fishery managers to limit impacts on ESA-listed species. In 2023, recreational fisheries occurred upstream of Priest Rapids Dam for Upper Columbia summer Chinook, sockeye, and coho salmon. All wild Chinook and wild steelhead were required to be released (ODFW & WDFW 2024). Additionally, there was a limited spring Chinook salmon fishery on Icicle Creek in 2023 targeting unlisted, hatchery-origin spring Chinook salmon.

Harvest of Upper Columbia spring Chinook salmon and summer steelhead occurred primarily in the mainstem Columbia River below the confluence of the Snake River. Under the U.S. v. Oregon Management Agreement, fisheries in this area are managed in accordance with an agreed-upon harvest rate schedule. In 2023, an estimated 2,836 wild spring Chinook entered the Columbia River destined for the Upper Columbia, and a hatchery and natural (wild) origin fish combined total of 24,917 (including from the Chief Joseph hatchery). The estimated number of wild fish taken by non-treaty wild harvest was 26 (0.9% of the wild run) and treaty harvest through ceremonial and subsistence (C&S) fisheries accounted for 242 fish (8.5% of the run). An estimated 715 (25.2%) Upper Columbia wild spring Chinook salmon died from various causes during migration or failed to pass Rock Island Dam, for an estimated escapement of 1,843 (65% of initial wild run) at Rock Island Dam (ODFW & WDFW 2024). Data for 2023 upriver summer steelhead are not currently available.

See more information on harvest in the UCSRB Harvest Background Summary.

Hydrosystem Survival

Salmon and steelhead from Upper Columbia populations migrate through the Columbia River hydrosystem during their emigration to the ocean as juveniles and again as adults returning to their stream of origin. Survival during migration may be influenced by environmental conditions and operations associated with the dams and reservoirs encountered prior to ocean entry and upon return up the Columbia River. In contrast to 2022, the 2023 water year was below average streamflow on the mainstem Columbia River, resulting in a runoff volume of 24% below average (1991-2020) at both Grand Coulee and The Dalles Dam (DeHart, 2024). Seasonal spring migration flow targets were not met at Priest Rapids dam, due to lower than average total flow. However, spring migration flow targets were met at McNary Dam. Like 2020 to 2022, summer spill was curtailed in 2023 on August 15 (DeHart, 2024). Juvenile salmon and steelhead encounters with powerhouses are detrimental to their survival. An increased portion of the flow through spill reduces juvenile encounters with powerhouses. Due to below average flow, spring and early summer spill (April 15 – June 30) was lower than last year at Wells Dam and Rocky Reach Dam. The percentage of April 15 through May 31 spill in the four Lower Columbia River dams has risen steadily since the early 2000s,but in 2023 spill was slightly below the peak of 54% of flow in 2022 (McCann et al. 2024).

Despite the improved spill since the early 2000s, fish travel times and overall salmon and steelhead survival has not distinctly increased. This is based on juvenile survival estimates through the hydrosystem by the National Marine Fisheries Service for hatchery-origin Upper Columbia spring Chinook and steelhead. Since these fish are all hatchery origin, Upper Columbia release sites include Leavenworth National Fish Hatchery, Chief Joseph Fish Hatchery, Wells Hatchery, Methow Hatchery, Winthrop National Fish Hatchery, Chiwawa Hatchery, Entiat Hatchery, and several other acclimation sites in the Upper Columbia. The 2024 Fish Passage Center annual report did not include updated 2023 travel time estimates. As the previous UCSRB annual report indicated, steelhead travel time estimates from Rocky Reach to McNary dam were average in 2022, while spring Chinook fish travel time over the same section were below (faster than) average (DeHart et al., 2023). Fish travel times from McNary to Bonneville for steelhead and spring Chinook were average in 2022 (McCann et al., 2024). The survival of natural-origin Upper Columbia spring Chinook and steelhead is not assessed. For hatchery yearling Chinook salmon**,** the survival estimate from release sites to Bonneville Dam was 43.6%, which is the lowest since the Recovery Plan and second lowest since ESA listing (Figure 4, Widener et al. 2024). This historically low juvenile Chinook survival rate is primarily caused by the low survival from Release to McNary dam, which was the second lowest survival estimate on record. Survival from McNary dam to Bonneville dam also declined from the 2022 to 74% in 2023, which is below the average from 2008 to 2023 of 80%. In contrast estimated survival of hatchery steelhead from release to Bonneville dam was 32% in 2023, which is the highest since 2018 and greater than the 2008 to 2023 average of 29%. The increased survival rate for steelhead across the hydrosystem is due to improved survival rates in the two primary estimation segments: an increased survival from 2022 of 34% along release to McNary dam segment and an increased survival of 94% as compared to 2022 for the McNary dam to Bonneville dam segment (Figure 4, Widener et al. 2024). The McNary to Bonneville survival estimate of 94% was well above the 2008 to 2023 average of 76% and the highest since 2017.

The Comparative Survival Study (CSS) evaluates hydropower survival over time and includes estimates of survival for wild spring Chinook and steelhead (McCann et al., 2024 CSS). The most recent smolt-to-adult return (SAR) survival estimate for wild spring Chinook (combining the Entiat and Methow populations) is from the 2022 migration year. It shows a survival rate of 0.8% from Rocky Reach Dam to Bonneville Dam (RRE-BOA), which is slightly below the average of 0.85% and the lowest recorded since 2019. (McCann et al. 2024). The estimate for wild steelhead (Okanogan River or Columbia Mainstem above Wells Dam) at the same points for the 2021 juvenile migration year

was 1.02% (12-year geometric mean = 1.99%). Each of these SAR estimates fell below the target rate of 2%-6% defined by the Northwest Power and Conservation Council (McCann et al., 2024 CSS).

See more information on harvest in the UCSRB Hydropower Background Summary.

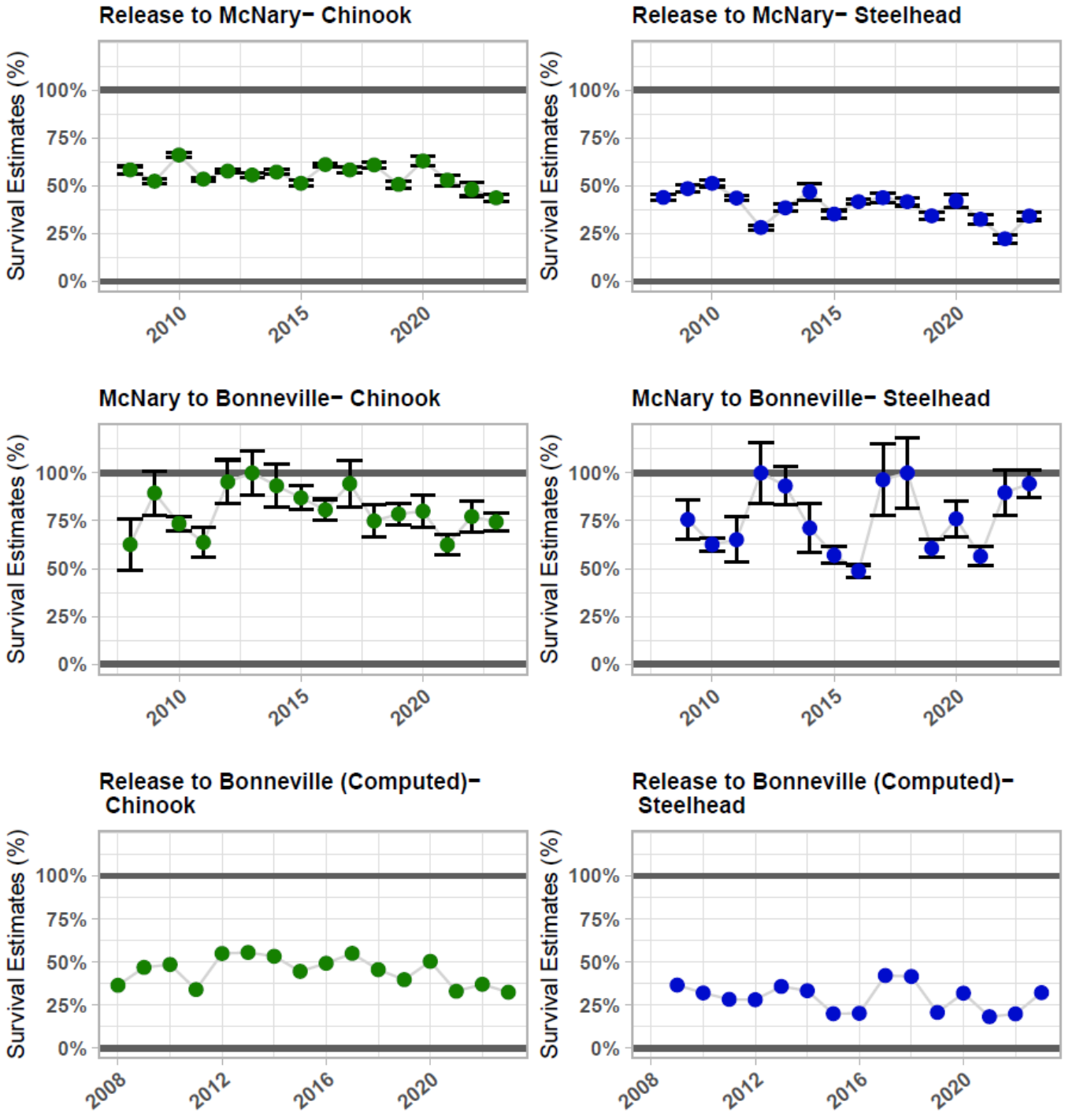


Figure 4. Estimated rates of survival (points) and standard errors (small black lines with cross bars) through the Columbia River hydropower system for hatchery-origin yearling Chinook salmon (left column, green dots) and steelhead (right column, blue dots) originating in the upper Columbia River, 2008-2023 (data from Widener et al., 2024). Solid black horizontal lines are at 0% and 100%.

Hatcheries

In 2023, hatchery programs in the Upper Columbia released nearly 3.2 million spring Chinook and 7,419,000 steelhead (DeHart, 2024), both slightly lower than 2021 and 2022. These hatchery fish were released as part of public utility district (PUD), U.S. Fish and Wildlife Service, and Confederated Tribes of the Colville Reservation (CTCR) programs aimed at harvest, conservation, reintroduction, and safety-net goals.

These hatchery fish, released as juveniles, are managed as adults according to the goals of the program from which they were released. One method for assessing the risk of a supplementation program is to determine the influence of the hatchery and natural environments on the adaptation of the composite population. This is estimated by the proportion of natural-origin fish in the hatchery broodstock (pNOB) and the proportion of hatchery-origin fish in the natural spawning escapement (pHOS). In 2023, pHOS increased in the Entiat at 21%, although this is still below the average pHOS since ESA listing in 1999 of 33% (Figure 1). Conversely, in the Methow and Wenatchee pHOS remains high at 62% and 53%, respectively. For the Methow, the 2023 pHOS was a 3-year high. In contrast, this pHOS was the lowest since 2016 for the Wenatchee. For steelhead, pHOS values increased from 2022 across all four subbasins. Okanogan and Wenatchee only increased from last year at 68% and 30%, respectively. In contrast, both Methow and Entiat pHOS values were the highest since 2013 at 77% and 34%, respectively (Figure 1).

A composite metric called the Proportionate Natural Influence (PNI) combines pNOB and pHOS to assess genetic risk for a salmonid population that is supplemented with hatchery fish (i.e., spawners are a combination of natural and hatchery-origin individuals). Higher PNI values indicate greater strength of selection in the natural environment relative to that of the hatchery environment. Estimates of spring Chinook salmon PNI values for the Wenatchee River subbasin were 0.80 for Chiwawa River populations, and 0.44, for Nason Creek populations. (Hillman et al., 2024). The PNI for the Chiwawa (0.80) was the highest since ESA listing in 1999, and the PNI for Nason Creek (0.44) was the highest since 2017. In the Methow River, the spring Chinook PNI estimate was 0.55, the highest value since estimates started in 2003 (Snow et al. 2024). For steelhead, PNI estimates were 0.65 for the Wenatchee subbasin and 0.57 for the Methow subbasin, the highest in three years. Scientists recommend a PNI of 0.67 or greater for conservation programs, as defined by the Hatchery Scientific Review Group (2009), and several populations were below the 0.50 rate required for the natural environment to dominate selection (Paquet 2011). In 2023 the Wenatchee Spring Chinook (Chiwawa) was the only population with a PNI that was above this cut-off, but other sub-basins and the Wenatchee steelhead long-term average still fall below recommended rates.

See more information on hatcheries in the UCSRB Hatchery Background Summary.

Habitat

Habitat restoration and protection projects in the Upper Columbia are tracked in the Salmon Recovery Portal database, administered by the State of Washington Governor's Salmon Recovery Office (GSRO). All habitat projects that could benefit salmon, steelhead, and bull trout, regardless of funder or sponsor, are tracked through this database. This information is used to track our progress toward implementing habitat goals in the *Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan (Recovery Plan)* and the *Upper Columbia Biological Strategy*.

In 2023, partners completed 47 projects across all four major subbasins (Figure 6), with 10 projects implemented in the Methow, 20 in the Wenatchee, four in the Entiat, and nine in the Okanogan. Additionally, there were two projects that were in a combination of the Wenatchee and Entiat, one project in the Methow and Okanogan, and one project in the Wenatchee, Entiat, and Methow subbasins. In comparison, the number of projects completed in 2022 was 39. Of the completed 2023 projects, 30 were restoration, 11 were design/planning, three were protection (or acquisition), and three were monitoring. Of the 47 completed projects, 10 were primarily funded by the BPA Upper Columbia Programmatic – see detailed report of all completed BPA projects in Attachment C.

2023 ACCOMPLISHMENTS

- 47 Projects completed
- 20 miles of stream treated
- 6 barriers removed
- 22 miles of stream made accessible
- 8 beavers relocated
- 10 acres of off-channel/floodplain connected or added
- 22 acres of riparian area planted
- 275 structures placed in channel
- 8 miles of fencing along streams
- 4 miles of streambank protected by acquisition

Since 1998, there have been 727 projects completed in the region, most of which (63%) were implemented within the last 12 years. The 2023 completed project total is a notable increase from previous reporting years, mainly due to a large effort by RCO and UCSRB staff to upload projects from funding sources that have not previously been included in SRP such as BPA, WDFW, and others. From this point forward, we will include all projects reported in SRP with these annual reports and provide the separate BPA annual report as an attached appendix for reference. The total projects completed in 2023 is greater than the 10-year average of 34 projects per year. Over the past six years, an average of 32 projects have been completed annually. As noted in previous annual reports, the scope and scale of current projects is significant based on the cost of recently completed projects. The total project cost for all 47 projects in 2023 was about $20 million (Figure 2), with five projects each exceeding $1 million in total project costs. The average funding amount per project was approximatly $424,000. A complete list of projects completed in 2023 is provided in Attachment 1.

Most of the 2023 projects targeted ESA-listed spring Chinook salmon (27 of 47 projects) as the primary species of interest. Steelhead was the second most targeted species (18 of 47 projects). Bull trout were listed as the secondary species benefiting in 13 of the 52 projects. Several projects also listed benefits to unlisted species and stocks such as summer Chinook salmon, coho salmon, lamprey, and rainbow trout.

During 2023, UCSRB and regional partners finalized efforts to update the region's Barrier Prioritization Tool. This tool provides a consistent, repeatable, systematic and well-documented approach to prioritizing barrier corrections, similar to the region's Prioritization of all other project types. Factors that inform the barrier prioritization include colonization potential, miles of available habitat, barrier severity (% passable), connectivity (number of barriers downstream) and habitat quality (temperature, sediment load, riparian condition, etc.).

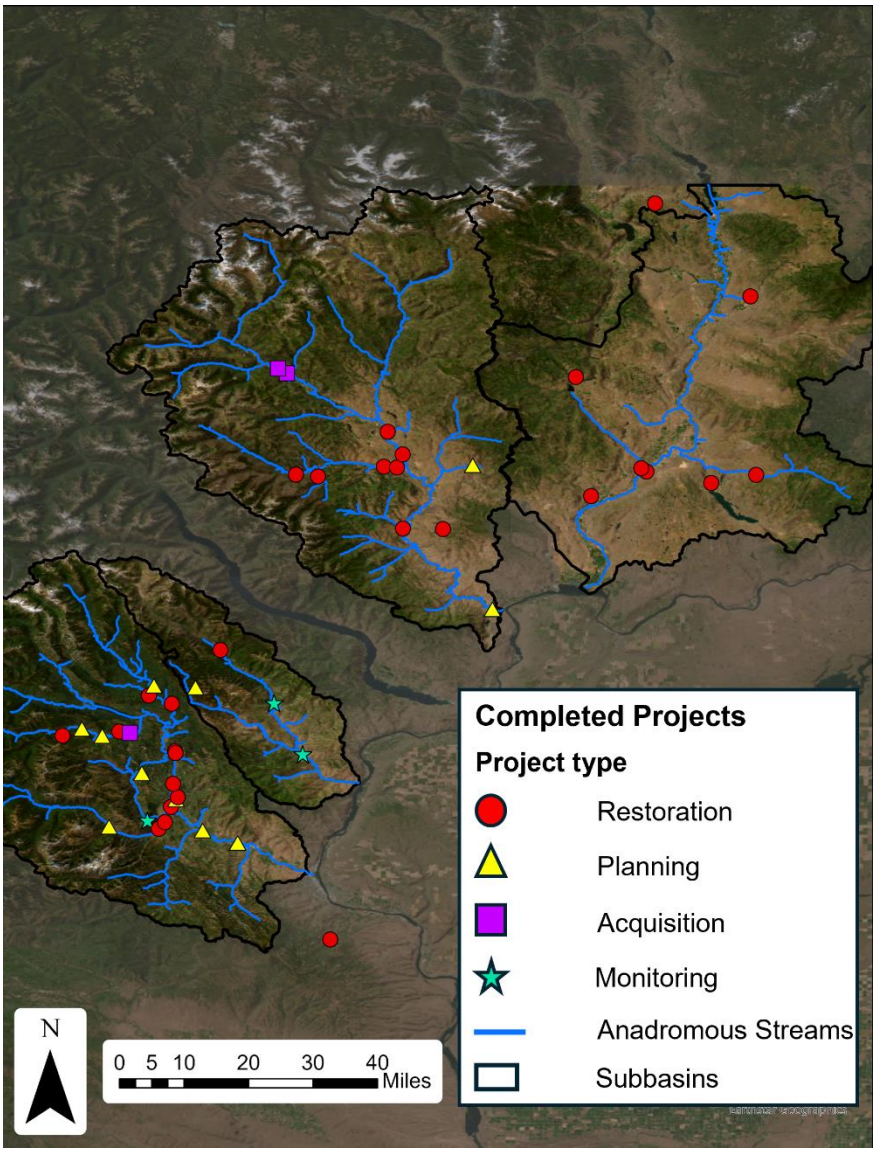


Figure 6. Map of the Upper Columbia region showing the location and type of projects completed in 2023 within each of the four major subbasins.

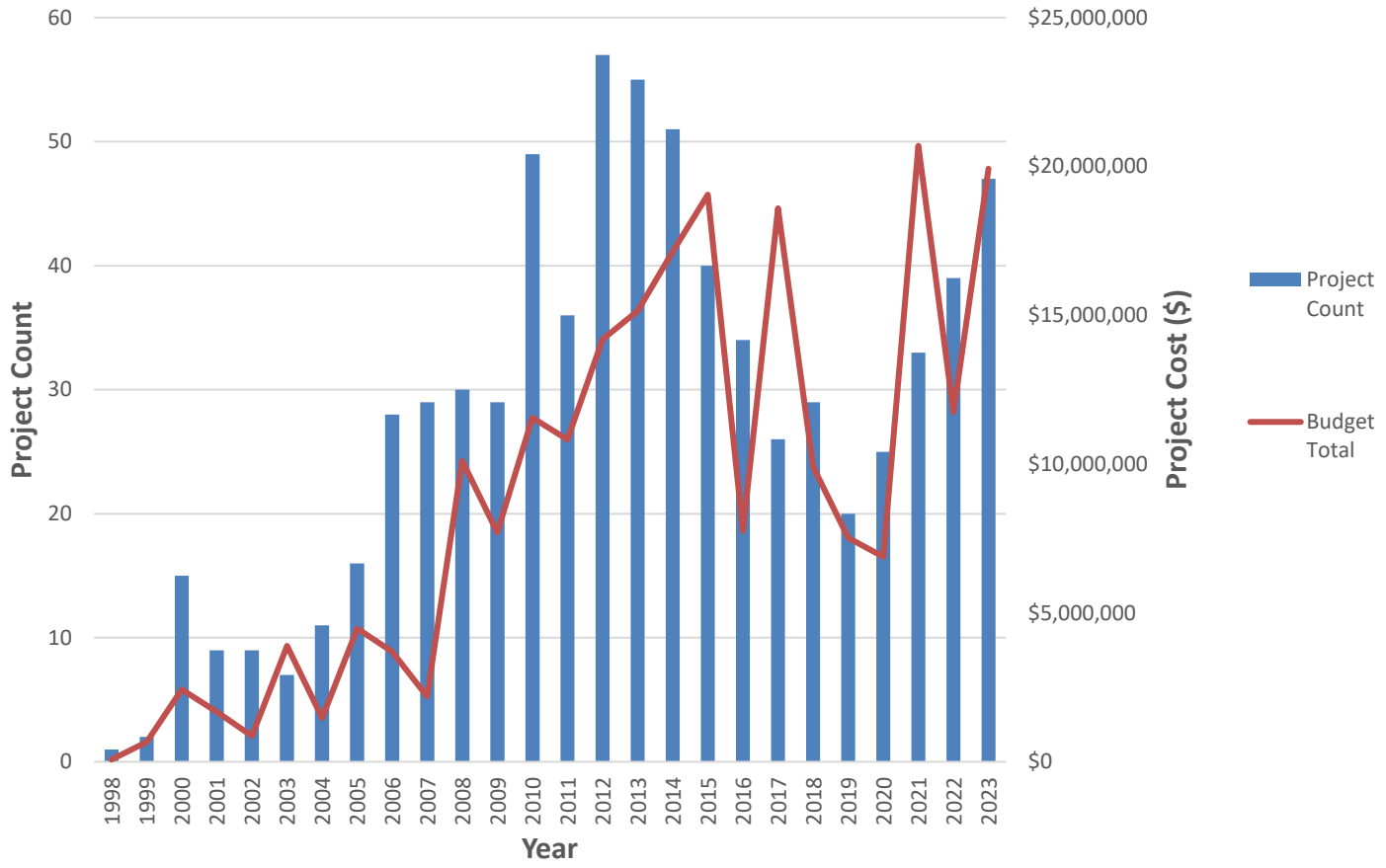


Figure 7. Total number of habitat projects completed (blue bars; left axis) and money spent in millions (orange line; right axis) annually from 1998 through 2023.

Featured Projects

The following section summarizes the projects completed in each of the region's subbasins in 2023 and highlights four projects that address the identified ecological concerns in those areas. These projects demonstrate the region's commitment to projects that benefit key species and their habitat needs.

Entiat Subbasin

Partners completed four projects in the Entiat subbasin in 2023 (see attachment 1).

Featured Project: Entiat Silver Falls (BPA-A-91362)



(left) Temporary free spanning steel bridge used for excavator access and removal of spoils from side channel construction. (right) Constructed engineered large wood structure located at the head of a point bar creating split flow conditions into an enhanced side channel entrance.

Sponsor: Yakama Nation

Location: Entiat River Lake Creek Assessment Unit (AU)

Funding: Total project cost: $1,059,019; BPA Accords Funding CA 91619

Outcomes: 30 structures (tipped trees, root wads) placed in channel; 1 mile of stream treated; 2 perennial side channels reconnected to main channel

The Silver Falls Habitat Restoration Project was implemented by the Yakama Nation in 2023 on the Entiat River, approximately 30 miles upstream of its confluence with the Columbia River. The project's primary goals are to improve side channel and floodplain connectivity, increase pool quantity and volume, create cover habitat, and enhance hydraulic diversity. These actions spanned approximately one mile of the mainstem river and 2,200 linear feet of side channel.

Given the challenging project setting, several innovative construction techniques were employed, including a 60-foot temporary steel bridge which allowed access across the Entiat River in the project reach, a heavy-lift helicopter used to place and stage large wood, and a cable winch truck used to topple trees into the reach. Within the project site, 250 logs with roots and 40 pilings were installed to construct four bar-apex engineered wood structures, eight bank-buried wood structures, and three deflector large wood structures. Worksite isolation was achieved using sheet pile coffer dams and large pools were excavated to increase depth, provide cover, and create temperature refuges. To further enhance five side channels, 80 trees (40 feet long and 20 inches in diameter) with rootwads were placed by helicopter to increase cover and complexity for aquatic species. A small amount of native alluvium was excavated at the inlets of two side channels associated with bar apex jams to establish perennial flow conditions, create year-

round rearing habitat, and reduce the risk of fish entrapment. Along the mainstem river margins, 38 additional trees (32 pulled in from the river margins, six salvaged) were placed into the river for additional habitat.

Okanogan Subbasin

Partners completed six projects in the Okanogan subbasin in 2023 (see attachment 1).

Featured Project: Loup Loup Creek Fish Passage (BPA-A-91366)

Sponsor: Confederated Tribes of the Colville Nation

Location: Loup Loup Creek Lower DS (AU)

Funding: Total project cost: $2,141,238; BPA Accords Funding 73548 REL 153

Outcomes: 5.8 miles of stream made accessible, 3 bedrock barriers removed and replaced with step-pools; 4 acres planted

Confederated Tribes of the Colville Nation (CCT) implemented a fish passage improvement project in Loup Loup Creek, the third most productive tributary in the Okanogan subbasin for steelhead smolt production. Access to this cold-water habitat was blocked by a series of natural cascades approximately two miles from the confluence. This project aims to correct this blockage and provide long lasting fish passage to adult steelhead as the migrate upstream to spawn.



Step pools constructed in the bedrock canyon portion of site 3 to provide fish passage in Loup Loup Creek. October 23, 2023.

To implement this project, heavy equipment was used to establish a subgrade stream bed gradient of 8-11% in three identified sites. Step pools were then constructed on top of the subgrade with large boulders and wood. Practitioners found that large boulders were particularly effective in step pool construction, which was an important lesson that emerged from this project. Finally, the floodplain was reinforced with a layer of void-filled riprap topped with native alluvium. As a whole, this project corrected the natural cascades and created a series of step-pools which allow fish passage to an additional five miles of upstream habitat and provide high quality rearing habitat for juvenile steelhead within the reach. Additionally, four acres of riparian and upland habitat were planted to enhance the restoration site and restore road access.



Step pools constructed to provide fish passage over a 14-foot cascade in site 2. October 20, 2023.

Methow Subbasin

Partners completed eight projects in the Methow subbasin in 2022 (see attachment 1).

Featured Project: Upper Methow Goat Creek Conservation Easement (18-1807)



(left) Upstream view from small levee in conservation easement area. (right) Downstream view during low water.

Sponsor: Methow Conservancy (worked with CF)

Location: Methow River Fawn Creek

Funding: Total project cost: $270,749.66; $230,133.69 from Salmon Recovery Funding Board; $40,615.97 from Methow Conservancy/in-kind donations

Outcomes: 4.8 acres of land protected though a conservation easement; 1.5 miles of stream protected; temperature, fish use, and ground and surface-water monitoring in the lower 1.5 miles of Goat Creek.

The project sponsor Methow Conservancy completed a conservation easement on 11.2 acres along the Upper Methow River and Goat Creek. The acquisition ensured that the floodplain and a buffer around the floodplain are protected from development. The sponsor also worked with a partner agency, Cascade Fisheries, to complete a habitat assessment of the lower 1.5 miles of Goat Creek to determine the potential for restoration on the newly acquired land, including the removal of two levees on the property. Additionally, a 30% project design was completed on the mainstem Methow River that includes selective levee removal and large wood placements. Cascade Fisheries has since received funding for final designs and implementation of an alluvial fan and habitat restoration project on the acquired property.

Wenatchee Subbasin

Partners completed 18 projects in the Wenatchee subbasin in 2023, and two projects in both the Wenatchee and Entiat (see attachment 1).

Featured Project: Chumstick Creek Culverts – RM 0.52 and RM 1.48 (19-1584)

Sponsor: Chelan County Natural Resources Department

Location: Wenatchee – Chumstick Creek

Funding: Total project cost: $524,155.93; $445,514 from Brian Abbott Fish Barrier Recovery Board; $83,162 match from US Fish and Wildlife Service.

Outcomes: 2.2 miles of stream made accessible; 3 engineered log jams placed; 1 undersized culvert replaced with a concrete box culvert



Alpenview (RM 1.48 Chumstick Creek) project site.

This restoration project corrected the final two barriers on Chumstick Creek, a tributary to the Wenatchee River. The project included two worksites, RM 0.52, or Motteler Road project site, and RM 1.48, or Alpenview project site. To correct the Alpenview culvert, three engineered log jam structures were installed and channel regrading below the culvert was completed to maintain a suitable grade and allow for fish passage through the culvert. At the Motteler Road site, an undersized pipe arch culvert was replaced with a 24'x12' concrete box culvert. Plantings and final gradings were completed at both project sites to mitigate riparian impacts and ensure fish passage. With the correction of these two barriers, a total of 2.2 miles of rearing and overwintering off-channel habitat is newly available to spring Chinook salmon, steelhead, and coho salmon.



Motteler Road site at RM 0.52 of Chumstick Creek. Here, an undersized culvert was replaced with a concrete box culvert allowing for fish passage and continued road crossing.

Table 1. Upper Columbia projects completed in 2023. Source: Salmon Recovery Portal database (January 2025). Projects are shaded by subbasin. CCD = Cascadia Conservation District; CCNRD= Chelan Country Natural Resources Department; CF= Cascade Fisheries; CTCR = Confederated Tribes of the Colville Reservation; MBP= Methow Beaver Project; MC= Methow Conservancy; MSRF= Methow Salmon Recovery Foundation; OC= Okanogan Conservancy; OCD= Okanogan Conservation District; TU = Trout Unlimited; WDFW = Washington Dept of Fish and Wildlife; YN = Yakama Nation.

2023 Completed Projects							
Project ID	**Subbasin**	**Project name**	**Project Type**	**Start Year**	**End Year**	**Total Budget**	**Project Sponsor**
22-1514	Methow	Scaffold Camp Floodplain Restoration	Restoration	2023	2023	$644,102.00	YN
290-24-006 U	Methow	Barkley Bear Habitat Improvement	Restoration	2015	2023	$1,617,732.00	MSRF
BPA-P-90824 & BPA-P-88463	Methow	Lower Methow Design	Design	2021	2023	$218,277.00	MSRF
SRP-19-82392	Methow	Devany Side Channel	Design and Restoration	2019	2023	$626,770.00	MSRF
SRP-23-91468	Methow	Methow Water Quality Restoration and Monitoring Project	Riparian Restoration	2019	2023	$194,325.00	MSRF
SRP-23-88314	Methow	Mission Wood Project	Restoration	2021	2023	$46,525.00	CF
18-1807	Methow	Upper Methow Goat Creek Con. Easement	Planning/ Acquisition	2018	2023	$280,871.72	CF & MC
21-1183	Methow	Mazama Bridge Habitat Acquisition	Acquisition	2021	2023	$128,716.19	OC
SRP-23-18432	Methow	OCD W Fencing Project	Restoration	2022	2023	$14,744.12	OCD
SRP-23-18153	Methow	OCD R Fencing and Protection Project	Restoration	2022	2023	$11,370.48	OCD
SRP-23-91461	Methow & Okanogan	Beaver and Process-Based Streamflow Restoration in Wildfire Impacted Streams	Restoration	2023	2023	$29,426.00	MSRF & MBP
SRP-19-82051	Okanogan	CCT Okanogan River Spawning Sites	Restoration	2019	2023	$131,019.00	CCT
BPA-A-91366	Okanogan	Loup Loup Creek Fish Passage	Restoration	2020	2023	$2,141,238.00	CCT
SRP-24-91367	Okanogan	Salmon Creek Sediment Abatement	Restoration	2018	2023	$149,047.00	CCT
SRP-24-91403	Okanogan	Omak Creek Sediment Abatement Reduce Lateral Channel Migration	Restoration	2018	2023	$73,800.00	CCT

SRP-23-18495	Okanogan	OCD H Ranch Fencing Project	Restoration	2022	2023	$240,480.98	OCD
SRP-23-18518	Okanogan	Western Rivers Conservancy Project	Restoration	2022	2023	$81,821.89	OCD
SRP-23-18513	Okanogan	OCD L Fending Project	Restoration	2022	2023	$20,000.00	OCD
SRP-23-17937	Okanogan	OCD S Riparian Project	Restoration	2022	2023	$13,980.27	OCD
SRP-23-7121	Okanogan	OCD D Fencing and Protection Project	Restoration	2022	2023	$10,522.31	OCD
21-1156	Entiat	Middle Entiat Floodplain - remote sensing IAA	Monitoring	2021	2023	$130,000.00	CCNRD
21-1184	Entiat	Entiat River Fish Monitoring	Monitoring	2021	2023	$173,993.00	CCNRD
BPA-P-90257	Entiat	BPA Project Planning and Coordination	Planning	2022	2023	$34,447.00	CCNRD
BPA-A-91362	Entiat	Entiat Silver Falls	Restoration	2023	2023	$1,059,019.00	YN
20-1470	Entiat & Wenatchee	Juvenile Life History Strategies Spring Chinook	Monitoring	2020	2023	$127,500.00	WDFW
21-1182	Entiat & Wenatchee	Wenatchee-Entiat Beaver-Powered Restoration	Restoration	2021	2023	$34,905.75	TU
BPA-P-84042REL20	Wenatchee, Methow & Entiat	UC - WDFW Fish Screen Programmatic A	Planning	2022	2023	$320,562.00	WDFW
SRP-22-91407	Wenatchee	Little Chumstick Creek Restoration Phase 1	Restoration	2022	2023	$300,000.00	CCD
SRP-22-91408	Wenatchee	Brender Creek Riparian Enhancement	Restoration	2022	2023	$5,000.00	CCD
SRP-22-89430	Wenatchee	Chumstick Riparian & BDA Restoration	Restoration	2022	2023	$68,000.00	CCD
17-1242	Wenatchee	Nason Creek Roads Decommissioning 8 miles of USFS non-system roads	Restoration	2018	2023	$191,113.88	CCNRD
21-1169	Wenatchee	Nason Crk. RM 9.4 Thermal Refuge Preliminary Design	Planning	2021	2023	$87,767.99	CCNRD
21-1171	Wenatchee	Nason Crk RM 12 Floodplain Reconnection	Planning	2021	2023	$112,000.00	CCNRD

19-1584	Wenatchee	CCNRD Chumstick Creek Culverts - RM 0.52 and RM 1.48	Restoration	2019	2023	$524,155.93	CCNRD
20-1740	Wenatchee	Eagle Creek Barrier Replacement Designs	Planning	2021	2023	$149,999.99	CCNRD
18-1640	Wenatchee	Ozburn - Eagle Cr - R16	Restoration	2021	2023	$305,517.63	CCNRD
SRP-21-91447	Wenatchee	Icicle Creek Alluvial Water Storage Conceptual Design	Planning	2021	2023	$130,000.00	CCNRD
SRP-21-85833	Wenatchee	CCNRD Fromm's Riparian Restoration and Habitat Improvement	Planning & Restoration	2020	2023	$530,000.00	CCNRD
20-2023	Wenatchee	Nason Ridge Community Forest Acquisition	Acquisition	2021	2023	$5,016,000.00	CCNRD
BPA-P-89494	Wenatchee	Upper Wenatchee Floodplain 60% to Final Design A	Planning	2022	2023	$150,769.00	CCNRD
BPA-A-89484	Wenatchee	Upper Nason Creek Habiat Restoration Project - Phase 1	Restoration	2023	2023	$2,105,000.00	YN
BPA-P-91901	Wenatchee	Goose Creek Watershed Restoration	Restoration	2022	2023	$562,575.00	CF
BPA-P-90894	Wenatchee	Big Meadow Creek Fish Passage Restoration	Restoration	2022	2023	$740,616.00	CF
21-1179 & BPA-P-84079	Wenatchee	Lower Peshatin Creek Design	Design	2021	2023	$291,925.70	CF
SRP-22-91429	Wenatchee	Holte Low-Tech Process Based Restoration	Restoration	2022	2023	$15,000.00	CF
BPA-P-90940	Wenatchee	Chiwawa 13 Culverts 2023	Planning	2022	2023	$44,198.00	CF
BPA-P-90897	Wenatchee	Goodwin Side Channel Design A	Planning	2022	2023	$33,668.00	CF

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Appendix A

Table A1. Upper Columbia projects completed from 2020 to 2023. Source: Salmon Recovery Portal database (January 2025). Projects are shaded by subbasin. CCD= Cascade Conservation District; CCNRD= Chelan County Natural Resources Department; CCT= Colville Confederated Tribes; CDLT= Chelan Douglas Land Trust; CF= Cascade Fisheries; MBP= Methow Beaver Project; MC= Methow Conservancy; MSRF= Methow Salmon Recovery Foundation; OC= Okanogan Conservancy; OCD= Okanogan Conservation District; TU= Trout Unlimited; WDFW= Washington Department of Fish and Wildlife; WWT= Washington Water Trust; YN= Yakama Nation

Project ID	Subbasin	Project name	Project Type	Start Year	End Year	Total Budget	Project Sponsor
2020 Projects							
18-1801	Methow	Hancock Springs Restoration Phase 4	Restoration	2018	2020	$667,268	CF
16-1796	Methow	Twisp River Floodplain Lower Acquisition Phase II	Acquisition & Restoration	2016	2020	$692,686	MSRF
17-1180	Methow	M2 Mid-Sugar Acquisition	Acquisition	2018	2020	$270,006	MSRF
18-1857	Methow	Twisp Floodplain Left Bank Alcove	Restoration	2018	2020	$53,906	MSRF
SRP-17-86460	Methow	CCT Beaver Creek acquisition	Acquisition	2017	2020	$250,000	CCT
17-1230	Methow	Methow Basin Barrier & Diversion Assessment	Planning	2018	2020	$203,923	CF
18-1865	Methow	Upper Beaver Creek Prelminary Design	Planning	2018	2020	$112,090	MSRF
BPA-P-82827	Methow	Methow R Sungate Ln - Project Location/Concept	Planning	2019	2020	$2,249	MSRF
BPA-P-83002	Methow	Twisp Ponds: Design And Implementation A	Planning	2019	2020	$45,942	MSRF
BPA-P-83074	Methow	Barkley Bear Implementation C	Restoration	2019	2020	$321,409	MSRF
SRP-19-85814	Okanogan	Omak Creek Riparian Restoration	Restoration	2019	2020	$15,000	OCD
SRP-14-39856	Entiat	CCNRD Middle Entiat Area B - Bremmer Levee Removal	Restoration	2014	2020	$1,200,000	CCNRD
17-1241	Wenatchee and Entiat	Thermal Refuge Assessment in Wenatchee & Entiat	Planning	2018	2020	$69,990	CCNRD
17-1203	Wenatchee	Wenatchee LiDAR Watershed Assessment	Planning	2018	2020	$291,441	CCNRD
18-1804	Wenatchee	Merritt Oxbow Preliminary Design	Planning	2018	2020	$80,496	CF
17-1243	Wenatchee	Nason Creek - Kahler Reach Preliminary Design	Planning	2018	2020	$169,863	CCNRD
20-89229	Wenatchee	CCD Little Chumstick BDAs 2020	Restoration	2020	2020	$9,650	CCD

16-1790	Wenatchee	Wenatchee Sleepy Hollow Floodplain Acquisition	Acquisition	2016	2020	$852,538	CDLT
16-1792	Wenatchee	Burns-Garrity Restoration Conceptual Design	Planning	2016	2020	$174,988	CF
BPA-P-83222	Wenatchee	COIC Icicle Creek Flow Restoration Project	Planning	2017	2020	$127,880	WWT
17-1326	Wenatchee	Davelaar - Derby Cr - R15	Restoration	2018	2020	$298,688	CF
18-2046	Wenatchee	Handschke - Chumstick Cr - RM16	Restoration	2018	2020	$173,308	CCNRD
BPA-P-74314REL79	Wenatchee	IPID & City Of Leavenworth Fish Screen Upgrade B	Planning	2019	2020	$85,000	WDFW
BPA-P-82854	Wenatchee	Upper Wenatchee Floodplain Reconnect - Concept	Planning	2019	2020	$122,291	CCNRD
SRP-17-81156	Wenatchee	CCNRD Tillicum Creek Fish Passage Barrier Removal	Restoration	2017	2020	$600,000	CCNRD
2021 Projects							
14-1737	Methow	Barkley Irrigation Company: Under Pressure	Restoration	2014	2021	$9,282,007	TU
SRP-19-82196	Methow	Golden Doe	Restoration	2021	2021	$600,000	YN
17-1226	Methow	Methow Bull Trout Population Assessment	Assessment	2021	2021	$127,473	MSRF
BPA-P-85755	Methow	Twisp Ponds: Design and Implementation B	Restoration	2019	2021	$147,610	MSRF
SRP-21-89226	Methow	Upper Beaver Creek Acquisition	Acquisition	2021	2021	$35,000	MSRF
BPA-P-85690	Methow	M2 Sugar Concepts	Planning	2020	2021	$40,235	MSRF
BPA-P-85728	Methow	Lower Methow Habitat Feasibility	Planning	2020	2021	$22,959	MSRF
BPA-P-86023	Methow	Barkley Bear Implementation - Phase 2	Planning & Restoration	2020	2021	$540,238	MSRF
20-89227	Okanogan	Aeneas Creek - Aeneas confluence small wood project (BDAs and PALS)	Restoration	2020	2021	$30,000	CCT
SRP-19-82047	Okanogan	CCT Similkameen Klein Site - Floodplain Activation	Restoration	2019	2021	$450,000	CCT
17-1425	Okanogan	Johnson Creek Fish Passage Project - Cooper Street (Site ID 114JC001)	Restoration	2018	2021	$851,248	TU
20-89228	Okanogan	Ninemile Creek - Edar Ranch small wood project (BDAs and PALS)	Restoration	2020	2021	$30,000	CCT

18-1797	Entiat	Entiat Fish Passage & Screening Assessment	Planning	2018	2021	$82,642	CF
SRP-19-86974	Entiat	Entiat Restoration - Upper Burns & Angle Point	Restoration	2021	2021	$1,232,500	YN
18-1762	Entiat	Middle Entiat Restoration - Area F (RM 16.2-16.7)	Restoration	2018	2021	$819,437	CCNRD
SPR-18-89230	Wenatchee	CF - Minnow Creek Barrier	Restoration	2018	2021	$265,000	CF
17-1192	Wenatchee	Clear Creek Fish Passage Restoration	Restoration	2018	2021	$22,948	TU
BPA-P-85716	Wenatchee	Icicle Creek-Boulder Field-Wild Fish to Wilderness	Restoration	2015	2020	$2,599,794	TU
17-1228	Wenatchee	Lower Derby Creek Fish Passage	Restoration	2017	2021	$250,389	CF
18-1824	Wenatchee	Mill Creek Fish Passage Improvement	Restoration	2018	2021	$614,980	CCNRD
19-1492	Wenatchee	Nason Creek Confluence Habitat Enhancement	Restoration	2019	2021	$360,005	YN
16-1787	Wenatchee	Peshastin Irrigation Pump Exchange Design	Planning	2010	2021	$199,393	CCNRD
SRP-15-80924	Wenatchee	Skinney Creek	Restoration	2021	2021	$1,000,000	YN
17-1195	Wenatchee	Wenatchee-Entiat Beaver Restoration	Restoration	2017	2021	$122,574	TU
17-1231	Wenatchee	Piscine Passage Design-Big Meadow & Minnow Creeks	Planning	2018	2021	$132,189	CF
19-1466	Wenatchee	Nason & Kahler Creeks Confluence Acquisition	Acquisition	2019	2021	$369,125	CDLT
19-1472	Wenatchee	Lower Chiwaukum Crk Preliminary Design - Phase 1	Planning	2019	2021	$115,672	CF
BPA-P-85739	Wenatchee	Stonewater Ranch Flow and Passage Improvement B	Planning	2020	2021	$39,118	TU
BPA-P-85844	Wenatchee	Big Meadow Creek Fish Passage Restoration A	Planning	2020	2021	$2,182	CF
BPA-P-85957	Wenatchee	Lower Nason Creek Floodplain Design	Planning & Restoration	2020	2021	$100,234	CCNRD
BPA-P-85980	Wenatchee	Lower Clear Creek Restoration Design	Planning	2020	2021	$38,066	CCNRD
BPA-P-85994	Wenatchee	Merritt Oxbow Design	Planning	2020	2021	$49,927	CF
BPA-P-86732	Wenatchee	Upper Wenatchee Floodplain 30% Design	Planning	2021	2021	$120,694	CCNRD

2022 Projects							
19-1470	Methow	Upper Methow Assess/ Design & Protection Strategy	Planning & Assessment	2019	2022	$83,691	CF
SRP-21-82449	Methow	CCT Little Bridge Creek LW supplementation and BDA installation	Restoration	2021	2022	$300,000	CCT
SRP-21-82448	Methow	CCT Twisp River LW supplementation	Restoration	2021	2022	$1,200,000	CCT
19-1488	Methow	Fuller Side Channel Well Conversion	Restoration	2019	2022	$43,917	MSRF
18-1856	Methow	Methow Beavers and Anadromy	Restoration	2018	2022	$252,002	MSRF
18-1808	Methow	Methow Watershed Riparian Stewardship II	Restoration	2018	2022	$114,528	MSRF
SRP-21-01W	Methow	Methow Thermal Refugia Restoration Assessment	Assessment	2021	2022	$40,467	MSRF
SRP-21-83002	Methow	Community Based Outreach in the Methow	Outreach	2021	2022	$1,743	MSRF
SRP-22-83002	Methow	Ben Canyon Fish Passage	Restoration	2022	2022	$889,000	TU
21-1176	Methow	Lower Little Bridge Creek Wood Restoration	Restoration	2021	2022	$402,098	YN
21-1175	Methow	Mystery & War Creeks Reach Wood Restoration	Restoration	2021	2022	$1,351,670	YN
21-1174	Methow	Twisp Horseshoe Floodplain Restoration	Restoration	2021	2022	$380,200	YN
20-1457	Methow	Alder Creek Floodplain Restoration	Restoration	2020	2022	$774,847	YN
SRP-21-83001	Methow	Methow River Suspension Reach	Restoration	2021	2022	$535,000	YN
20-1460	Methow	Chewuch RM 4.25	Restoration	2017	2021	$590,885	YN
BPA-P-88508	Methow	M2 Sugar Design Coordination	Planning	2021	2022	$24,268	MSRF
BPA-L-88047	Methow and Entiat	EXP PLCI MSRF Lamprey Use of Salmon Restoration Projects	Assessment	2021	2022	$40,082	MSRF
19-1594	Okanogan	Johnson Creek Fish Passage Project - State Street (site ID 992055)	Restoration	2019	2021	$827,467	TU
SRP-20-82450	Okanogan	CCT Ninemile Creek BDA installation	Restoration	2020	2022	$10,000	CCT
19-1471	Okanogan	Okanogan Basin Barrier Assessment	Assessement	2019	2022	$235,694	CF

SRP-20-86461	Okanogan	CCT Omak Creek - St Mary's Mission Small Wood Project	Restoration	2020	2022	$100,000	CCT
18-1814	Entiat	CCNRD Cottonwood Flats - Entiat Floodplain Restoration	Restoration	2018	2022	$539,653	CCNRD
SRP-22-83003	Entiat	Potato Creek Phase 2 (RM 0.6 to RM 1.6)	Restoration	2022	2022	$26,543	CCD
SRP-22-83001	Wenatchee	Squilchuck BDA & Riparian P1	Restoration	2022	2022	$24,000	CCD
SRP-22-83004	Wenatchee	Chumstick Creek (Merry Canyon)	Restoration	2022	2022	$15,357	CCD
17-1336	Wenatchee	Thorn - Chumstick Cr - R16 (FFFPP)	Restoration	2020	2022	$158,745	CF
SRP-21-85832	Wenatchee	Alluvial Water Storage Project - Eagle Creek	Restoration	2020	2022	$150,000	CCNRD
19-1477	Wenatchee	Peshastin RM 4.3 Side Channel Preliminary Design	Planning	2019	2021	$99,010	CCNRD
19-1475	Wenatchee	Monitor Side Channel Design and Construction	Restoration	2019	2021	$448,707	CCNRD
16-2339	Wenatchee	Dodge - Derby Cr R15	Restoration	2019	2022	$222,164	CF
19-1479	Wenatchee	Peshastin Irrigation District Pumpback Design	Planning	2019	2022	$134,982	CCNRD
BPA-P-74314REL145	Wenatchee	IPID - Screen Materials, Fabrication And Install	Restoration	2021	2022	$1,267,544	WDFW
BPA-P-88379	Wenatchee	Icicle Boulder Field	Monitoring	2021	2022	$75,000	TU
BPA-P-88411	Wenatchee	Stonewater Ranch Flow and Passage Improvement A	Planning	2021	2022	$9,934	TU
BPA-P-88548	Wenatchee	Big Meadow Creek Fish Passage Restoration B	Planning	2021	2022	$58,904	CF
BPA-P-88609	Wenatchee	Chiwawa 13 Culverts 2022	Planning	2021	2022	$67,651	CF
BPA-P-88665	Wenatchee	Beaver Powered Restoration	Planning & Restoration	2021	2022	$52,067	TU
BPA-P-88638	Wenatchee	Lower Clear Creek 30% Design	Planning	2021	2022	$153,036	CCNRD
SRP-22-91515	Wenatchee	Eagle Creek Restoration RM 1.7	Restoration	2022	2022	$48,000	CCD
2023 Projects							
22-1514	Methow	Scaffold Camp Floodplain Restoration	Restoration	2023	2023	$644,102.00	YN
290-24-006 U	Methow	Barkley Bear Habitat Improvement	Restoration	2015	2023	$1,617,732.00	MSRF

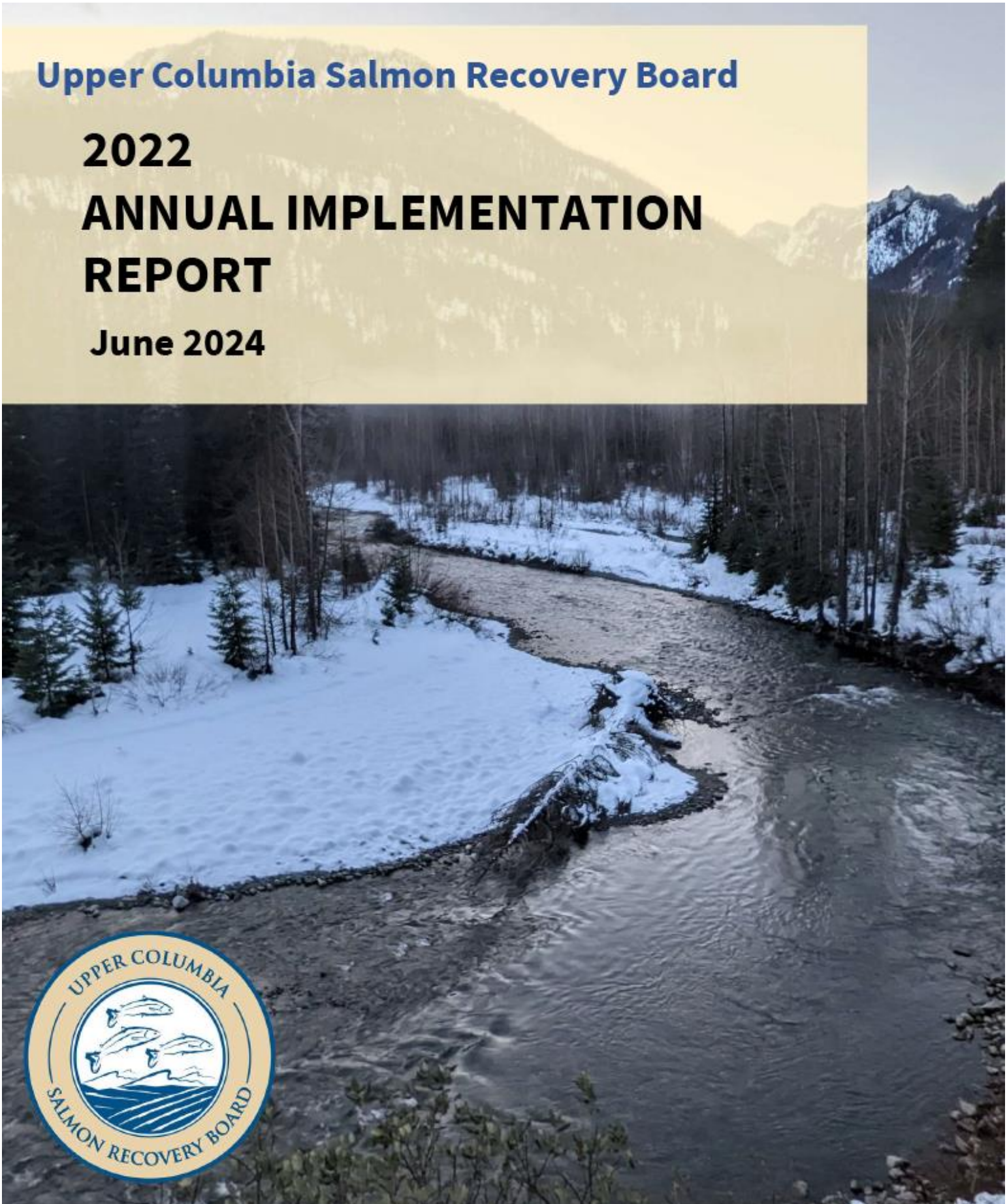
BPA-P-90824 & BPA-P-88463	Methow	Lower Methow Design	Design	2021	2023	$218,277.00	MSRF
SRP-19-82392	Methow	Devany Side Channel	Design and Restoration	2019	2023	$626,770.00	MSRF
SRP-23-91468	Methow	Methow Water Quality Restoration and Monitoring Project	Riparian Restoration	2019	2023	$194,325.00	MSRF
SRP-23-88314	Methow	Mission Wood Project	Restoration	2021	2023	$46,525.00	CF
18-1807	Methow	Upper Methow Goat Creek Con. Easement	Planning/ Acquisition	2018	2023	$280,871.72	CF & MC
21-1183	Methow	Mazama Bridge Habitat Acquisition	Acquisition	2021	2023	$128,716.19	OC
SRP-23-18432	Methow	OCD W Fencing Project	Restoration	2022	2023	$14,744.12	OCD
SRP-23-18153	Methow	OCD R Fencing and Protection Project	Restoration	2022	2023	$11,370.48	OCD
SRP-23-91461	Methow & Okanogan	Beaver and Process-Based Streamflow Restoration in Wildfire Impacted Streams	Restoration	2023	2023	$29,426.00	MSRF & MBP
SRP-19-82051	Okanogan	CCT Okanogan River Spawning Sites	Restoration	2019	2023	$131,019.00	CCT
BPA-A-91366	Okanogan	Loup Loup Creek Fish Passage	Restoration	2020	2023	$2,141,238.00	CCT
SRP-24-91367	Okanogan	Salmon Creek Sediment Abatement	Restoration	2018	2023	$149,047.00	CCT
SRP-24-91403	Okanogan	Omak Creek Sediment Abatement Reduce Lateral Channel Migration	Restoration	2018	2023	$73,800.00	CCT
SRP-23-18495	Okanogan	OCD H Ranch Fencing Project	Restoration	2022	2023	$240,480.98	OCD
SRP-23-18518	Okanogan	Western Rivers Conservancy Project	Restoration	2022	2023	$81,821.89	OCD
SRP-23-18513	Okanogan	OCD L Fending Project	Restoration	2022	2023	$20,000.00	OCD
SRP-23-17937	Okanogan	OCD S Riparian Project	Restoration	2022	2023	$13,980.27	OCD
SRP-23-7121	Okanogan	OCD D Fencing and Protection Project	Restoration	2022	2023	$10,522.31	OCD
21-1156	Entiat	Middle Entiat Floodplain - remote sensing IAA	Monitoring	2021	2023	$130,000.00	CCNRD
21-1184	Entiat	Entiat River Fish Monitoring	Monitoring	2021	2023	$173,993.00	CCNRD
BPA-P-90257	Entiat	BPA Project Planning and Coordination	Planning	2022	2023	$34,447.00	CCNRD
BPA-A-91362	Entiat	Entiat Silver Falls	Restoration	2023	2023	$1,059,019.00	YN

20-1470	Entiat & Wenatchee	Juvenile Life History Strategies Spring Chinook	Monitoring	2020	2023	$127,500.00	WDFW
21-1182	Entiat & Wenatchee	Wenatchee-Entiat Beaver-Powered Restoration	Restoration	2021	2023	$34,905.75	TU
BPA-P-84042REL20	Wenatchee, Methow & Entiat	UC - WDFW Fish Screen Programmatic A	Planning	2022	2023	$320,562.00	WDFW
SRP-22-91407	Wenatchee	Little Chumstick Creek Restoration Phase 1	Restoration	2022	2023	$300,000.00	CCD
SRP-22-91408	Wenatchee	Brender Creek Riparian Enhancement	Restoration	2022	2023	$5,000.00	CCD
SRP-22-89430	Wenatchee	Chumstick Riparian & BDA Restoration	Restoration	2022	2023	$68,000.00	CCD
17-1242	Wenatchee	Nason Creek Roads Decommissioning 8 miles of USFS non-system roads	Restoration	2018	2023	$191,113.88	CCNRD
21-1169	Wenatchee	Nason Crk. RM 9.4 Thermal Refuge Preliminary Design	Planning	2021	2023	$87,767.99	CCNRD
21-1171	Wenatchee	Nason Crk RM 12 Floodplain Reconnection	Planning	2021	2023	$112,000.00	CCNRD
19-1584	Wenatchee	CCNRD Chumstick Creek Culverts - RM 0.52 and RM 1.48	Restoration	2019	2023	$524,155.93	CCNRD
20-1740	Wenatchee	Eagle Creek Barrier Replacement Designs	Planning	2021	2023	$149,999.99	CCNRD
18-1640	Wenatchee	Ozburn - Eagle Cr - R16	Restoration	2021	2023	$305,517.63	CCNRD
SRP-21-91447	Wenatchee	Icicle Creek Alluvial Water Storage Conceptual Design	Planning	2021	2023	$130,000.00	CCNRD
SRP-21-85833	Wenatchee	CCNRD Fromm's Riparian Restoration and Habitat Improvement	Planning & Restoration	2020	2023	$530,000.00	CCNRD
20-2023	Wenatchee	Nason Ridge Community Forest Acquisition	Acquisition	2021	2023	$5,016,000.00	CCNRD
BPA-P-89494	Wenatchee	Upper Wenatchee Floodplain 60% to Final Design A	Planning	2022	2023	$150,769.00	CCNRD
BPA-A-89484	Wenatchee	Upper Nason Creek Habiat Restoration Project - Phase 1	Restoration	2023	2023	$2,105,000.00	YN
BPA-P-91901	Wenatchee	Goose Creek Watershed Restoration	Restoration	2022	2023	$562,575.00	CF
BPA-P-90894	Wenatchee	Big Meadow Creek Fish Passage Restoration	Restoration	2022	2023	$740,616.00	CF

21-1179 & BPA-P-84079	Wenatchee	Lower Peshatin Creek Design	Design	2021	2023	$291,925.70	CF
SRP-22-91429	Wenatchee	Holte Low-Tech Process Based Restoration	Restoration	2022	2023	$15,000.00	CF
BPA-P-90940	Wenatchee	Chiwawa 13 Culverts 2023	Planning	2022	2023	$44,198.00	CF
BPA-P-90897	Wenatchee	Goodwin Side Channel Design A	Planning	2022	2023	$33,668.00	CF

Appendix B

B1. 2022 Annual Implementation Report, prepared by Upper Columbia Salmon Recovery Board (UCSRB) staff and approved by the UCSRB Board of Directors in June of 2024.



Introduction

This *2022 Annual Implementation Report* summarizes work accomplished in the Upper Columbia Region and documents progress toward recovery of ESA-listed steelhead and spring Chinook stocks. The 2007 *Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan* (*Recovery Plan*) envisions an approach to recovery of Upper Columbia Spring Chinook and steelhead populations. This requires comprehensive efforts across multiple management and geographic boundaries, with a focus on restoring degraded **Habitat**, addressing causes of mortality in the **Hydropower** system and migration corridor, mitigating the influence of fish **Hatcheries** on wild populations, and managing **Harvest** at sustainable levels. These four management sectors are often called the "Four Hs" of salmon recovery.

This 2022 Annual Implementation Report focuses on Habitat and provides a summary of actions taken to restore and protect habitat in the Upper Columbia, highlighting local efforts toward the recovery of viable Upper Columbia spring Chinook salmon and steelhead populations. The entirety of this report was approved by the Upper Columbia Salmon Recovery Board of Directors on June 27, 2024.

Adult Returns

Spawner escapement estimates describe the numbers of adult Chinook salmon and steelhead returning to the Upper Columbia region. Specific methods used to generate these estimates differ among populations. The estimated number of spawning spring Chinook salmon is based on redd count data, with corrections applied to account for estimates of fish per redd, sex ratios, and hatchery-to-natural-origin ratios, depending on available data for individual populations. Since 2010, population-level steelhead spawner escapement rates have been estimated from a PIT-tag based model for each primary population in the Upper Columbia (Hillman et. al. 2023).

An estimated 1,854 natural-origin Upper Columbia spring Chinook salmon returned to spawning grounds in 2022. This is the largest number of natural-origin spring Chinook in a single year since 2011, but the 12-year geometric mean of 1,078 remained well below the delisting abundance target of 4,500 naturally produced spawners. The estimated return of hatchery-origin spawners was 2,899, for a combined estimate of 4,753 spring Chinook spawners in the region. The increase in number of spring Chinook spawners relative to the previous five years was represented in all three of the populations in the region (Figure 1). There were an estimated 171 natural-origin spawners in the Entiat River (186 total including hatchery-origin fish), 929 in the Methow River (2,159 total), and 754 in the Wenatchee River (2,408 total).

Estimated natural-origin Upper Columbia steelhead spawners numbered 1,086, which was the lowest in the last three years. This estimate was below the 12-year geometric mean of 1,732 and approximately half that of the delisting abundance target of 3,000 naturally produced spawners. The return of hatchery-origin spawners was estimated at 1,179, which sums to 2,265 total spawners in the region. Total spawners in 2022 not only decreased in the Upper Columbia but is the lowest total spawner estimate since the Endangered Species Act listing of steelhead as Endangered in 1997. Three of the four sub-basins saw decreases in both natural-origin and total spawners relative to last year, with Methow being the exception (Figure 1). Estimates of natural-origin steelhead in 2022 were 217 (241 total) in the Entiat River, 411 (1172 total) in the Methow River, 323 (408 total) in the Wenatchee River, and 135 (444 total) in the Okanogan River.

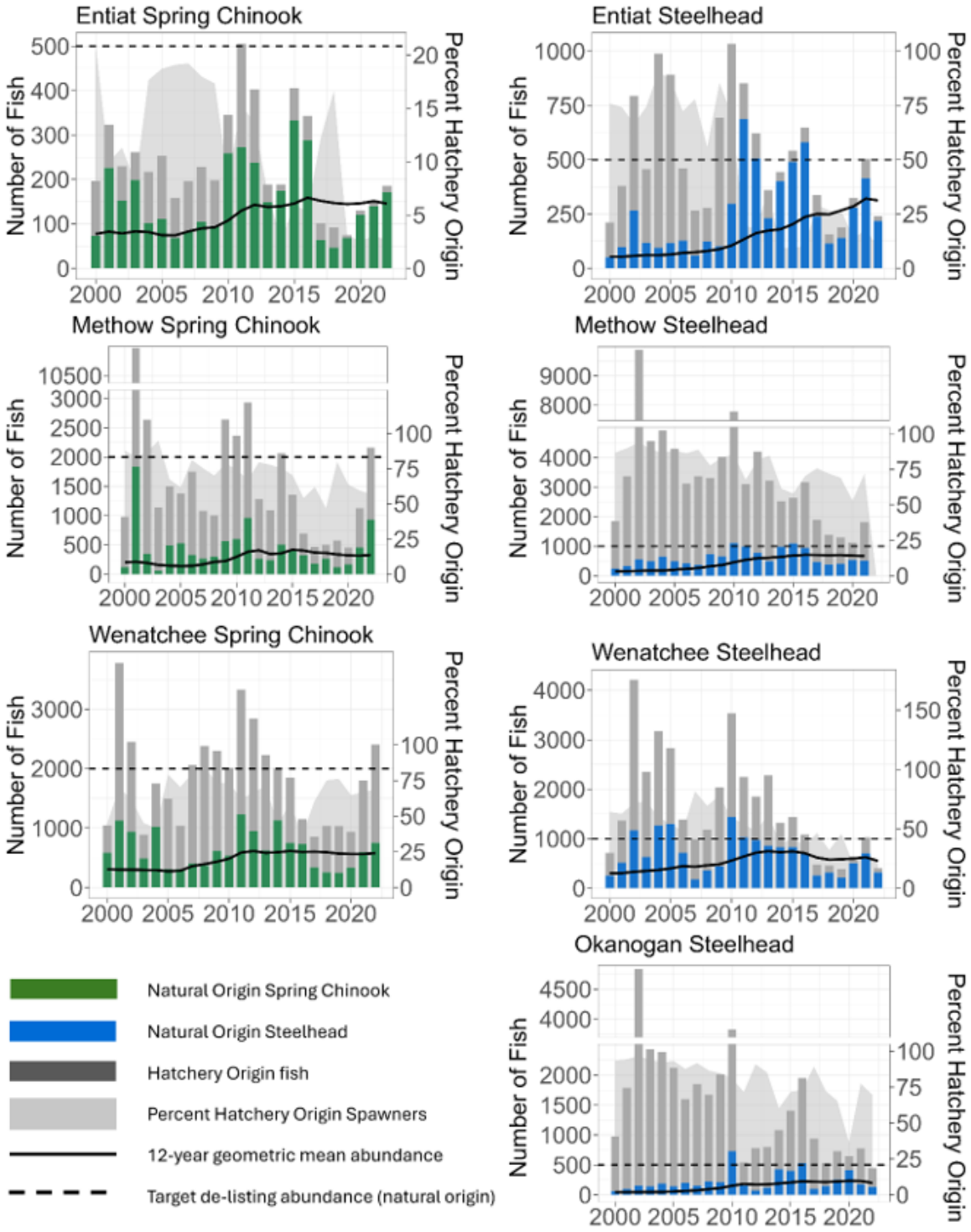


Figure 5. Upper Columbia spring Chinook salmon and steelhead returns (left axis) between 2000-2022 for natural-origin (colored bars) and hatchery-origin (gray bars) fish and percent hatchery-origin spawners (right axis; light gray fill) by year. The black line indicates the 12-year geometric mean of natural-origin spawners, and the dashed line is the abundance delisting target for natural-origin fish. Note the difference in axes among plots and a break in the y-axis for Methow Chinook and steelhead and Okanogan steelhead. Source: WDFW 2022 SPI data.

Habitat Conditions in 2022

Snowpack and Streamflow

The winter of 2022 (November 2021 – March 2022) across the Upper Columbia had average precipitation and cool weather. The 2022 winter was a La Niña period with an Oceanic Niño Index (ONI) anomaly of -1.7 °F (National Weather Service Climate Prediction Center, 2023). La Niña years typically produce wetter and cooler winters in the Pacific Northwest. As we would expect, the winter was cooler than average in 2022, although the precipitation was average. Winter (November – March) temperatures in Chelan, Douglas, and Okanogan counties were 2.6 to 4.3 °F below normal (Abatzoglou, 2023) and winter temperatures at snow measurement sites were 2.2 °F below normal (NRCS 2023). Winter precipitation was 5% and 11% below average in Okanogan County and Chelan County, respectively, but 21% above average in Douglas County (Abatzoglou, 2023). Summer brought warmer than average temperatures and below average precipitation. The June – August temperature ranged from 2.5 to 2.8 °F above normal across all three counties. Although the region receives most of its precipitation outside of the summer months, 2022 was particularly dry with the June – August precipitation was22% to 38% below normal across the three counties. Finally, due to the warmer summer, across the entire calendar year of 2022 the air temperature ranged from 1.2 to 1.7 °F above normal. For the calendar year of 2022, precipitation was 5 to 20% below normal in each of the counties across the region (Abatzoglou, 2023).

The snowpack, relative to an average year, varied widely in the Upper Columbia. Across the seven representative USDA SNOTEL sites, the average peak snowpack was 13% below normal, which is the fourth year in a row of below average peak snowpack (NRCS, 2023, Figure 2). However, due to a colder winter and spring, the snowpack peak was 11 days later, and the average day of disappearance was 12 days later than average on June 7th. However, peak snowpack at the two sites with the most average snowpack - Harts Pass and Stevens Pass - were 19% and 8% above normal. Conversely, Salmon Meadows and Moses Mountain in Okanogan County were 45% and 33% below normal, respectively (Figure 2).

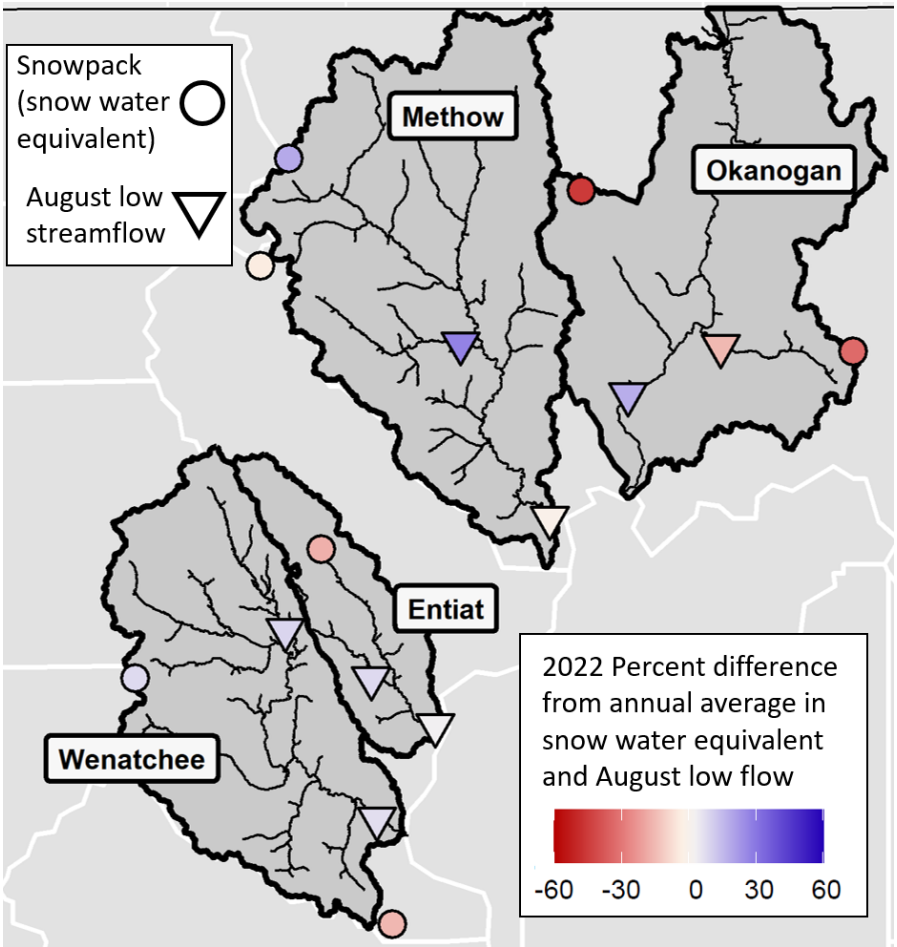


Figure 2. Map of the four major Upper Columbia River subbasins showing the location of SNOWTEL sites where snow-water equivalent is assessed (circles) and USGS stream gages where flow is measured (triangles). The color ramp indicates the percent difference from annual average for each of the two measurements.

Interestingly, streamflow was slightly above average and the summer water temperatures in the Upper Columbia were also slightly above average (USGS, 2023). Typically, as streamflow increases, the temperature decreases because the more water present in a stream, the less the water will warm up in the summer. Total streamflow in the 2022 water year (October 2019 – September 2020) was 15% above normal. Likewise, 7-day low flows across the region were also 7% above normal. Although low flow was

near or above average in most rivers, the average peak 7-day water temperature across the four USGS sites was 70.4 °F which is 1.8 °F above the historic 7-day maximum water temperature. Two gage locations with the greatest increases above their average peak water temperature were Similkameen near Nighthawk at 3.5 °F above normal, and the Okanogan River near Malott at 3.4 °F above normal. For the Okanogan River, which in an average year is typically the hottest river in the Upper Columbia, reached 79.3 °F which is lethal for salmonids. In contrast, the Columbia River summer (July – August) water temperature was nearly average at -0.06 °F from the 30-year normal. (Columbia River DART, 2023).

Wildfire

Wildfire is a major driver of aquatic habitat in the Upper Columbia and has the potential to both degrade habitat through large amounts of fine sediment and loss of riparian shading or to improve habitat by increased streamflow and large wood additions from downed trees. While 2022 was not as significant of a wildfire season compared to 2021 according to the NWCC (2022) annual report, it included multiple fires in the Upper Columbia that have the potential to degrade or improve habitat. The Pasayten Complex (which included the Parks Fire and Kid Fire) burned 29,303 acres of the headwaters of Pasayten River, which flows north into Canada and then into the Similkameen River. The Irving Peak Fire or White River Fire (same fire, referred to by different names) burned the north slope of the Little Wenatchee but did not burn along the creek. Conversely the Minnow Ridge Fire burned 5,350 acres including along sections of Chikamin Creek.

Ocean Conditions

Ocean conditions in 2022 for salmon were a mix of good and poor . Across 16 ecosystem indicators used by NOAA to summarize ocean conditions (NOAA Fisheries, 2023) for juvenile salmon survival in the ocean, 2022 conditions ranked as the eleventh in the 25-year time series (Figure 3). Pacific Decadal Oscillation (PDO) and La Niña conditions produce cool temperatures that ehanace productivity in the Norther Pacific. Despite favorable PDO and La Nina in 2022, there were moderate or average local physical conditions and productivity. The copepod and ichthyoplankton biomass were average over the entire year, despite favorable PDO and La Niña conditions, and were due to the weakest upwelling index at 45°N in the last 25 years. Zooplankton are a critical food species for salmon survival in the ocean, and upwelling brings cool water and nutrients that enhance zooplankton productivity. Therefore, in weak upwelling years zooplankton productivity is reduced, which decreases salmon survival.

Ocean conditions likely have the greatest impact on salmon during their first year in the ocean. As a result, the impact of ocean conditions on returning adult salmon may be delayed for several years becuasethe number of years spent in the ocean varies among species, populations, and individual fish. Poor ocean conditions in 2015-2019 likely contributed to lower numbers of salmon and steelhead returning to the Upper Columbia in recent years. Conversely, the uptick in spring Chinook adult returns in 2022 may reflect improved ocean conditions in 2020-2022. Conditions in 2021 were particularly good for populations that migrate along the continental shelf toward the Gulf of Alaska, including Upper Columbia spring Chinook salmon. This is one likely cause for 2022 being the second year in a row of increased spring Chinook returns. Conversley, 2021 offshore sea surface temperatures were less favorable for steelhead.

Harvest

Harvest of salmon and steelhead in tributaries to the Columbia River is managed by the state of Washington and tribal fishery managers to limit impacts on ESA-listed species. In 2022, recreational fisheries occurred upstream of Priest Rapids Dam for Upper Columbia summer Chinook, sockeye, and coho salmon. All wild Chinook and wild steelhead were required to be released (ODFW & WDFW, 2023). Additionally, there was a limited spring Chinook salmon fishery on Icicle Creek in 2022 targeting unlisted, hatchery-origin spring Chinook salmon.

Harvest of Upper Columbia spring Chinook salmon and summer steelhead occurred primarily in the mainstem Columbia River below the confluence of the Snake River. Under the U.S. v. Oregon Management Agreement, fisheries in this area are managed in accordance with an agreed-upon harvest rate schedule. In 2022, an estimated 5,264 wild spring Chinook entered the Columbia River destined for the Upper Columbia, with 29,605 total hatchery and natural origin fish

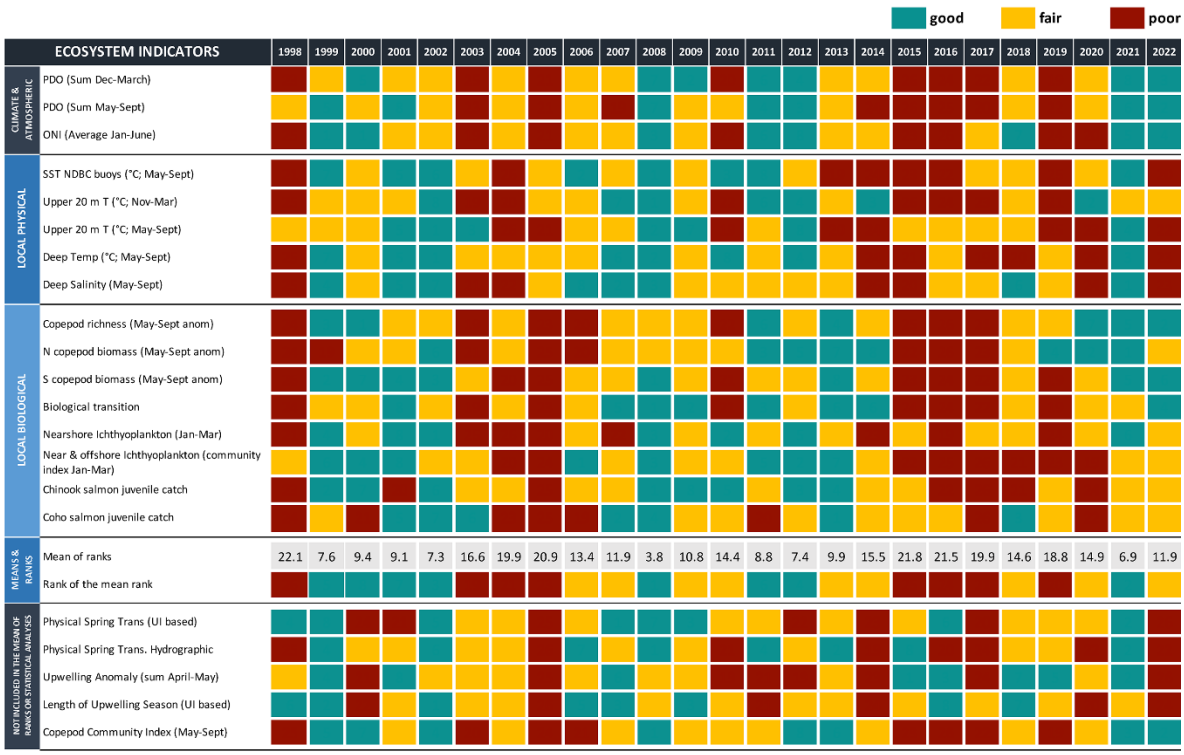


Figure 3. Ocean ecosystem indicators of the Northern California Current. Colored squares indicate either positive (green), neutral (yellow), or negative (red) conditions for salmon entering the ocean (NOAA Fisheries, 2023).

combined (including from the Chief Joseph hatchery). The estimated number of wild fish taken by non-treaty wild harvest was 22 (0.4% of the wild run) and treaty harvest through ceremonial and subsistence (C&S) fisheries accounted for 461 fish (8.8% of the run). An estimated 783 (14.9%) Upper Columbia wild spring Chinook salmon died from various causes during migration or failed to pass Rock Island Dam, for an estimated escapement of 3,998 (75.9% of initial wild run) at Rock Island Dam (ODFW & WDFW, 2023). Data for 2022 upriver summer steelhead are not currently available.

See more information on harvest in the UCSRB Harvest Background Summary.

Hydrosystem Survival

Salmon and steelhead from Upper Columbia populations migrate through the Columbia River hydrosystem during their emigration to the ocean as juveniles and again as adults returning to their stream of origin. Survival during migration may be influenced by environmental conditions and operations associated with the dams and reservoirs encountered prior to ocean entry and upon return up the Columbia River. The water year 2022 was slightly above average on the mainstem Columbia River, resulting in a runoff volume of 9% above average (1991-2020) at Grand Coulee and 2% above average at The Dalles Dam (DeHart, 2023). As a result of higher than average flows, seasonal spring migration flow targets were all met at McNary and Priest Rapids. However, weekly average flows were below targets in April and May due to the late onset of runoff. As with 2020 and 2021, summer spill was curtailed in 2022 on August 15. Juvenile salmon and steelhead encounters with powerhouses are detrimental to their survival. An increased portion of the flow through spill reduces juvenile encounters with powerhouses. The percentage of April 15 through May 31 spill in Columbia River dams has risen steadily since the early 2000s and was the highest at 54% in 2022 (DeHart, 2023). In 2022, steelhead travel time estimates from Rocky Reach to McNary were average while spring Chinook fish travel time over the same section were below (faster) than average (DeHart et al., 2023). Fish travel times from McNary to Bonneville for steelhead and spring Chinook were average in 2022 (McCann et al., 2022).

Despite this improved spill, fish travel times and overall salmon and steelhead survival has not markedly increased. Although there was a slight uptick in survival estimates through the hydrosystem from 2021 to 2022 for Upper Columbia populations, estimates for 2022 were well below the 2008-2020 average for both yearling Chinook salmon and steelhead (Figure 4). This is based on juvenile survival estimates through the hydrosystem by the National Marine Fisheries Service for hatchery-origin Upper Columbia spring Chinook and steelhead. The survival of natural-origin Upper Columbia spring Chinook and steelhead is not assessed. For **hatchery yearling Chinook salmon**, estimated survival was 48% from release to McNary Dam and 77% from McNary to Bonneville Dam (Widener et al. 2023). When these two estimates were combined (i.e., release to McNary rate multiplied by McNary to Bonneville rate), the total estimated survival for hatchery yearling Chinook salmon in 2022 was 37%, a slight uptick from 33% in 2021. For **hatchery steelhead**, estimated survival from release to McNary Dam was 22% and 90% from McNary to Bonneville Dam, and the combined survival estimate was 20%, a slight uptick from 18% in 2021 (Figure 4). Release to McNary survival decreased for both hatchery Chinook and steelhead between 2021 and 2022, but McNary to Bonneville greatly increased, which elevated the estimated survival through the hydrosystem for both species.

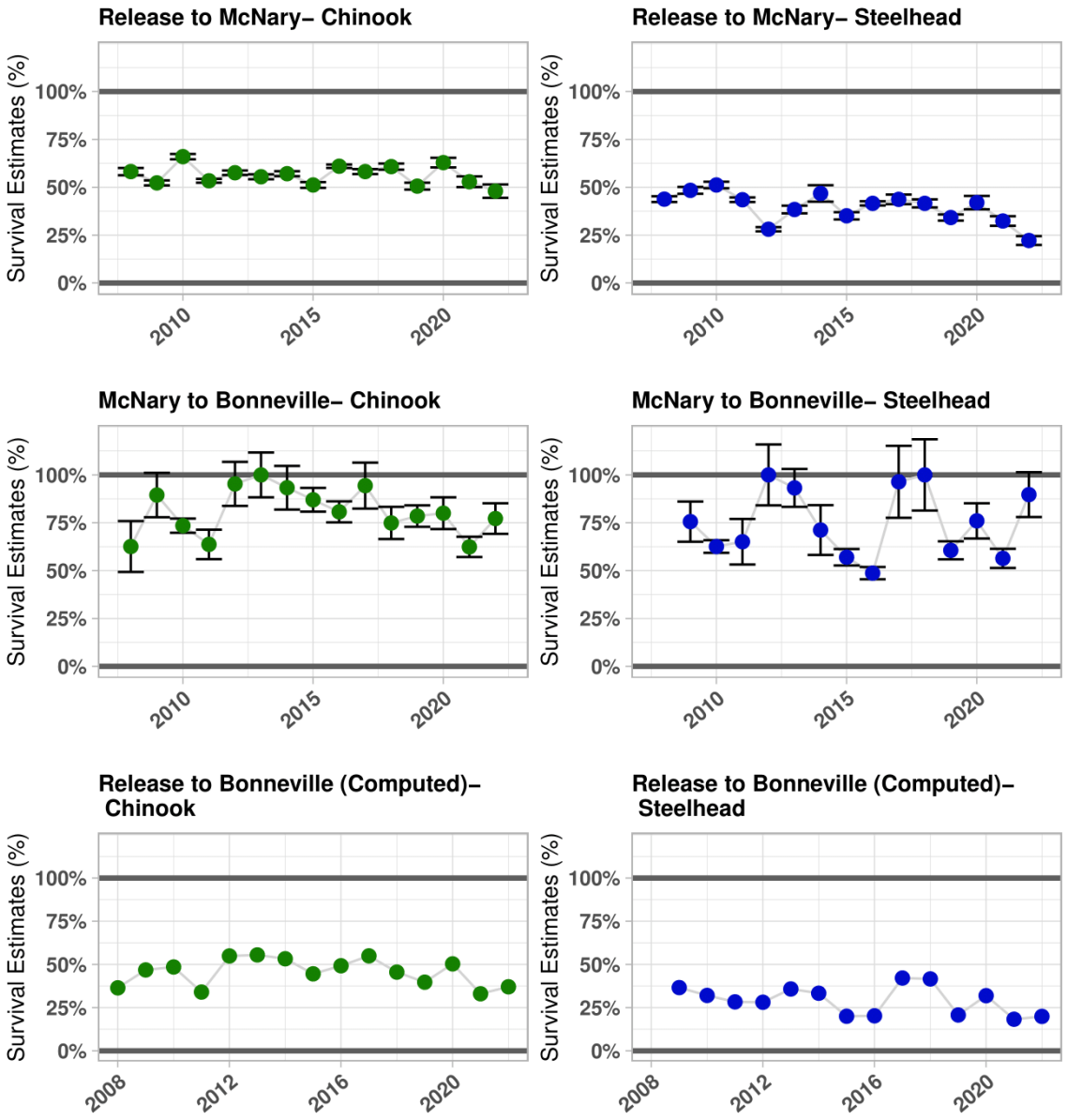


Figure 4. Estimated rates of survival (points) and standard errors (small black lines with cross bars) through the Columbia River hydropower system for hatchery-origin yearling Chinook salmon (left column, green dots) and steelhead (right column, blue dots) originating in the upper Columbia River, 2008–2022 (data from Widener et al., 2023). Solid black horizontal lines are at 0% and 100%.

The Comparative Survival Study (CSS) evaluates hydropower survival over time and includes estimates of survival for wild spring Chinook and steelhead (McCann et al., 2022). The most recent smolt-to-adult returns (SAR) survival estimate for **wild spring Chinook** (Entiat and Methow populations combined) indicate that survival from Rocky Reach Dam back to Bonneville Dam (RRE-BON) was 0.9% in the 2021 migration year, which is higher than the mean of 0.85%, with a 12-year geometric mean of 0.72 (McCann et al., 2023). The estimate for **wild steelhead** (Okanogan River or Columbia Mainstem above Wells Dam) at the same points for the 2017 juvenile migration year was 1.93% (12-year geometric mean = 1.25%). Each of these SAR estimates fell below the target rate of 2%-6% defined by the Northwest Power and Conservation Council (McCann et al., 2022).

See more information on harvest in the UCSRB Hydropower Background Summary.

Hatcheries

In 2022, hatchery programs in the Upper Columbia released nearly 3.6 million spring Chinook and 907,000 steelhead (DeHart, 2023). These hatchery fish were released as part of public utility district (PUD), U.S. Fish and Wildlife Service, and Confederated Tribes of the Colville Reservation (CTCR) programs aimed at harvest, conservation, reintroduction, and safety-net goals.

These hatchery fish, released as juveniles, are managed as adults according to the goals of the program from which they were released. One method for assessing the risk of a supplementation program is to determine the influence of the hatchery and natural environments on the adaptation of the composite population. This is estimated by the proportion of natural-origin fish in the hatchery broodstock (pNOB) and the proportion of hatchery-origin fish in the natural spawning escapement (pHOS). In 2022, pHOS continues to be low in the Entiat at 8% (Figure 1). Conversely, in the Methow and Wenatchee pHOS remains high at 57% and 69%, respectively. For steelhead, pHOS values are low in the Wenatchee and Entiat at 21% and 10%, respectively, but were much higher in the Okanogan and Methow at 70% and 65%, respectively (Figure 1).

A composite metric called the Proportionate Natural Influence (PNI) combines pNOB and pHOS to assess genetic risk for a salmon population that is supplemented with hatchery fish (i.e., spawners are a combination of natural and hatchery-origin individuals). Higher PNI values indicate greater strength of selection in the natural environment relative to that of the hatchery environment. Estimates of spring Chinook salmon PNI values in the Wenatchee River subbasin were 0.64 and 0.42, for the Chiwawa River and Nason Creek populations, respectively (Hillman et al., 2023). In the Methow River, the spring Chinook PNI estimate was 0.44 (Snow et al., 2023). For steelhead, PNI estimates were 0.72 for the Wenatchee subbasin and 0.53 for the Methow subbasin. Scientists recommend a PNI of 0.67 or greater for conservation programs, as defined by the Hatchery Scientific Review Group (2009), and a few were below the 0.50 rate required for the natural environment to dominate selection (Paquet, 2011). Wenatchee Steelhead PNI fell above this cut-off in 2022, but other sub-basins and the Wenatchee Steelhead long-term average still fall below recommended rates.

See more information on hatcheries in the UCSRB Hatchery Background Summary.

Habitat

Habitat restoration and protection projects in the Upper Columbia are tracked in the Salmon Recovery Portal database, administered by the State of Washington Governor's Salmon Recovery Office (GSRO). All habitat projects that could benefit salmon, steelhead, and bull trout, regardless of funder or sponsor, are tracked through this database. This information is used to track our progress toward implementing habitat goals in the *Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan (Recovery Plan)* and the *Upper Columbia Biological Strategy*.

In 2022, partners completed 28 projects across all four major subbasins (Figure 5), with 15 projects implemented in the Methow, eight in the Wenatchee, three in the Entiat, and one in the Okanogan, as well as one in Squilchuck Creek. The number of projects completed in 2021 was 31. Of the completed projects, 23 were restoration, three were assessment, one was design, and one was outreach. Ther were zero protection projects.

Since 1998, there have been 578 projects completed in the region, most of which (59%) were implemented within the last 11 years. The 28 projects completed in 2022 roughly aligns with the 10-year average of 30.8 projects per year. Over the past six years, an average of 20.5 projects have been completed annually. As noted in previous annual reports, the scope and scale of current projects is significant based on the cost of recently completed projects. The total project cost for all 28 projects in 2022 was $9 million (Figure 6), with two projects each exceeding $1 million in total project costs. The average funding amount per project was approximatly $335,000, which is below the 2021 average of $690,000. This was due to one project exceeding $9 million and four projects over $1 million. A complete list of projects completed in 2022 is provided in Attachment 1.

2022 ACCOMPLISHMENTS

- 28 Projects completed
- 15.5 miles of stream treated
- 3 barriers removed
- 5.9 miles of stream opened
- 43 acres of off-channel/floodplain connected or added
- 1.8 acres of riparian trees planted
- 427 structures placed in channel
- 51 beavers relocated
- 2.5 miles of off-channel stream created

During 2022, UCSRB and regional partners made considerable strides in the ongoing effort to update the region's Barrier Prioritization Tool. This tool provides a consistent, repeatable, systematic and well-documented approach to prioritizing barrier corrections, similar to the region's Prioritization of all other project types. Factors that inform the barrier prioritization include colonization potential, miles of available habitat, barrier severity (% passable), connectivity (number of barriers downstream) and habitat quality (temperature, sediment load, riparian condition, etc.). A noteworthy update to the Barrier Prioritization Tool was the expansion to include data from the Okanogan subbasin, which was informed by a barrier assessement completed in 2022 (see Okanogan subbasin featured project).

Most of the 2022 projects targeted ESA-listed spring Chinook (16 of 28 projects) as the primary species of interest. Steelhead was the second most targeted species (9 of 28 projects). Bull trout were listed as the secondary species benefiting in 13 of the 28 projects. Several projects also listed benefits to unlisted species and stocks such as summer chinook, lamprey, redband trout, westslope cutthroat trout, and rainbow trout.

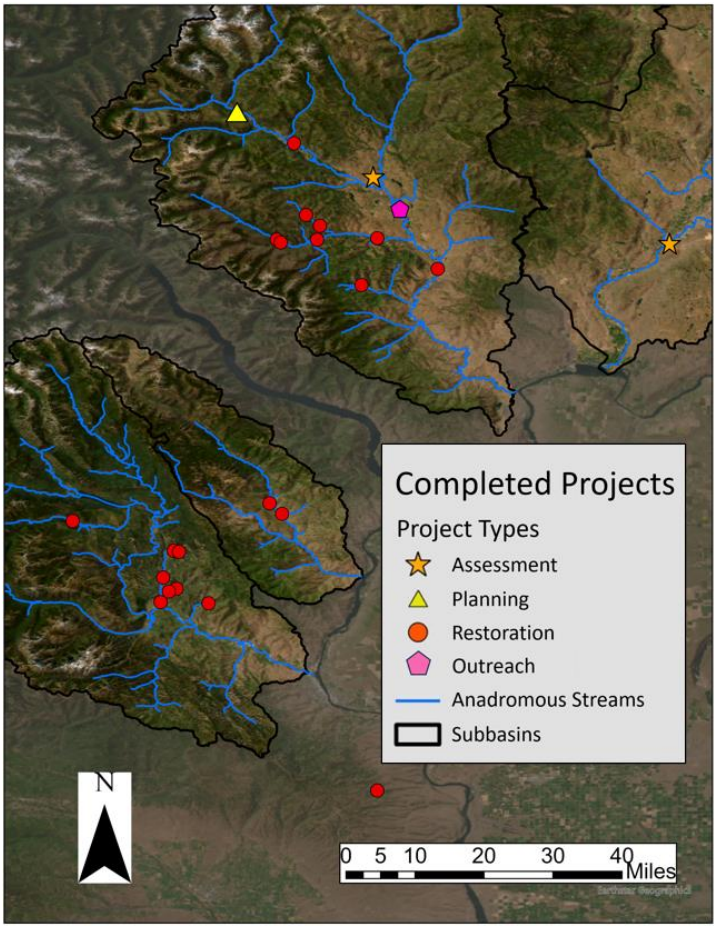


Figure 5. Map of the Upper Columbia region showing the location and type of projects completed in 2022 within each of the four major subbasins.

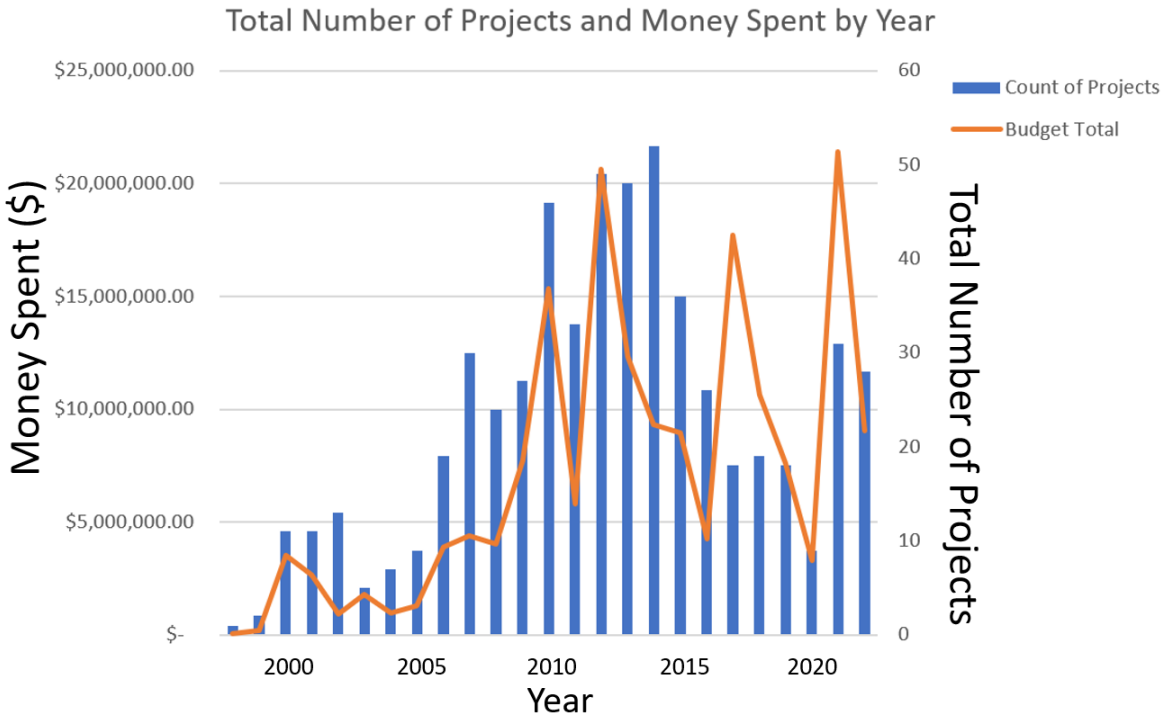


Figure 6. Total number of habitat projects completed (blue bars; right axis) and money spent in millions (orange line; left axis) annually from 1998 through 2022.

Featured Projects

The following section summarizes the projects completed in each subbasin in 2022 and highlights four projects that address the identified ecological concerns in those areas. These projects demonstrate the region's commitment to projects that benefit key species and their habitat needs.

Entiat Subbasin

Partners completed three projects in the Entiat subbasin in 2022 (see attachment 1)

Featured Project: Potato Creek Phase 2 (RM 0.6 to RM 1.6)



Photo: Cascadia CD, Trout Unlimited, Cascade Fisheries, and USFS staff install a series of 22 BDAs and PALS for Potato Creek in October of 2022. A look at the same BDA structure in February 2023 before freshet shows advanced floodplain inundation, stream bed aggradation, side channel activation, and channel widening.

Sponsor: Cascadia Conservation District

Location: Entiat River Potato Creek Assessment Unit (AU)

Funding: Total project cost: $33,695; $22,695 from the Washington State Conservation Commission Salmon Recovery Fund, $11,000 of in-kind match from the US Forest Service.

Outcomes: 22 BDA and PAL structures installed in-channel; 45 logs placed in-channel; 800 feet of reconnected floodplain, 0.5 acres of riparian planting.

Cascadia Conservation District in partnership with the US Forest Service, Trout Unlimited, and Cascade Fisheries installed the second phase of a low-tech process-based restoration for Potato Creek in the fall of 2022. The creek has documented O. mykiss and, when combined with the 2020 Potato Creek Low Tech Restoration project, brings the total to 55 beaver dam analogs and post assisted log structures for the creek. These structures are designed to arrest incision and aggrade stream beds to reconnect floodplains, store water, add wood and complexity, and generate increased cold water flows for both the Potato Creek and the Entiat River. Currently, Potato Creek is flow limited and has sections of stream that go subsurface at base flow. Riparian plantings strengthen the cold-water benefits of the project. A relic beaver dam was also repaired in order to increase water storage and base flows. Beaver recolonization is also a desired long-term goal of this multi-phase, collaborative project.

Okanogan Subbasin

Partners completed one project in the Okanogan subbasin in 2022 (see attachment 1)

Featured Project: Okanogan Basin Barrier Assessment (19-1471)



Photo: A previously corrected barrier in the Okanogan subbasin along Antoine Creek. The data produced in the Okanogan Basin Barrier Assessment will help inform future opportunities to improve fish passage, like displayed above in Antoine Creek.

Sponsor: Cascade Fisheries

Location: Widespread – Okanogan Subbasin

Funding: Total project cost: $235,694; $189,276 from Salmon Recovery Funding Board; $46,418 in match from Confederated Tribes of the Colville Reservation

Outcomes: 350 miles of stream assessed; 537 fish passage impediments identified

Cascade Fisheries FEG, in cooperation with WDFW, conducted a comprehensive fish passage barrier assessment throughout the Okanogan subbasin. With the completion of this assessment, the entire Upper Columbia region now has current and comprehensive fish passage data. Having a complete understanding of fish passage in the UC allows the Region to prioritize investments and leverage funding to systematically repair/remove fish passage barriers.

Methow Subbasin

Partners completed 15 projects in the Okanogan subbasin in 2022 (see attachment 1)

Featured Project: Alder Creek Floodplain Restoration 20-1457

Sponsor: Yakama Nation

Location: Methow River – Alder Creek

Funding: Total project cost: $774,847; $187,456 from Salmon Recovery Funding Board; $149,967 Wells Habitat Conservation Plan; $442,424.12 BPA Accord

Outcomes: 0.5 total miles of instream habitat treated; 14 structures placed in channel; 6.5 acres of off-channel/floodplain connected or added; 0.5 miles of off-channel stream created or connected; 0.25 miles of channel treated for channel reconfiguration and connectivity.



Photo: The new side channel post construction.



Photo: Engineered log jam downstream of new side channel excavation.

The Alder Creek Floodplain project is located on Washington State Department of Fish and Wildlife (WDFW) property on the Alder Creek Floodplain (Methow River RM 34-34.5 river right floodplain). This project was developed in collaboration with WDFW and WA Department of Natural Resources (DNR). Designed elements addressed ecological concerns in the reach including peripheral and transitional habitats (Side channel and Wetland Habitat Conditions) and channel structure and form (Instream Structural Complexity/Bed and Channel Form).

The primary project element included select excavation and apex log jam placement to encourage the creation of a perennial side channel. This 1400' side channel will create a perennial connection to natural groundwater upwelling areas, providing excellent summer and winter thermal refugia for juvenile Spring Chinook and steelhead. Large wood structures placed within this side channel create cover and promote pool formation. Finally, a planting plan was implemented for the project, which will result in improved riparian habitat.

Wenatchee Subbasin

Partners completed eight projects in the Wenatchee subbasin in 2022 (see attachment 1)

Featured Project: Merritt Oxbow Reconnection Restoration (20-1447)

Sponsor: Cascade Fisheries

Location: Nason Creek Lower 10 Assessment Unit (AU)

Funding: Total project cost: $805,000; $460,000 from Salmon Recovery Funding Board; $345,000 match from Bonneville Power Administration.

Outcomes: 4.3 miles of off-channel stream created; 0.28 miles of instream habitat treated; 24 structures placed in channel; 1.1 acres of riparian planting; 2.7 acres of off-channel floodplain connected or added



Photo: Use of heavy equipment is common in large-scale restoration projects. Here the contractor carefully works instream to build the constructed riffle, which increased the elevation of Nason Creek to ensure water flows through the newly created side channel.

This restoration project addressed high priority ecological concerns in Nason Creek by establishing a perennial side channel with connection to off channel wetland habitat, installing wood structures to increase instream complexity and habitat, and establishing riparian vegetation in the floodplain and newly created side channel. The project is located on Chelan-Douglas Land Trust property at RM 10.8 - 11 on Nason Creek. The project benefits ESA listed Spring Chinook salmon, steelhead, and bull trout in Nason Creek, among other non-listed species.



Photo: This aerial photo displays the Merritt Oxbow worksite, flowing left to right. The arrow on left (facing right) points to the newly created perennial side channel that connects to the pre-existing oxbow. The arrow on the bottom (facing up) points to the constructed riffle site shown in the top photo.

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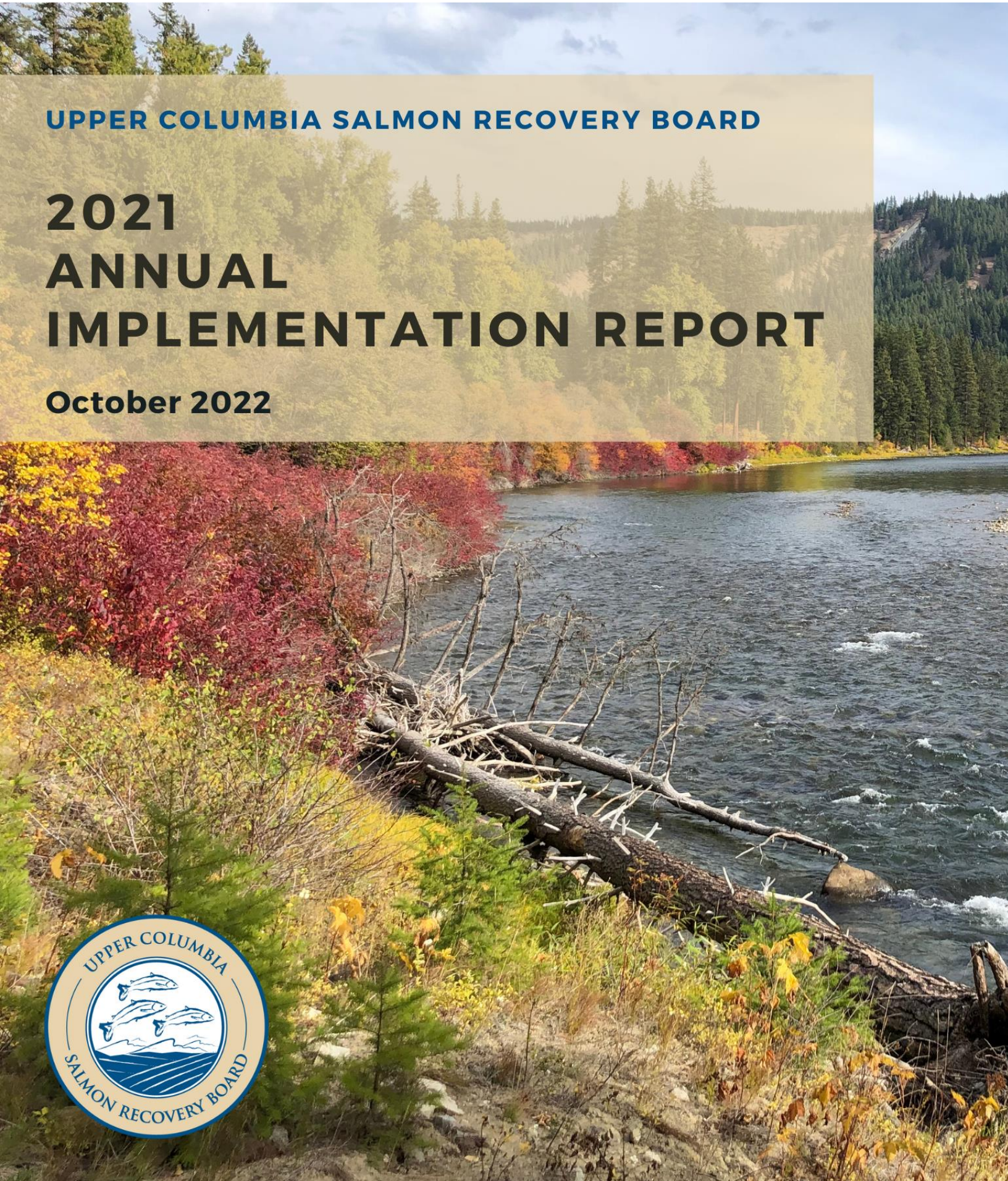
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Introduction

The *Annual Implementation Report* summarizes work accomplished in the Upper Columbia Region and documents progress toward recovery of ESA-listed salmon stocks. The 2007 *Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan* (*Recovery Plan*) envisions an approach for success in recovering imperiled Upper Columbia salmon populations which requires a comprehensive effort across multiple management and geographic boundaries, with a focus on restoring degraded **Habitat**, addressing causes of mortality in the **Hydropower** system and migration corridor, mitigating the influence of fish **Hatcheries** on wild populations, and managing **Harvest** at sustainable levels. These four management sectors are often called the "Four Hs" of salmon recovery.

This *Annual Implementation Report* includes information on environmental conditions across habitats used by ESA-listed Upper Columbia salmon and steelhead in 2021 and provides a general overview of hydropower, hatchery, and harvest arenas affecting these populations. The annual summary of actions taken to restore and protect habitat in the Upper Columbia provides a context for the contribution of local efforts toward the recovery of viable Upper Columbia spring Chinook salmon and steelhead populations.

Adult Returns in 2021

Spawner escapement estimates describe the numbers of adult Chinook salmon and steelhead returning to the Upper Columbia Region. Exact methods used to generate these estimates differ among populations. The estimated number of spawning spring Chinook salmon is based on redd count data, with corrections applied to account for estimates of fish per redd, sex ratios, and hatchery-to-natural-origin ratios, depending on available data for individual populations. Since 2010, population-level steelhead spawner escapement rates have been estimated from a PIT-tag based model for each primary population in the Upper Columbia (Hillman et. al. 2022).

An estimated 1,228 natural-origin Upper Columbia spring Chinook salmon returned to spawning grounds in 2021. This number was higher than the previous four years, but the 12-year geometric mean of 1,047 remained well below the delisting abundance target of 4,500 naturally produced spawners. The estimated return of hatchery-origin spawners was 1,848, for a combined estimate of 3,076 spring Chinook spawners in the region. The increase in number of spawners relative to recent years was represented in all three of the populations in the region (Figure 1), with an estimated 140 natural-origin spawners in the Entiat River (154 total including hatchery-origin fish), 495 in the Methow River (1,118 total), and 593 in the Wenatchee River (1,804 total).

The number of steelhead returning to spawn in the Upper Columbia also increased in 2021 compared with the previous four years, with an estimated 1,550 natural-origin spawners. This estimate was close to the 12-year geometric mean of 1,589 and approximately half that of the delisting abundance target of 3,000 naturally produced spawners. The estimated return of hatchery-origin steelhead was 2,451, resulting in a total estimate of 4,001 spawners in the region. The total number of spawning adults increased relative to recent years in each of the four tributary populations (Figure 1), but the numbers of natural-origin fish increased in only the Entiat and Wenatchee populations. Estimates of natural-origin steelhead in 2021 were 313 (383 total) in the Entiat River, 508 (1,820 total) in the Methow River, 571 (825 total) in the Wenatchee River, and 158 (973 total) in the Okanogan River.

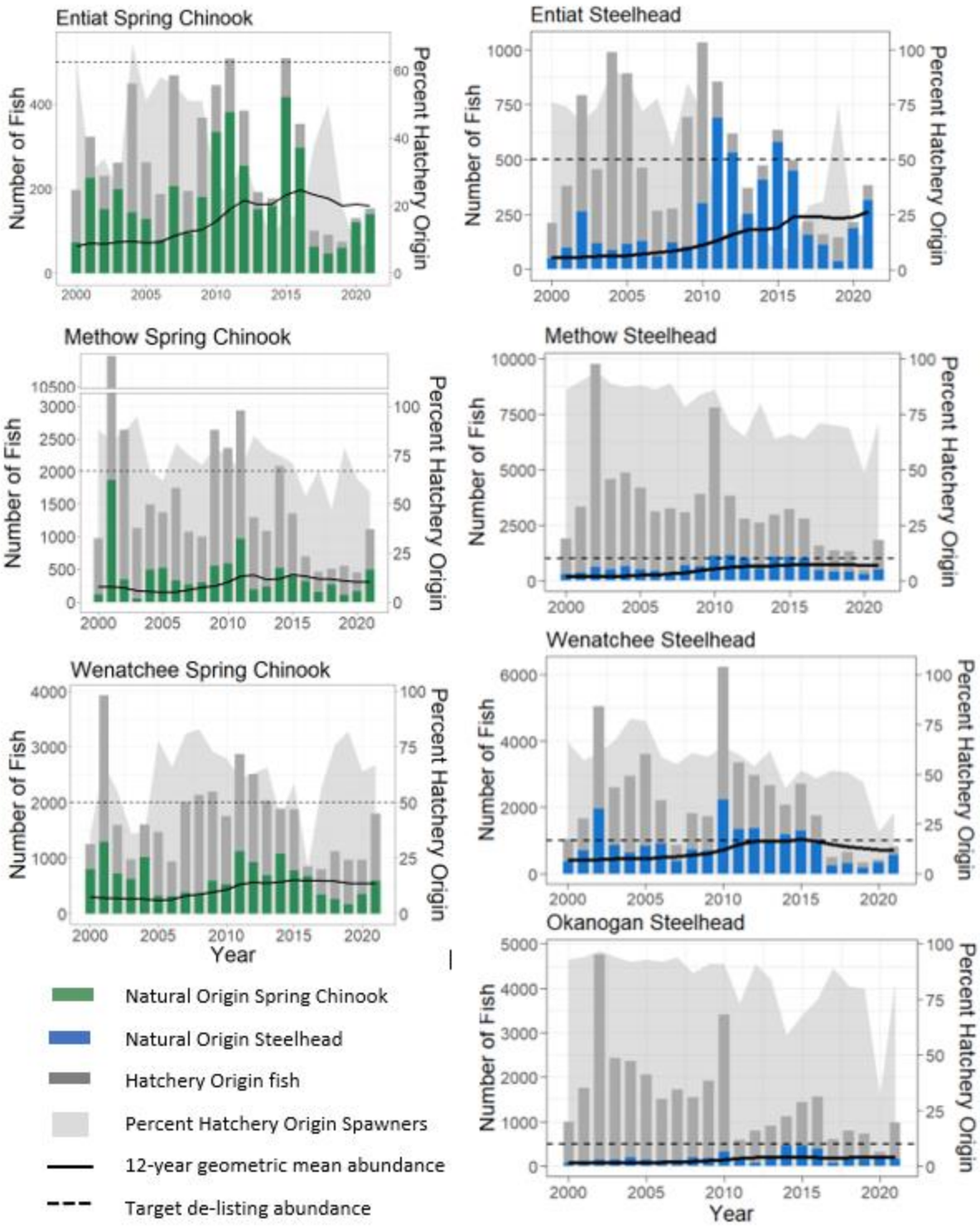


Figure 6. Upper Columbia spring Chinook salmon and steelhead returns (left axis) between 2000-2021 for natural-origin (colored bars) and hatchery-origin (gray bars) fish and percent hatchery-origin spawners (right axis; light gray fill) by year. The black line indicates the 12-year geometric mean of natural-origin spawners, and the dashed line is the abundance delisting target for natural-origin fish. Note the difference in axes among plots and a break in the y-axis for Methow Chinook. Source: NOAA SPS data; WDFW 2021 SaSI data; Fraser et al. 2022.

Habitat Conditions in 2021

The winter of 2021 (November 2020 through March 2021) across the Upper Columbia Region was moderately wet and cold. Winter precipitation was 20% and 4% above average in Chelan and Okanogan Counties, respectively (West Wide Drought Tracker; Abatzoglou 2013). Due to the cold and wet winter, the average peak snowpack in the Upper Columbia was 10% above normal (NRCS 2021; Figure 2) but total streamflow in the 2021 water year (October 2020 – September 2021) was only 0.6% above average. In contrast to the cold and wet winter, summer in the Upper Columbia was drier and warmer than normal, with air temperatures 5.1 °F above average. As a result, August average flow was 32% below average across the Upper Columbia (USGS 2021; Figure 2) and the average peak 7-day average water temperature across the Upper Columbia was 77.4 °F, a full 2.0 °F above the historic 7-day maximum water temperature.

There were multiple major wildfires throughout the Upper Columbia Region that burned during the summer and fall of 2021 (Northwest Interagency Coordination Center 2022). In the Methow Subbasin, the Cub Creek Fire burned 70,000 acres which included the Upper Chewuch River and Eight Mile Creek drainages. The Cedar Creek Fire, also in the Methow Subbasin, burned 56,000 acres, including around numerous salmon spawning streams: Early Winters Creek, Cedar Creek, Wolf Creek, and much of the west side of the upper Methow Valley. In the Okanogan Subbasin, the Whitmore Wildfire burned 57,000 acres, which included parts of the Omak Creek drainage. Finally, the Cold Springs wildfire in the Okanogan Subbasin burned 190,000 acres of predominantly sagebrush and grasslands. These wildfires had and will continue to have an impact on salmon habitat in the Upper Columbia.

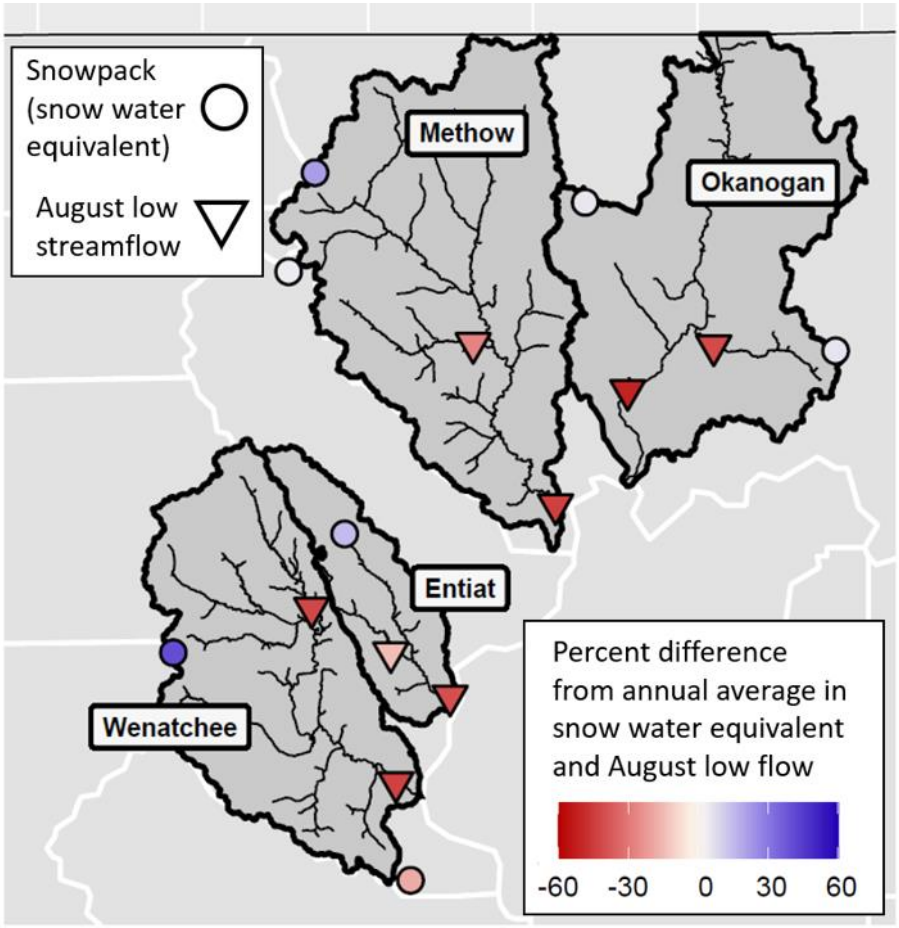


Figure 2. Map of the four major Upper Columbia River subbasins showing the location of SNOWTEL sites where snow-water equivalent is assessed (circles) and USGS stream gages where flow is measured (triangles). The color ramp indicates the percent difference from annual average for each of the two measurements.

Ocean conditions in 2021 were some of the best for salmon in the past two decades (NOAA 2021). Across 16 ocean ecosystem indicators used by NOAA to summarize ocean conditions for juvenile salmon survival in the ocean, 2021 conditions ranked as the second best in the 24-year time series (Figure 3). Cold sea surface temperatures and upwelling along the continental shelf led to productive conditions, with high chlorophyll concentrations and higher than average biomass of cold water northern copepods. These tiny cold-water crustaceans are high in lipids, which appear to be essential for the survival of many cold-water fishes, and their abundance is correlated with salmon survival.

Ocean conditions are thought to have the greatest impact on salmon during their first year at sea. Therefore, the effect of ocean conditions may not be reflected in returning adult numbers for several years because the number of years spent in the ocean varies among species, populations, and individual fish. Poor ocean conditions in 2015-2019 likely contributed to lower numbers of salmon and steelhead returning to the Upper Columbia in recent years. Conversely the uptick in 2021 adult returns may in part reflect improved ocean conditions in 2018 and 2020. Ocean conditions in 2021 were particularly good for populations that migrate along the continental shelf toward the Gulf of Alaska, including Upper Columbia spring Chinook salmon. The benefits of these conditions may not be as pronounced for steelhead, which move offshore in the ocean where sea surface temperatures were not as favorable.

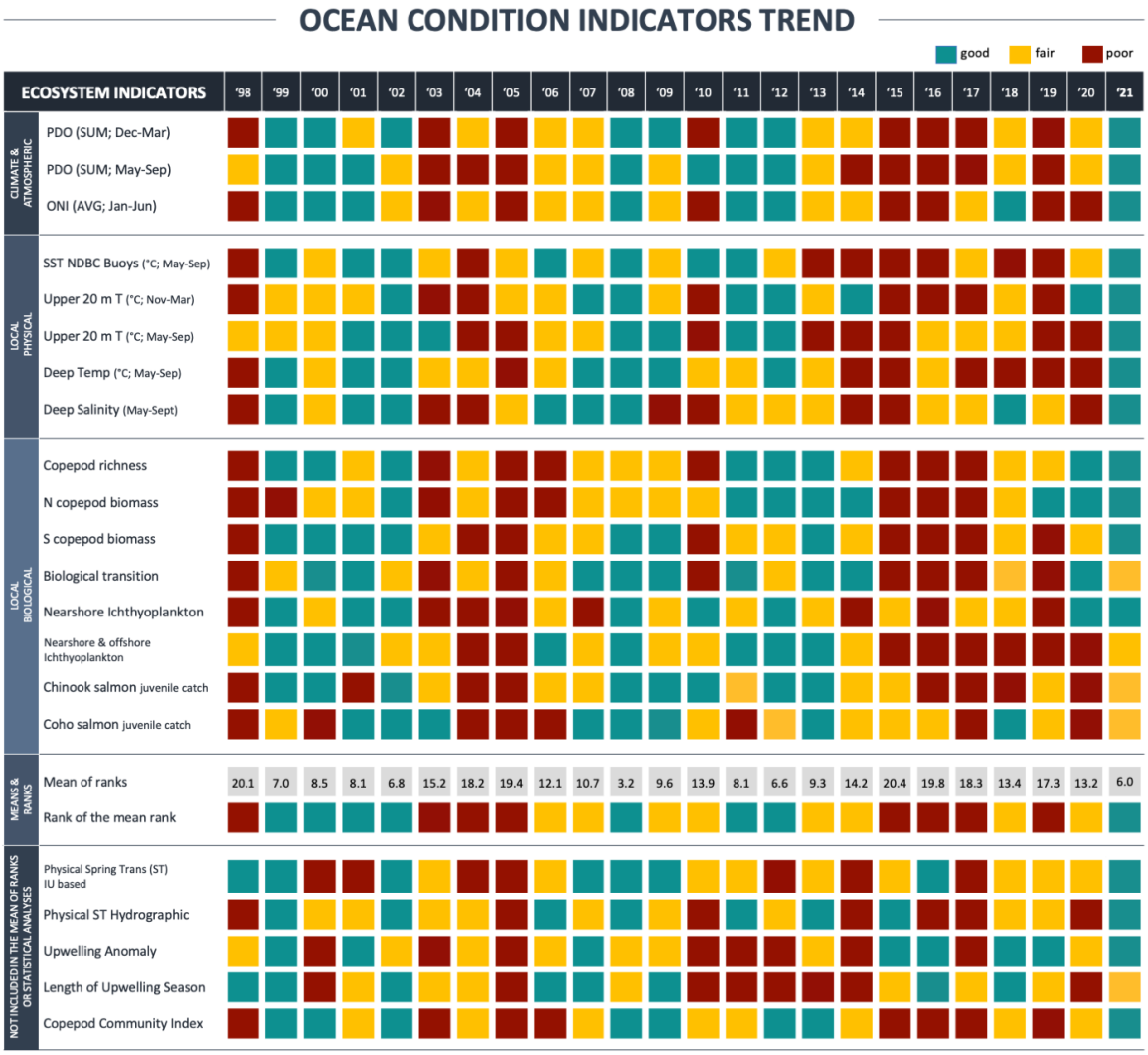


Figure 3. Ocean ecosystem indicators of the Northern California Current, 1998-2021. Colored squares indicate either positive (green), neutral (yellow), or negative (red) conditions for salmon entering the ocean in the year indicated. Mean ranks are listed for each year. Figure from NOAA fisheries.

Harvest

Harvest of salmon and steelhead in tributaries to the Columbia River is managed by the state of Washington and tribal fishery managers to limit impacts on ESA-listed species. In 2021, recreational fisheries occurred upstream of Priest Rapids Dam for Upper Columbia summer Chinook, sockeye, and coho salmon. All wild Chinook and wild steelhead were required to be released (ODFW & WDFW 2022). Additionally, there was a limited spring Chinook salmon fishery on the Icicle Creek in 2021 targeting unlisted, hatchery-origin spring Chinook salmon.

Harvest of Upper Columbia spring Chinook salmon and summer steelhead occurred primarily in the mainstem Columbia River below the confluence of the Snake River. Under the U.S. v. Oregon Management Agreement, fisheries in this area are managed in accordance with an agreed-upon harvest rate schedule. In 2021, an estimated 3,978 wild spring Chinook entered the Columbia River destined for the Upper Columbia, with 17,365 total hatchery and natural origin fish combined (including from the Chief Joseph hatchery). The estimated number of wild fish taken by non-treaty wild harvest was 47 (1.2% of the wild run) and treaty harvest through ceremonial and subsistence (C&S) fisheries accounted for 185 fish (4.7% of the run). An estimated 921 (23.2%) Upper Columbia wild spring Chinook salmon died from various causes during migration or failed to pass Rock Island Dam, for an estimated escapement of 2,824 (71.0% of initial wild run) at Rock Island Dam (ODFW & WDFW 2022).

Data for 2021 upriver summer steelhead are not currently available.

See more information on harvest in the UCSRB Harvest Background Summary.

Hydrosystem survival

Salmon and steelhead from Upper Columbia populations migrate through the Columbia River hydrosystem during their emigration to the ocean as juveniles and again as adults returning to their stream of origin. Survival during migration may be influenced by environmental conditions and operations associated with the dams and reservoirs encountered prior to ocean entry and upon return up the Columbia River. The water year 2021 was below average on the mainstem Columbia River, resulting in a runoff volume of 85% of average (1991-2020) at Priest Rapids Dam and 79% at The Dalles Dam (Dehart 2022). The result of these low flows was that seasonal flow targets were not met for spring or summer juvenile migrations at any of the federal Columbia River dams, and summer spill was curtailed on August 15. On average, in-river 2021 conditions for out-migrating Upper Columbia juvenile steelhead and yearling Chinook showed moderate-to high-powerhouse encounter rates (correlated with lower survival) and long travel times (also correlated with lower survival; McCann 2022). For Upper Columbia populations, survival estimates through the hydrosystem were well below the 2008-2020 average for both yearling Chinook salmon and steelhead (Figure 4).

Juvenile survival through the hydrosystem is estimated annually by the National Marine Fisheries Service for hatchery-origin Upper Columbia spring Chinook and steelhead. Survival of natural-origin Upper Columbia spring Chinook and steelhead is not assessed. For **hatchery yearling Chinook salmon**, estimated survival was 53% (SE 2.8%) from release to McNary Dam and 62% (SE 5.0%) from McNary to Bonneville Dam (Widener et al. 2022). When these two estimates were combined (i.e., release to McNary rate multiplied by McNary to Bonneville rate), the total estimated survival for hatchery yearling Chinook salmon in 2021 was 33%. For **hatchery steelhead**, estimated survival from release to McNary Dam was 32% (SE 2.5%) and 56% (SE 5.0%) from McNary to Bonneville Dam, and the combined survival estimate was 18% (Figure 4).

The Comparative Survival Study (CSS) evaluates hydropower survival over time and includes estimates of survival for wild spring Chinook and steelhead (McCann et al. 2022). The most recent smolt-to-adult returns (SAR) survival estimate for **wild spring Chinook** (Entiat and Methow populations combined) indicate that survival from Rocky Reach Dam back to Bonneville Dam (RRE-BOA) was 0.87% (without jacks) for the 2018 juvenile migration year (12-year geometric mean =

0.64%). The estimate for **wild steelhead** (Okanogan River or Columbia Mainstem above Wells Dam) at the same points for the 2017 juvenile migration year was 0.38% (12-year geometric mean = 0.31%). Each of these SAR estimates fell well below the target rate of 2%-6% defined by the Northwest Power and Conservation Council (McCann 2022).

See more information on harvest in the UCSRB [Hydropower Background Summary](#).

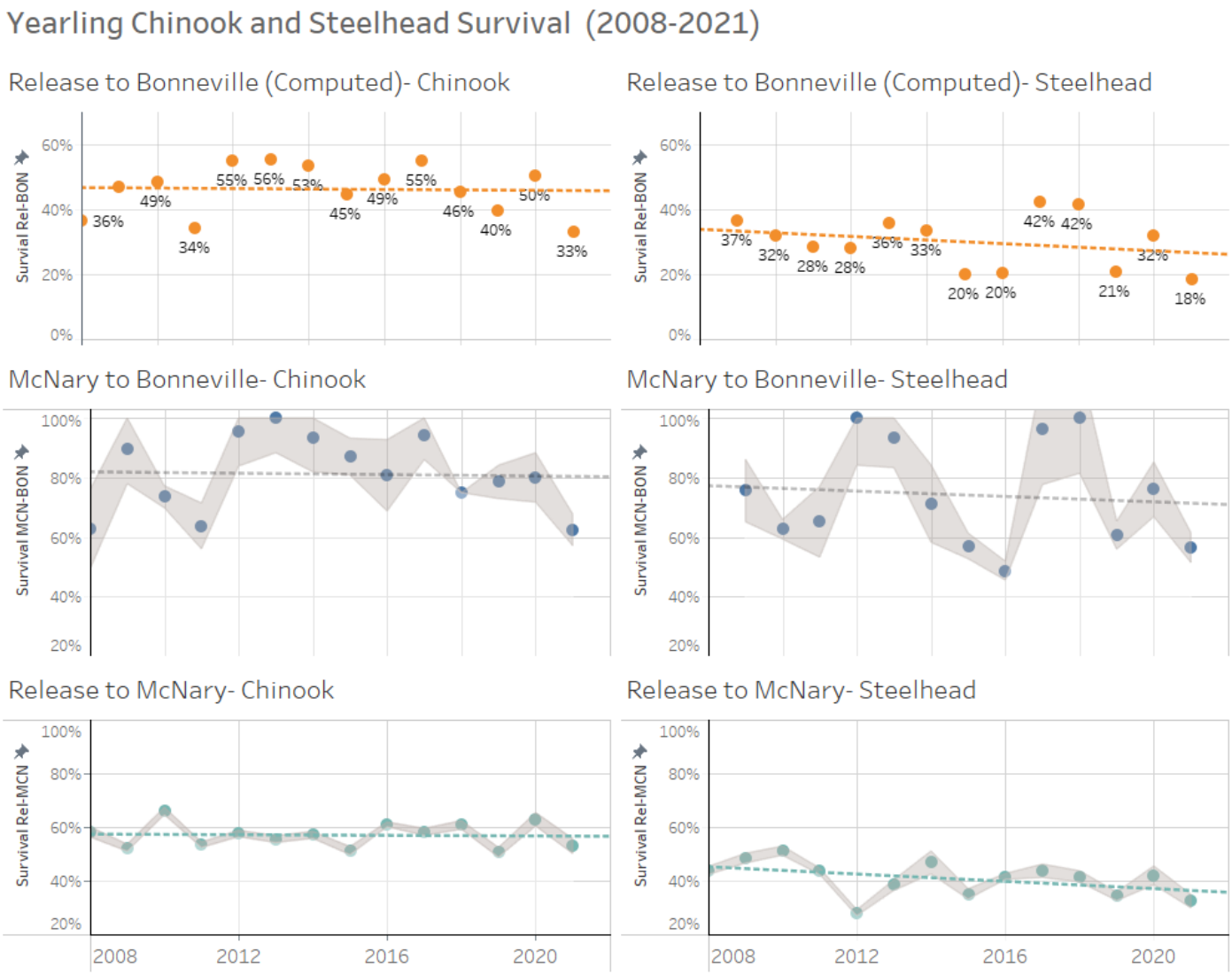


Figure 4. Estimated rates of survival (points) and standard error (gray shading) through the Columbia River hydropower system for hatchery-origin yearling Chinook salmon and steelhead originating in the upper Columbia River, 2008–2021 (data from Widener et al. 2022)

Hatcheries

In 2021, hatchery programs in the Upper Columbia released nearly 3.5 million spring Chinook and 898,000 steelhead (DeHart 2022). These fish were released as part of public utility district (PUD), U.S. Fish and Wildlife Service, and Confederated Tribes of the Colville Reservation (CTCR) programs aimed at harvest, conservation, reintroduction, and safety-net goals.

These hatchery fish, released as juveniles, are managed as adults according to the goals of the program from which they were released. One method for assessing the risk of a supplementation program is to determine the influence of the hatchery and natural environments on the adaptation of the composite population. This is estimated by the proportion of natural-origin fish in the hatchery broodstock (pNOB) and the proportion of hatchery-origin fish in the natural

spawning escapement (pHOS). In 2021, pHOS was greater than 50% for Methow and Wenatchee spring Chinook salmon and for steelhead in the Methow and Okanogan populations (Figure 1). Notably, 2021 pHOS was less than 20% for both spring Chinook salmon and steelhead populations in the Entiat, while natural origin returns were higher than in previous years.

A composite metric called the Proportionate Natural Influence (PNI) combines pNOB and pHOS to assess genetic risk for a salmon population that is supplemented with hatchery fish (i.e., spawners are a combination of natural and hatchery-origin individuals). Higher PNI values indicate greater strength of selection in the natural environment relative to that of the hatchery environment. Estimates of spring Chinook salmon PNI values in the Wenatchee River subbasin were 0.66, 0.41, and 0.64 for the Chiwawa River, Nason Creek, and White River populations, respectively (Hillman et al. 2022). In the Methow River, the spring Chinook PNI estimate was 0.47 (Snow et al. 2022). For steelhead, PNI estimates were 0.63 for the Wenatchee subbasin and 0.49 for the Methow subbasin. Annual 2021 PNI values fell below the recommended value of ≥ 0.67 for conservation programs as defined by the Hatchery Scientific Review Group (2009), and a few were below the 0.50 rate required for the natural environment to dominate selection (Paquet 2011).

See more information on hatcheries in the UCSRB Hatchery Background Summary.

Habitat

Habitat restoration and protection projects in the Upper Columbia are tracked on the Salmon Recovery Portal database, administered by the State of Washington Governor's Salmon Recovery Office. All habitat projects that could benefit salmon, steelhead, and bull trout are entered in the database. This information is used to track our progress toward implementing habitat goals in the *Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan* and *Upper Columbia Biological Strategy*.

2021 ACCOMPLISHMENTS

- 31 Projects completed
- 20 acres of habitat protected
- 14 miles of stream treated
- 13 barriers removed
- 30 miles of stream opened
- 19 acres of floodplain reconnected
- 186 structures placed in channel
- 26 beavers relocated
- 2.2 miles of off-channel stream created

In 2021, partners completed 31 projects across all four major subbasins (Figure 5), with seven projects implemented in the Methow, fifteen in the Wenatchee, three in the Entiat, and six in the Okanogan. Among completed projects, 22 were restoration, six were design, two protection, and one assessment. Since 1998, there have been 550 projects completed in the region, with most projects (56%) implemented in the last 10 years, with a 10-year average of 31 projects per year and an average of 19 projects completed annually in the past five years. The scope and scale of current projects is significant based on the cost of recently completed projects. The total project cost for all 31 projects completed in 2021 was $21.3 million (Figure 6), with one project exceeding $9 million, and four projects over $1 million each. The average funding per project in 2021 was approximatly $690,000, which is the highest average project cost per year other than 2017. A complete list of projects completed in 2021 is provided in Attachment 1. Two of these projects were implemented in 2020 but final reporting was completed in 2021 (projects implemented in 2020 are indicated by an asterisk in Table 1).

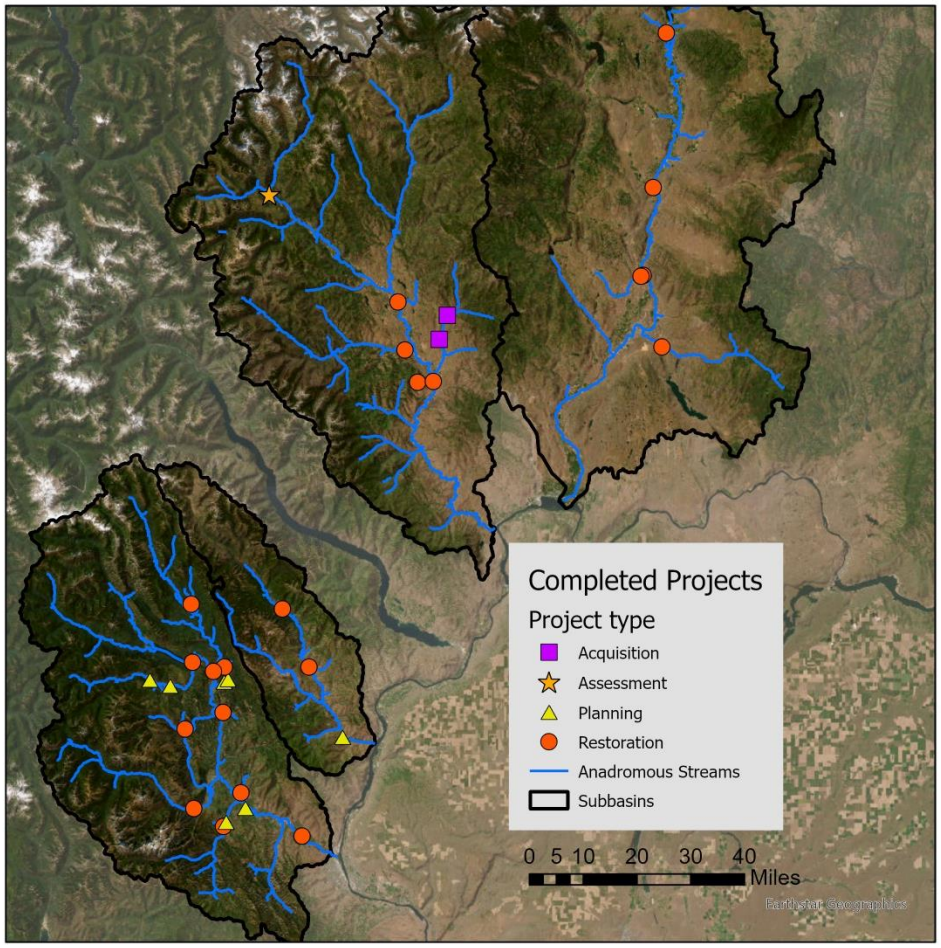


Figure 5. Map of the Upper Columbia region showing the location and type of projects completed in 2021 within each of the four major subbasins.

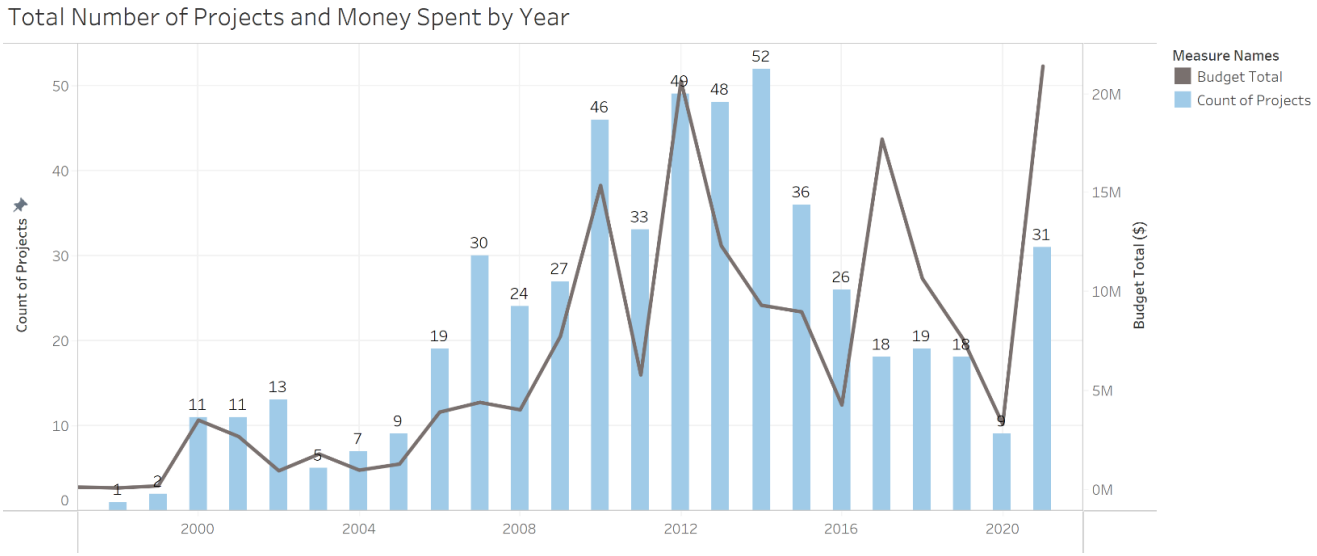


Figure 6. Total number of habitat projects completed (blue bars; left axis) and money spent in millions (gray line; right axis) annually from 1998 through 2021.

In 2021, the Upper Columbia Regional Technical Team (UCRTT) completed a prioritization process for habitat restoration and protection (see https://www.ucsrb.org/science-resources/prioritization/). The updated 2021 UCRTT Biological

Strategy defined priority areas and limiting factors for all three listed species. Because there are three listed fish species in the Upper Columbia, including critically endangered spring Chinook salmon, it is important to track the amount of habitat work benefitting each species (Figure 7). Most projects targeted ESA-listed spring Chinook (25 of 31) as the primary species of interest and bull trout (25 of 31) as a secondary species, while all 31 projects listed steelhead as either a primary or secondary species benefiting. Several projects also listed benefits to unlisted species and stocks such as lamprey, and summer Chinook, coho, and sockeye salmon.

See more information on habitat in the UCSRB Habitat Background Summary.

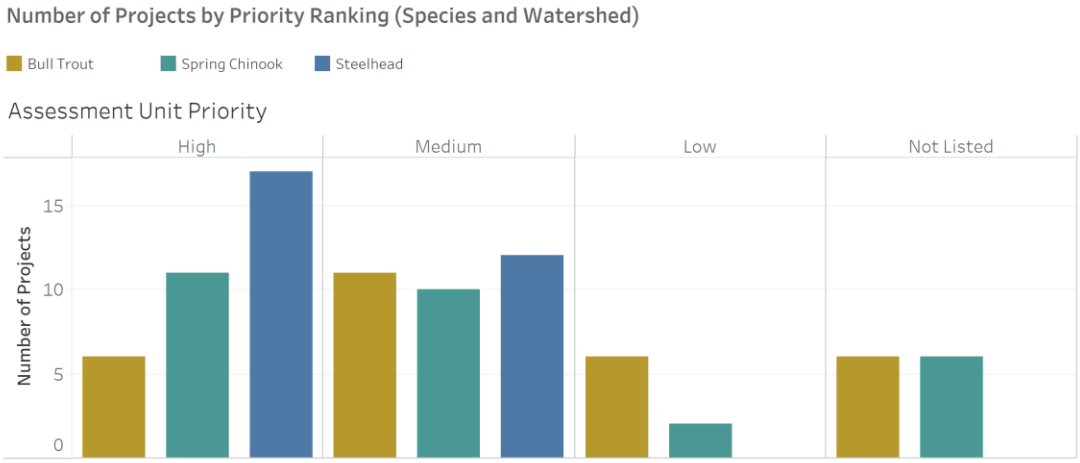


Figure 7. The number of projects completed in 2021 in each Assessment Unit (HUC 12 watershed) summarized by priority rankings as defined in the *UCRTT Biological Strategy* for each of the three ESA-listed species.

Featured Projects

The following section briefly discusses the subbasins where projects occurred and features projects that address the identified ecological concerns in those areas. These projects demonstrate the region's commitment to habitat projects that benefit key species and their habitat needs.

Entiat Subbasin

Partners completed three projects in the Entiat subbasin in 2021 (see Attachment 1).

Featured Project: Upper Burns and Angle Point Areas Habitat Enhancement



The Upper Burns and Angle Point Project, completed in 2021, reconnected a network of relict side-channels and installed large wood and engineered log structures between Entiat river miles 25.8-26.8.

Sponsor: Yakama Nation Fisheries

Location: Lake Creek Assessment Unit – Entiat River

Funding: Total project cost: $1,070,500; $404,000 from WA Recreation and Conservation Office Salmon Recovery Funding Board (SRFB); $189,000 Rock Island HCP Tributary Fund; $477,500 federal match

Outcomes: 0.47 miles of off-channel stream created or connected; 5 acres of channel/off-channel connected or added; 1.5 miles of stream treated for channel structure placement; 20 structures placed in channel; 9 acres planted in riparian; 0.75 miles of streambank planted

The goal of this project was to create peripheral and transitional habitat, as well as instream complexity and diversity, which were lacking in this reach of the Entiat River. Floodplain, alcove, and side-channel inundation was created and connected to establish perennial habitat, compared with pre-restoration conditions that were only accessible during high flow conditions. In the mainstem, wood was positioned to emulate natural accumulations to provide fish cover and habitat complexity at various locations. All disturbed areas and any riparian areas lacking in density were replanted with native vegetation. This project, coupled with work already completed in previous years creates eight miles of contiguous restored habitat in a high priority area for spring Chinook salmon and bull trout.

Methow Subbasin

Partners completed seven projects in the Methow subbasin in 2021 (see Attachment 1).

Featured Project: Barkley Irrigation Company: Under Pressure

Sponsor: Trout Unlimited

Location: Methow River-Thompson Creek AU

Funding: Total project cost: $9,282,007; $1,279,300 from WA Recreation and Conservation Office; $328,636 match from Priest Rapids Coordinating Committee, Rock Island HCP Tributary Fund, BPA, and Washington State Conservation Commission; $7,674,071 of joined funds from other Methow Valley Irrigation District projects

Outcomes: 26 cubic feet per second of water conserved

The objective of this project was to decrease mortality of listed species in the mainstem Methow and Barkley Diversion side-channel caused by annual excavation of the riverbed to create a push up dam for irrigators on the Barkley ditch. The project improved survival of ESA-listed juvenile spring Chinook salmon, steelhead, and bull trout, as well as Pacific lamprey and west slope cutthroat trout by eliminating stranding that occurs annually in the upper 1/2 mile of the Barkley ditch upstream of the fish screen. Trout Unlimited (TU) along with the Barkley Irrigation Company (Barkley/BIC), the Methow Conservancy (MC) and the Bureau of Reclamation (Reclamation) accomplished this by building a permanent pressurized system approximately 2 miles downstream of the current diversion to serve all Barkley Irrigation users. The perpetual water saving from this project is 26 cubic feet per second (cfs). The project eliminated the need for a push-up dam and modified the Barkley Diversion to reconnect Bear Creek directly to the Methow River, rather than flowing into the Barkley Canal. Restoration of natural channel alignment allows direct fish passage into this important Methow River tributary.



The finished pressurized pump system along the Methow River, which replaced a push-up dam.

Okanogan Subbasin

Partners completed six projects in the Okanogan subbasin in 2021 (see Attachment 1).

Featured Project: Omak Creek – St. Mary's Mission Small Wood Project



Top: Staff operate a hydraulic post driver to install BDAs on Omak Creek.

Bottom: View looking upstream of a completed BDA on Omak Creek.

Sponsor: Confederated Tribes of the Colville Reservation

Location: Omak Creek – Okanogan Subbasin

Funding: $30,000 BPA Columbia Basin Fish Accords

Outcomes: 13 structures placed in channel; 1.1 miles of stream treated

Low-tech restoration approaches were used in the Omak Creek – St. Mary's Mission Small Wood Project to address primary limiting factors that included summer base flow, riparian-disturbance, and stream temperatures that exceeded those recommended for steelhead rearing. Utilizing beaver dam analogs (BDAs) and post assist log structures (PALS), 13 small wood structures were installed in Omak Creek near the St. Mary's Mission to provide instream complexity, mimic beaver dam activity, and promote sediment and wood accumulation. Restoration took place along 1.1 miles of stream to benefit steelhead, summer Chinook salmon, and Pacific lamprey.

Wenatchee Subbasin

Partners completed 15 projects in the Wenatchee subbasin in 2021 (see Attachment 1).

Featured Project: Wenatchee River-Monitor Side Channel Construction



Chelan County Natural Resources staff lead a post-construction project tour to the recently completed Monitor side channel on the Wenatchee River in October 2021. Multiple engineered log jams can be seen on both banks of the side channel.

Sponsor: Chelan County Natural Resources Department

Location: Wenatchee River near Monitor, WA

Funding: Total project cost: $448,707; $231,853 from WA State Recreation and Conservation Office, $216,854 in match from Rock Island HCP Tributary Funds

Outcomes: 0.4 miles of stream treated for channel structure placement; 9 structures placed in channel; 0.4 acres planted in riparian; 0.4 miles of streambank planted

CCCNRD completed final design and implementation of the Wenatchee River-Monitor Side Channel project in 2021, which included construction of large wood structures, boulder clusters, and riparian vegetation installments along the 2,200 ft. side channel near Monitor. These structures created pools and channel complexity and improved summer and winter rearing habitat for steelhead, coho, and spring Chinook salmon in the Lower Wenatchee River. In total, 6 large wood structures, 3 small apex and bank structures, 3 weir logs, 7 boulder clusters and 17 willow trenches were placed at strategic locations to improve channel complexity. Coho salmon were seen spawning in the side channel within weeks of project completion.

Out-year Planning

Data in the Salmon Recovery Portal (SRP) database can be used to asses the status of identified projects in the region. There are currently 147 planned, 39 proposed, and 132 active projects in the SRP database (SRP November 2022). Based on recently collected data for the 2022 Implementation Schedule, the total funding request for planned projects (based on budget) over the next four years is $136.5 million and the total for proposed projects in SRP is $46.5 million, although not all planned and proposed projects included cost estimates. The UCSRB will continue working with partners in 2023 to build out the capability of using the Salmon Recovery Portal to capture out-year needs of sponsors. The full list of

projects in the region can be found in the Implementation Schedule at https://www.ucsrb.org/mdocuments-library/reports/.

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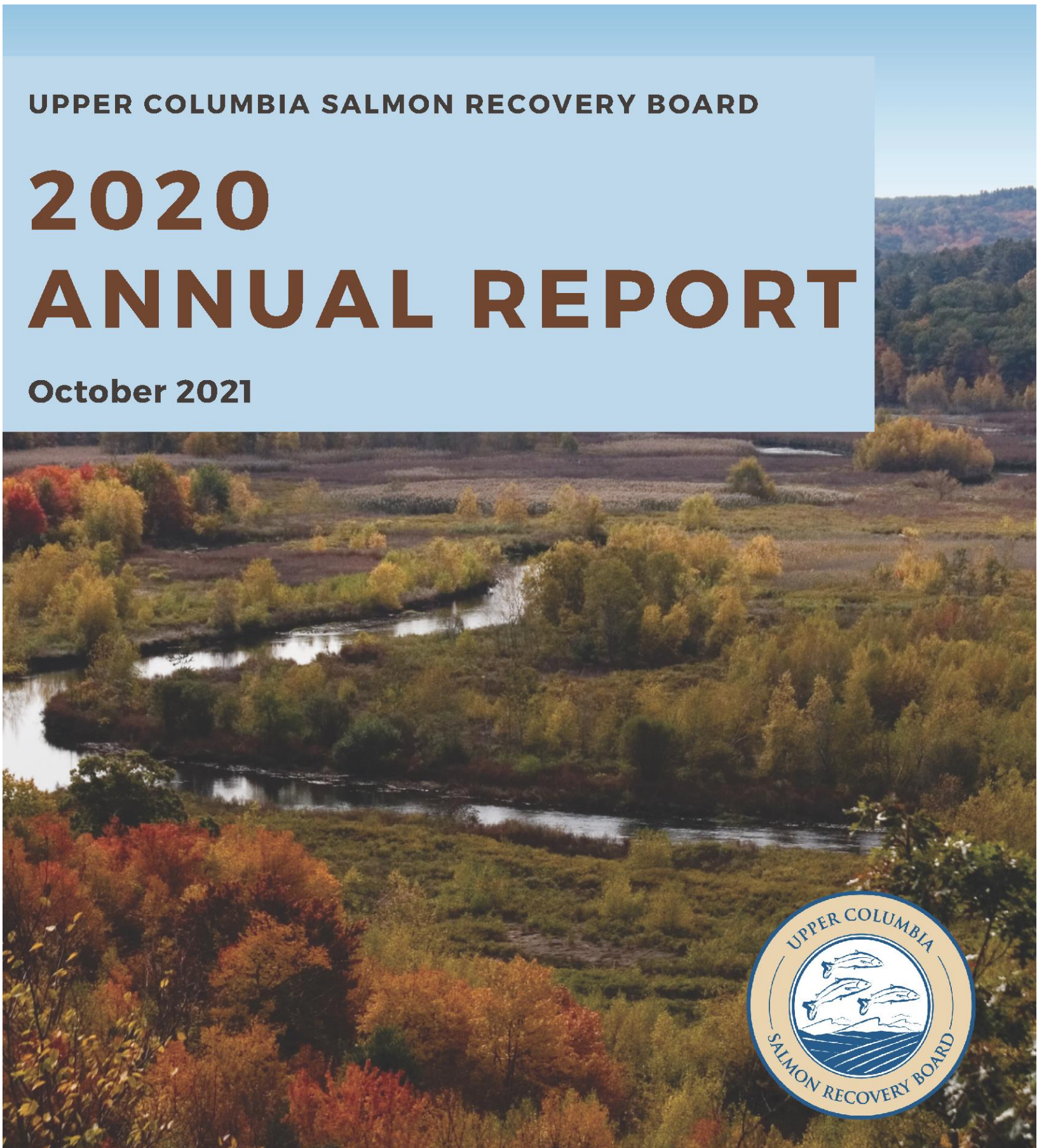
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UPPER COLUMBIA SALMON RECOVERY BOARD

2020 ANNUAL REPORT

October 2021



Introduction

This *2020 Annual Report* from the Upper Columbia Salmon Recovery Board (UCSRB) provides an overview of environmental conditions and an update on changes in hydropower, hatchery, harvest, habitat ("All-H") management sectors affecting Endangered Species Act (ESA)- listed Upper Columbia (UC) spring Chinook salmon, steelhead, and bull trout. These changes provide context for the current recovery efforts to restore and protect habitat in the UC and their contribution to the recovery and sustainability of UC spring Chinook and steelhead populations. The report also includes an overview of recovery projects completed in 2020 that benefit the ESA-listed fish species.

Adult Returns

Returns of spring Chinook and steelhead remained low in 2020 in the Wenatchee, Entiat, Methow, and Okanogan subbasins (Figure 6). A total of 1,554 spring Chinook (639 natural-origin and 915 hatchery-origin) returned to the Upper Columbia in 2020, which was the second lowest return to the region since 1999 (WDFW 2020). The number of natural-origin spring Chinook was higher in 2020 than it has been in the last three years, but still less than half of the average return (12-year geometric mean = 1053), which itself is well below the delisting target of 4,500 (12-year geometric mean) natural-origin spawners.

A total of 2,375 steelhead (849 natural- and 1,526 hatchery-origin) returned in 2020 which was the third lowest adult return in the last 40 years (WDFW 2020). The number of natural-origin returning spawners was only 36% of the average (12-year geometric mean = 1,628), and much lower than the delisting target of 3,000 (12-year geometric mean).

Returns to the Wenatchee and Entiat subbasins showed slight increases in returns in 2020 compared with 2019, whereas adult returns decreased in the Methow and Okanogan subbasins (Figure 1). Of note is the increase in natural-origin returns to the Entiat subbasin and the substantial reduction of hatchery-origin fish to this unsupplemented population through the reduction in strays from other areas. Returns of natural-origin spawners remain well below recovery goals in all four subbasins.

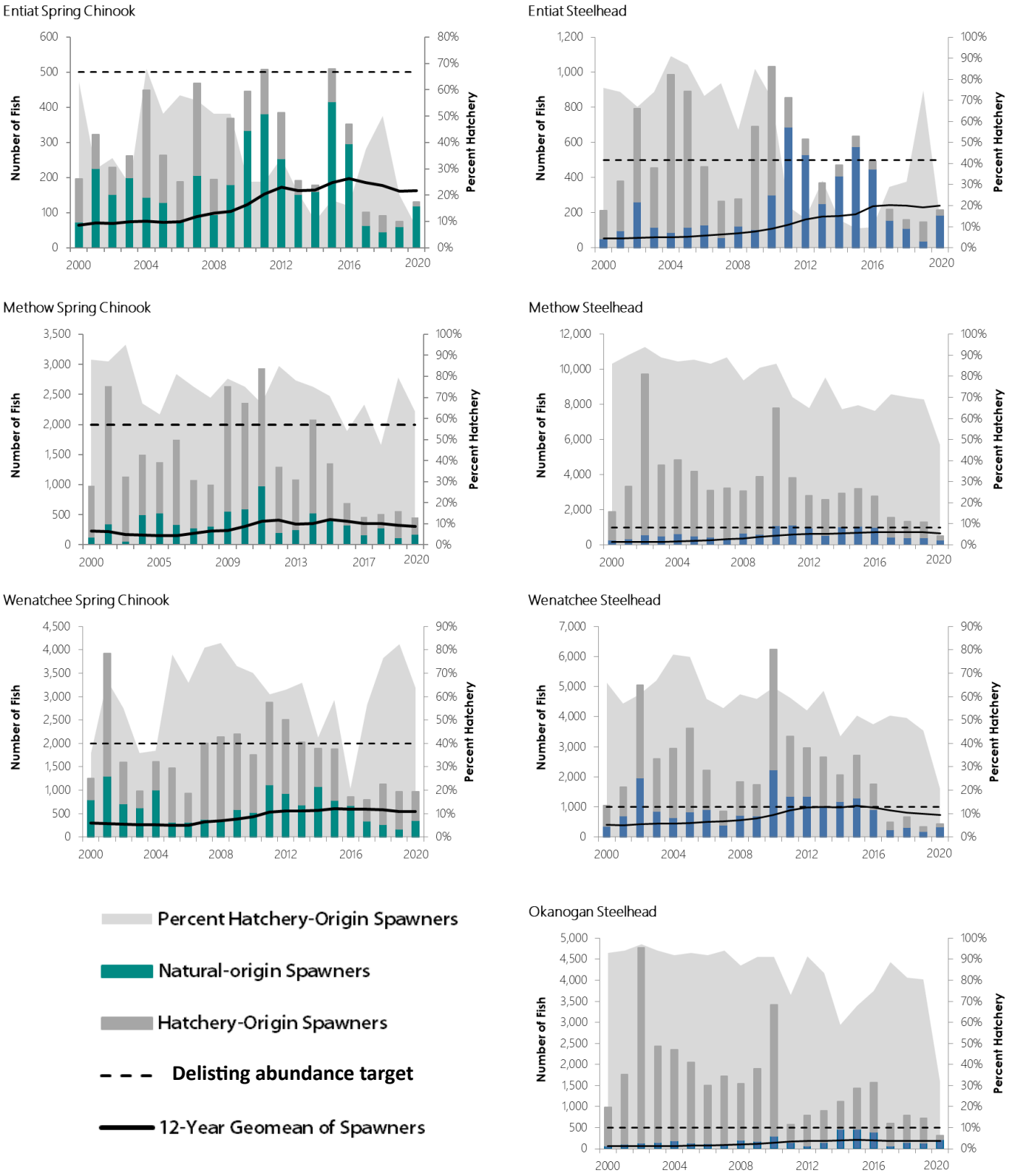


Figure 7. Spring Chinook and steelhead returns between 2000-2020 and percent hatchery-origin spawners (pHOS) by year. The solid line indicates the 12-year geometric mean of spawners, and the dashed line is the abundance delisting target (12-year geometric mean). Data sources: NOAA SPS data; WDFW SaSI data 2021.

Habitat Conditions in 2020

The winter of 2020 (November 2019 through March 2020) across the Upper Columbia was moderately dry and warm, with below-average winter precipitation across the region. Winter precipitation was only 2% below average in Chelan County, but 21% and 37% below average in Okanogan and Douglas Counties, respectively (West Wide Drought Tracker 2021). The snowpack varied widely in the Upper Columbia, relative to an average year. Across the seven representative USDA SNOTEL sites, the average peak snowpack was 16% below normal (NRCS 2020). However, peak snowpack at Stevens Pass was 30% above normal, and Harts Pass and Rainy Pass were only 3% and 8% below normal, respectively. Snow disappearance day was on average on May 22nd, four days earlier than normal.

For the calendar year of 2020, precipitation was 18% above normal in Chelan County, 2% above normal in Okanogan County, and 19% below normal in Douglas County. Winter temperatures in Chelan, Douglas, and Okanogan counties were 1.2 to 1.7 °F above normal. Across the entire calendar year of 2020, air temperature ranged from 1.0 to 1.3 °F above normal (West Wide Drought Tracker 2021). Total streamflow in the 2020 water year (Oct 2019 – Sept 2020) was 7% below normal (USGS 2021). August average flow was 21% below normal. Lower flows in the Upper Columbia contributed to higher-than-average peak 7-day average water temperatures. Across four long-term USGS monitoring sites (two stations in the Okanogan subbasin, and one each in the Methow and Wenatchee subbasins), the maximum 7-day average water temperature was 76.5 °F, which is 1.1 °F above the historic 7-day maximum water temperature. In contrast, the Columbia River summer (Jul-Aug) water temperature was 1.0 °F lower than normal (Columbia River DART 2020).

Wildfire is a major driver of aquatic habitat conditions in the Upper Columbia. In 2020, the only major wildfire was the Cold Springs fire, which burned 190,000 acres of predominantly sagebrush and grasslands near Omak in the Okanogan Basin (NWCC (2020) Annual Fire Report).

Cool ocean conditions during the winter and early spring of 2020 were beneficial for productivity in the Northern Pacific Ocean and likely the cause of the highest annual biomass of northern copepods observed in the previous 24 years. The nearshore winter ichthyoplankton index also indicated productive ocean conditions in 2020. Although summer temperatures were warmer than average, biological indices pointed towards a productive year in the marine environment for higher trophic levels like salmon and steelhead (see 2020 NOAA Report). The National Marine Fisheries Service analyzes numerous ocean conditions to develop "stoplight" tables that rank multiple metrics simultaneously to forecast adult salmon returns. Based on this combined index, ocean conditions in 2020 were considered “Fair” but were better than six of the last ten years (Figure 2).

Impacts from poor ocean conditions take years to fully register in the adult fish returns and to dissipate. The delay varies by species based on their life cycle in freshwater and the ocean. On average, Chinook generally have a four- to five-year delay and steelhead have a one- to two-year delay. Adult returns in 2020 reflected the negative impacts of smolts experiencing poor ocean conditions one to three years previously (2017-2019). Poor ocean conditions over the past eight years (particularly between 2015-2017) mean that returns of most species will likely continue to be low in the coming years but start to improve with fair ocean conditions in 2018 and 2020.

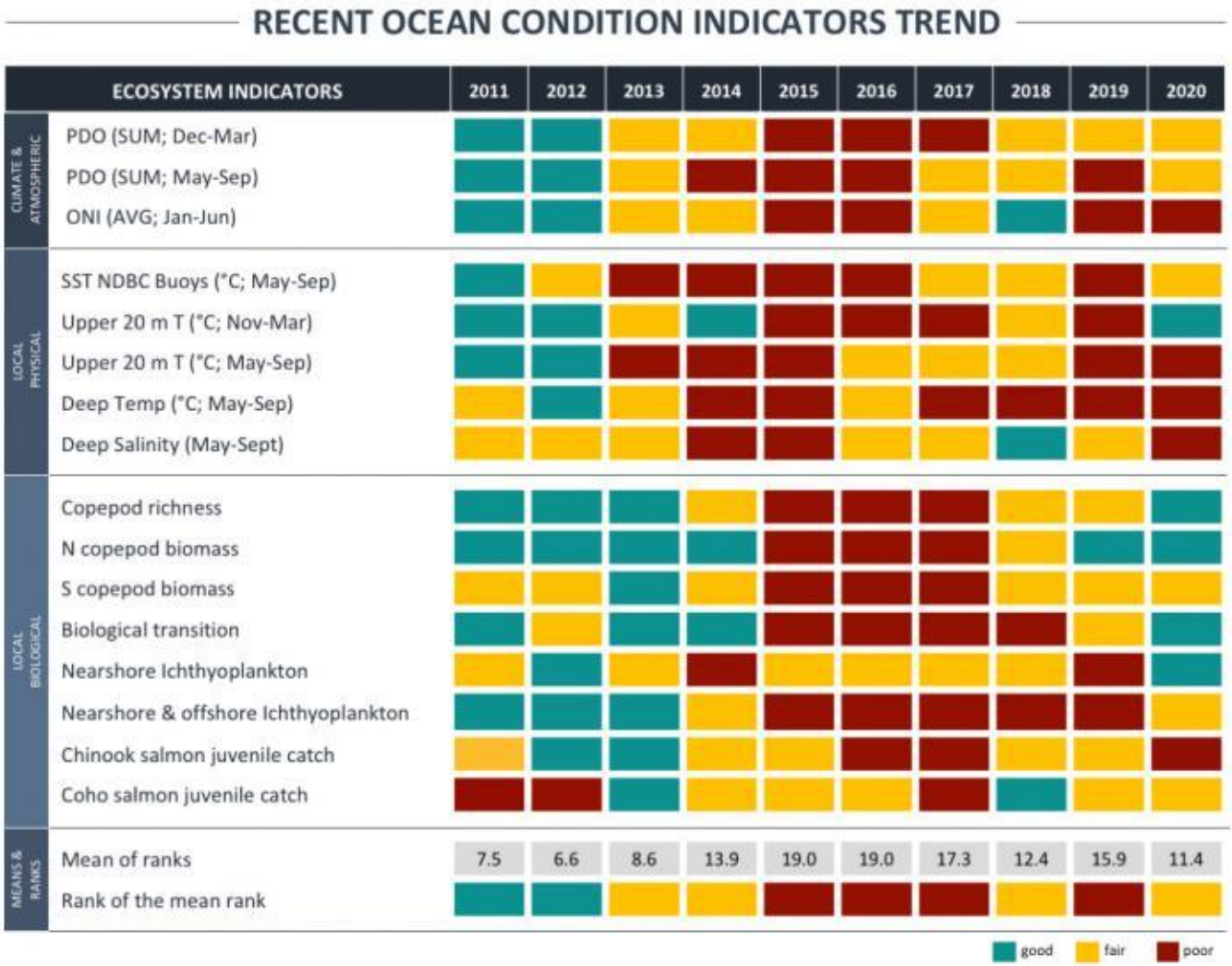


Figure 8. Ocean ecosystem indicators of the Northern California Current. Colored squares indicate either positive (green), neutral (yellow), or negative (red) conditions for salmon entering the ocean.

Harvest

In 2020, fisheries were restricted due to low abundances of Columbia River salmon and steelhead. This was the sixth consecutive year that there were no conservation fisheries for Upper Columbia steelhead or Upper Columbia spring Chinook due to low fish returns and the need to meet hatchery broodstock goals. In the Upper Columbia, 2020 anadromous fisheries included summer Chinook in the Columbia mainstem, Chelan, and Entiat Rivers, sockeye in the Columbia mainstem, and coho in the Columbia Mainstem and Icicle River. Additionally, there was a limited spring Chinook fishery in the Icicle River in 2020 targeting unlisted, hatchery-origin spawners.

Harvest of Upper Columbia spring Chinook and summer steelhead occurred primarily in the mainstem Columbia River below the confluence of the Snake River. Under the U.S. v. Oregon Management Agreement, fisheries in this area are managed in accordance with an agreed-upon harvest rate schedule. The 2020 upriver spring Chinook return to the Columbia River totaled 81,300 adults (99.5% of the preseason forecast of 81,700 fish and only 43% the recent 10-year average). Non-treaty harvest of upriver spring Chinook primarily occurred through recreational fisheries. Treaty harvest of spring Chinook occurred through ceremonial and subsistence (C&S) fisheries. Total harvest (kept catch plus release mortality) of upriver spring Chinook in 2020 in the Lower Columbia River was 6,380 spring Chinook (similar to 2019).

Out of the total upriver spring Chinook harvest, an estimated 131 spring Chinook were from the Upper Columbia spring Chinook ESU (6% of run). Non-treaty and treaty fisheries in the Columbia River (0.5% and 5.5% respectively) did not exceed their ESA take limits for Upper Columbia spring Chinook (ODFW & WDFW 2020).

The largest proportion of Upper Columbia steelhead pass Bonneville Dam between July and October during the summer and fall fisheries. The total return to Bonneville Dam of upriver summer steelhead (April-October passage) was 111,692 fish and included 75,392 A-Index fish (higher than 2019). The 2020 return was 112% of the forecast of 99,900 upriver steelhead and 49% of the recent 10-year average (ODFW & WDFW 2020).

Total harvest (direct and indirect mortality) of A-index summer steelhead in fall recreational and commercial fisheries in 2020 (comprised of Upper Columbia summer steelhead to some degree) was 331 hatchery-origin and 105 natural-origin adults. Similar to past years, impacts to wild winter steelhead were minimal in 2020 (actual impact rate=0.4% of run; allowed impact rate=2% of run). Fall treaty fisheries (commercial and C&S) did not report incidental harvest of A-Index summer steelhead.

See more information on harvest in the UCSRB Harvest Background Summary.

Hydropower

Upper Columbia salmon and steelhead enter the Columbia River hydrosystem as smolts during their emigration from natal tributaries and again as adults on their upstream spawning migration. Survival for these populations may be influenced by the environmental conditions and operations associated with the dams and reservoirs encountered prior to ocean entry and upon return to spawning areas. Environmental conditions and management actions in 2020 resulted in a year with overall average water temperatures (but with high day-to-day variability), lower than average flow, and extremely high spill for most of the migration season. Daily flow values were well below long-term daily means for most of April; in late April and May, several short pulses in flow resulted in rapid oscillations in daily mean flow. (Columbia River DART 2020; Widener et al. 2021). Despite high spill levels during early to mid-April in 2020, downstream travel times for both Chinook and steelhead through the hydrosystem were longer than in most recent years, possibly related to below-average flow. After late April 2020, when flow was above or near the mean, travel times were shorter and similar to those from other recent years.

Survival through the hydrosystem is estimated annually by National Marine Fisheries Service (NMFS) for *hatchery-origin* Upper Columbia spring Chinook and steelhead. Survival of *natural-origin* Upper Columbia spring Chinook and steelhead is not assessed. For **hatchery yearling Chinook salmon**, estimated survival was 63% (SE 2.5%) from release to McNary Dam and 81% (SE 8.3%) from McNary to Bonneville Dam (Figure 3). For **hatchery steelhead**, estimated survival was 42% (SE 3.5%) from release to McNary Dam and 76% (SE 9.2%) from McNary to Bonneville Dam.

The Comparative Survival Study (CSS) also looks at hydropower survival over time and includes estimates of survival for wild spring Chinook and steelhead (McCann et al. 2020). The CSS study found that faster travel times in 2020 were associated with higher flows and higher reach survival was associated with higher flow and spill. The most recent smolt-to-adult returns (SAR) survival estimates for **wild spring Chinook** (Entiat/Methow) l from Rocky Reach Dam back to Bonneville (RRE-BON) were 0.8% for the 2018 migration year, which is higher than the previous three migration years. Recent SAR survival estimates for **wild steelhead** (Entiat/Methow) at the same points were 1.14%, which was lower than two of the last three migration year estimates.

See more information on harvest in the UCSRB Hydropower Background Summary.

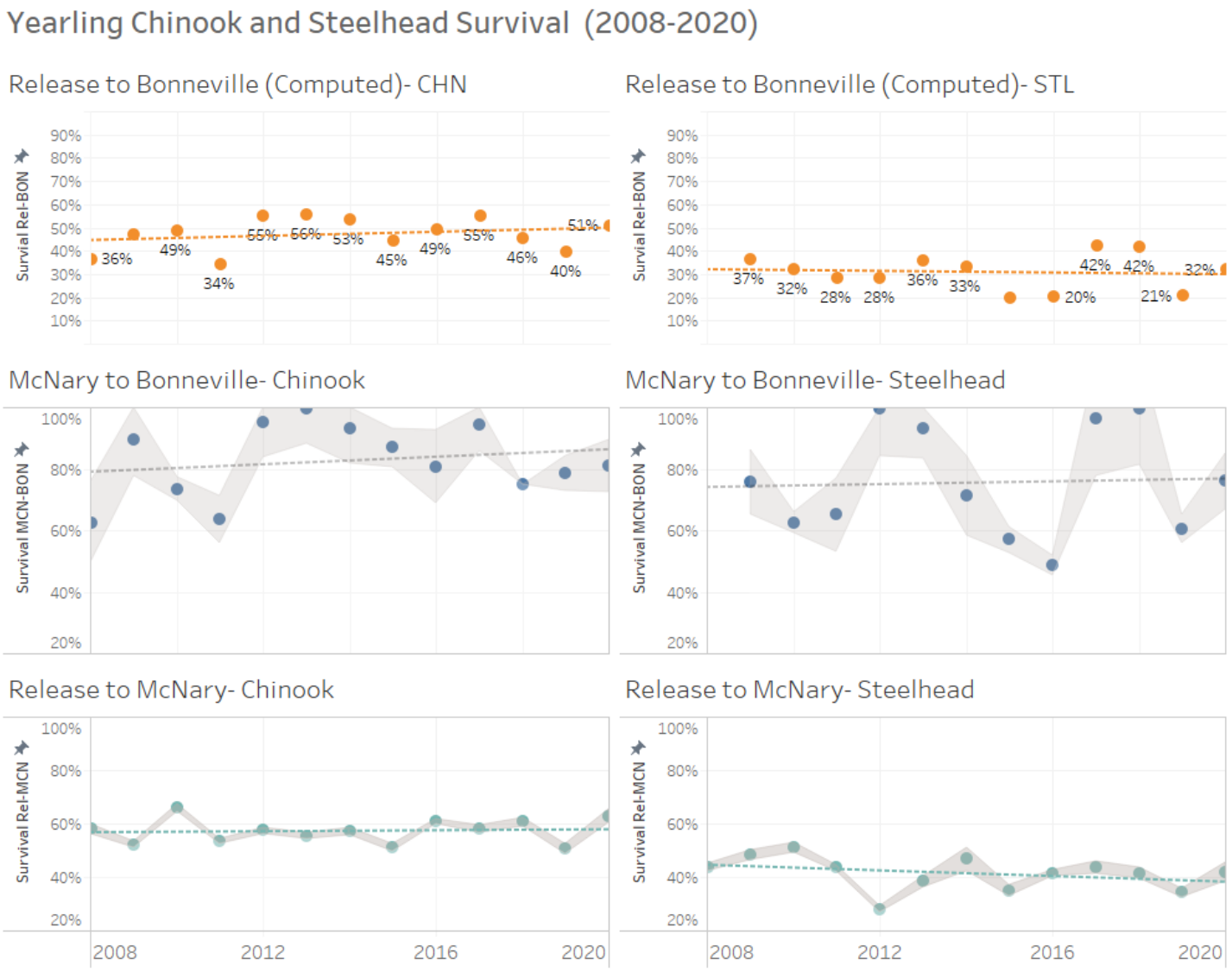


Figure 9. Estimated survival and standard error (SE) through the Columbia River hydropower system for hatchery-origin yearling Chinook salmon and steelhead originating in the upper Columbia River, 2008–2020 (data from Widener et al. 2021). Dashed lines show trend during that time frame.

Hatcheries

In 2020, hatchery programs in the Upper Columbia released close to 2.7 million spring Chinook (1.2M listed, 1.4M unlisted) and over 800,000 steelhead (Fish Passage Center 2020). These fish were released as part of public utility district (PUD), U.S. Fish and Wildlife Service, and Confederated Tribes of the Colville Reservation (CTCR) programs aimed at harvest, conservation, reintroduction, and safety-net goals.

These hatchery fish are managed as adults according to the goals of the program from which they were released as juveniles. One method for assessing the risk of a hatchery supplementation program is to determine the influence of the hatchery and natural environments on the adaptation of the composite population. This is estimated by the proportion of natural-origin fish in the hatchery broodstock (pNOB) and the proportion of hatchery-origin fish in the natural spawning escapement (pHOS). A composite metric called the Proportionate Natural Influence (PNI) is used to look at these two factors together to assess genetic risk. The greater the value, the greater the strength of selection in the natural environment relative to that of the hatchery environment. During years of low escapement, populations can be managed to meet escapement goals rather than PNI.

In 2020, higher returns of natural-origin adults and successful adult management drove the pHOS of most populations down compared with 2019 (Figure 1). This in turn improved the overall PNI values for most spring Chinook and steelhead populations (all improved except Methow spring Chinook). The PNI of Wenatchee (Chiwawa) spring Chinook was 0.60, Nason spring Chinook was 0.31, and Methow spring Chinook was 0.47 (Snow et al. 2021). Steelhead also had slightly higher PNI values than the previous year, with Wenatchee steelhead at a PNI of 0.72 (Hillman et al. 2021) and Methow steelhead at 0.59 in 2020 (Snow et al. 2021).

See more information on hatcheries in the UCSRB Hatchery Background Summary.

Habitat

Habitat restoration and protection projects in the Upper Columbia are tracked on the Salmon Recovery Portal database, administered by the State of Washington Governor's Salmon Recovery Office (GSRO). All habitat projects that could benefit salmon, steelhead, and bull trout, regardless of funder or sponsor, are tracked through this database. This information is used to track our progress toward implementing habitat goals in the *Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan (Recovery Plan)* and *Upper Columbia Biological Strategy*.

In 2020, partners completed 9 projects across all four major subbasins (Figure 4), with four projects implemented in the Methow, three in the Wenatchee, two in the Entiat, and one in the Okanogan. The number of projects completed in 2020 was lower than previous years due to the impact of the COVID-19 pandemic on the ability of sponsors to implement projects. Of the completed projects, four were restoration, two protection, two assessment, and one was design. Since 1998, there have been 519 projects completed in the region, with most projects implemented in the last 10 years. Over the last five years, an average of 18 projects have been completed annually. As noted in previous annual reports, the scope and scale of current projects is significant based on the cost of recently completed projects. The total budget for the nine projects was $3.3 million, with one project making up most of the total. The average funding per project in 2020 was $366,00 which is less than in previous years. A complete list of projects completed in 2020 is provided in Attachment 1.

2020 ACCOMPLISHMENTS

- 9 Projects completed
- 38 acres of habitat protected
- 1 mile of stream treated
- 1 barrier removed
- 0.2 miles of stream opened
- 6 acres of floodplain reconnected

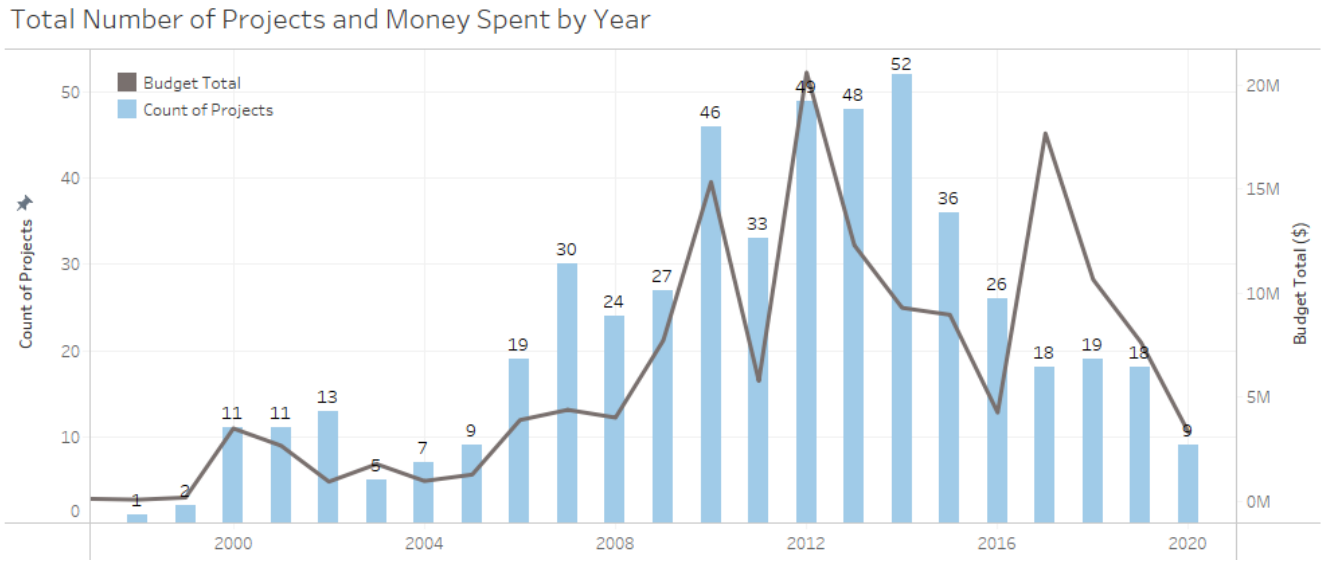


Figure 10. Total number of habitat projects and amount of money (in millions) spent by year (1998-2020).

In 2021, the Upper Columbia Regional Technical Team (UCRTT) completed a prioritization process for habitat restoration and protection (see https://www.ucsrb.org/science-resources/prioritization/). This led to an update to the UCRTT Biological Strategy in 2021, which defined priority areas and limiting factors for all three listed species. Because there are three listed fish species in the Upper Columbia and one of those species is critically endangered, it is important to track the amount of habitat work benefitting each species. All nine completed restoration and protection projects occurred in the range of steelhead and eight occurred in the range of endangered spring Chinook. All projects were in assessment units (HUC 12 watersheds) prioritized as a high priority (Tier 1) for at least one species and many occurred in areas that were prioritized as a high priority for all three listed species. Restoration projects also targeted high priority limiting factors within the reach they were implemented (Figure ; Figure 12).

See more information on habitat in the UCSRB Habitat Background Summary.

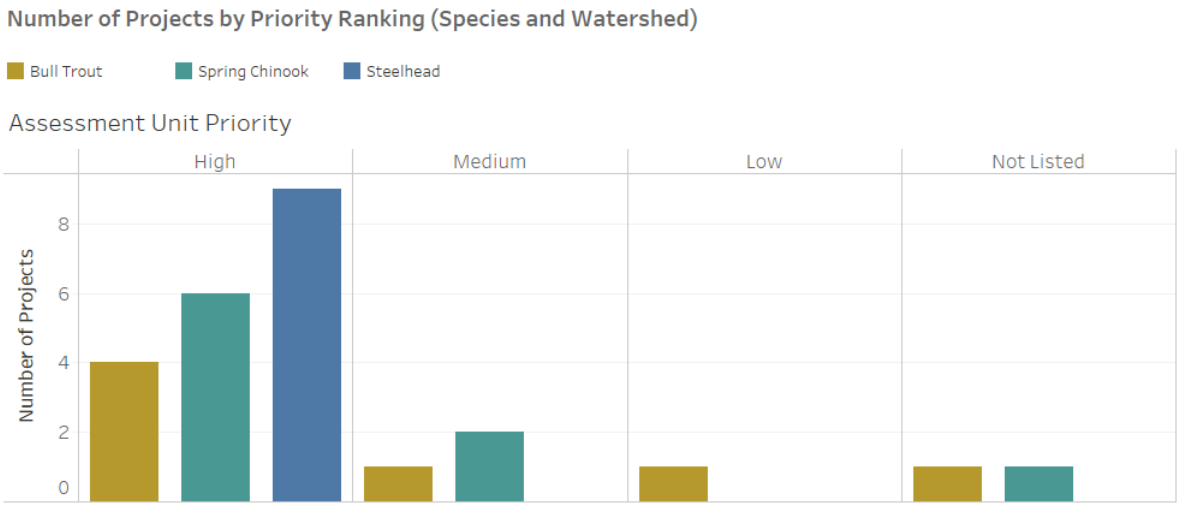


Figure 11. Number of projects by assessment unit (HUC 12 watershed) priority rankings as defined in the *UCRTT Biological Strategy* for each of three ESA-listed species.

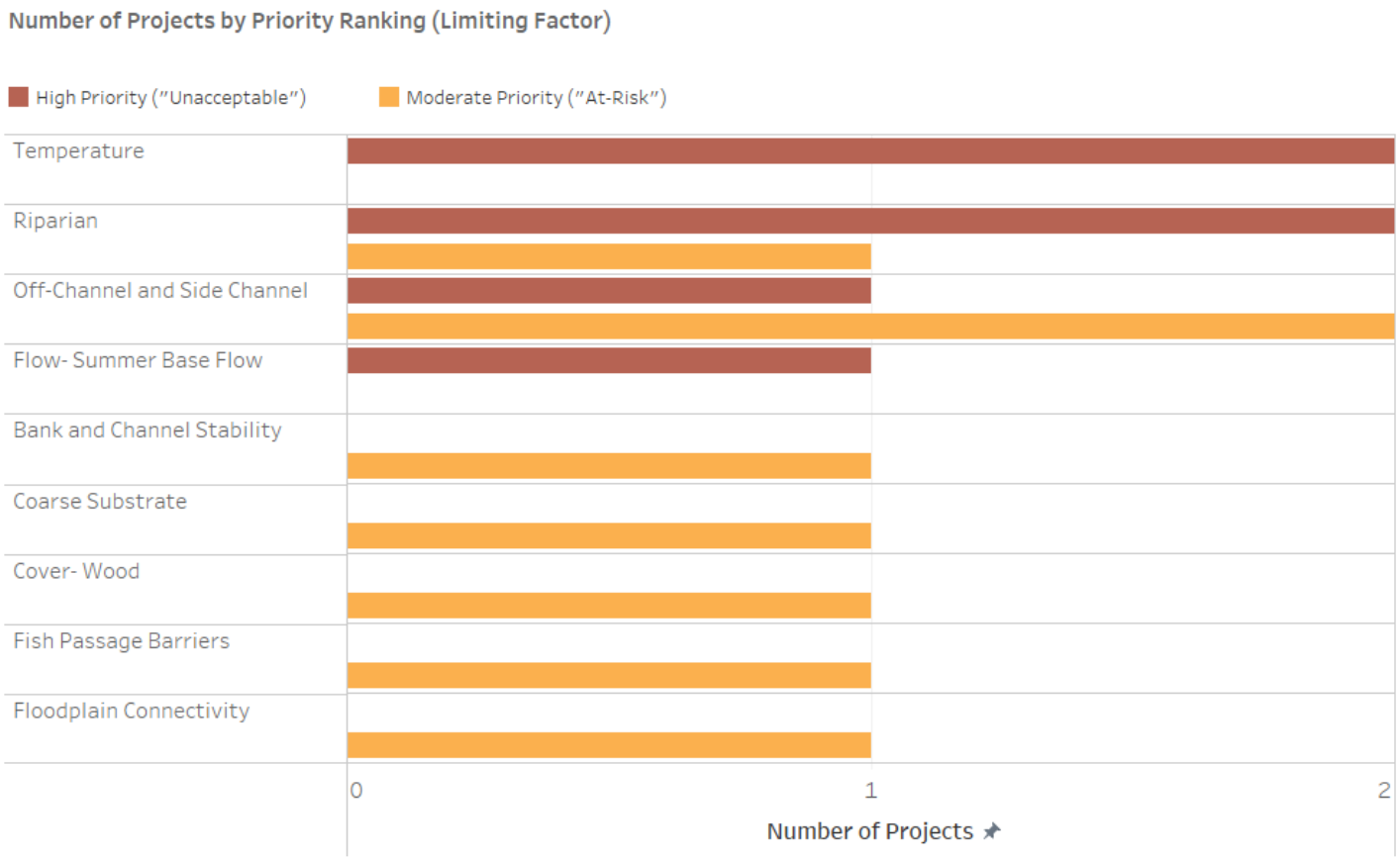


Figure 12. Number of projects that address limiting factors and associated priority rankings as defined in the *UCRTT Biological Strategy.*

Featured Projects

The following section summarizes the projects completed in each subbasin in 2020 and highlights four projects that address the identified ecological concerns in those areas. These projects demonstrate the region's commitment to projects that benefit key species and their habitat needs.

Methow Subbasin

Partners completed four restoration projects in the Methow subbasin in 2020 (*See Attachment 1*).

Featured Project: Hancock Springs Restoration Phase 4



The Hancock Springs Restoration Phase 4 project, completed in 2020, rebuilt near-historical channel dimensions, added spawning gravel, removed invasive species, and planted one acre of native riparian vegetation.

Sponsor: Cascade Fisheries (formerly Cascade Columbia Fisheries Enhancement Group)

Location: Hancock Springs – Methow River

Funding: $667,268 total from WA Recreation and Conservation Office Salmon Recovery Funding Board (SRFB) ($567,068) and Cascade Fisheries ($100,200)

Outcomes: 1 acre of off-channel/floodplain connected, 0.10 miles of off-channel stream created, 62 instream pools created, 0.46 miles of instream habitat treated, 0.10 miles of stream treated with spawning gravel placement, 1 acre of riparian planting

The project was the final of four stages, and completed the restoration of Hancock Springs, a tributary to the Methow River with substantial groundwater inputs. The project rebuilt 730 m of near-historical channel dimensions to fit the creek's spatially-variable discharge so that a narrow, sinuous, pool-glide-riffle channel replaced the wide, shallow, homogeneous channel. New fill was added to rebuild the channel; sedges and rushes were grown from local seed and used in both wetland sod mats and plugs, lining the scour-prone margins of the new channel. Reed canary grass was eradicated during project restoration and more than 200 logs of various sizes were placed in the channel to create complexity, cover, and velocity heterogeneity. Wetland plantings have established well through their first full growing

season, and steelhead were found spawning in a riffle created by the project in the spring immediately following construction.

Featured Project: M2 Mid-Sugar Acquisition



In 2020, the Methow Salmon Recovery Foundation acquired a 40-acre property that added to existing protected land and will allow for modification of the Sugar levee to increase floodplain reconnection and restore natural function.

Sponsor: Methow Salmon Recovery Foundation (MSRF)

Location: Methow River

Funding: $270,006 total from WA Recreation and Conservation Office Salmon Recovery Funding Board (SRFB) ($226,519) and Methow Salmon Recovery Foundation ($43,487)

Outcomes: acquisition of 40 acres of habitat, including 1,300 ft. of mainstem river and 550 ft. of side channel habitat

This project acquired the floodplain portion of a 40- acre property along both banks of the middle Methow River. The property includes approximately 1,300 ft. of mainstem river and 550 ft. of side channel. Acquisition of this property added to an existing suite of parcels that consists of five properties previously acquired by MSRF with regional funding support and will allow retirement of development rights, future restoration on this and adjacent properties, and increased certainty for restoration within the project area. Proposed restoration to these properties includes modification of an existing levee to increase floodplain connection, reconnection of side channel areas, and increased instream habitat complexity to benefit ESA-listed spring Chinook and steelhead.

Okanogan Subbasin

Partners in the Okanogan subbasin implemented one restoration project in 2020 (see *Attachment 1*).

Featured Project: Omak Creek Riparian Restoration



Project volunteers and Okanogan Conservation District staff plant native vegetation after fencing the area to exclude livestock along the riparian zone of Omak Creek, Okanogan County.

Sponsor: Okanogan Conservation District

Location: Omak Creek - Okanogan River

Funding: $15,000 from Department of Ecology

Outcomes: 1.1 acres of riparian acres treated; 650 feet of unvegetated banks planted with native riparian vegetation; livestock exclusion fencing placed around 1,300 feet of stream

Riparian restoration along Omak Creek included livestock exclusion fencing to protect 1,300 feet of stream and allow vegetative regrowth and prevent erosion. In addition, 650 feet of unvegetated banks were planted with native riparian plants, resulting in 1.1 riparian acres treated on private property. Okanogan Conservation District worked with willing landowners to implement these restoration actions, which helped stabilize banks to limit erosion along this section of stream and provide high priority habitat for ESA listed steelhead. The project site was a former hay field and will now be managed to provide long-term benefits to Omak Creek.

Entiat and Wenatchee Subbasins

Partners working in the Entiat and Wenatchee subbasins completed five restoration projects in 2020, three in the Wenatchee subbasin and two in the Entiat subbasin (See *Attachment 1*).

Featured Project: Thermal Refuge Assessment in Wenatchee & Entiat



An example of cold-water area, at the confluence of a small spring-fed tributary with a larger spawning stream, identified during the thermal refuge assessment.

Sponsor: Chelan County Natural Resources Department

Location: Wenatchee and Entiat Rivers and tributaries

Funding: $69,990 total from WA Recreation and Conservation Office Salmon Recovery Funding Board (SRFB) ($55,992) and Chelan County Natural Resources Department ($13,998)

Outcomes: Identified 40 cold-water areas, collected detailed habitat data and developed restoration recommendations at the cold spots, developed longitudinal temperature profiles for 39.6 river miles

Chelan County Natural Resources Department (CCNRD) used a combination of instream surveys and long-term temperature loggers to assess stream temperatures within 59 stream miles in the Wenatchee Watershed (WRIA 45) and 26 stream miles in the Entiat Watershed (WRIA 46). In-stream surveys resulted in identification of 40 cold water areas in study reaches, and longitudinal temperature profiles were developed for 39.6 river miles. CCNRD also developed detailed habitat data and restoration recommendations for each of the 40 identified cold spots. Cold water features, longitudinal profiles, and associated attribute data and restoration recommendations are available for viewing on an interactive web portal at the following web address:
https://fishsciences.shinyapps.io/ChelanCountyNRD_ThermalRefugeMap/

Out-year Planning

Data in the Salmon Recovery Portal database can be used to asses the status of identified projects in the region. There are currently 69 planned, 13 proposed, and 62 active projects in the SRP database (SRP October 2021). The total funding request (based on budget) for planned projects is $22.9 million and the total for proposed projects is $15.7 million, although not all planned and proposed projects included cost estimates. The UCSRB will continue working with partners in 2021 to build out the capability of using the Salmon Recovery Portal to capture out-year needs of sponsors. The full list of projects in the region can be found in the Implementation Schedule at https://www.ucsrb.org/mdocuments-library/reports/.

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Appendix C

C1. 2023 Upper Columbia Programmatic Habitat Project BPA report, prepared by Upper Columbia Salmon Recovery Board (UCSRB) staff and submitted to BPA March 2024.



Upper Columbia Programmatic Habitat Project

Bonneville Power Administration Project No. 2010-001-00

Report covers work performed under BPA Contract # 84042 REL 20, 84042 REL 53, 89494, 90257, 90369, 90824, 90894, 90897, 90903, 90940, 91008, 91446, 91590, 91901, 93045, 93263, 93288, 93299

Report covers work performed between December 1, 2022 and November 30, 2023 under BPA Contract CR-358852; 91446

Prepared by the UCSRB: Ryan Niemeyer and Amanda Ward,
Wenatchee, WA

This report was funded by the BPA, U.S. Department of Energy, as part of BPA's program to protect, mitigate, and enhance fish and wildlife affected by the development and operation of hydroelectric facilities on the Columbia River and its tributaries. The views in this report are the author's and do not necessarily represent the views of BPA.

Acknowledgments

Special thanks go out to Upper Columbia region restoration project proponents and implementers, Regional Technical Team members, resource and monitoring practitioners, and other funders and partners that supported the Programmatic in 2023.

Programmatic (non-Accord) Project Sponsors who contributed content and graphics for summarization in this 2023 annual report to BPA are listed below:

Sponsor Name	Contact(s)
Cascade Fisheries	Aaron Rosenblum
Chelan County Natural Resource Dept.	Scott Bailey, Lisa Dowling
Methow Salmon Recovery Foundation	Jessica Goldberg
Washington Department of Fish and Wildlife	Jenni Novak

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Introduction and Background

This report summarizes work conducted by the Upper Columbia Salmon Recovery Board (UCSRB) and regional implementation sponsors under the Upper Columbia (UC) Programmatic Habitat project (Programmatic; BPA Project #2010-001-00) from December 1, 2022—November 30, 2023. The Programmatic is a restoration "Umbrella" project focused on improving conditions for ESA-listed spring Chinook (endangered) and summer steelhead (threatened) populations in the highest priority Assessment Units (AUs), which are Hydrologic Unit Code 12, of the Wenatchee, Entiat and Methow subbasins of Washington. The BPA utilizes the Programmatic framework to direct non-Accord Columbia River System Biological Opinion (BiOp, 2020) tributary habitat mitigation resources to the highest priority restoration needs of UC region focal species.

As co-sponsors to the Programmatic, the UCSRB and BPA adaptively manage implementation to maintain alignment with BPA BiOp obligations, the regional *Recovery Plan,* and the *Upper Columbia Reginal Technical Team (UCRTT) Biological Strategy (Biological Strategy; UCRTT 2020)*. The UCSRB staff provide scientific and technical expertise when possible, and also maintain communication with regional project sponsors to support and coordinate budget forecasting by federal fiscal year (FFY). In this capacity, UCSRB staff help guide the timing of annual Programmatic investments to maximize implementation and attainment of on-the-ground biological benefits.

The Programmatic project activities described herein were funded fully or partially by BPA. Other contributors to project development or implementation during the reporting period include the Washington State Salmon Recovery Funding Board (SRFB), the Chelan PUD Tributary Habitat Committee, the Priest Rapids Coordinating Committee, Washington Department of Fish and Wildlife, and US Bureau of Reclamation.

Table 1. Summary of Projects by Subbasin, Species and Assessment Unit Restoration Priority

Assessment Unit	Subbasin	Number of Projects	Spring Chinook Restoration Tier	Steelhead Restoration Tier
Entiat River-Mills Creek	Entiat	1	2	1
Wenatchee River-Beaver Creek	Wenatchee	1	1	1
Lower Chiwawa River	Wenatchee	13*	1	2
Big Meadow Creek	Wenatchee	2	2	1
Wenatchee River-Ollala Canyon	Wenatchee	1	3	1
Upper Peshastin Creek	Wenatchee	1	2	2
Methow River-Thompson Creek	Methow	3	2	2
Methow River-Alta Coulee	Methow	1	2	1
Lower Beaver Creek	Methow	1	2	2
Chewuch River-Pearrygin Creek	Methow	1	1	1
Lower Twisp River	Methow	1	1	1

* Includes 13 culverts that are a part of the single Chiwawa 13 Culverts Replacement project.

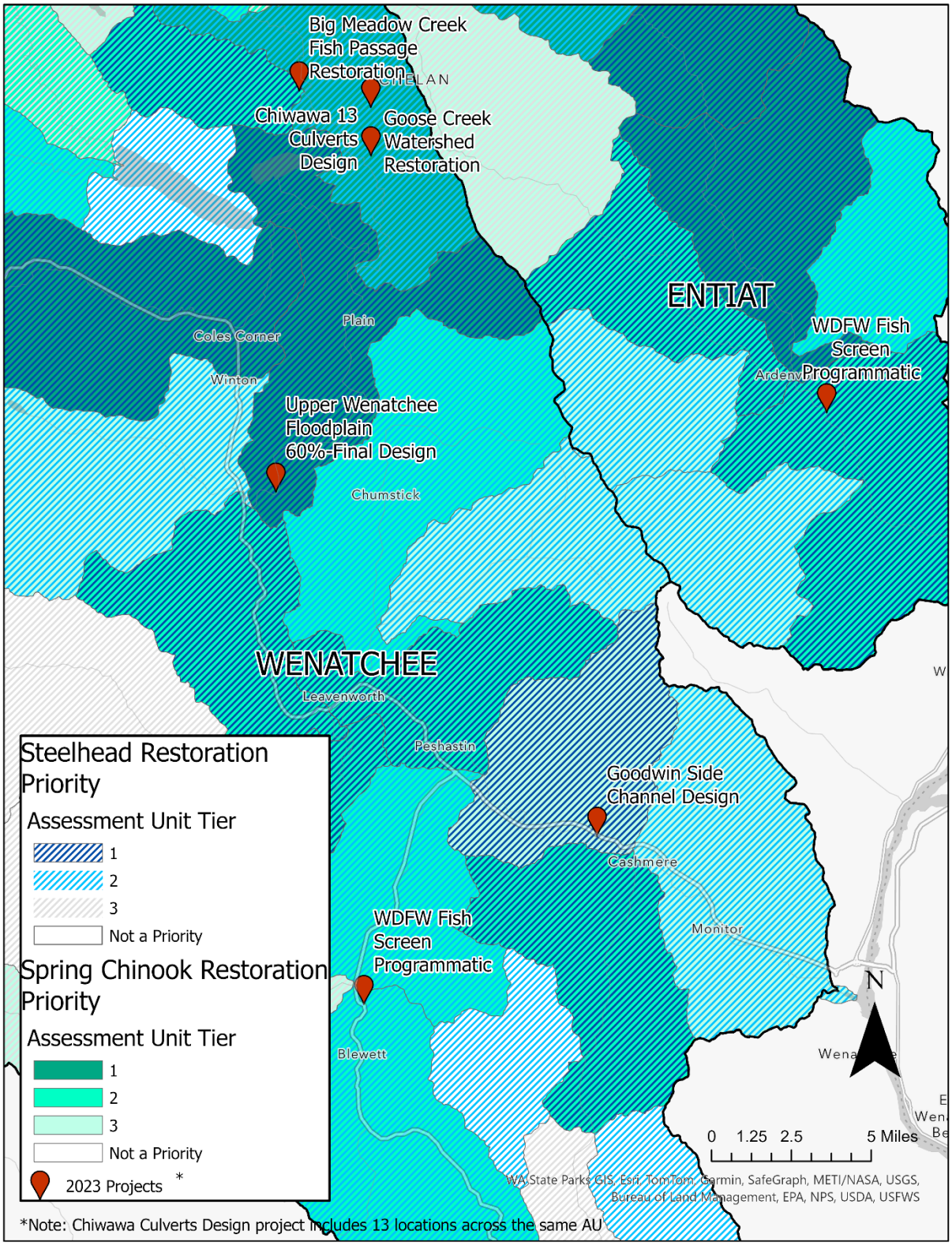


Figure 13. 2023 Upper Columbia Habitat Programmatic Projects & Priority Assessment Units for Spring Chinook and Steelhead in the Wenatchee and Entiat Subbasins (https://www.ucsrb.org/prioritization/)

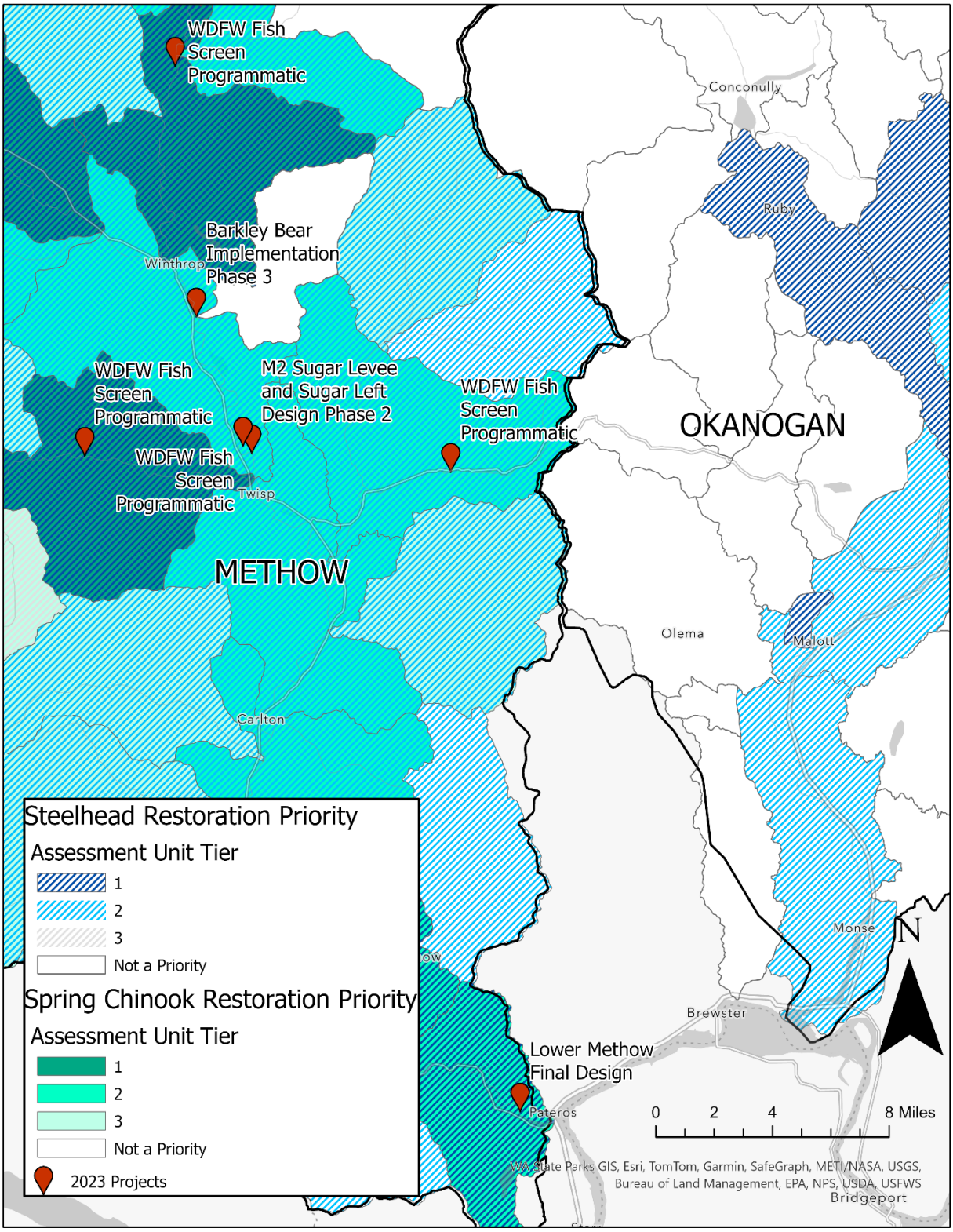


Figure 14. 2023 Upper Columbia Habitat Programmatic Projects & Priority Assessment Units for Spring Chinook and Steelhead in the Methow Subbasin (https://www.ucsrb.org/prioritization/)

Table 2. Summary of UC Programmatic Sponsors, Projects and Associated BPA Contracts Supporting Activities in the Reporting Period (12/01/2022—11/30/2023)

Sponsor	Project Name	Project Status	Associated BPA Contract(s) that Funded Activities	FFY2022	FFY2023
UCSRB	UC PROGRAMMATIC HABITAT-ADMIN	Complete	91446		**$179,903**
CF	BIG MEADOW CREEK FISH PASSAGE RESTORATION	Complete	90894- EXP BIG MEADOW CREEK FISH PASSAGE	**$224,389**	
	CHIWAWA 13 PASSAGE BARRIERS	Ongoing	90940, 93299 - EXP CHIWAWA 13 CULVERTS	**$111,722**	**$68,000**
	GOOSE CREEK WATERSHED RESTORATION	Ongoing	90903, 91901 - EXP GOOSE CREEK WATERSHED RESTORATION	**$266,075**	**$21,000**
	GOODWIN SIDE CHANNEL	Ongoing	90897 - EXP GOODWIN SIDE CHANNEL DESIGN	**$60,000**	**$60,000**
CCNRD	UPPER WENATCHEE FLOODPLAIN RECONNECTION	Ongoing	89494,91590 - EXP UPPER WENATCHEE FLOODPLAIN 60% TO FINAL DESIGN	**$157,936**	**$163,857**
	PROJECT PLANNING & COORDINATION	Complete	90257 – EXP PROJECT PLANNING & COORDINATION	**$35,000**	
MSRF	M2 SUGAR REACH	Ongoing	91008 - EXP SUGAR LEVEE & SUGAR LEFT DESIGN - PHASE 2	**$150,000**	
		Ongoing	93288 - EXP SUGAR LEVEE MATERIAL PROCUREMENT		**$535,000**
		Ongoing	93263 - CAP SUGAR LEVEE FINAL DESIGN & IMPLEMENTATION		**$1,300,000**
	LOWER METHOW HABITAT	Ongoing	90824 - EXP FINAL DESIGN - LOWER METHOW DESIGN	**$191,145**	
		Ongoing	93045 - EXP IMPLEMENTATION - LOWER METHOW		**$150,000**
	BARKLEY BEAR HABITAT	Complete	90369 - EXP BARKLEY BEAR IMPLEMENTATION - PHASE 3	**$109,503**	
WDFW	FISH SCREEN PROGRAMMATIC	Ongoing	84042 REL 20 - EXP UC - WDFW FISH SCREEN PROGRAMMATIC	**$529,452**	
	FISH SCREEN PROGRAMMATIC	Ongoing	84042 REL 53 - EXP UC - WDFW FISH SCREEN PROGRAMMATIC		**$780,000**

In addition to funding from BPA, sponsors contribute their own cash and/or in-kind resources to support the coordination, design, and implementation of their Programmatic project(s). Table 3, below, summarizes the contributions that sponsors reported for FFY 2023. The total reflects an 147% increase from the FFY 2022 total of $889,720 due to two FFY 2023 contributions from the HCP Trib Committee of $440,000 for the Cascade Fisheries Big Meadow and Goose Creek projects and an additional FFY 2023 contribution from the Priest Rapids Coordinating Committee of $280,000 to support the Big Meadow project.

Table 3. Reported 2023 Contributions by Sponsor, Type and Amount

Sponsor	Type	Contribution
Cascade Fisheries	Cash	$730,900
Methow Salmon Recovery Foundation	Cash	$158,820
Washington Department of Fish & Wildlife	NA	$0
Chelan County Natural Resources Dept.	NA	$0
		$889,720

Discussion of Completed Work

Programmatic Administration

A blend of FFY22 and FFY23 funds supported activities across 15 projects during the 2023 reporting period (see Table 2). One of the 15 projects (Contract 91446) was associated with UCSRB staff administrative support. In 2023, the UCSRB tracked and advanced four sponsors' efforts across 14 projects. All the design and/or implementation projects are located within top Restoration Tier Assessment Units for spring Chinook and steelhead (see Table 1). Figures 1 and 2 show the location of 2023 Programmatic sponsor projects across the UC region in relation to priority subbasins and AUs.

In 2023, Programmatic portfolio management involved regular UCSRB and BPA engagement with sponsors to evaluate and adaptively manage individual project implementation needs over the reporting period. However, most projects take between three and five years to complete. In addition to coordinating new project selection and contracting, the UCSRB and BPA continued providing process and funding coordination for several ongoing projects (see Table 2) during the reporting period.

Targeted Solicitation and Outcomes

In December 2021, the UCSRB-BPA implemented the new "Rolling Intake" process for Programmatic proposals. The approach leverages the period from October 1 of each year through mid-June of the following year. During this time, sponsors may reach out to the UCSRB to discuss project concepts and potential fit with Programmatic criteria (e.g., potential biological benefit, timeline, funding available, etc.). The UCSRB and BPA shared information about this more fluid, flexible approach in January, 2022 at the beginning of the targeted solicitation at the regional Implementation Team (IT) meeting.

During the FFY22 targeted solicitation process, consistent with the UC Programmatic process, the UCRTT scored proposals for biological benefit and alignment with priorities identified in the *Upper Columbia Biological Strategy.* A subset of criteria was used to evaluate pre-applications. UCSRB's Prioritization Tool provided a systematic and transparent way for the UCRTT to evaluate all submittals. In addition, the

UCSRB-BPA evaluated the potential for each project to contribute to Action Agency mitigation requirements for the UC as defined in the 2020 CRS BiOp (NOAA 2020) and appendices.

UCSRB-BPA selected no new restoration projects for FFY23 funding. Since 11 of the 14 projects from FFY22 required continued funding to bring the projects to completion, or closer to completion, the financial needs of these 11 projects were sufficient to utilize all the available BPA funds for FFY23. As such, no targeted solicitation process was required for FFY23 Upper Columbia BPA funding.

Project Development, Design, and Implementation

Programmatic project activities are summarized by sponsor, below. Note that metrics may be estimates based on project phase and metrics noted as "Achieved" are not considered final until verified in CBfish.org by project sponsors with BPA upon contract close-out.

Cascade Fisheries (CF)

Big Meadow Creek Fish Passage Restoration

BPA Contract: 90894
***Metric(s) Achieved in 2023*:**

- Miles of complexity: 0.15 miles
- Miles of habitat accessed: 4.7 miles of Intrinsic Potential (IP) for spring Chinook, 10.7 miles of IP for steelhead.

Sub-basin: Wenatchee sub-basin
Assessment Unit name: Big Meadow Creek AU
Prioritization Restoration Tier: Spring chinook Restoration Tier 2, Steelhead restoration Tier 1;
RM location: RM 0.25

The primary goal of the project is to improve fish passage and increase habitat quantity for multiple species and life stages of salmonids native to the Wenatchee River watershed by replacing a partial fish passage barrier culvert at RM 0.25 on Big Meadow Creek, a tributary to the Chiwawa River.

The replacement of a partially passable culvert with a structure that is fully passable to all species and life stages will provide unrestricted access to 4.7 miles of Intrinsic Potential (IP) for spring Chinook, 10.7 miles of IP for steelhead, and 7.0 miles of IP for bull trout at the time of implementation in 2023. This barrier, located on USFS land, is among the highest priority barriers in the Wenatchee Basin based on the UC Barrier Prioritization Tool. This project addresses the second highest priority ecological concern in the Chiwawa River Assessment Unit, anthropogenic barriers, as identified by The Upper Columbia Biological Strategy (RTT, 2017).

The project was implemented in full during this reporting period. The existing fish passage barrier culvert was removed and was replaced with an 80' - 18' steel bridge with reinforced concrete deck. Additionally, 40 whole trees were added to over 0.15 miles of Big Meadow Creek to improve rearing habitat and stream processes.

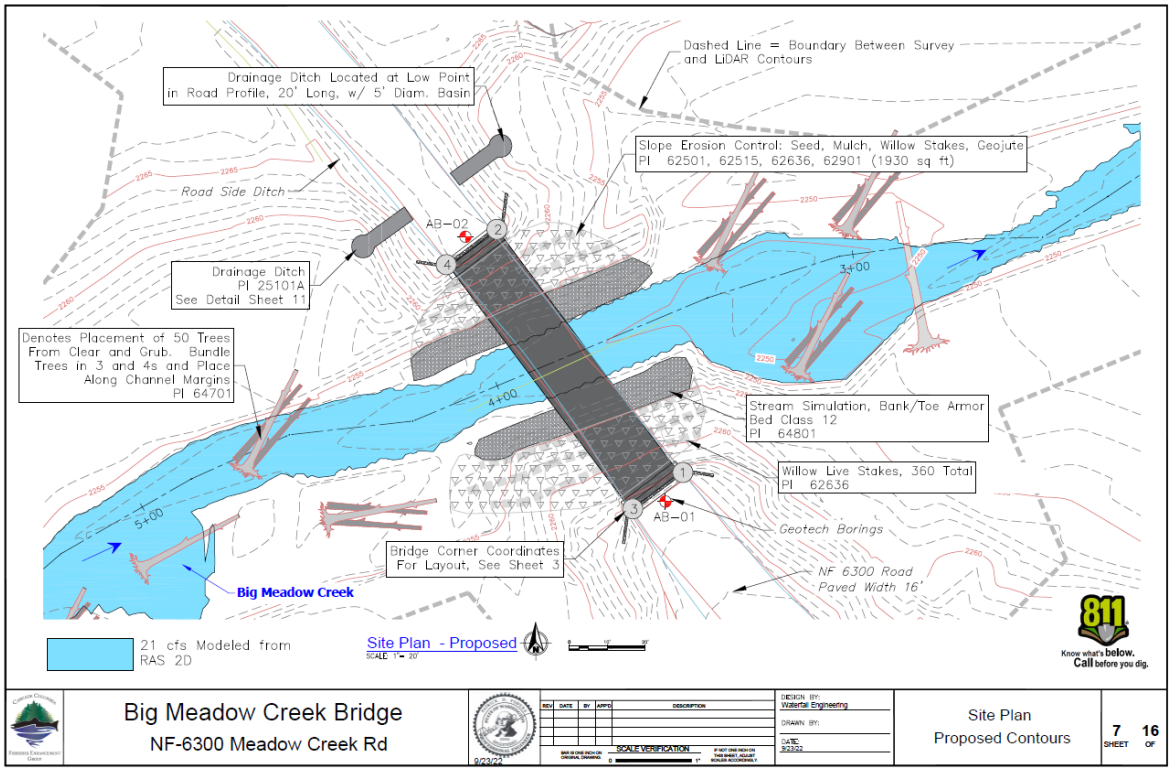




Figure 15. Big Meadow Creek Fish Passage Restoration construction photos, courtesty of CF.



Figure 4. Big Meadow Creek Fish Passage Restoration before and afer photos, as well as log installation, courtesty of CF.



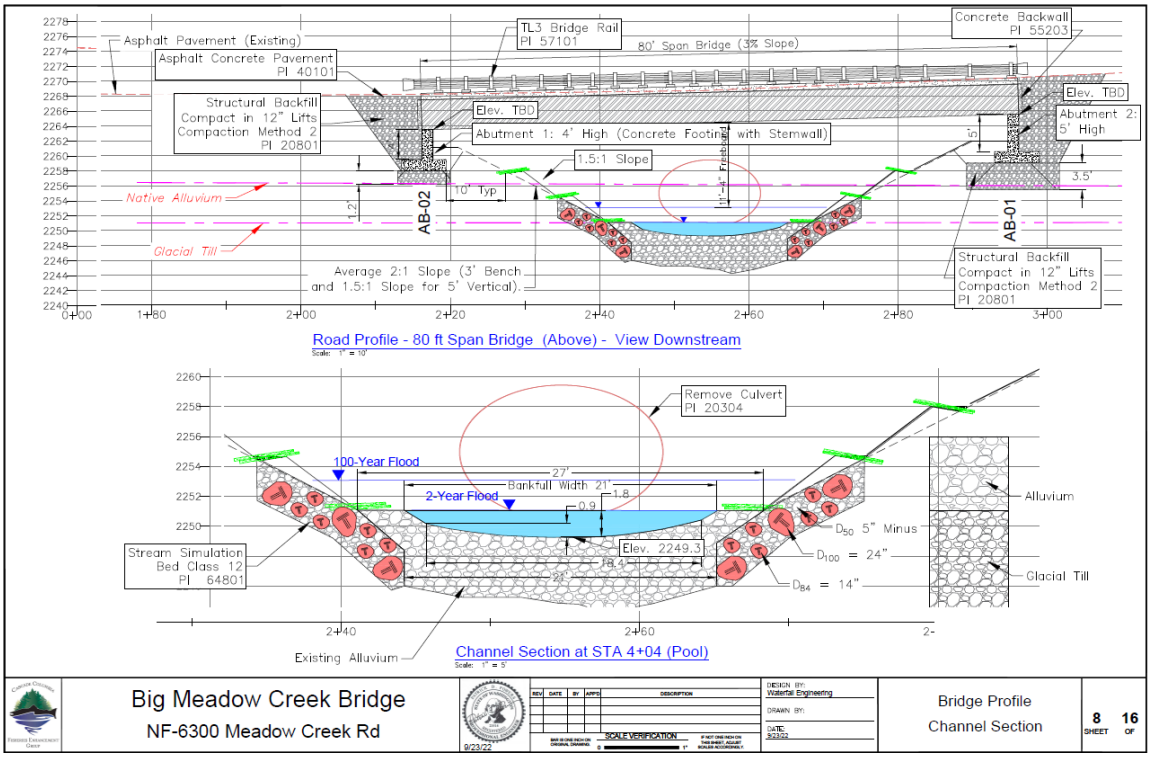


Figure 5. Big Meadow 90% design proposed conditions (top) and road profile and channel section (bottom)

Chiwawa 13 Culverts

BPA Contract: 90940

Metrics Anticipated Upon Implementation in 2023:

Miles of habitat accessed: 6.02 miles of IP for steelhead and 4.84 miles for bull trout.

Sub-basin: Wenatchee sub-basin
Assessment Unit name: Lower Chiwawa AU and Big Meadow Creek AU
Prioritization Restoration Tier: Spring chinook Restoration Tiers 1 and 2; Steelhead restoration Tiers 1 and 2;
RM location: varies.

The primary goal of the project is to produce designs for correcting thirteen fish passage barriers on tributaries to the Lower Chiwawa River. The culvert barriers occur on Brush Creek (1), Gate Creek (2), Grouse Creek (2), Twin Creek (2), Goose Creek (2), Pole Creek (1), and Deep Creek (3), and the correction of these barriers will improve connectivity to cold, clean, and complex habitat, while maintaining and improving ecosystem functionality vital to the persistence and recovery of ESA-listed species. The replacement of these partial and complete barriers with a structure that is fully passable to all species and life stages will provide unrestricted access to upstream habitat. Cumulatively, the replacement of all proposed barriers would result in improved access to 6.02 miles of IP for steelhead and 4.84 miles for bull trout. Cramer Fish Science (2019) reports that the correction of the fish passage barriers identified in this proposal on Gate Creek, Grouse Creek, Twin Creek, Goose Creek, and Deep Creek would result in a gain of 6.08 miles of fish habitat.

Work to complete designs for the 13 culverts was initiated in FY22 under the agreement #88609 and continued in FY23 under #90940. To date, data collection and planning have begun for all 13 culverts. This work included site visits with CF's engineer, the Forest Service, WDFW and other project stakeholders. CF collected watershed data, topographic information, and steam specific information for each site. Hydrology and hydraulics modeling has been completed for each site. Additionally, final designs were completed for both barriers on Goose Creek. Draft 30% designs are completed for Brush Creek, Pole Creek, both sites on Gate Creek, and both sites on Grouse Creek. Towards the end of this reporting period a geotechnical investigation was completed at the Pole Creek site.

During the upcoming reporting period CF plans to focus on completing final designs for Pole Creek. Pole Creek will be ready to implement in 2025.

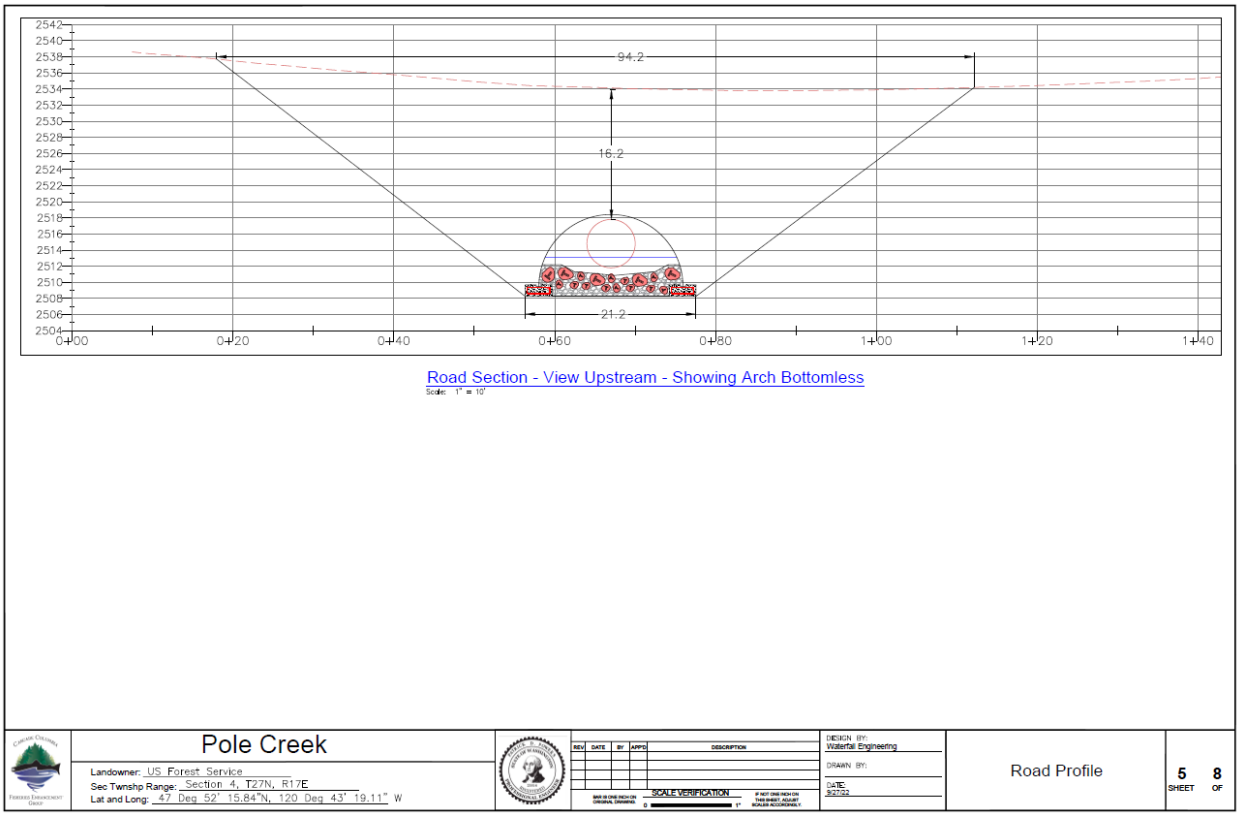


Figure 6. Pole Creek road proflie design.



Figure 7 Lower Gate culvert (top) and Brush Creek culvert (bottom), courtesy of CF.

Table 4: Updated draft implementation schedule with implementation year.

Site Name	Stream	Latitude	Longitude	Implementation year
Big Meadow	Big Meadow Creek	47.86768	-120.69655	2023
Upper Goose	Goose Creek	47.83916	-120.64575	2023
Lower Goose	Goose Creek	47.83905	-120.64716	2023
Upper Gate	Gate Creek	47.89954	-120.70420	2027
Lower Gate	Gate Creek	47.89854	-120.70464	2027
Upper Grouse	Grouse Creek	47.89792	-120.69690	2028
Lower Grouse	Grouse Creek	47.89656	-120.69836	2028
Brush Creek	Brush Creek	47.88912	-120.72276	2026
Pole Creek	Pole Creek	47.87112	-120.72188	2025
Upper Deep	Deep Creek	47.84245	-120.63911	2029
Lower Deep	Deep Creek	47.82016	-120.63433	2029
Upper Twin	Twin Creek	47.88356	-120.68050	2030
Lower Twin	Twin Creek	47.87687	-120.68758	2030

Goose Creek Watershed Restoration

BPA Contract:

90903 (Implementation)
91901 (Implementation)

Metrics Anticipated Upon Implementation in 2023:

- Miles of complexity: 0.33 miles
- Miles of habitat accessed: 0.37 miles of IP for steelhead.
- Acres of riparian habitat gained: 0.1

Sub-basin: Wenatchee sub-basin;
Assessment Unit Name: Lower Chiwawa River AU;
Prioritization Restoration Tier: Spring chinook Restoration Tier 1, Steelhead restoration Tier 2
RM location: 0.0-0.45

The project corrected and replaced the two fish passage barriers resulting in improved access to 0.73 miles of upstream fish habitat (Cramer Fish Science, 2019) (0.37 miles of upstream IP for steelhead). Large wood treatments will improve instream habitat for spring Chinook, Steelhead, and bull trout for

0.35 miles. Road improvements will improve water quality for 0.35 miles of Goose Creek. Dispersed campsite decommissioning will improve riparian conditions for 0.1 acres. All of this upon implementation in 2023.

This project was originally proposed and funded under the 13 Chiwawa Barriers Design - Contract # 88609. The design process was completed under the previous contract and final designs are currently in-hand. This project was implemented in full during this reporting period. The two existing fish passage barriers were replaced by bottomless pipe arches that allow for full passage of all species and lifestages, as well as the downstream transport of wood and sediment. Large wood was added to 0.33 miles of stream with hand-held tools to improve instream complexity and watershed processes. A streamside dispersed campsite was decommissioned to improve water quality and riparian habitat. Finally, the road between the two culverts was regraded to improve drainage and reduce fine sediment delivery to Goose Creek.



Figure 8. Goose Creek culvert removal, courtesy of CF.



Figure 9. Goose Creek updated fish passage, courtesy of CF.

Goodwin Side Channel Design

BPA Contract: *90897*

Metrics Anticipated Upon Implementation in 2023:

Miles of complexity: 0.23 miles
Acres of riparian habitat gained: 1 acre

Sub-basin: Wenatchee sub-basin;
Assessment Unit Name: Wenatchee River-Ollala Canyon AU;
Prioritization Restoration Tier: Spring chinook Restoration Tier 3, Steelhead restoration Tier 1
RM location: 11.15 – 11.5

The initial design goals for this restoration project are: 1. Improve rearing habitat in the GSC by increasing connection to groundwater; 2. improve floodplain connectivity and access to GSC rearing habitat by increasing surface water connectivity, while not diminishing the benefit provided by groundwater; 3. improve riparian habitat condition over 1 acre of the floodplain of the GSC; 4. design the project to protect and preserve existing mature native riparian forest. The objective of this phase is to produce a set of preliminary designs (30%) that meet the above biological goals. Based upon understanding of the project site, it is anticipated the project will incorporate the following specific objectives:

a. Upon implementation of the design, improve habitat quality to 1200' of off-channel habitat.
b. Upon implementation of the design, create 1200’ of new off-channel habitat.
c. Upon implementation of the design, create/enhance 2 side channel inlets improving connectivity of the Wenatchee River to side-channel habitat.
d. Upon implementation of the design, install 3 large wood structures in the Wenatchee River to deflect and direct flows into and out of side channels.
e. Upon implementation of the design, restore 1 acre of riparian habitat.

Goals, objectives, and methods will be refined by the project design team as we progress through the design process.

During the funding period, CF progressed designs from the alternative analysis phase to the conceptual (15%) level design. Three different design alternatives were evaluated and discussed among project stakeholders. Once a preferred alternative was selected, that alternative was advanced to the 15% conceptual level. During the next phase, CF plans to advance designs to the preliminary (30%) then permit-ready (60%) design level.

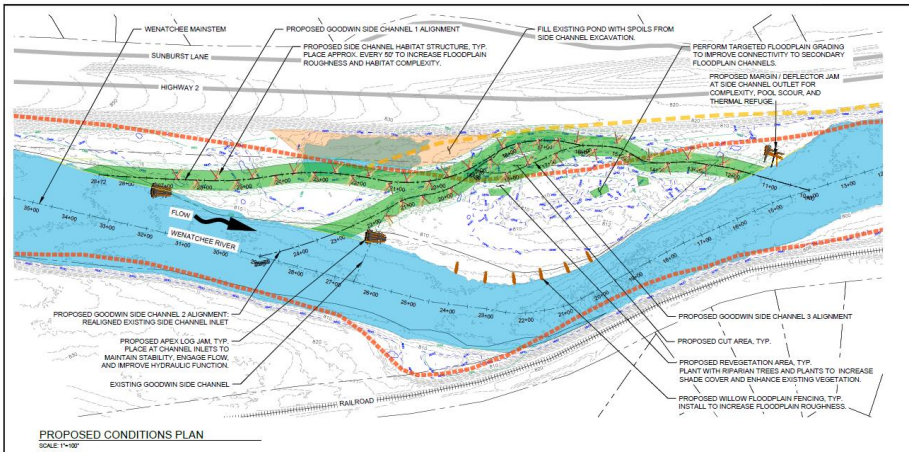


Figure 10. Goodwin Side Channel Design plans.

Chelan County Natural Resources Department

Upper Wenatchee Floodplain Reconnection

BPA Contract: 91590

Metrics Anticipated Upon Implementation in 2024:

Stream Complexity: 0.13 miles (mainstem and floodplain channels)
Riparian (floodplain/ off-channel): 0.52 acres

Wenatchee River RM36-38

UCSRB UC Programmatic Habitat Annual Report – FY2023 Summary

For this project CCNRD evaluated the mainstem channel; floodplain/historical channel complexes; and other adjacent lands along an ~2.0-mile reach of the upper Wenatchee River (~RM 36-38). CCNRD identified restoration actions that will improve in-stream conditions and better connect historical side channels and the river's floodplain. During this contract period (1/4/2023 to 1/3/2024 - the fourth phase of the design process), CCNRD continued work necessary to evaluate the site:

- obtained and acted upon feedback provided through technical review of the 60% design package;
- refined and analyzed restoration elements;
- prepared draft final and final design packages, including specifications and cost estimates; prepared and distributed bid documents (and held pre-bid meetings);
- coordinated with funders, landowners (US Forest Service [USFS] and private inholding, regulatory agencies and other stakeholders;
- prepared and submitted permit applications and other required regulatory documents; and performed other tasks to lay the groundwork for the final phase of the project, implementation (planned for summer 2024).

CCNRD continued work with ASM Affiliates (CCNRD's cultural resources contractor) and US Forest Service to finalize cultural resources survey and reporting. USFS archaeology staff has coordinated with the Confederated Tribes of the Colville Reservation, Yakama Nation, Washington Department of Archaeology and Historical Preservation, and BPA's Cultural Resources staff. The report was sent to the Yakama and Colville tribes for final review and consultation in November 2023, and the coordination window closed on December 2, 2023 (at which time the final report can be submitted to Washington DAHP for concurrence with the Forest's No-Effect Determination).

CCNRD's consulting engineering firm (Natural Systems Design) completed a variety of tasks associated with development of the construction-ready design sets, cost estimates and specifications. In addition, NSD will finalize the Basis of Design Report prior to the end of this contract and is supporting the construction bid process.

CCNRD staff performed a variety of tasks during this contract, including finalizing the recreation safety planning, and continued to work with Washington Department of Natural Resources (WDNR) on State Aquatic Lands Use Approval. CCNRD will complete and submit the state of Washington Hydraulic Project

Approval (HPA) application. CCNRD previously completed a Joint Aquatic Resources Permit Application (JARPA), which is needed for a number of different permits that will be required for the project including State Aquatic Lands Use Approval and the HPA. However, because CCNRD intend to use Regional General Permit 8 for federal fill/removal permitting (and 401 Water Quality Certification) CCNRD has not submitted the JARPA to the US Army Corps of Engineers (ACOE) for permitting purposes (although CCNRD has previously shared it with their Project Manager for review). During this contract period CCNRD also continued to work with Washington Department of Fish & Wildlife (WDFW), US Fish & Wildlife Service, NOAA Fisheries, and USFS to obtain an in-water work window extension (the normal IWWW is 7/15-8/15 and CCNRD has requested an extension through 9/15). As part of this work, CCNRD coordinated with these agencies and prepared several documents that describe the extension and its conservation benefits and identify methods that will be followed to protect water quality and fish life during project implementation. In this contract period, CCNRD also prepared and released bid documents for both ground-based and helicopter-based construction and are holding pre-bid meetings and responding to bidder questions. In addition, CCNRD prepared a 2023 SRFB funding request for $500,058 (which was funded) and worked with USFS to secure an additional $100,000 for project construction. Finally, CCNRD worked with BPA staff to prepare the Scope of Work, Budget and Conservation Metrics for the next contract for this project (CR-365754, which will fund implementation).

As noted previously, the contract for this phase of the project began in January 2023 and culminates in early January, 2024. As a result, although a substantial number of tasks are being completed during this contract period some of these tasks and deliverables will be completed and delivered to BPA near the close of the contract in early FY2024 (December 2023 – technically outside of the period covered for this report). This includes the final Basis of Design Report, some permit applications, and construction contracting tasks. All deliverables have been/will be shared with BPA via upload to CBfish.

RTT Biological Strategy-Prioritization

The project is within the Wenatchee River/Beaver Creek Assessment Unit (AU), which is classified as a Tier 1 restoration priority for spring Chinook and steelhead and Tier 2 restoration priority for bull trout. Priority life stages for spring Chinook include holding/maturation, spawning, summer rearing, and winter rearing. Priority life stages for steelhead include migration, spawning and winter rearing.

Target fish species for this project are spring Chinook and steelhead. UCRTT weighted cumulative prioritization scores for both species are similar for this AU, Steelhead = 89.5 and spring Chinook = 85.9. Bull trout is a secondary target species for this project. AU weighted cumulative prioritization score for bull trout = 67.0.

Project Metrics

This Contract is the final design phase of a floodplain reconnection project that will:

1) Construct six ELJs (and six associated scour pools), and place 12 boulder clusters and 18 whole habitat trees in an area where pool habitats and in-stream cover are deficient.

2) Enhance cover, hydraulic diversity, wood retention and sediment sorting by adding structures along ~0.7 miles of the upper Wenatchee River;

3) Create ~0.04 miles of new side channel (pilot channel construction), and

4) Increase connectivity and inundation for an ~55-acre floodplain area, which will enhance ~34.3 acres of riparian, non-wetland habitat; ~21.1 ac of wetland habitats; and approximately 2.02 miles of floodplain channels.

The above metrics are identified in the next contract for this project that will fund project implementation (currently in the approval stage, CR-365754).

Based on weighted cumulative prioritization scores, there are no differences in metric quantities for the two primary target species, spring Chinook and steelhead.

Project Planning and Coordination

BPA Contract: 90257

This FFY23 coordination contract was initiated in FY22 in May 2022. During the reporting period, the CCNRD worked with BPA staff, landowners, and others to identify and prioritize six potential habitat improvement projects in the Wenatchee subbasin for their potential to address limiting factors and contribute to tributary habitat metric targets for focal species identified in the CRS BiOp. The six sites CCNRD and BPA agreed to explore are: 1) Beaver Creek Culverts (plus), 2) Deadhorse Creek Culvert (plus), 3) Nason Creek RM5.2-6.0, 4) Nason Creek RM10.5, 5) Lower Wenatchee River CMZ12, and 6) Eagle Creek In-stream Enhancements.

Overall planning and coordination project goals are as follows:

- Complete site visits to validate existing data, collect new information and assess potential restoration opportunities at six sites in high priority restoration tiers of the Wenatchee subbasin.
- By May 2023, prioritize the six restoration sites for funding requests to develop preliminary designs based on the assessment, Prioritization Strategy, and the potential for mitigation credit.

A summary of restoration opportunities identified at each site is as follows:

- The Beaver Creek Culverts (plus) project explores replacement of four passage barrier culverts on OWNF roads and additional opportunities for low-tech, process-based restoration treatments on nearby stream segments to improve in-stream habitat quality and alluvial water storage.
- The Deadhorse Creek Culvert (plus) project includes replacement/removal of a barrier culvert, treatments to improve passage and instream conditions and reduce erosion potential at two previous culvert removal sites, and low-tech, process-based restoration treatments to improve habitat quality and alluvial water storage along a segment of Deadhorse Creek. This site also includes opportunities to improve forest stand conditions while obtaining LWD for restoration work, and to improve water quality.
- The Nason Creek RM5.2-6.0 project includes connecting 40 acres of floodplain and enhanced off-channel habitat complexity and quality.
- The Nason Creek RM10.5 is exploring in-stream complexity, off-channel connectivity, and riparian planting.
- For Lower Wenatchee River CMZ12 CCNRD is exploring opportunities to improve side channel connectivity and habitat complexity in the side-channel.

- The Eagle Creek In-stream Enhancements project is exploring opportunities to improve fish passage through replacement or removal of five existing culverts, and to improve in-stream conditions and alluvial water storage through low-tech, process-based restoration techniques.

During the reporting period, CCNRD and BPA staff continued to identify key characteristics of each project site. CCNRD continued to identify and document relevant information at each restoration site including the UCRTT Biological Strategy and Prioritization Framework information for each site. Three CCNRD staff used the UCRTT Pre-Proposal evaluation questions to score the projects, generate an average score for each project across the three reviewers, and rank the six projects. Through this ranking process, the two Nason Creek projects were the two top ranked projects (Nason Creek RM10.5 was the highest), followed by Lower Wenatchee River CMZ12, then the final three from highest to lowest ranks were Deadhorse Creek Culvert, Beaver Creek Culverts, and Eagle Creek In-stream Enhancements.

Finally, CCNRD staff, per the Scope of Work, identified potential Environmental Compliance (EC) requirements or HIP requirements for each project. The three projects on either Nason Creek or the lower Wenatchee River occur within Federal Emergency Management Agency (FEMA) regulatory floodways, requiring applicable flood management regulations. Four of the six projects occur mostly on U.S. Forest Service (USFS) administered land. CCNRD anticipated that the projects would be permitted to the extent possible using Programmatic pathways available to the USFS. Additional permitting such as the Washington Hydraulic Project Approval (HPA) and a Joint Aquatic resources Permit Application (JARPA). Note that two of these sites, Beaver Creek and Deadhorse Creek are within the boundary of the Upper Wenatchee Pilot Project, wherein National Environmental Policy Act (NEPA) compliance is already complete. In addition to some of the aforementioned permits, permitting for the two projects not on USFS administered land would be driven by funders. For example, if these projects were funded under BPA's Fish and Wildlife Habitat Improvement Program (HIP IV), the projects could be permitted under this program which already has undergone ESA Consultation.

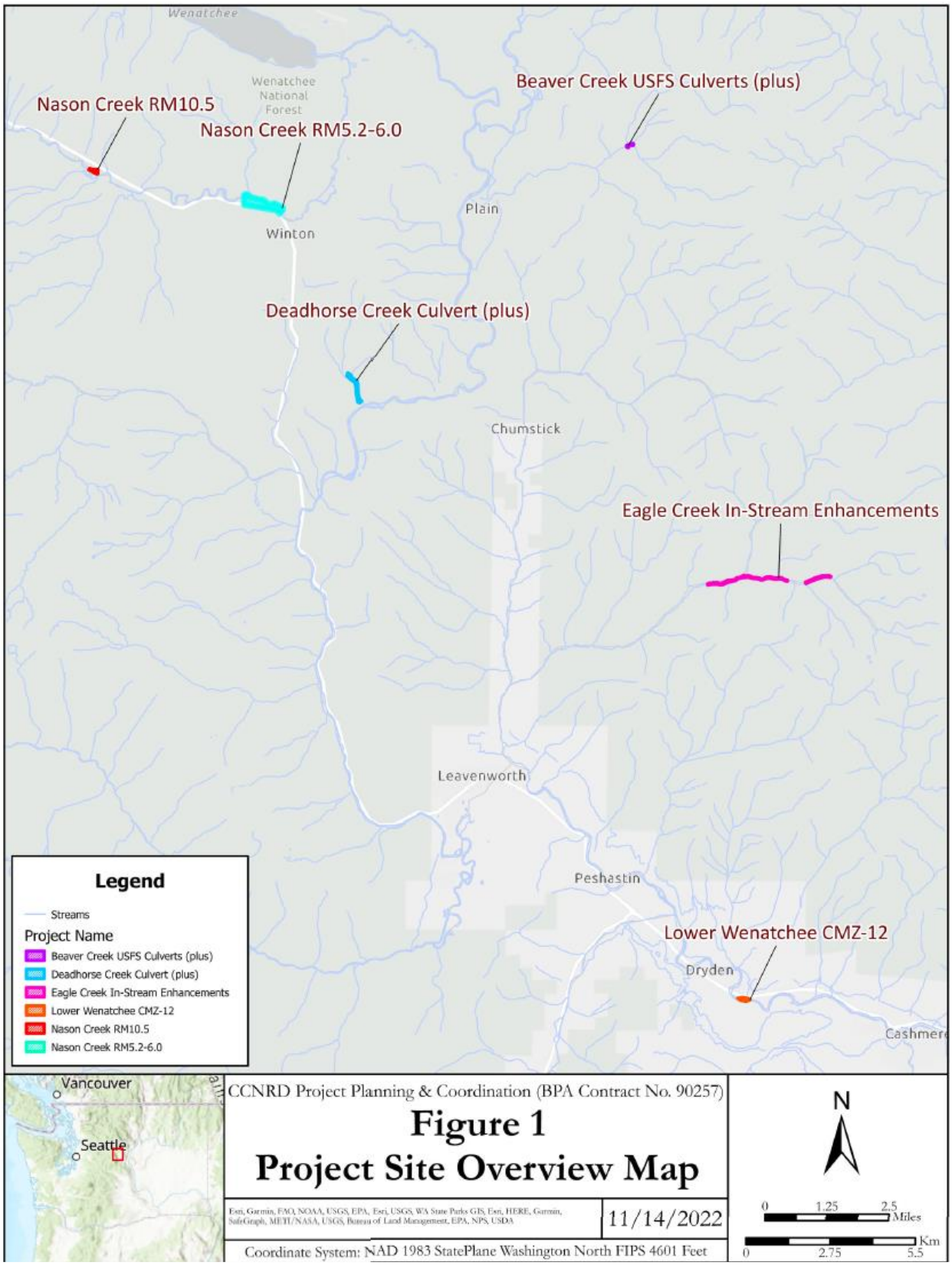


Figure 11. Map of potential restoration project opportunities evaluated by CCNRD in 2023.

Methow Salmon Recovery Foundation

Barkley Bear Habitat Implementation – Phase 3

BPA Contract: 90369

Metrics Anticipated Upon Implementation in 2024:

Stream Complexity: Miles
Riparian (floodplain/ off-channel): Acres

Project Summary:

The Barkley Bear Habitat Improvement Project is located on the Methow River between RM 49.2 and RM 50 and was implemented to reconnect floodplain, side channel, and tributary habitat disconnected by historic irrigation infrastructure. The Barkley Bear Habitat project was a linked action dependent upon completion of actions to relocate the Barkley point of diversion (with the Barkley Irrigation Project). Delays in finalizing the separate irrigation project necessitated completing the Barkley Habitat Project as a multi-phased effort. This work site is located in the Middle-Methow assessment unit, which is ranked as high priority for restoration (5 of 14). The project actions support habitat connectivity in a 30-acre site to support ESA-listed UCR spring Chinook and UCR steelhead.

Focal Species: Spring Chinook (juvenile rearing) and Steelhead

Limiting Factors:

- Peripheral and Transitional Habitats (Side channel and Wetland Connections)
- Channel Structure and Form (Instream Structural Complexity)
- Channel Structure and Form (Bed and Channel Form)
- Riparian Condition

SMART objectives (entire Phase 3 contract):

1. Remove abandoned concrete headgate at the head of a former irrigation canal previously converted into naturalized side channel that is expected to be seasonally active for at least 4 months a year.
2. Improve complexity in the floodplain channel by placing up to 5 pieces of unanchored wood by the end of the contract.
3. Maintain previously planted native riparian vegetation in order to improve survival and develop similar species mix as nearby existing native stands within ten years.

Work Completed during reporting period (December 2022 – November 2023):

The majority of the work under this contract was completed during the previous reporting period in summer 2022. During the current reporting period, MSRF conducted winter and spring maintenance of riparian plantings, spring monitoring of the restoration project and emergency response during high water.

Winter maintenance included maintaining browse protection fences damaged by snow and windfall. Spring maintenance included repairing fences and irrigation, replacing plants killed by winter browse, annual fertilization, and weed control. MSRF secured support from WA Department of Ecology for future maintenance.

During high water, the project experienced impacts that exceeded engineer's expectations associated with high flows (approximately 5-year flood). These included inundation of several existing domestic wells and deposition of an extensive amount of woody debris within the constructed side channel entrance. The impacts are being evaluated to develop appropriate adaptive actions.

Summary of Completed Project – All Phases

Phase 1 and 2 project activities were completed under prior contracts in 2020 and 2021 and were reported on previously. The following information provides a combined summary for the completed project.

Actions:

Completed 2020 (previously reported)

- Constructed side channel inlet
- Constructed 5 engineered logjams
- Placed 32 habitat logs with root wads in intermittent channels

Completed 2021 (previously reported)

- Remove abandoned irrigation fish screen
- Construct 2 engineered logjams
- Place 16 habitat logs with root wads in side channel locations
- Remove 700 feet of levee
- Construct floodplain side channel
- Construct new channel connecting Bear Creek to Methow River

Completed 2022 (previously reported)

- Remove abandoned irrigation headgate
- Improve upstream connection and complexity of naturalized floodplain channel
- Maintain riparian plantings

Metrics:

Completed 2020 (under previous contract 83074 and previously reported in early 2021)

- 5 engineered logjams
- 32 anchored habitat logs
- 500 linear feet channel creation (side channel inlet)
- Improve connection to 1.69 acres of side channel

Completed 2021 (under previous contract 86023 and previously reported in early 2022)

- 2 engineered logjams
- 30 individual habitat logs in side channel and Bear Creek locations
- Remove 700 linear feet of levee
- 2.02 acres of new riparian plantings
- 2.81 acres of replanting and reseeding of disturbed areas
- 2200 linear feet of side channel habitat constructed or reconnected
- 0.27 miles of restored fish access in Bear Creek
- 660 linear feet (0.13 miles) of new channel constructed for Bear Creek

Completed 2022 (previously reported in late 2022)

- Improved connections to 0.51 acres of side channel
- Improved connection and complexity of 0.36 miles of side channel
- Installed 2 unanchored wood structures

CRS BiOP Metrics:

Entire Project

- Stream complexity increased in the following area:
    - 0.63 miles of mainstem
    - 0.56 miles of side channel
    - 0.15 miles of tributary
- Added 0.27 miles of access for Bear Creek
- 7.58 acres of improved riparian habitat through reconnection and planting
- 1 fish screen removed

Lower Methow Habitat Design and Implementation

BPA Contract: 90824 (final design)
93045 (Implementation)

Metrics Anticipated Upon Implementation in 2024:

Stream Complexity: Miles
Riparian (floodplain/ off-channel): Acres

Project Summary:

Work on the Lower Methow project took place under two contracts during the reporting period. The objective of this project is to develop final designs and move wells out of the floodplain for two priority project areas in the Lower Methow. The lower Methow River provides steelhead spawning habitat and is the migratory corridor for every adult spring Chinook and steelhead returning to the subbasin. The Lower Methow is the last area in the Methow used by rearing Chinook and steelhead juveniles prior to migration into the Columbia River.

The project includes two adjacent action areas where MSRF has engaged landowners to allow access for evaluation and development of a single restoration action designed to restore natural processes interrupted by past levee placement and historic development. This area lies on both sides of the Methow River from RM 1.4-2.5 and includes two high priority Project Areas identified in the LMRA.

Focal Species:

Spring Chinook (juvenile rearing) and Steelhead

Limiting Factors:

- Peripheral and Transitional Habitats (Side channel and Wetland Connections)
- Peripheral and Transitional Habitats (Floodplain Condition)
- Channel Structure and Form (Instream Structural Complexity)
- Channel Structure and Form (Bed and Channel Form)
- Riparian Condition

SMART objectives:

During the current contract, the primary objective is to remove multiple existing wells from the floodplain in Project Area 1 by moving them, along with existing electrical and irrigation infrastructure, to an upland location. Moving these wells will allow side channel and floodplain reconnection planned for a future implementation contract.

The primary objective of the larger Lower Methow Project, to be completed under a future contract, is to create a perennial inlet and several intermittent inlets to connect a floodplain side channel with the Methow River in Project Area 1. Perennial inlet will remain open and connected for at least ten years. The project will also remove existing anthropogenic fill on the left floodplain in Project Area 2 to reconnect floodplain surfaces during channel-forming flows.

Work Completed during reporting period:

The majority of work completed in the reporting period was under contract 90824 and focused on developing final designs for the Miller Hole project area. The second contract was developed, contracted, and initiated in the latter part of the reporting period.

Project activities completed during the reporting period included the following actions:

Completed final designs - RDG completed final designs including plans and design report in August 2023 providing a description and rationale for the project that was distributed to BPA.

MSRF worked with well owners to expand support and willingness to develop project actions to relocate the seven agricultural and domestic wells out of the active floodplain which will facilitate restoration at the project site.

MSRF has retained Aspect Consulting as a hydraulic specialist, to assist with water right changes that may be required for well relocation.

M2 Sugar Reach

BPA Contract: 91008 (design – phase 2)
93288 (material procurement)
93263 (final design and implementation)

Metrics Anticipated Upon Implementation in 2024:
Stream Complexity: Miles
Riparian (floodplain/ off-channel): Acres

Project Summary:

The Sugar project area includes a mixture of historic side channel and floodplain habitats between river miles 41.25 and 42.75 on the Methow River, just upstream of the town of Twisp, Okanogan County, Washington. The reach is in the Methow-River-Thompson Creek Assessment Unit, which is included within the Middle Methow Reach Assessment (Reclamation 2010). The area is considered to be a major spawning area for steelhead, and critical rearing habitat for both steelhead and spring Chinook. This reach is considered to be a priority for restoration (ranked #6/14) by the Revised Upper Columbia Biological Strategy (2017), and highly ranked in the EDT (combined priority rank of #4/48 for steelhead and #26/36 for spring Chinook) and current prioritization framework. Current flood and infrastructure protection measures have resulted in loss of side channel habitats, lateral habitat connectivity, in-stream habitat conditions, and riparian conditions. The existing 1973 era levee has been identified as the primary hydraulic constraint within the project area and has contributed to isolation of floodplain, decreased activation of the side channels and increased downstream bank erosion. Previous land purchases by Methow Salmon Recovery Foundation (MSRF) and ongoing conversations with landowners have provided an opportunity to modify the levee to restore reach-scale process and increase the quantity and quality of main channel and off-channel habitat for juvenile spring chinook and steelhead.

The primary goals of BPA funded contracts were to advance the preliminary design developed collaboratively under prior funding to final design, procure materials for construction, and implement Phase 1 actions. The guiding principles of the overall project were intended to expand the area available for process-based channel response, increase in-channel habitat availability and complexity, and restore river processes that benefit Spring chinook and UCR steelhead to the extent practical within the limits of infrastructure needs.

Focal Species:

Spring Chinook (juvenile rearing) and Steelhead

Limiting Factors:

- Habitat Quantity (Anthropogenic Barriers)

- Peripheral and Transitional Habitats (Access to side channels and floodplain)
- Peripheral and Transitional Habitats (Side Channel and Wetland Conditions)
- Channel Structure and Form (Instream Structural Complexity)
- Channel Structure and Form (Bed and Channel Form)
- Riparian Condition

SMART objectives:

The primary objective of the design contract is to advance preliminary designs to final design within the funding award timeline that can be used to secure permits and construction funding. The materials procurement contract will allow MSRF to begin purchasing and staging large woody material in anticipation of project implementation starting in 2024. Our expectation is that the project will be implemented over several years and continue past the end date for the current BPA contracts. Implementation funding will be used to construct phase 1 actions. Increased floodplain engagement is a project goal, and the project will follow FEMA's CLOMR/LOMR process for the overall project. However, to meet permit timelines and begin construction in 2024, Phase 1 will focus on project elements that will not cause a floodplain rise.

We anticipate that restoration project objectives will be further refined as we advance the project designs. Initial objectives include the following:

1. Increase the amount of floodplain active during moderate spring floods (below 2-year return) by modification of the existing levee to reconnect the adjacent floodplain and reduce the hydraulic influence of the levee.
2. Increasing the amount of off-channel habitat available for extended periods in the spring (active below 1000 cfs). While perennial connection is desired, feasibility needs to be established. This will require excavation through an area of largely isolated side channel on river left to connect more frequent flows through perennially flooded wetland areas and improve the connectivity of the existing backwater channel.

Work Completed during reporting period:

Project activities completed during the reporting period included the following actions:

Completed 60% designs - W2r provided a 60% design update in alignment with project design deliverables identified during the agency kickoff meeting in March 2022. Project stakeholders were given the opportunity to review and comment.

Initiated development of 80% design based on feedback from 60%. Design development is concurrent with floodplain analysis in alignment with FEMA's CLOMR/LOMR process.

Procured and staged wood material for use in phase 1 construction.

Initiated work on permits.

The majority of the work completed during the reporting period was under contract 91008. Contracts 93288 and 93263 were developed, contracted, and initiated during the latter part of the reporting period.

Other Significant Activity:

MSRF was awarded cost share funding from WA State Ecology Floodplains by Design for Final Design and Implementation, adding to cost share funding previously received from WA State RCO/SRFB for design and implementation.

Washington Department of Fish and Wildlife (WDFW)

Fish Screen Programmatic

BPA Contract: 84042

Metric(s) Upon Completion in 2023:

Buttermilk:
Sub-basin: Methow
Reach: Chewuch River Pearrygin 08
Assessment Unit name: Chewuch River – Pearrygin Creek
Prioritization Restoration Tier: Spring chinook – 1, Steelhead - 1
RM location: 8.6

Twisp Power
Sub-basin: Methow
Reach: Twisp River Lower 07
Assessment Unit name: Lower Twisp River
Prioritization Restoration Tier: Spring chinook – 1, Steelhead - 1
RM location: 6.6

Maltais
Sub-basin: Methow
Reach: Frazer Creek 03
Assessment Unit name: Lower Beaver Creek
Prioritization Restoration Tier: Steelhead - NA
RM location: 3.0

MVID
Sub-basin: Methow
Reach: Methow River Thompson 03
Assessment Unit name: Methow River – Thompson Creek
Prioritization Restoration Tier: Spring chinook – 2, Steelhead - 2
RM location: 45.29

Tandy
Sub-basin: Wenatchee
Reach: Peshastin Creek Lower 04
Assessment Unit name: Lower Peshastin Creek
Prioritization Restoration Tier: Spring chinook – 2, Steelhead - 2
RM location: 3.8

Entiat
Sub-basin: Entiat
Reach: Entiat River Mills 07
Assessment Unit name: Entiat River-Mills Creek
Prioritization Restoration Tier: Spring chinook – 2, Steelhead - 1
RM location: 6.6

The objective of this first year programmatic agreement between BPA and WDFW was to make significant improvements in fish protection in the upper Columbia watersheds by bringing existing fish screen facilities into compliance with federal

and Washington State fish screening and passage standards. WDFW identified six projects (Buttermilk, Twisp Power, Maltais, MVID, Tandy, and Entiat) for correction based on observed O&M challenges and their deleterious impact on spring Chinook and steelhead populations.

This first year contract (9/27/22–9/27/23) provided 60% design for corrections at six irrigation diversion fish screen sites to prevent injury and mortality to juvenile spring Chinook and steelhead, completed modifications to the Buttermilk fish screen spillway, and conducted field work to inventory pump screens throughout the Columbia River Rocky Reach pool.

The second year programmatic started 9/28/23 – 9/27/24. The objective of this contract is to provide 100% designs for each project (MVID, Skyline, Twisp Power, Maltais, and Tandy). There is potential to go to construction for the Tandy modifications, Maltais phase 1 fish screen, MVID fish bypass pipe construction, and installation a compliant fish screen in the Entiat River prior to 9/27/24. In addition, WDFW will continue scoping identified pump screen diversions throughout the Columbia River Rocky Reach pool.

Lessons Learned & Adaptive Management

The UCSRB and BPA planned to continue the "rolling intake period" process in FFY23, however, as previously mentioned, this solicitation process was not required since FFY22 BPA-funded projects had adequate financial requests for the allocation of all available FFY23 funds. Since the UC Portfolio is composed of multi-year projects and new projects can now be introduced at almost any time, the "rolling" intake approach will allow the UCSRB-BPA to strategically manage ongoing and new project resource needs in any given FFY. This process will also facilitate engagement in open and strategic dialogue with project sponsors throughout the year about any actual or potential shifts in project development or implementation timelines, as well as anticipated changes in non-Programmatic funding.

The UCSRB continues to partner with BPA to implement the *administrative* goals defined for the Programmatic:

1. Strategically Implement tributary habitat restoration actions to address priority limiting factors and improve population abundance, productivity, spatial structure, and diversity of Upper Columbia spring Chinook and Upper Columbia River steelhead populations.
2. Coordinate with the UCRTT to maintain alignment among the UC Programmatic and the science underpinning the regional *Recovery Plan* and *Biological Strategy.*
3. Target UC Programmatic habitat improvement actions in priority locations that are anticipated to provide the greatest biological benefits to focal species, based on regional Prioritization.
4. Sustainably manage the UC Programmatic to achieve BPA BiOp mitigation credit through partnerships with stakeholders and local implementation groups.

During the 2021-2022 NPCC-ISRP review process, the ISRP requested more information on SMART objectives and project linkages to biologic targets and VSP criteria for focal species based on monitoring. Unfortunately, the UC lacks both a status and trends monitoring program and a project effectiveness monitoring program. This made it challenging, if not impossible to link physical habitat response from the implementation of many UC Programmatic projects directly to the attainment of biological goals and objectives (i.e., changes in VSP parameters) for UC focal species, either within or among subbasins over time or at the population level. In limited cases, sponsors implement effectiveness or other types of monitoring with non-Programmatic resources, either through larger F&W Program resources or other funders. As an example, the CCT have continued to fund an integrated restoration project/monitoring program (OBMEP) with BPA Accords resources in the Okanogan subbasin. The UCSRB and BPA will continue to work on SMART Objectives tied to specific BiOp metric targets over time as well as regional recovery parameters.

Although the NPCC noted the ISRP's request was outside of the scope of the 2021-2022 proposal requested from Umbrella projects, the UCSRB and BPA nonetheless developed a strategy to help address the ISRP's request for information linking UC Programmatic projects to M&E efforts in the region, whether funded through the F&W Program

or other partners. In 2023, summary M&E Matrix for the UC was refined through review-feedback from BPA and sharing with Council staff and other partners.

In 2023, the UCSRB and UCRTT continued refinement of the regional Prioritization strategy for barriers and supported sponsors and funders in the use of prioritization ArcGIS outputs such as life stage, restoration reach, and fish passage priorities. The Monitoring and Data Management Committee also developed a priority data gaps list to guide future data collection efforts. Prioritization results are available in tabular and map format, and UCSRB and UCSRTT continue to curate this powerful, transparent regional tool. Using this highly focused approach to project selection that is based on maximizing anticipated biological benefit remains critical to restoring habitat for ESA-listed spring Chinook and steelhead. More information on Upper Columbia Prioritization can be found at https://www.ucsrb.org/prioritization/.

A strong and coordinated relationship between UCSRB and the BPA Habitat Area Lead continued to advance project work across all sponsors and contracts during the reporting period. In 2023 the UCSRB provided technical input and administrative assistance to sponsors and BPA, from project selection through contract development. Science Program staff provided input on potential biological benefit to sponsors during concept development, while BPA HAL, ETC and EC staff provided early input on design and HIP compliance, other regulatory considerations. Further, the UCSRB-BPA sustained coordination with the RTT to ensure review of Programmatic project designs and anticipated benefits as they evolved from 30% to 60% and/or 80%/final design. UCSRB staff also offered technical input to BPA at these key design review points regarding alignment with regional Prioritization and anticipated biological benefit. Early, iterative, and transparent technical engagement and clear adaptive management pathways remain crucial for maintaining strong, productive partnerships with regional Programmatic sponsors.

Future Work

In 2023, the UCSRB and UCRTT had planned to incorporate new information into the regional UCRTT Prioritization Tool and to stabilize the platform for five years. Additional data sources and analyses were identified in 2024 that would provide additional habitat data in the Prioritization tool. These additional data included a second year of in-stream surveys from Cascade Fisheries and additional remote sensing metrics of floodplain and riparian metrics through a UCSRB contract with Aspect Consulting. This ultimately will allow for a broader range of reaches to be scored by the tool in the future. As such, the UCRTT decided to not stabilize the tool in 2023, but instead wait until 2024 when these new data would be available. Once the new data is incorporated in 2024, the UCRTT will stabilize the Prioritization Tool for five years and establish a timeline for future updates.

The UCSRB-BPA will continue to use regional Prioritization to adaptively manage Targeted solicitation criteria, including biological priorities for focal species. Specific work planned for 2023-2024 will involve refining Programmatic goals and SMART objectives to better articulate how projects funded under the Programmatic will contribute to recovery. In addition, UCSRB staff will continue to provide support to sponsors for the development of restoration goals and SMART objectives at the project level to facilitate summary reporting and tracking overall progress towards attainment of key habitat metrics within the UC region. Lastly, UCSRB and BPA will collaborate and communicate about how to refine the summary RM&E matrix.

1/13/2025

To: UCSRB Board of Directors
From: Ariel Edwards, Lead Entity Coordinator
Re: Okanogan County Citizen Advisory Committee Confirmation

Upper Columbia Salmon Recovery Board (UCSRB) staff would like to request the Board of Director's review and confirm one nominee for the Okanogan County Citizens' Advisory Committee (CAC). Citizens' Advisory Committees were created under the Salmon Recovery Act of 1998 (RCW 77.85) to compile a list of salmon recovery habitat projects for funding consideration by the State. Local CAC members serve an important role in contributing to the accountability of the Upper Columbia in the allocation of funding from the Salmon Recovery Funding Board to promote locally led salmon recovery efforts in the region. The CACs review salmon recovery project grant proposals, attend an annual series of up to three meetings, and attend on-site project tours.

From October 1, 2024, to November 15, 2024, the UCSRB staff facilitated a "call for nominations" through the local Okanogan County watershed planning groups seeking two or more nominees. For CAC representation in Okanogan County, the UCSRB is seeking one individual with representative interest in: agricultural, county, environmental groups, landowners, local business, ranching, regional fish enhancement groups, tribes, or volunteer groups.

During the December 30, 2024 Okanogan County Commissioners meeting, Brad Armstrong was selected to fill the vacancy on the Okanogan County Citizens' Advisory Committee.

Staff is seeking confirmation from the UCSRB Board of Director's on this nomination.

Included is additional background information:

1. Recruitment Background Information
2. Call for Nominations announcement
3. Okanogan County Commissioners signed meeting minutes from 12/30/24
4. Okanogan Commissioner Nomination Letter
5. Letter of interest – Brad Armstrong
6. Letter of interest and resume – Merry Maxwell

Okanogan County Citizens Advisory Committee
2024 Recruitment Background Information

The Upper Columbia Salmon Recovery Board (UCSRB) approved the Chelan and Okanogan Citizens Advisory Committee (CAC) recruitment process December 12, 2013. Once the membership of either CAC committee falls below seven members, the UCSRB initiates a "call for nomination" through the local subbasin planning groups. The UCSRB requests that each planning group submit one or more citizen committee nominees. The Lead Entity Coordinator will transmit these nominations to the respective county commissions. Each county commission will provide a final candidate from these nominations to the UCSRB for approval. **Please see the recruitment criteria, the list of current citizens committees (Table 1) and the anticipated timeline for this recruitment process (Table 2) below.**

Recruitment Criteria:

1. Diverse Interest Representation
    a. Currently seeking representative interests from: **agricultural, county, environmental groups, landowners, local business, ranching, regional fish enhancement groups, tribes, or volunteer groups.**
2. Geographic Representation within the Upper Columbia
    a. Nominees from the Okanogan and Methow subbasins are eligible currently.

Table 1. Current Okanogan County Citizens Advisory Committees Representatives

Okanogan CAC Members	Member Since	Representation	Geographic Area
Craig Nelson	2007	Conservation District	Okanogan
Bob Monetta	2001	Business Interest	Methow
Louis Sukovaty	2008	Farmer/ Business Interest	Methow
Sam Israel	2017	Environmental Group	Methow
Will Keller (Chair)	2014	Retired NRCS / Other Habitat Interests	Okanogan
Larry Hill	2022	Angler / Other Habitat Interests	Methow
[Open Position]			

Table 2. Recruitment Timeline

Citizens Advisory Committee Recruitment Timeline		
Oct 1 – Nov 15, 2024	Call for Nominations through the groups/Leads and forwarded to the LE Coordinator	Compilation of Nominees planning
Nov 15 – Dec 30, 2024	LE Coordinator compiles and transmits to the County Commissions for selection	Nominee Selection
Feb 20, 2025	UCSRB BOD approval	Board Decision/Approval

Legislative Language:
The following excerpt is from the Washington State Revised Code of Washington (RCW) 77.85 Salmon Recovery Act as it pertains to Citizens Committees.

"(b) The lead entity shall establish a committee that consists of representative interests of counties, cities, conservation districts, tribes, environmental groups, business interests, landowners, citizens, volunteer groups, regional fish enhancement groups, and other habitat interests. The purpose of the committee is to provide a citizen-based evaluation of the projects proposed to promote salmon habitat."

Conflict of Interest Statement:
A conflict of interest occurs if the candidate stands to benefit financially from a salmon recovery project; or has a position that directly contributes to the development of a salmon habitat proposal.

Planning Group Leads please send all nominees to:

Ariel Edwards
Lead Entity Coordinator
Upper Columbia Salmon Recovery Board
Phone: 208-540-2691
ariel.edwards@ucsrb.org

2024 Call for Nominations: Okanogan County Citizens Advisory Committee Members for the Salmon Recovery Funding Board (SRFB) funding process

The Upper Columbia Salmon Recovery Board (UCSRB) is requesting nominations for **one new member** for the Okanogan County Citizens Advisory Committee (CAC). The UCSRB is seeking nominations of individuals representing their geographic area that exemplify the following representation: agricultural, county, environmental groups, landowners, local business, ranching, regional fish enhancement groups, tribes, or volunteer groups.

Nominations need to be from the following Geographic Areas:

- Okanogan or Methow Subbasin

Interested individuals should contact the lead staff or your local watershed planning groups (see contacts below) and provide a letter of interest and short bio/resume to support the nomination by the COB on November 15, 2024.

The UCSRB is a regional salmon recovery organization tasked with implementing the *Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan* to recover three independent populations of spring Chinook, four steelhead populations, and bull trout, all listed as threatened or endangered under the Endangered Species Act. CACs were created under the Salmon Recovery Act of 1998 to compile a list of Salmon Recovery habitat projects, establish priorities for individual projects, define the sequence for project implementation, and submit these activities as the proposed habitat project list. CAC members play an instrumental role in bringing accountability to the Upper Columbia in the allocation of Pacific Coastal Salmon Recovery Funds (PCSRF) to promote the restoration of viable and sustainable populations of salmon, steelhead, and other at-risk species through collaborative, locally- led salmon recovery efforts in the Region. The CACs review and rank salmon recovery project grant proposals, attend an annual series of up to three meetings, and attend on-site project tours.

Upper Columbia Planning Group Contacts		
Watershed Action Teams	Lead	Contact Information
Methow Habitat Subcommittee	Jessica Goldberg	jessica@methowrestorationcouncil.org - Methow Restoration Council
Okanogan Habitat Subcommittee	John Box	john.box.fnw@colvilletribes.com – Colville Confederated Tribes

RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

DECEMBER 30, 2024

9:00 AM	**Review Agenda, Consent Agenda & Minutes for December 16, 17 & 18 and 23, 2024**
9:05 AM	**Briefing Amongst Commissioners and Discuss Individual Schedules**
9:15 AM	**Public Comment Period**
9:30 AM	**Commissioner's Staff Meeting**
10:30 AM	**Update -Veterans Relief Board- Thomas Even**
11:00 AM	**Public Hearing on Creation of Public Defense District**
12:00 PM	**Swearing In-Commissioner Elect Nick Timm and Commissioner Andy Hover**
1:30 PM	**Discussion Ok Co Citizens Advisory Committee UCSRB Nominee-Ariel Edwards**
2:00 PM	**Public Hearing Budget Supplemental Appropriation BECCA #113**
2:05 PM	**Public Hearing Budget Supplemental Appropriation Probation Fund 111**
2:10 PM	**Discussion Detention Security Upgrades-Mike Beaver**
2:45 PM	**Approve Consent Agenda**
2:40 PM	**Approve Meeting Minutes for December 16, 17 & 18 and 23, 2024**
2:45 PM	**Commissioners to set Wednesday's Agenda**

The Okanogan County Board of Commissioners met for a regular meeting at 123 5th Avenue North, Okanogan, Washington on December 30, 2024 with Chairman, Commissioner Jon Neal; Vice-Chairman, Commissioner Andy Hover; Member, Commissioner Chris Branch; and the Clerk of the Board, Laleña Johns, present.

AV Capture and Zoom provided audio and video accessibility for public interaction.

Review Commissioners Agenda & Meeting Minutes for December 16, 17 & 18 and 23, 2024
Commissioners reviewed their meeting minutes and provided corrections.

Briefing Amongst Commissioners and Discuss Individual Weekly Meeting & Schedules

Public Comment Period

Commissioner's Staff Meeting
Fairgrounds Manager Nick Bates

Mr. Bates provided the fairgrounds update. He stated work has begun on the Agriplex. The kitchen floors will be repaired, grill fixed with three legs which was identified when the Fire suppression system was being serviced. All the work should be completed in about two weeks. A new/used power operated gate was purchased for the S. Agriplex main ticket gate.

The Agriplex drainage slope was discussed and the system that would drain the water away from the building.

Update -Veterans Relief Board- Thomas Even
Mr. Even provided the Veterans Outreach update. He provided the report numbers for Q4, 2024. The report included county funds provided to veterans for fourth quarter in addition to the claims, calls, veterans served, and paperwork assist.

Commissioner Hover explained reductions to the Veteran's 2025 Budget around $3700. He explained administration costs make up most of the budget at $109,000. Our Ad valorem is set at $100,000. He recommended watching the budget carefully and let the BOCC know if there is additional expense. Commissioners noted that Mr. Even's performance evaluation is completed by the Veterans Committee.

Discussion Detention Security Upgrades-Mike Beaver

Security quotes were obtained from three vendors for the security upgrades. Rob Bidlen Detention Manager

Access Unlimited
Vercadia

Only one company provided a bid for the various phases. Mr. Beaver provided that the biggest need is security camera system and camera replacement. The County's Cap

First phase estimate is $127,000. He asked for approval for the security bid from. He said $200,000 in fund 160

Mr. Beaver stated he has coordinated the technology system upgrades with Central Services. Feasibility was discussed and a formal presentation will be made at a later date.

Motion Bid Award Juvenile Detention

Commissioner Branch moved to approve and award the Juvenile Detention Security Camera and System upgrade phase #1 in the amount of $126,700 plus WSST and authorized the Vice Chairman to sign. Motion was seconded, all were in favor, motion carried.

Approve Meeting Minutes for December 16, 17 & 18 and 23, 2024

Commissioner Branch moved to approve the commissioners' meeting minutes for December 16, 17 & 18 and 23, 2024 as corrected. Motion was seconded, all were in favor, motion carried.

Discussion Michael Blake

Additional needed paperwork for the equipment transfers Current W-9, Letter from Sheriff, Letter from NRA etc.…

Mr. Blake stated NRA provided grants to purchase equipment for public safety training to the Sheriff's office. Mr. Blake is asking the ownership of the equipment be transferred to the Friends of the Range. Commissioner Hover asked what happens if the Non-Profit dissolves. The equipment would need to be transferred to another non-profit in accordance the rules.

Motion Resolution 150-2024

Commissioner Hover moved to approve resolution 150-2024 transferring NRA public safety training equipment to Friends of the Range. Motion was seconded, Commissioner Hover discussed the consistency with the name of Friends of the Range and asked that the clerk make the change. Motion was seconded, all were in favor, motion carried. See Motion 196-2024

Public Hearing on Creation of Public Defense District

Risk Manager Shelley Keitzman, Judge Katherine Burke, Judge Chancy Crowell, Teagan Levine, Kathleen Descoteaux, Members of the public defender's office.

Commissioner Neal opened up the public hearing asking for staff report on the creation of Public Defense District. Commissioner Branch read from the ordinance recitals. Commissioner Neal closed the hearing to staff.
The position is an appointed position. The Term of the Public Defender was discussed. Judge Burke commented that the term for an appointment was worded differently in the document. Ms. Milner stated the ordinance was drafted from another county's ordinance.

Anna Burica stated a newspaper article came out and stated the direction of this decision was rushed.

She recommended that this not be rushed. She has 12 contracted attorneys' currently looking for other jobs. She doesn't want to lose the attorney's because competition is high and timing feels rushed. The county' whose ordinance we used to draft our own ordinance took over one year to organize and they still don't have a District Court Defense.

Judge Crowell asked what happens on January 3? We have a contract with a public defender right now whose contract term requires 180-day termination period. Ms. Burica stated there was a delay on getting the attorney contracts in place for the duration of the main contract.

Ms. Keitzman explained the staffing needs for the department. Commissioner Hover stated because we are putting in additional technologies in the courtrooms would allow attorneys to work remotely. Judge Crowell stated he likes it when everyone shows up in his courtroom.

Judge Burke stated the notice and the work to constitute the selection committee, create By-laws, select a director and staffing. The staffing will be full time. Judge Crowell said that many current attorney's work two jobs. Wages will be the same as the Prosecutor's office attorney.

Anna Burica said two attorneys in her office, Byron Wolf and Dan Connolly, were interested in contracting for public defense attorneys. He explained it may difficult to obtain the necessary staffing for the Public Defense District office. Drug court, therapeutic court, dependency calendar, specialty cases. He recommended a transition period to work out some of these requirements. Commissioner Branch doesn't feel comfortable moving forward. Ms. Milner explained the county knows we cannot do this all-in house. We cannot delay, we need to decide to either publish an RFP to carry on or move forward with the creation of a district. She stated this needs to keep rolling. Commissioner Hover stated, no matter what, we need a director. The whole state is looking at attorney shortages, whichever direction we go there will be challenges. There could be no staff attorney's only contracted attorneys.

Ms. Levine, Prosecutor Admin, said she has discussed with Ms. Burica. She also called the administrative of the court. To discuss the fiscal impact on Current Expense, but that office is still looking at what funds to provide. Ms. Burica stated she wants to see the caseloads go down.

Randy Tees indigent contract group about 7-years. He is concerned about funding this office. We should be equal between Prosecutor and Defense attorneys. Civil Department should be subtracted to show only criminal costs. He assumed that the County Commissioners want to save money, but not at the expense of due process under the law. Fair to both sides.

Motion Ordinance 2024-6 Creation of Public Defense District
Commissioner Hover moved to approve ordinance 2024-6 to create a Public Defense District. Motion was seconded, Commissioner Branch discussed this is beyond creating a public defense district, considering the move forward with the district ordinance. He said we move into this with eyes wide open. Commissioner Hover discussed the costs and moving forward not knowing what happens. The

public defense budget includes $1.63 million and judge ordered investigations. The state provides us with about $48,000. Motion was seconded, all were in favor, motion carried.

Commissioner Branch stated he doesn't see any harm in creating the district. Input from those in the room today would be helpful. We have time to hire for the director position. Commissioner Hover stated the county will then hire the needed attorneys to fill the positions. Commissioner Neal said if a proposal was submitted to the commissioners, it could be an opportunity for someone.

Motion Resolution 196-2024 Equipment Transfer Friends of the Range
Commissioner Hover moved to approve resolution 196-2024 regarding transfer of NRA public safety training equipment from Sheriff's Office to Friends of the Range and to repeal today's earlier motion regarding incorrect resolution number 150-2024 and approve this resolution 196-2024. Motion was seconded, all were in favor, motion carried.

Commissioner Neal recessed at 11:53 a.m.

Swearing In-Commissioner Elect Nick Timm and Commissioner Andy Hover
The swearing in began at 12:03 p.m. with Judge Robert Grim presiding. There were many public attendees and family members in the room.

Judge Grim formally introduced the newly elected county commissioners and swore each one into office.

Judge Grim gave an introductory speech.

and swore each one into office for the term of January 1, 2025 through December 31, 2028

Andy Hover, Okanogan County Commissioner District #2, was sworn in at 12:04 p.m. by Superior Court Judge Robert Grim.

Nicholas Timm, Commissioner Elect Okanogan County Commissioner District #1, was sworn in at 12:05 p.m. by Judge Robert Grim

The Commissioners were congratulated and the group stayed and chatted until 12:30 p.m.

Discussion Ok Co Citizens Advisory Committee Salmon Recovery Nominee-Ariel Edwards
Ariel Edwards presented slides showing the Upper Columbia Salmon Recovery board. She discussed the Okanogan County Citizens Advisory Committee Nomination process. She was tasked with effectively providing coordination of the annual regional salmon recovery funding projects to be evaluated by the committee members. Okanogan Citizen Advisory Committee vacancy recommendation.

Currently seeking representative interests from Ag, county, environmental, landowners, local business, ranching, regional fish enhancement group tribes, or volunteer groups. Commissioner Hover recommended the two current nominees are Brad Armstrong and Merry Maxwell. Commissioners discussed the nominees.

Motion
Commissioner Hover moved to direct the Clerk of the Board to draw up an appointment letter appointing Brad Armstrong to the Okanogan Citizen Advisory Committee. Motion was seconded, all were in favor, motion carried.

Public Hearing Budget Supplemental Appropriation BECCA #113

Commissioner Neal opened up the hearing to staff, seeing no staff to provide comment, he opened up the hearing to commissioners.

Motion Resolution 194-2024 Budget Supplemental Appropriation BECCA

Commissioner Branch moved to approve resolution 194-2024 a budget supplemental appropriation in within the BECCA fund #113 in the amount of $14,000. Motion was seconded, all were in favor, motion carried.

Public Hearing Budget Supplemental Appropriation Probation Fund 111

Commissioner Neal opened up the hearing to staff, seeing none he opened up to the public. No public wished to provide comment.

Motion Resolution 195-2024 Budget Supplemental Appropriation

Commissioner Branch moved to approve resolution 195-2024 a Budget Supplemental Appropriation Probation Fund 111 in the amount of $6,700. Motion was seconded, all were in favor, motion carried.

Motion Resolution 197-2024 Creating Fund #29 for the Office of Public Defense

Commissioner Branch moved to approve resolution 197-2024 creating fund #29 for the Office of Public Defense. Motion was seconded, all were in favor, motion carried.

Motion –Updated - Voucher Approval - Commissioners

Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to approve the updated payroll vouchers and warrant numbers in the amount of $1,427,809.55. Warrant numbers as cited on the attached blanket voucher list. Motion seconded, all were in favor, motion carried.

Motion –Special Voucher Approval - Commissioners

Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to approve the special vouchers in the amount of $4,102.53. Warrant numbers as cited on the attached blanket voucher list. Motion seconded, all were in favor, motion carried.

Motion Interlocal Agreement Building Inspection Services Town of Winthrop

Commissioner Branch moved to approve the 2025 Interlocal Agreement Building Inspection Services between Okanogan County and the Town of Winthrop. Motion was seconded, all were in favor, motion carried.

Motion Interlocal Agreement Building Inspection Services City of Pateros

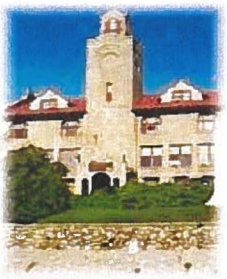
Commissioner Branch moved to approve the 2025 Interlocal Agreement Building Inspection Services between Okanogan County and the City of Pateros. Motion was seconded, all were in favor, motion carried.

Executive Session RCW 42.30.110 (1)(g) Evaluate the Performance of Public Employee

Commissioner Hover moved to go into executive session under RCW 42.30.110 (1)(g) at 2:28p.m. until 2:38 p.m. inviting the Clerk of the Board, Laleña Johns. Motion was seconded, all were in favor, motion carried.

Executive session ended at 2:38 p.m. no decisions were made.

Commissioner Branch adjourned at 2:47 p.m.



OKANOGAN COUNTY

Board of Commissioners

Nick Timm
Commissioner District 1
Andy Hover
Commissioner District 2
Jon Neal
Commissioner District 3
Laleña Johns
Clerk of the Board

APPOINTMENT
Citizen Advisory Committee

Brad Armstrong
c/o UCSRB-Ariel Edwards
123 Easy St
Wenatchee, WA 98801
ariel.edwards@ucsrb.org

RE: Okanogan Citizen Advisory Committee

Dear Mr. Armstrong:

Upon the request of the Upper Columbia Salmon Recover Board staff, the Board of Okanogan of Okanogan County Commissioners, reposing confidence in your qualifications, hereby appoints you to the Okanogan County Citizens' Advisory Committee (CAC). Said appointment is effective immediately.

CAC's review salmon recovery project grant proposals, attend annual series of meetings, and may also attend project tours.

If, in the future, you no longer wish to serve in this capacity, please notify our office in writing. Thank you for your willingness to serve Okanogan County.

DATED at Okanogan, Washington this 7th day of January, 2025.

BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON

Jon Neal, Chairman

Andy Hover, Member

Nick Timm, Member

Telephone 509.422.7100 | 123 Fifth Avenue N. * Room 150 * Okanogan * Washington * 98840 | TTY/Voice use 800.833.6388 | Fax 509.422.7106

Brad Armstrong
District Manager

Scott DeTro
Attorney

OKANOGAN IRRIGATION DISTRICT

37 A Douglas Road
Okanogan, Washington 98840
(509) 826-1250

Board of Directors

Otto Yusi
Division 1

Mark H. Christoph
Division 2

Gary Robbins
Division 3

Kenneth Crofoot
Division 4

Wayne Wells
Division 5

Date: October 3, 2024

To: John Box

Subject: Okanogan County Citizens Advisory Committee Member

Dear John,

I would like to express interest in applying for a position with the Okanogan County Advisory Committee. I have worked for Okanogan Irrigation District for the last 11 years. I had sat on the Okanogan County Water Conservatory Board until the first part of the year. I have worked with the Colville Confederated Tribes fish biologists over the years of the re-establishment in the ESA listed steelhead in salmon creek, screening, and perennial flows. I am familiar with water rights for agriculture in the Okanogan valley as I manage two irrigation districts, 2 earthen dams and the duck lake aquifer. I work closely with the United States Bureau of Reclamation, Washington State Department of Fish and Wildlife and the Colville Confederated Tribes on irrigation district projects.

Please consider my letter of interest for the open CAC position.

Thank you,

Brad Armstrong

Brad Armstrong- District Manager
Okanogan Irrigation District
37 A Douglas Road
Okanogan, WA 98840
509-322-2463
brad@okanoganirrigationdistrict.com

Merry Maxwell

Twisp Washington, 98856

scamping4me@yahoo.com

509 341 4447

November 18, 2024

Re: Upper Columbia Citizens Advisory Committee

Dear Ariel,

I am interested in serving on the Advisory Committee for the Upper Columbia River. My interest comes from years of public service in which I was responsible, with others, for the protection of wildlife and wild lands in the State of Alaska. Since retiring from the US Fish and Wildlife Service, Alaska, in 2019, I returned to the state of Washington and to the Methow Valley, where I hoped to enjoy solitude near the Twisp and Methow Rivers. These two rivers, and the Columbia River they flow into, have always been a part of my life and serve as an anchor if you will, for the reason I live in the Methow Valley. The watershed is home to a large number of public lands where a conservationist like me can find many ways to explore and enjoy natural systems.

I also serve my community by volunteering at the Senior Center in Twisp and being a member of the Confluence Gallery and Confluence Poets. The artistic expression I enjoy at The Confluence comes from and very often speaks to conservation and protection of important places in The Valley.

Thank you so much for considering my application and nomination for this important committee. I look forward to hearing from you.

Best,

Merry Maxwell

Merry Maxwell

PO Box 304
Twisp, WA 98856
(509) 341 - 4447
scamping4me@yahoo.com

Experience

US Fish and Wildlife Service

Acquisition Biologist, Realty Division, Anchorage, Alaska Region
2015 - 2018

Regional Permits Coordinator, Public Use Division, Anchorage, Alaska Region
2012 - 2015

Assistant Refuge Manager, Alaska Maritime National Wildlife Refuge
Formerly Used Defense Site Coordinator, Alaska Maritime National Wildlife Refuge
Aleutian Island Unit Manager, Alaska Maritime National Wildlife Refuge, Homer, AK
2010 - 2015

Eastern Virginia Rivers National Wildlife Complex, Deputy Refuge Manager, Region 5, Warsaw, Virginia
2008 - 2010

Pahranagat National Wildlife Refuge, Desert National Wildlife Refuge Complex, Refuge Manager, Alamo, Nevada.
2005-2008

Kanuti National Wildlife Refuge, Deputy Refuge Manager, Interim Refuge Manager, Fairbanks Alaska,
1998-2005

Education

Humboldt State University - Cal Poly, Bachelor of Science, Biology. Wildlife minor with an emphasis on Ornithology, 1997

Projects

Acquisition Biologist - Reviewed proposed purchases and land exchanges to determine suitability for the protection of species and critical habitats.

Regional Permits Coordinator - Refine and publish permit requirements for applications/prospectuses for Big Game Guide Units on Refuges in Alaska. Review prospectuses and award Big Game Guide Units. Review all appeals for non-selected guides

and develop written responses for signature on behalf of the Regional Director.

Assistant Refuge Manager - Assume all duties related to management of the Alaska Maritime National Wildlife Refuge in support of the Refuge Manager, including supervision of all programs. Complete Wilderness reviews for all scientific projects conducted on the Alaska Maritime NWR.

Formerly Used Defense Site Coordinator - Oversee and represent the US Fish and Wildlife Service while working in partnership with the Corps of Engineers for clean-up of military sites on Attu, Amchitka, Adak, Tigalda, Agattu, Tanaga, Kiska, Ogliuga, and Atka Islands or all islands in the Aleutians which had a military base of operations during WWII. Work closely with and provide oversight of the Department of Energy on testing and monitoring of underground nuclear test sites and containment pits on Amchitka Island.

Aleutian Island Unit Manager - Coordinate staff living quarters used on the Pribilof Islands for refuge seabird surveys. Coordinate US Fish and Wildlife outreach with local Native community members on both Saint Paul and Saint George Islands (the Pribilof Islands). Oversee all maintenance projects on the Aleutian Islands.

Deputy Refuge Manager- Assume all duties related to support of refuge programs and supervision of staff on the Eastern Virginia Rivers National Wildlife Complex, including Presquile, Plum Tree island, Rappahannock River and James River National Wildlife Refuges. Coordinate local outreach with communities, friends groups and supporters. Speak on behalf of the refuge to groups affected by and interested in refuge policies and management. Supervise staff working to issue permits and organize local deer hunts.

Skills - Throughout my career I was able to develop solid, consistent, well-coordinated partnerships based on mutual trust and respect leading to resolution of long standing management issues, particularly with local and Native community members.

Awards - **Star award** each year for 19 years
National Environmental Leadership, Kanuti National Wildlife Refuge, 2005, for pollution prevention, environmental outreach and partnering energy initiatives and sustainable building design.
Refuge of the Year, Kanuti National Wildlife Refuge**,** 2005, for environmental excellence.
Department of Interior environmental achievement award, Kanuti National Wildlife Refuge, 2005.

Publications - Searching for Wilderness: Amchitka Island, Alaska Park Science - Volume 13 issue 1: Wilderness in Alaska.