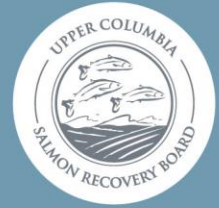


Working to restore viable and sustainable populations of salmon, steelhead and other at-risk species through collaborative, economically sensitive efforts, combined resources, and wise resource management of the Upper Columbia Region.



DRAFT AGENDA

UCSRB Directors' Meeting
Douglas County Transportation and Land Services Building
140 19th St NW A, East Wenatchee, WA 98802
Thursday, April 24, 2025
9:00 AM – 3:00 PM

[Join Virtual Meeting](#)

Meeting ID: 833 0917 2056 Passcode: 872016

Time	Topic	Presenter
9:00 am	Welcome and Introductions	Chair Shon Smith
9:05 am	Regular Business Approve April 24, 2025 Board Meeting Agenda Approve February 20, 2025 Board Meeting Summary	Chair Smith Directors Directors
9:10 am	Finance report - Overview of Financial Reports - Disbursement and revenue summaries for January, February and March 2025 - Questions and discussion Approve disbursement and revenue summaries for January, February and March 2025	Julie Foss Directors
9:45 am	Contracts - Status and Updates - DNR contract amendment - Questions and discussion Approve DNR amendment - WSU contract – Year 2 of 4 - Questions and discussion Approve and sign WSU contract (Year 2 of 4)	Amanda Ward Directors Directors
9:55 am	Budget updates – State, federal - Letters of support for PCSRF funding FY 2026 and beyond - Joint COR letter; UCSRB letter - Questions and discussion Approve and sign letter of support	Amanda Ward Directors Directors

10:05 am	Letter of support for CCT – Chief Joseph Hatchery third water source • Questions and discussion <i>Approve and sign letter of support</i>	Amanda Ward, Chuck Brushwood <i>Directors</i>
10:15 am	Letters of support for DFW Quagga and Zebra Mussel appropriations • DFW letter; UCSRB letter • Questions and discussion <i>Approve and sign letter(s) of support</i>	Amanda Ward Directors <i>Directors</i>
10:25 am	NPCC – Request for recommendations to amend the Columbia River Basin Fish and Wildlife Program • For BOD information • UCSRB staff recommendations • Questions and discussion	Amanda Ward Directors and staff
10:35	Letter of support – CRITFC • Sea lion management • Questions and discussion <i>Approve and sign letter of support</i>	Amanda Ward, Paul Ward Directors <i>Directors</i>
10:45 am	<i>Break</i>	
10:55 am	Economic review - Upper Columbia/Columbia Basin • Questions and discussion	Amanda Ward Directors
11:05 am	UCSRB Policy manual updates • Questions and discussion <i>Approve Policy manual updates</i>	Amanda Ward Directors <i>Directors</i>
11:30 am	Legislative strategy discussion • Questions and discussion	Amanda Ward Directors
Noon	<i>Lunch</i>	
1:00 pm	Presentation: Pinniped Predation update • Questions and Discussion	Paul Ward, CRITFC Directors
1:45 pm	Presentation: Avian Predation Management • Questions and Discussion	Kyle Tidwell, USACE Directors
2:30 pm	Items for future Board meetings • Presentations, topics of interest, more information required, etc.?	UCSRB staff and Directors
2:50 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 November 2024	Approved and signed
Disbursement and revenue summary for December 2024	Approved and signed
Elect UCSRB Chair - Chelan County Commissioner Shon Smith nominated	Approved
Elect UCSRB Vice Chair - Shannon Adams, Yakama Nation representative nominated	Approved
Elect UCSRB Treasurer – Randy Agnew, Douglas County Commissioner nominated	Approved
Yakama Nation 24-25 contract	Approved
BioAnalysts 2025 contract (RTT Chair position)	Approved and signed
Colville Confederated Tribes 2025 contract	Approved
Nomination for new Okanogan CAC member, Brad Armstrong	Approved

- Present:

UCSRB Board members - Chair Chuck Brushwood (Colville Confederated Tribes), Commissioner Randy Agnew (Douglas County), Commissioner Shon Smith (Chelan County), Shannon Adams (Yakama Nation); UCSRB staff - Amanda Ward (Executive Director), Ariel Edwards, Julie Foss, Karen Berg, Gabby Vermeire; Remote: Meghan Camp; Others - Mike Kaputa (CCNRD), Brock Hoenes (WDFW), Shawn Bills (State Director, Office of Senator Patty Murray)

Remote: UCSRB Board - Commissioner Andy Hover (Okanogan County)

Others - Rachel McClure (Office of Rep. Dan Newhouse), Tom Kahler (PUD), Justin Yeager (NOAA), Jason Lundgren (Cascade Fisheries)

1. Welcome and Introductions

Chair Brushwood began the meeting at 9:08 am and participants introduced themselves.

2. Regular Business

Chair Brushwood asked members to review the agenda for the meeting and the summary from the December 5, 2024 Board of Directors meeting. Amanda stated that the CCT contract was to be added to

the contract discussion segment. No other corrections or additional items were requested for the agenda or summary

Commissioner Hover made a motion to approve the November 20, 2025 agenda as presented with the note that the CCT contract will also be discussed during the contract discussions. Commissioner Smith seconded the motion; all approved.

Commissioner Hover made a motion to approve the December 5, 2024 Board meeting summary as presented. Commissioner Smith seconded the motion; all approved.

3. Finance and Operations

Finance Manager Julie Foss presented UCSRB's financial reports.

Budget

Julie presented an updated budget through December 2025. The final revised budget numbers are detailed in the "Proposed rev 3 adjustments" column. Julie noted the following adjustments:

- The CCT contract is less than it was last year.
- The personnel budget remains stable. The original budget allocated for a COLA raise at 4%. Based on the 2024 average, the COLA to be applied for 2025 is 2.8%, effective Jan 1.
- The BPA contract now includes money for sub-contractor Lichen Land & Water Inc to perform an adaptive management synthesis.
- The changes to the Community engagement budget include adjustments for contracts, removing the IT budget, and reducing the fall workshop budget.
- Rent came in higher than anticipated.
- Operating reserve – After receiving a letter from IRS dated Nov 18, 2024, Julie learned that a partial tax payment had been made but no return sent in for Q2, 2021. The UCSRB had short paid by \$5,103.39. This outstanding amount has now been paid out of UCSRB cash reserves. August Edge was doing payroll and reporting at that time and their CPA will try to abate tax penalties for the late payment.

Amanda commented that, at this point, the organization was unsure how much state and federal funding it might receive this year for new contracts, including RCO's PCSRF, given the current federal funding cuts and freezes, RCO will continue to provide updates relating to both State and Federal budgets.

Budget to Actual

Julie presented the Budget to Actual report for the last half of 2024. As mentioned at the previous board meeting, the outreach budgets for Chelan County and the Okanogan Conservation District are high due to the timing of invoice payments. Board engagement is spending is low. Funds are allocated for a Board travel to Olympia and/or DC and these trips may not occur. The new rent allocation will remain the same for the next 2 years. There will also be no state or federal audits this year.

Operating Reserve

A payment of \$5,103.39 was made to the IRS for payment of the (941) Q2, 2021 taxes, as reported in the budget summary (above).

The only other activity for the Operating Reserve was to cash in credit card points for gift cards to pay for office supplies and an additional \$25 Amazon gift card used as an incentive for obtaining feedback following the Nov 2024 permitting workshop.

Statement of Financial Position

Julie presented the Statement of Financial Position report, which compares the organization's finances this year to last year's. Julie said that assets were slightly higher this year due to more frequent vouchering.

Current Grant Activity

Julie reviewed UCSRB's income contracts and grants as of December 31, 2024.

- BEF – This is a prepaid grant at \$50k.
- BPA – This contract is for \$40K more than last year and includes a new subcontract for Lichen Land & Water Inc.
- CCT – This contract has been redrafted to reflect a reduced \$19K budget.
- DNR – This \$50K grant funds the NCWFHC and Karen Berg's work as coordinator/facilitator.
- RCO Admin/RCO LE – The current contract expires in June 2025.
- TWS – This is a pre-paid grant and provides admin support for the NCWFHC. An additional and unexpected \$5k was received in Nov.
- WSU – This grant is limited to Meghan Camp only. Renewal of this ongoing contract is underway.
- YN – The new contract, from October 1, 2024 to September 30, 2025, is signed and work is underway.

Disbursement and revenue summaries – November and December 2024

Julie presented both the details and summaries for all disbursements and revenue for November and December 2024

Commissioner Smith made a motion to approve the disbursements summaries for November and December 2024. Commissioner Agnew seconded the motion; all approved.

4. Executive Committee and Finance Committee Reassignments

Commissioner Agnew nominated Commissioner Smith for Board Chair. Commissioner Smith accepted the nomination and Commissioner Hover made a motion for unanimous consent of the nomination. Commissioner Agnew seconded; all approved.

Chuck Brushwood nominated Shannon Adams for Vice Chair. Shannon accepted the nomination and Commissioner Hover seconded the nomination; all approved.

Chair Smith nominated Commissioner Agnew for Treasurer. And all approved (seconded?).

New committee assignments for 2025:

Executive Committee: Chair Shon Smith, Vice Chair Shannon Adams, Amanda Ward

5. Contracts Statuses and Updates

Amanda updated the Board on developments with current contracts.

Yakama Nation - The new YN Contract had been received, agreed upon via email vote electronically signed by Chair Chuck Brushwood so work could get underway. The \$130,939 contract is similar to previous years and includes coordination and facilitation for WATs. Formal approval by the Board is requested.

Chuck Brushwood made a motion to approve the 24-25 Yakama Nation contract. Commissioner Agnew seconded the motion; all approved.

BioAnalysts

This contract helps cover the RTT chair costs. This is an important regional position currently filled by Tracy Hillman. This contract is funded by RCO, BPA, and BEF grants.

Commissioner Agnew made a motion to approve signing the BioAnalysts contract. Chuck Brushwood seconded the motion; all approved.

CCT

The contract has been decreased significantly from the initial ask. It includes funding for the NOAA HARP project, planning for the 2026 science conference, and identifying issues relating to lack of Okanogan project applications for the SRFB grant. Amanda said the amended draft SOW and budget had been submitted, and she will sign it once received, as it is for less than \$20K.

Commissioner Hover made a motion to approve the 24-25 CCT contract. Vice Chair Adams seconded the motion; all approved.

Amanda noted that state agencies have been directed to reduce their budgets by 6%, and that RCO has been able to cover this without impacting UCSRB so far. However, it is likely that more cuts will be requested. There is a continuing resolution on federal funds until March 14. Congress will need to either pass a new continuing resolution or a new budget for 2025 funds. At this point, it is uncertain if PCSRF funding will be impacted.

6. Salmon Days

Ariel briefed the Board on the recent Salmon Days trip to meet with legislators in Olympia. Three salmon recovery groups participated - the Washington Salmon Coalition (WSC), Region Fisheries Enhancement Groups (RFEs), and the Council of Regions (COR). This day provides an opportunity to advocate for salmon recovery priorities with regional elected officials and was the second year this joint event was held.

UCSRB staff met with District 7 Rep. Andrew Engell and aides for other elected officials from LD 7 and LD 12. Ariel reported that Rep. Engell was informed on issues with salmon. The Board and staff agreed that

there was value with meeting with legislators in person, and that building relationships with our elected officials was particularly important when funding is uncertain.

7. Building stronger Columbia Rivers regions alliances

Amanda mentioned she had met with the Snake River and Yakima Basin Recovery Board EDs to discuss potential collaborative efforts and common messaging. Steve Manlow from the Lower Columbia Fish Enhancement Group is also very interested in developing a stronger Columbia Basin focus. Each region has its own unique consideration(s) but what happens downstream impacts the Upper Columbia. Inter-region site tours might be a good way for regional staff to share information and develop collaborative CB strategies based on current science. The conversation will be ongoing and Amanda will keep the Board updated.

8. Meeting Legislators in Olympia

Amanda asked the Board if Commissioner Hover and Vice Chair Adams were still interested in going to Olympia to meet with new legislators from LD 7 and LD 12. Chuck Brushwood suggested it might be more valuable to organize site tours for elected officials later in the year, given that talking to the legislators in March/April will be too late to advocate for budget or legislative decisions.

The Board and staff discussed what a short, mid, and long term legislative outreach strategy might look like. Board members need to consider obligations to their respective organizations should they be asked to sign off on a letter of support for a given piece of legislation, or if asked to testify in support of a bill. The Board decided they would not go to Olympia or Washington D.C. this year, but to instead invite LD 7 and LD 12 officials to tour projects within their districts. The Board also asked staff to identify and recommend potential bills in the current session that might be relevant for the Board members send a letter of support for or testify to (e.g. the restoration accelerator, HRPP funding bills).

Shawn Bills from Sen. Murray's office and Rachel McClure from Rep. Newhouse's office emphasized the importance of informing our senators and congress representatives how regional organizations are being impacted by federal funding freezes/cuts.

Chair Smith asked: Which is more valuable - the stories or the numbers in support? Rachel responded: Both are important.

Commissioner Hover remarked it would be helpful to include Democratic house and senate leadership on project tours since they have most of the control when it comes to getting State bills passed. Staff will draft an intermediate legislative engagement strategy framework to bring to the next Board meeting.

9. Policy Manual Changes

Amanda said that she had made several changes to UCSRB's policy manual, reviewed by staff prior to bringing them to the Board. They included updating the sick leave policy to align with the official state policy, adding the Indigenous Peoples' Day federal holiday on the second Monday in October, and changing language to increase clarity. Board members asked for a summary of the changes to be presented at the next Board meeting for approval.

10. 2023 Annual Report

Ariel summarized the 2023 Annual Report for NOAA. While NOAA requires reporting every four years, UCSRB creates the reports annually to stay on top of tracking. Ariel explained that the annual report is split into two parts – the first tracks regional progress towards the Upper Columbia Recovery Plan, and the second tracks environmental conditions and fish population trends for that year.

Part 1 – 2023 Regional achievements

47 projects received a total of \$19.9 million in funding across all funding sources. The featured projects in the report are the Chumstick Cr. Culverts (Wenatchee subbasin) and the Loup Loup Cr. Fish passage project (Okanogan subbasin).

Part 2 – 2023 Habitat conditions

The three primary metrics measuring fish status and trends that are tracked in the annual report are 1) smolt survival during migration, 2) smolt-to-adult return ratios (SARs), and 3) escapement estimates (number of adult spawners).

The environmental conditions consisted of above-average snowpack and above-average summer temperatures. Flows in the Columbia River were below average and ocean conditions were average but variable.

Measures of juvenile survival during migration showed extremely low survival for hatchery-origin spring chinook and average survival for steelhead through the Upper/Middle Columbia hydro systems. Survival trends were average for natural-origin spring Chinook and above average for natural-origin steelhead juveniles. SARs were average but below target for both Chinook and steelhead.

Escapement estimates for natural-origin spring Chinook showed 1,082 adults returning to their spawning grounds. This is lower than in 2022 and far below the recovery goal of 4,500, but above the 12-year geometric mean. For natural-origin steelhead, escapement estimates showed 1,250 adults returning to spawning grounds, which is slightly above estimates for 2022 but below those for 2020 and 2021.

11. Okanogan County CAC – new member

Ariel briefly described the process for nominating new Citizen's Advisory Committee members. She reported that at the December Okanogan County commissioners meeting, from the two final candidates who applied, the Okanogan County commissioners had selected Brad Armstrong from the Okanogan Irrigation District to fill the current vacant position.

Chuck Brushwood made a motion to approve confirmation of Brad Armstrong to the Okanogan Citizen's Advisory Committee. Vice Chair Adams seconded the motion; all approved.

A letter will be sent to Brad to confirm he has been selected to fill this position.

12. Lunch

13. Invasive Quagga and Zebra Mussels - Justin Bush (WDFW)

Justin Bush from the Washington Department of Fish and Wildlife presented to the Board on the status of quagga and zebra mussels, which he said are currently the highest priority invasive species in terms of prevention and management in WA state.

Quagga and zebra mussels are small mussels that create large clumps as their populations expand. These clumps detrimentally affect aquatic ecosystems and water quality, which can then impact salmon, other wildlife and human health. The mussel clumps can clog in-water infrastructure and have devastating economic consequences as well.

While quagga and zebra mussels have not been detected in Washington watersheds to date, they are now in the Snake River so it could only be a matter of time before they are found in WA. Justin stressed prevention, such as cleaning your boat after each outing, is the best strategy at this time. He reported how WDFW staff had recently intercepted two tugboats in Spokane, one of which was infested with over 20 gallons of invasive mussels.

While Golden Mussels, currently spreading throughout California, are not currently prohibited by law in WA, they pose a risk similar to that of the quagga and zebra mussels

In their 2025-27 Operating Budget request, WDFW is asking for \$1.81 mil annually to maintain their current level of monitoring, which will qualify WDFW for match from the Army Corps of Engineers.

Commissioner Agnew asked if WDFW had tried using hydrogen peroxide on the invasive mussels. Justin said he would look into this and follow up.

14. Sources of Mortality for Migrating Juvenile Salmonids in the Columbia River Basin - Jim Faulkner (NOAA)

Jim Faulker, NOAA, studies sources of mortality for salmonids and suggested that questions remaining include research relating to success of an increased spill program, predation impacts, ecological effects of invasive species removal, and cumulative effects of toxin exposure on survival (6PPD chemical).

Predation is the main direct source of mortality for migrating salmon. Predators include Northern pikeminnow, gulls, channel catfish, and harbor seals.

Q: Are terns and gulls protected species?

A: Yes, some avian predators are protected species, but it's possible to obtain permits to manage them.

Invasive species are another cause of salmonid mortality. For example, increases in Siberian prawn populations can result in greater walleye numbers since they feed on prawns. Because walleyes also feed on smolts, they can also be a source of mortality for salmon. Invasive American shad are another cause of mortality.

Dam passage is also a cause of mortality, either directly from turbines or indirectly through gas bubble toxicity syndrome as caused by dam spill. Other sources of indirect mortality include flow, hatchery practices, snowpack, agriculture, and ocean conditions.

Q: Has WDFW found any solutions for displacing avian predators?

A: The US Army Corps of Engineers has done some avian hazing. Research also indicates that terns may also be naturally declining.

Q: Were the birds always a problem and now we're just monitoring them more now?

A: There seems to be some new avian colonies, but researchers are not sure.

16. Items for Future Board meetings

Chair Smith asked Board members if they had issues or agenda items they would like brought to the next Board meeting. Chuck Brushwood said that since the Board had learned about sources of juvenile mortality, it might be useful to hear a presentation on another source of mortality – for example, The US Army Corps of Engineers' avian predation management program.

Board members also expressed interest in learning more about the effects of commercial and international ocean harvest and why it seems there are now more birds in the Upper Columbia region.

17. Public comments

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

Wrap-Up and Adjourn Meeting

Chair Smith thanked everyone for attending the meeting and adjourned at 2:40 pm.

Next scheduled Board meeting – Thursday, April 24, 2025.

UCSRB
Operating Reserve Activity
January 1, 2025 through March 2025

	Prev Reported to Board	Recent transactions	YTD
Operating Reserve Income			
Science Conference, Net			-
CFNCW Donations		-	-
Amazon Smile Donations			-
Credit Card Rebates -FirstBank/Glacier		50.00	50.00
Credit Card Rebates -USBank			
Money Market Acct interest		31.23	31.23
			18,625.84
Employee PTO Forfeitures			-
Office Expenses			
Office supplies		58.55	58.55
			58.55
Other Operating Reserve Expenses			-
			-
Interest Expense			
NCNB Loan Origination Fee			
FirstBank CC			
CFNCW Fees			
			-
Current Year Balance			\$ 18,567.29

update dates

UCSRB

Budget vs. Actual - Total for All Programs

July 2024 - December 31, 2025

03/31/2025

Accrual Basis

As of 03/31/2025 =50%

	Actual	Budget	Budget Remaining	% of Budget Utilized to Date
Grants & Donations Revenue	\$ 731,315	1,518,470	787,155	48.2%
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/reimbursements	2,495		(2,495)	100.0%
Total Revenue	733,810	1,518,470	784,660	48.3%
Expenditures				
Total Payroll Expenses	424,990	941,509	516,519	45.1%
8077 Training	8,800.00	30,750	21,950	28.6%
8078 Training Travel	6,606.89	-	(6,607)	100.0%
8079 Teambuilding Event	664	7,000	6,913	9.5%
8105 Professional Association Dues	86.55	2,100	1,594	4.1%
8106 Recruitment Expenses	505.92	-		100.0%
Total 8000 Personnel Expenses	441,654	981,359	540,369	45.0%
9100 Outreach Activities				
9160 Website	1,370.94	3,060	1,689	44.8%
9150 Consultant - podcast editing and producing	680.00	5,400	4,720	12.6%
9130 Advertising - promotion		1,000	1,000	0.0%
9135 Promotional Materials		1,800	1,800	0.0%
9145 Travel (General)	964.84	-	(965)	100.0%
9140 Meeting Expenses	99.00	-	(99)	100.0%
9110.1 Chelan County LE Outreach	23,250.03	37,500	14,250	62.0%
9110.2 Okanogan County LE Outreach	15,882.07	37,500	21,618	42.4%
9120 Partnership Outreach	6,206	45,000	38,794	13.8%
Total 9100 Outreach Activities	48,452	131,260	82,808	36.9%
9200 Data Collection & Stewardship				
9210 GIS Contractor - Prioritization Support	6,263.80	18,780	12,516	33.4%
9220 Consultants Data Collection/Adp Mgmt	55,693.25	61,250	5,557	90.9%
9230 GIS Software Subscription	326.40	6,776	6,450	4.8%
9240 Data Management Meeting Expenses	1,946.51	-	(1,947)	100.0%
Total 9200 Data Collection & Stewardship	64,230	86,806	22,576	74.0%

	Actual	Budget	Budget Remaining	% of Budget Utilized to Date
9300 Community Engagement				
9320 Regional Technical Team	15,130.00	67,780	52,650	22.3%
9330 Wenatchee WAT	8,258.58	15,250	6,991	54.2%
9340 Methow WAT	11,287.50	15,650	4,363	72.1%
9350 Entiat WAT	2,477.88	15,650	13,172	15.8%
9370 NCW Forest Health Collaborative		-	-	0.0%
9380 Project Sponsors	403.73	-	(214)	100.0%
9390 Other Community Meetings	4,911.65	-	(4,912)	100.0%
Travel	692.24	-	(692)	100.0%
Meeting Expenses	679.52	2,400	1,720	28.3%
Science Workshops	2,913.33	2,500	(413)	116.5%
SRFB Packets		-	-	0.0%
Total 9300 Community Engagement	46,754	119,230	72,666	39.2%
Board Engagement				
9410 Board Meeting Expenses	728.05	3,000	2,272	24.3%
9420 Board travel expenses		10,000	10,000	0.0%
9430 Board Legislative Outreach		-	-	0.0%
9440 Board Consultants / Strategic Planning / Retreat		10,000	10,000	0.0%
Total Board Engagement	728	23,000	22,272	3.2%
9800 Administrative Expenses				
9810 Occupancy - Rent	36,361.80	76,147	39,785	47.8%
9815 Occupancy - Cleaning & Maintenance	2,065.37	1,300	(765)	158.9%
9820 Vehicle Lease & Expenses	0.00	-	-	0.0%
9825 Copier Lease & Expenses	1,915.88	3,700	1,784	51.8%
9830 Audit Fees		5	5	0.0%
9835 Professional Services - Other	2,562.50	4,500	1,938	56.9%
9840 Commercial Insurance	1,252.00	3,000	1,748	41.7%
9845 Taxes & Licenses	199.43	-	(199)	100.0%
9850 Computer Security & Maintenance	8,735.62	20,365	11,629	42.9%
9855 Software Subscriptions	5,417.42	18,900	13,483	28.7%
9860 Office Supplies	431.55	3,150	2,718	13.7%
9865 Equipment		5,000	5,000	0.0%
9870 Phone & Internet	1,059.09	2,250	1,191	47.1%
9875 Staff Cell Phones	2,830.00	6,300	3,470	44.9%
9880 Conferencing Services	80.00	1,000	920	8.0%
9885 Postage	60.00	1,100	1,040	5.5%
Total 9800 Administrative Expenses	62,971	146,717	83,746	42.9%
9900 Operating Reserve (Income) Expenses	5,797	5,103	(694)	113.6%
Total Expenditures	670,487	1,488,372	817,885	45.0%
Net Operating Income	63,323	-	(63,323)	100.0%
Other Revenue				
9010 Interest Income	31.23	-	(31)	100.0%
9015 Dividend Income	0.00	-	-	0.0%
9020 Unrealized Gain (Loss)	0.00	-	-	0.0%
9025 Realized Gain (Loss)	0.00	-	-	0.0%
Total Other Revenue	31	0	-31	100.0%
Excess (Deficiency) Revenues over Expenditures:	\$ 63,354	\$ -	\$ (63,354)	100.0%

UCSRB
Grant Activity - Current Grants
July 1, 2023 through March 31, 2025

	BEF 24-25	BPAAdmin #96139 24-25	CCT 2024	DNR	US Forest Service	RCO LE #23-1257	RCO Admin #23-1257	TWS 24-01	WSU - NASA	Yakama Nation 2024-25
	2/01/24 - 3/31/25	12/01/24 - 11/30/25	11/1/2024-10/31/2025	2/01/24 - 06/30/25	9/2024-9/30/2026	07/01/23 - 06/30/25	07/01/2023 - 06/30/25	01/01/24 - 09/30/25	2023 - 2027	10/01/2024 - 09/30/25
Payroll Expenses	50,000	20,499		26,681		201,494	460,075	3,685	5,082	19,316
Outreach	-	32		-		61,337	6,206	-		125
Travel/Training						469	914			
Data Collection & Stewardship						155	15,228			
GIS/Data Software		75					1,877			59
Other Consultants	-	6,847		-			1,947	-		-
Aspect Consulting (GIS)	-			-				-		-
Total Consultants	-	6,954		-		-	3,823	-		59
Board Engagement							1,570	-		
Community Engagement						5,295	1,001			12,558
RTT / BioAnalyst						24,689				
Methow WAT / MSRF	-	-		-			-	-		-
Wenatchee WAT / CCNR	-	-		-			-	-		-
Entiat WAT / Cascadia CD	-	-		-		1,202	-	-		-
NCWFHC	-	-		-						-
Other Community Meetings	-	-		-		250	143	47		83
Total Community Engagement	-	-	-	-		31,436	143	47		83
Administrative Expenses	-	1,922				16,044	146,099	517		6,759
Sponsored Workshop	-	-		-		-	1,980			-
Total Expenditures	\$ 50,000	\$ 29,481	\$ -	\$ 26,681		\$ 310,934	\$ 637,037	\$ 4,249	\$ 5,082	\$ 38,899
Total Funding Source Award	50,000	166,765	19,471	50,000	20,000	673,870	870,000	24,700	39,905	130,939
Expenses to date	50,000	29,481	-	26,681	0	310,934	637,037	4,249	5,082	38,899
Balance Remaining	-	137,284	19,471	23,319	20,000	362,936	232,963	20,451	34,823	92,040
Percentage of Grant Funds Expended	100%	18%	0%	53%	0%	46%	73%	17%	13%	30%
Percentage of Contract Period Completed	100%	33%	38%	82%	27%	88%	88%	70%	35%	50%
Total Expenses Billed to Date	50,000	31,597		26,681	-	310,934	637,037	4,249	5,775	38,899
Unbilled Expenses	-	(2,116)	-	-	-	0	0	-	(693)	0
Total Expenditures	50,000	29,481	-	26,681	-	310,934	637,037	4,249	5,082	38,899

Upper Columbia Salmon Recovery Board
Statement of Financial Position Comparison
As of March 31, 2025

	Total	
	As of Mar 31, 2025	As of Mar 31, 2024 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1011 Glacier Checking Account	121,683.76	55,923.10
1011.2 Restricted Cash	34,077.98	68,935.95
Total 1011 Glacier Checking Account	\$ 155,761.74	\$ 124,859.05
1011 NCNB Checking Account	0.00	
1015 Glacier Money Market	50,031.23	
1319 Agency Advised Fund - CFNCW	0.00	0.00
Total Bank Accounts	\$ 205,792.97	\$ 124,859.05
Accounts Receivable		
1510 Accounts Receivable	0.00	0.00
Total Accounts Receivable	\$ 0.00	\$ 0.00
Other Current Assets		
1305 Prepaid Expenses	23.14	23.14
1305.01 Amazon Prepaid Gift Card	-15.37	53.19
1305.02 Walmart Prepaid Gift Card	0.00	0.00
Total 1305 Prepaid Expenses	\$ 7.77	\$ 76.33
1515 Accrued Revenue	98,177.79	0.00
Total Other Current Assets	\$ 98,185.56	\$ 76.33
Total Current Assets	\$ 303,978.53	\$ 124,935.38
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	\$ 303,978.53	\$ 124,935.38
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2020 Accounts Payable	0.00	0.00
Total Accounts Payable	\$ 0.00	\$ 0.00
Credit Cards		
2030.10 Credit Card (9545)	942.67	1,260.64
2035 US Bank NASPO Cards	0.00	228.73
Total Credit Cards	\$ 942.67	\$ 1,489.37
Other Current Liabilities		
Total 2005 Payroll Liabilities Payable	\$ 4.32	\$ 0.00
2005.001 Payroll Liabilities		
Total 2005.001 Payroll Liabilities	-\$ 90.39	\$ 1,708.06
2005.06 Direct Deposit Liabilities	0.00	0.00
2005.065 Direct Deposit Payable	0.00	0.00
2006 Accrued Payroll	544.93	36,027.10
2021 Accrued Expenses	0.00	0.00
2100 Deferred Revenue	34,077.98	68,935.95
2200 Accrued Leave	0.00	0.00
2200.10 Accrued Comp Time	915.00	727.00
2200.20 Accrued Vacation Time	18,078.00	10,261.00
2200.30 Accrued Sick Time	20,005.00	9,037.00
Total 2200 Accrued Leave	\$ 38,998.00	\$ 20,025.00
2400 Note Payable - NCB LOC	0.00	0.00
Total Other Current Liabilities	\$ 73,534.84	\$ 126,696.11
Total Current Liabilities	\$ 74,477.51	\$ 128,185.48
Total Liabilities	\$ 74,477.51	\$ 128,185.48
Equity		
3000 Unrestricted Net Assets	183,257.42	17,503.56
Net Revenue	46,243.60	-20,753.66
Total Equity	\$ 229,501.02	-\$ 3,250.10
TOTAL LIABILITIES AND EQUITY	\$ 303,978.53	\$ 124,935.38

Upper Columbia Salmon Recovery Board		
Disbursement Summary for 01 January – 31 March, 2025		
The following disbursements have been approved and paid in accordance with UCSRB policies and are hereby ratified:		
Checks:		Total:
Jan 2025 - Numbers: 8176-8182	17,695.15	
Feb 2025 - Numbers: 8183-8203	30,550.14	
Mar 2025 – Numbers 8204-8219	36,503.25	
		\$ 84,748.54
Payroll - Electronic payments:		
Payroll pd. Jan 2025	33,454.71	
Payroll taxes pd. Jan 2025	11,037.17	
Simple IRA contributions ACH in Jan	174.02	
Q4-2024 Payroll Tax Payments	1,459.02	
January Total	46,124.92	
Payroll pd February 2025	30,041.44	
Payroll taxes pd February 2025	11,451.82	
Simple IRA contributions ACH in February	287.04	
February Total	41,780.26	
Payroll pd. Mar 2025	33,552.59	
Payroll taxes pd. Mar 2025	10,600.35	
Simple IRA Contributions ACH in Mar	249.60	
WA L&I payment	154.00	
March Total	44,556.54	
January - March Payroll Total:		\$ 132,461.72
Credit cards: - Electronic Payments:		
First Bank + US Bank pd Jan 2025	1759.36	
First Bank + US Bank pd Feb 2025	1928.56	
First Bank + US Bank pd Mar 2025	2371.81	
EFT Total		\$ 6,059.73
TOTAL:		\$ 223,269.99

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:	April 24, 2025

Supporting documentation has been retained and is available upon request.

Upper Columbia Salmon Recovery Board

Revenue Summary for 01 January – 31 March 2025

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

JANUARY VOUCHERS		
BPA Admin 24-25	11,830.46	
The Wilderness Society	514.84	
RCO – LE	11,826.95	
RCO – Admin	30,178.11	
DNR	4,985.03	
BEF	1,758.30	
Yakama Nation (Oct. through Jan)	23,433.18	
January Total		\$84,526.87
FEBRUARY VOUCHERS		
Yakama Nation	5,112.98	
BPA Admin 24-25	5,319.73	
The Wilderness Society	526.41	
RCO – LE	9,957.99	
RCO – Admin	40,812.56	
DNR	4,824.93	
BEF	6,774.90	
February Total		73,329.50
MARCH VOUCHERS		
BPA Admin 24-25	7,887.87	
The Wilderness Society	260.73	
RCO - LE	15,982.95	
RCO - Admin	35,550.45	
DNR	4,891.88	
BEF	13,724.14	
Yakama Nation	19,879.77	98,177.79
March Total		

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	
Revenue summary approved - UCSRB Board Secretary Treasurer	
Board meeting date:	April 24, 2025

Supporting documentation has been retained and is available upon request.



**WASHINGTON STATE
DEPARTMENT OF NATURAL RESOURCES
AMENDMENT NO. 1
TO
CONTRACT NO. 93-106055**

PI: 27R RYP
Funding Source: State
Grant Funded: No
DES Supplier Diversity: Not Applicable
Procurement Method: Solicitation
Exemption Type: N/A
Solicitation Number: RFP 23-54
Statewide Vendor # (SWV): SWV0029421

Contract No. 93-106055 by and between the WA STATE DEPARTMENT OF NATURAL RESOURCES (hereinafter referred to as "AGENCY/DNR") and UPPER COLUMBIA SALMON RECOVERY BOARD (hereinafter referred to as "GRANTEE") is amended as follows:

EXHIBIT B - SCOPE OF WORK/DELIVERABLES

Activity 1: NCWFHC Coordination, Facilitation, Outreach and Monitoring
Provide coordination and facilitation support to the North Central Washington Forest Health Collaborative (NCWFHC) to advance planning and implementation of forest restoration treatments in areas identified in the 20-Year Strategic Plan and USFS 5-Year Plan on the Okanogan-Wenatchee National Forest. Support outreach and monitoring of focal project areas in the NCWFHC geography.

Task	Deliverable	Completion Date	Estimated Cost
------	-------------	-----------------	----------------

1A. Prepare for, coordinate, facilitate, and conduct follow-up to advance action items for NCWFHC meetings: 6 quarterly full membership meetings, 13 monthly steering committee meetings, and 8 other priority meetings, as needed. Meetings will work towards drafting and finalizing 4 NEPA project level collaborative engagement agreements, which will include project expectations, operating timelines and implementation plans, and one work plan covering all NEPA projects that the collaborative is tracking and working on.	For each meeting: Agenda, meeting packets/other materials, and meeting notes, including action items.	June 2025	\$26,000
	Document 1: NCWFHC work plan, including draft project engagement agreement, NEPA projects the collaborative is working on, and timelines for each project.	May 2024	
	Document 2: Final Chumstick to LP collaborative engagement agreement.	May 2024	
	Document 3: Final Midnight collaborative engagement agreement.	May 2024	
	Document 4: Draft Upper Methow collaborative engagement agreement.	June 2024	
	Document 5: Lower North Shore Project implementation plan with updates, including implementation project status, addition of new projects, barriers to completing current projects, every 3 months. Updates to implementation plan may be billed individually, but no more than every 3 months. Meetings and documents may be billed individually.	June 2025	
1B. Planning and implementation of annual NCWFHC meeting in May/June 2025.	Agenda and meeting notes with action items from annual meeting.	June 2025	\$1,000

1C. Newsletter about the Upper Wenatchee Pilot Project implementation plan targeted for the Lake Wenatchee Community.	Copy of newsletter.	June 2025	\$1,000
1D. These funds will be used by a third-party drone team to produce imagery over a minimum of 1,600 acres in the Upper Wenatchee Pilot Project. Any remaining funds will be used for data processing, including generating point clouds and canopy height models from the imagery. If data is not processed in this task, then Kerry Kemp/US Forest Service will pay for data processing. Priority imagery areas will be identified by Kerry Kemp at US Forest Service.	A minimum of 1,600 acres of drone imagery in Upper Wenatchee Pilot Project Area. Raw or processed data set will be provided to WDNR.	June 2025	\$13,000
Activity 1 Total			\$41,000

Activity 2: Fiscal and administrative support. Provide fiscal and administrative support to NCWFHC for tasks outlined in Activity 1.			
Task	Deliverable	Completion Date	Estimated Cost
2A. Prepare end-of-contract summary report	Report on activities undertaken, barriers and lessons learned, and the deliverables and outcomes achieved.	June 2025	\$3,000
2B. Fiscal management. Coordinate contract financial paperwork, prepare vouchers and billing associated with all activities.	Submitted invoice with supporting deliverable documentation. May be billed individually.	June 2025	\$3,000
2C. Project support and assistance. Provide limited back-up support and assistance, as required, for tasks in Activity 1. May include note taking, sending meeting invitations, follow-up	Brief summary of support activities per invoice period. May be billed individually.	June 2025	\$3,000

phone calls, or other coordination related tasks.			
Activity 2 Total			\$9,000

Reason for Change: There were significant delays in getting a coordinator hired for the NCWFHC, resulting in a funding variance. The variance has been reallocated to NCWFHC supportive tasks that can be completed within the period of performance of this contract.

EXHIBIT C - BUDGET

The total budget is \$50,000. See Exhibit B – Scope of Work/Deliverables for activity and task descriptions.

Table 1. Cost by Activity

Activities	Personnel and Benefits	Travel	Supplies	Contractual	Cost
Activity 1	\$28,000	\$0	\$0	\$13,000	\$41,000
Activity 2	\$9,000	\$0	\$0	\$0	\$9,000
Total					\$50,000

Table 2. Cost by Line Item

Personnel and Benefits	
NCWFHC Coordinator The primary contact for this project and will be responsible for coordinating all activities in Activity 1.	\$31,000
UCSRB Accounting Manager Responsible for the budget, voucher preparation and all billing. Activity 2.	\$3,000
UCSRB Program Assistant The Program Assistant will provide additional support to the NCWFHC Coordinator, as needed. Activity 2.	\$3,000
Contractual	
Subcontractor 1 Will implement monitoring activities in Task 1D.	\$13,000
Contract Total	\$50,000

Reason for Change: There were significant delays in getting a coordinator hired for the NCWFHC, resulting in a funding variance. The variance has been reallocated to NCWFHC supportive tasks that can be completed within the period of performance of this contract.

The effective date of this Amendment is the last date of execution.

ALL OTHER TERMS AND CONDITIONS of the original contract and any subsequent amendments remain in full force and effect.

By signature below, the parties certify that the individuals listed in this document, as representatives of the parties, are authorized to act in their respective areas for matters related to this instrument.

IN WITNESS WHEREOF, the parties hereby execute this Amendment.

**UPPER COLUMBIA SALMON
RECOVERY BOARD**

**WASHINGTON STATE
DEPARTMENT OF NATURAL
RESOURCES**

Signature	Date
Shon Smith	
Name	
Board Chair	
Title	
123 Easy Street, Ste 100	
Wenatchee, WA 98801	
Address	
(509) 630-4480	
Telephone	

Signature	Date
Jennifer Watkins	
Name	
Forest Resilience Division Manager	
Title	
1111 Washington Street SE MS 47037	
Olympia, WA 98504-7037	
Address	
(360) 338-1688	
Telephone	

FDP Subaward Amendment

Awarding Agency **National Aeronautics & Space Administration (NASA)**

Amendment No

1PTE/Prime Award No. **80NSSC24K0234**

Subaward No

144429 WSU001303

Pass-Through Entity (PTE)

Subrecipient

Washington State University

Entity Name

Upper Columbia Salmon Recovery Board**orso@wsu.edu**

Contact Email

info@ucsr.org**Arjan Meddens**

Principal Investigator

Meghan CampProject Title **Mapping and protecting rock habitat in the Cascades Mountains for the conservation of climate sense**

Cumulative Budget Period(s)

(Agreement Start Date)

(End Date of Latest Budget Period)

Amount Funded This Action

Total Amount of Funds Obligated to Date

Start Date:

11/01/2023

End Date:

10/31/2025**\$ 14,950.00****\$ 21,160.00**Subrecipient Cost Share ☐Subject to FFATA ☐

Subrecipient UEI

(Unique Entity Identifier - May leave blank if unchanged from prior Agreement)

Amendment(s) to Original Terms and Conditions

This Amendment revises the above-referenced Subaward Agreement as follows:

☒ **Additional Budget Period**Additional budget period **11/01/2024** - **10/31/2025** is hereby added to this Subaward.☐ **No Cost Extension**☒ **Additional Funding**Additional funding in the amount of **\$ 14,950.00** is hereby obligated to this Subaward.☐ **Deobligation**

Carryover is

Automatic

Carryover is allowed across all budget periods.

☐ **Carryover Authorized**☒ **Detailed Budget/Scope of Work/Notice of Award Attached** (Specify if the Budget and Scope of Work are "New", "Revised", or "Supplemental" in dropdown or "Other")**A Notice of Award and Budget** is incorporated by attachment to this Amendment.☐ **Other (See Below)***For clarity: all amounts stated in this amendment are in United States Dollars.***All other terms and conditions of this Subaward Agreement remain in full force and effect.**

By an Authorized Official of PTE:

Date

Name

Title

By an Authorized Official of Subrecipient:

Date

Name

Title

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



Mapping and Protecting Rock Habitat in The Cascade Mountains for the Conservation of Climate Sensitive Species

Statement of Work and Budget

Dr. Meghan Camp, Co-PI, will assist in designing and supervising field work with mammals, including recording occupancy and behavior of mammals and collecting habitat measurements. She will train and assist graduate and undergraduate students in field work and contribute to data analysis and preparation of peer-reviewed manuscripts. She will attend project check-in meetings and workshops with the project team and graduate students. She will work 532.07 hours over the course of the project at an hourly rate of \$75, for a total of **\$39,905**.

Budget Justification

The budget will be used to pay for Dr. Camp. The hourly rate of \$75 includes hourly compensation, benefits, and associated indirect costs at current and projected rates over the course of the contract.

Budget for Year 2

<i>Salaries – 00</i>	\$ 14,950.00
<i>Wages - 01</i>	
<i>Personal Svc Contract – 02</i>	
<i>Goods/Services – 03</i>	
<i>Travel – 04</i>	
<i>Computer Services -05</i>	
<i>Equipment – 06</i>	
<i>Benefits – 07</i>	
<i>Stipends/Subsides - 08</i>	
<i>SBCTs/Restricted – 14</i>	
<i>Small/Attractive Items – 16</i>	
<i>Total Direct Costs</i>	\$ 14,950.00
<i>F&A - 13</i>	
<i>Total Costs</i>	\$ 14,950.00



Upper Columbia Salmon Recovery Board
123 Easy Street
Wentachee, WA 98801
509-662-4707
www.ucsrp.org

BUDGET - Mapping and protecting rock habitat in the Cascade Mountains for the conservation of climate sensitive species

Tasks	Projected Hours							Labor Subtotal				Totals
	\$75.00 Meghan Camp								Travel	Direct	Misc.	
Year 2								\$0				
Task 1. Field Support	159,333							\$11,950				\$11,950
Task 2. Meetings	20							\$1,500				\$1,500
Task 3. Data Analysis & Reporting	20							\$1,500				\$1,500
Year 2 Subtotal	199	0	0	0	0	0	0	\$14,950	\$0	\$0	\$0	\$14,950
Year 3								\$0				\$0
Task 1. Field Support	124							\$9,300				\$9,300
Task 2. Meetings	20							\$1,500				\$1,500
Task 3. Data Analysis & Reporting	40							\$3,000				\$3,000
Year 3 Subtotal	184	0	0	0	0	0	0	\$13,800	\$0	\$0	\$0	\$13,800
Year 4								\$0				\$0
Task 1. Field Support	20							\$1,500				\$1,500
Task 2. Meetings	25,933							\$1,945				\$1,945
Task 3. Data Analysis & Reporting	20							\$1,500				\$1,500
Year 4 Subtotal	66	0	0	0	0	0	0	\$4,945	\$0	\$0	\$0	\$4,945
Total Project Hours	532	0	0	0	0	0	0					
Total Project Costs	39,905	0	0	0	0	0	0	\$39,905	\$0	\$0	\$0	\$39,905



National
Aeronautics and
Space
Administration

Notice of Award for Grant and Cooperative Agreement (NOA)

Assistance Listings Number: 43.001 SCIENCE

CHOOSE ONE:

☐ COOPERATIVE AGREEMENT

☒ GRANT

CHOOSE ONE: ☐ EDUCATION ☒ RESEARCH

NASA Grant and Cooperative Agreement Web Site: <<https://www.nasa.gov/centers/nssc/grants>>

1. FEDERAL AWARD IDENTIFICATION NO.

80NSSC24K0234

2. SUPPLEMENT NUMBER

P00001

3. PERIOD OF PERFORMANCE

11/01/2023 - 10/31/2027

4. RECIPIENT

NAME/ADDRESS (No., Street, City/County, State, Zip)
WASHINGTON STATE UNIVERSITY
240 FRENCH ADMINISTRATION BLDG
PULLMAN WA 99164-0001

5. AWARDING ORGANIZATION

NASA
Shared Services Center (NSSC)
Building 1111, Jerry Hlass Road
Stennis Space Center MS 39529-0001

6. UNIQUE ENTITY IDENTIFIER

XRJSGX384TD6

7. PRINCIPAL INVESTIGATOR/STUDENT/ORGANIZATION'S PROJECT OR PROGRAM MGR. (Name, Email & Phone)

ARJAN MEDDENS, ARJAN.MEDDENS@WSU.EDU, 509-335-8570

8. PROPOSAL NO., TITLE, AND PROJECT DESCRIPTION

22-ECON22-0027 Mapping and protecting rock habitat in the Cascades Mountains for the conservation of climate sensitive species

9A.	AMOUNT OF AWARD	9B.	FUNDS OBLIGATED
PREVIOUS	\$791,436.00	PREVIOUS	\$233,079.00
THIS ACTION	\$0.00	THIS ACTION	\$192,097.00
TOTAL	\$791,436.00	TOTAL	\$425,176.00

10. NASA ACCOUNTING AND APPROPRIATION DATA

See Continuation Sheet If Applicable

11. PR NUMBER

See Schedule

12. NASA POINTS OF CONTACT

SPONSORING CENTER: Headquarters

	NAME	TELEPHONE	E-MAIL ADDRESS
TECHNICAL OFFICER	KEITH GADDIS	202-358-4651	KEITH.GADDIS@NASA.GOV
ADMINISTRATOR	RACHEAL DOWN	877-677-2123	NSSC-CONTACTCENTER@NASA.GOV
PAYMENTS	NSSC CONTACT CENTER	877-677-2123	NSSC-CONTACTCENTER@NASA.GOV

13. THIS AWARD IS MADE UNDER THE AUTHORITY OF 51 U.S.C. 20113 (e) AND IS SUBJECT TO ALL APPLICABLE LAWS AND REGULATIONS OF THE UNITED STATES IN EFFECT ON THE DATE OF THIS AWARD, INCLUDING, BUT NOT LIMITED TO:

☒ 2CFR200 ☒ 2CFR1800 ☐ FAR 48 CFR Part 30 ☒ NASA Grant and Cooperative Agreement Manual

14. APPLICABLE STATEMENT(S), IF CHECKED:

- ☐ NO CHANGE IS MADE TO EXISTING TERMS AND CONDITIONS
- ☐ R&D TERMS AND CONDITIONS AND NASA AGENCY-SPECIFIC REQUIREMENTS APPLY TO THIS GRANT

15. APPLICABLE ENCLOSURE(S), IF CHECKED:

- ☒ General Terms and Conditions ☒ Special Terms and Conditions
- ☒ Required Publications and Reports ☐ Program Specific Terms and Conditions



National
Aeronautics and
Space
Administration

Notice of Award for Grant and Cooperative Agreement (NOA)

Assistance Listings Number: 43.001 SCIENCE

CHOOSE ONE:

☐ COOPERATIVE AGREEMENT

☒ GRANT

THE UNITED STATES OF AMERICA
NATIONAL AERONAUTICS
AND SPACE ADMINISTRATION

Recipient



A recipient indicates acceptance of an award and its associated terms and conditions by drawing or requesting funds from the designated NASA payment system or office.



Recipient is required to sign this document and return to the awarding organization.

NAME OF GRANT OFFICER

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE
(Type or print)

SIGNATURE

DATE

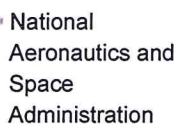
SIGNATURE

DATE



Notice of Award for Grant and Cooperative Agreement (NOA)

ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST	
				UNIT PRICE (E)	AMOUNT (F)
	Direct Labor Costs: \$452,749.63 Direct Costs - Equipment: \$6,000.00 Direct Costs - Travel: \$45,600.00 Other Direct Costs: \$144,438.37 Indirect Costs: \$142,644.33 *Indirect Rate(s): 26.0% Total Costs: \$791,432.33 Differences are due to rounding Total Award: \$835,304.00 First, the team will use a combination of newly collected field data, drone, thermal, airborne lidar, multispectral, geospatial, and ancillary data to provide insight into what metrics can be measured and modeled at different spatial scales. We will evaluate our models by measuring occupancy of our focal animals from repeated in-situ animal locations in relation to rock characteristics predicted by our remotely-sensed data throughout our study area. The team will then develop multiscale and multi-species habitat datasets that can be used for management of our focal species. Perceived significance and Linking measurements of the physical properties of broken rock habitats at several spatial scales with the distribution of obligate rock dwelling species will lead to accurate maps that natural resource managers can use to (1) reduce disturbance from logging or recreation activities to species of conservation concern, (2) establish monitoring protocols, and (3) plan corridors and future conservation areas (especially in light of the 30% global conservation areas by 2030 and 50% by 2050 initiatives). The team will develop maps, decision-support tools, and conservation priority planning products that continue past the life of the funded project. In addition, the team will organize several meetings with our collaborators to co-produce and establish datasets, tools, and how-to guides. Our established team consisting of United States				



NRRS 05/037.0.A.01
Page 4 of 4

PACIFIC COASTAL SALMON RECOVERY FUND

SALMON BY THE NUMBERS

28 threatened and endangered salmon species on the West Coast

20 salmon species with sufficient monitoring data to evaluate trends

13 are exhibiting stable trends in abundance

5 are showing increasing trends in abundance

2 showing decreasing trends in abundance



NOAA'S NATIONAL MARINE FISHERIES
SERVICE, SOUTHWEST FISHERIES SCIENCE
CENTER

WEST COAST SALMON ARE IN TROUBLE

In the 1990s, salmon and steelhead populations along the West Coast showed alarming declines, mostly caused by environmental factors and human activities. In response, Congress created the Pacific Coastal Salmon Recovery Fund (PCSRF) to reverse the decline of those populations.

PCSRF IS CRITICAL TO SUCCESS

PCSRF is a competitive grant program through which the National Oceanic and Atmospheric Administration's (NOAA) National Marine Fisheries Service awards grants to Alaska, California, Idaho, Oregon, and Washington States and the Tribes in those states to protect, conserve, and restore these populations.

The program has made a significant impact, contributing directly to stabilizing at-risk populations and setting the stage for recovery. Continued support is essential to prevent the extinction of these species and return them to healthy, sustainable levels.

WHY IS THIS A FEDERAL RESPONSIBILITY?

- The federal government has legal responsibilities to meet Tribal treaty fishing rights and subsistence fishing traditions.
- The federal government has interstate and international fishery authorities. Weak stocks, especially in Puget Sound, negatively affect fisheries in Alaska and Canada.
- Recovery is required under the federal Endangered Species Act.

PCSRF LEVERAGES OTHER FUNDING

PCSRF is a critical anchor for funding that attracts additional state and local dollars, which match the grants.

- \$73.2 million on average awarded annually by PCSRF since 2000.
- \$2.1 billion in contributions from state and local partners.

PROJECTS BY THE NUMBERS

16,778 projects have been implemented to-date

12,144 stream miles made accessible

1.2 million acres restored, created, or protected

PCSRF SUPPORTS BUSINESS AND THE FISHING INDUSTRY

13-32 local jobs supported for every \$1 million invested in salmon habitat restoration

719,115 jobs in commercial and recreational fishing and the seafood industry in Alaska, California, Oregon, and Washington.



SALMON RECOVERY PROVIDES MANY BENEFITS

Economic Benefits

- Commercial and recreational fishing generates more than \$7.6 billion in economic activity across the West Coast including Alaska, and supports nearly 720,000 jobs, many of which are in rural areas.
- In addition, every \$1 million invested in local habitat projects generates \$2.2 million to \$3.4 million in economic activity.

Environmental Benefits

- Restoration activities reconnect floodplains, reducing flood risk for communities.
- Restoring rivers for salmon improves water quality, ensuring clean and reliably available water for drinking, irrigation, and recreation.
- Restoring natural habitats, such as forests and estuaries, creates more places that absorb carbon, offer refuge for wildlife, and provide economic opportunities for rural communities.
- Restoring habitats for salmon also provides outdoor places for recreation, such as swimming, fishing, and boating, and places for educational opportunities.
- Recovering salmon helps balance the food web, sustaining 138 species that depend on salmon, such as bears, eagles, and orcas.

CONTACTS

Alaska

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Wildlife's Fisheries Restoration
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Idaho

Mike Edmondson, Administrator
Governor's Office of Species
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Oregon

Sara O'Brien, Executive Director
Oregon Watershed Enhancement Board
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Washington

Erik Neatherlin, Director
Governor's Salmon Recovery Office
360-628-2548
erik.neatherlin@gsro.wa.gov

WASHINGTON STATE REGIONAL SALMON RECOVERY ORGANIZATIONS



May 6, 2025

The Honorable Jerry Moran
Subcommittee on Commerce,
Justice, Science, & Related Agencies
Committee on Appropriations
U.S. Senate
Washington, DC 20510

The Honorable Hal Rogers Chair,
Chair, Subcommittee on Commerce,
Justice, Science, & Related Agencies
Committee on Appropriations
House of Representatives
Washington, DC 20515



The Honorable Chris Van Hollen
Ranking Member
Subcommittee on Commerce,
Justice, Science, & Related Agencies
Committee on Appropriations
U.S. Senate
Washington, DC 20510

The Honorable Grace Meng
Ranking Member, Subcommittee on
Justice, Science, & Related Agencies
Committee on Appropriations
House of Representatives
Washington, DC 20515



Subject: Washington State Council of Regions Support for Pacific Coast Salmon
Recovery Fund (PCSRF) Program Appropriations

Dear Chair Moran, Chair Rogers, and Ranking Members Van Hollen and Meng:



The Council of Regions (COR) consists of Washington State's seven Regional Salmon Recovery Organizations, which were created in accordance with state statute (RCW 77.85.090). Our governing boards bring together stakeholders, local governments and Tribes to develop and implement locally based, broadly supported and federally adopted salmon recovery and sustainability plans that will ensure the long-term persistence of at-risk salmon, steelhead and bull trout populations across the state. Over the last 20 years, our organizations have worked with a multitude of partners to recover Endangered Species Act (ESA) listed salmonid populations to healthy and harvestable levels, and to prevent future listings. Our collaborative work provides the foundation for Washington's grassroots approach to salmon recovery, and the federal Pacific Coast Salmon Recovery Fund (PCSRF) program is vital to the success of our collective programs.

We are writing to express our support for robust federal investment in the PCSRF for fiscal year 2026 (FY26). PCSRF is a critically important program aimed at recovering salmon and steelhead populations in Western states, and the economically and

culturally- important commercial, recreational, and tribal fisheries that are dependent upon them. **We have appreciated your subcommittees’ past support for this program, and we request that you appropriate at least \$70 million for PCSRF in FY26.**

As you know, Pacific salmon play an essential role in the economy and habitat of Western states, dating back to long before the establishment of the United States. To this day, Pacific salmon fisheries provide jobs and support the livelihoods of thousands of Americans, and feed many more. Healthy salmon populations are essential to the health of these fisheries.

Pacific salmon populations, however, continue to face tremendous pressures. Today, 28 salmon and steelhead stocks face the threat of extinction on the West Coast. PCSRF was created to support the conservation and recovery of salmon across rivers, watersheds, and coastal habitats in Western states. Since 2000, this program has compelled effective, collaborative approaches to salmon recovery across federal, state, local, tribal, and private sector partners. In Washington, Oregon, Alaska, Idaho, California, and Nevada, PCSRF investments have contributed to over 16,778 projects, and have helped restore more than 12,144 miles of streams and over 1.2 million acres of fish habitat. PCSRF also directly supports economic activity and job creation, particularly in rural communities. Recent analysis shows that every \$1 million invested through PCSRF and state matching funds supports more than 16 jobs and generates about \$2.3 million in economic activity.

While important progress has been made, continued federal investment is crucial to maintaining this progress, and to achieving the goal of full recovery and a healthy, sustainable Pacific salmon fishery.

We thank your subcommittees for your past support and request your continued support for PCSRF. Thank you for your consideration of our request.

Sincerely,

XXXXXX, Chair
Director
Puget Sound Partnership

XXXXX, Chair
Board of Directors
Hood Canal Coordinating Council

XXXXX, Chair
Board of Directors
Coast Salmon Foundation

XXXXX, Chair
Snake River Salmon Recovery Board

XXXXX, Chair
Upper Columbia Salmon Recovery Board

XXXXX, Chair
Lower Columbia Fish Recovery Board

XXXXXXX, Chair
Yakima Basin Fish and Wildlife Recovery Board

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



April 24, 2025

Senator Patty Murray
154 Russell Senate Office Building
Washington, D.C. 20510

Representative Kim Schrier
1110 Longworth HOB
Washington, DC 20515

Senator Maria Cantwell
511 Hart Senate Office Building
Washington, DC 20510

Representative Dan Newhouse
460 Cannon House Office Building
Washington DC. 20515

Re: Potential Loss of Pacific Coastal Salmon Recovery Fund (PCSRF)

Dear Senators Murray and Cantwell, and Representatives Schrier and Newhouse,

On behalf of the Upper Columbia Salmon Recovery Board (the UCSRB), we are writing to express our concern regarding the potential loss of Pacific Coastal Salmon Recovery Fund (PCSRF) funding in Fiscal Year 2026 and beyond.

One of seven salmon recovery regions in Washington State, the UCSRB has a five-member Board of Directors, representing the Confederated Tribes and Bands of the Yakama Nation, the Confederated Tribes of the Colville Reservation, and Chelan, Douglas, and Okanogan counties. The region encompasses an area of 10,000 square miles (around 5.26 million acres) and contains approximately 1,050 miles of salmon bearing streams. The UCSRB developed and coordinates the implementation of the *Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan (Recovery Plan)*, adopted by the National Oceanic and Atmospheric Administration (NOAA) Fisheries in 2007.

The Upper Columbia region has three listed species: spring run Chinook Salmon is endangered, and steelhead and Bull Trout are both threatened. Salmon recovery efforts in our region largely depend on the Pacific Coastal Salmon Recovery Fund (PCSRF). Created in Fiscal Year 2000, this program is a competitive federal grant program through NOAA that provides funding to Washington, Oregon, Idaho, California, and Alaska, and federally recognized tribes of the Columbia River and Pacific Coast (including Alaska). The funds are allocated to projects that are essential for conserving salmon and steelhead populations listed as threatened or endangered, or identified by a state as at-risk of listing, for maintaining populations necessary for exercise of tribal treaty and native subsistence fishing rights, or for the conservation of Pacific coastal salmon and steelhead habitat.

Important, ongoing initiatives supported by PCSRF include:

- Supports over 700,000 jobs across five states, many of which are in rural areas.
- Multi-state and multi-agency recovery efforts focused on 28 threatened and endangered salmon species on the West Coast.
- A commercial and recreational fishing industry that generates more than \$7.2 billion in economic activity across the West Coast
- On the ground habitat restoration projects designed to protect significant habitat along rivers and creeks – 1.2 million acres restored, created or protected to date
- Project monitoring to ensure effectiveness and adaptive management
- Population monitoring to measure progress against recovery goals and response to recovery efforts

Across Washington, salmon are a critical species to our economy and culture, most importantly to our Native American tribes and groups, many of whom have treaty-based fishing rights. NOAA estimates that for every \$1 million spent on salmon recovery, 13-32 local jobs are created and \$2.2 to \$3.4 million is generated for the economy. Without exception, salmon recovery efforts provide multiple benefits to local economies and communities within each of the seven salmon recovery regions in Washington, including the Upper Columbia.

In 2023, Washington State received \$26 million of the \$107 million disbursed by PCSRF to West Coast states and tribes. Of that total, PCSRF provided approximately 60% of the \$2.9 million awarded to the Upper Columbia region through Washington State's Salmon Recovery Funding Board (SRFB). This relatively small amount of federal funding has an outsized impact on our region, directly supporting on-the-ground habitat restoration projects, as well as research and monitoring to ensure the funds are used in the most cost-effective and biologically sound manner.

As a result of the PCSRF program, the precipitous decline of salmon and steelhead populations in the Upper Columbia has been halted, although returning adults are still well below the levels required for a healthy population. Continued PCSRF funding is crucial to restoring our Upper Columbia salmonid populations to sustainable levels.

Upper Columbia salmon recovery efforts supported by PCSRF funding include:

- Regional employment at multiple county, state, non-profit, and tribal organizations.
- Salmon recovery organizations hire local contractors to implement specialized on-the-ground recovery work.
- Tribal and community partnerships are supported, ensuring locally led and culturally informed recovery actions.
- Enhanced stream flow and floodplain reconnection projects that reduce flood risk and support critical agricultural irrigation needs in a region that has an average annual precipitation range of 9–12 inches.
- Water quality improvements that support salmon survival, recreation, and clean drinking water.

- Recovering local commercial and recreational salmon fishing opportunities for tribal members and the public.

Recently, a memo was passed from the federal Office of Management and Budget (OMB) to the National Oceanic and Atmospheric Administration (NOAA) detailing proposed cuts to the agency for Federal Fiscal Year 2026 (starting October 1, 2025). This memo contained the following language *“Passback does not fund Species Recovery Grants, Interjurisdictional Fisheries Grants, or Habitat Conservation and Restoration.”* As you are aware, salmon play a foundational role in Washington’s economy, environment, and obligations under tribal treaty rights. Accordingly, many of NOAA’s programs, including PCSRF, have strong bipartisan support. More than ever before, in a rapidly changing climate, ongoing support for the continuation of PCSRF funding is crucial to accelerate our progress towards salmon recovery goals. The loss of PCSRF funding to the Upper Columbia would have a significant impact on our regional partners and impede their ability to implement work on the ground.

We thank you for your support for salmon recovery efforts to date and urge you to continue to uphold your commitment to “make sure the federal government is doing its part to recover our iconic salmon runs” and speak up for this vital ongoing statewide funding need.

Sincerely,
The Upper Columbia Salmon Recovery Board.

Shon Smith
Chelan County Commissioner
UCSRB Board Chair

Shannon Adams
Yakama Nation
UCSRB Vice -chair

Andy Hover
Okanogan County Commissioner

Chuck Brushwood
Colville Confederated Tribes

Randy Agnew
Douglas County commissioner

Please copy to letterhead

[Date]

The Honorable Jarred-Michael Erickson
Colville Business Council
Confederated Tribes of the Colville Reservation
21 Colville Street
Nespelem, WA 99155

Re: Third Water Source for Chief Joseph Hatchery

Dear Chairman Erickson,

The Upper Columbia Salmon Recovery Board (UCSRB) strongly supports the Confederated Tribes of the Colville Reservation's (CTCR) urgent need to complete the water supply infrastructure for Chief Joseph Hatchery (CJH). The UCSRB understands this project is necessary to provide water quality and quantity needed to sustain the productivity of the hatchery. The current water sources are not adequate to meet peak water demand, and these sources have warmed over time and can no longer support a healthy broodstock of salmon. We also understand that the third water source, supplied by the Chief Joseph Dam's relief tunnel, can provide the quantity of water needed at a consistently cold temperature conducive to hatchery production and broodstock survival prior to spawning.

The vital need for this project is fundamental to the UCSRB's work to restore viable and sustainable populations of salmonids in the upper Columbia River subbasins. Hatcheries are a critical part of salmon recovery efforts in our region. We, UCSRB and CTCR, cannot allow the decline of juveniles produced at the CJH to jeopardize the strides we have made to mitigate the impacts of hydropower on salmon and other anadromous species in the Columbia River Basin.

Grant funding is essential to get this important project off the ground. Please accept our support and endorsement for the CTCR's critical and timely project.

Sincerely,

Commissioner Shon Smith, Board Chair
Upper Columbia Salmon Recovery Board



STATE OF WASHINGTON

April 28, 2025

The Hon. Patty Murray, Senator
The Hon. Suzan DelBene, Representative
The Hon. Marie Gluesenkamp Perez, Representative
The Hon. Michael Baumgartner, Representative
The Hon. Pramila Jayapal, Representative
The Hon. Adam Smith, Representative
United States Capitol
Washington, D.C. 20510

The Hon. Maria Cantwell, Senator
The Hon. Rick Larsen, Representative
The Hon. Dan Newhouse, Representative
The Hon. Emily Randall, Representative
The Hon. Kim Schrier, Representative
The Hon. Marilyn Strickland, Representative
United States Capitol
Washington, D.C. 20510

Dear Members of the Washington State Congressional Delegation:

As Congress continues to work toward Federal Fiscal Year (FFY) 2026 appropriations, we are writing to express strong support for inclusion of invasive mussel, including quagga, zebra, and golden mussels, funding in the final funding package. This funding will prevent and build response readiness, protecting our human health, culture, economy and environment, valued at trillions annually.

In response to the 2023 and 2024 detections of quagga mussels in Idaho, the State of Washington, Washington Department of Fish and Wildlife (WDFW), tribal nations, and others are increasing existing efforts to prevent the spread of invasive mussels. To address the imminent threat, WDFW received additional state funds to increase prevention and readiness in cooperation with tribal, federal, regional, state, and local entities in the 2024 State Legislative Session. These funds enable WDFW, other Columbia River Basin (CRB) states, and tribal nations to leverage federal funding through USACE's Aquatic Plant Control and Water Inspection and Decontamination (APC-WID) cost-share program. This brings millions of dollars to the CRB to prevent the spread of quagga and zebra mussels, as well as the newly detected golden mussel (a quagga and zebra mussel-like aquatic invasive species), and to prepare for rapid response and long-term mitigation in the event of establishment. In 2024, Idaho announced quagga mussel larvae were detected again in the Snake River. The Washington state legislature is now considering continuing the same level of investment for prevention and preparedness for the next two years.

APC-WID program has proven to be successful and eligibility for the program has increased, but the FFY 2024 APC-WID appropriation was 50% of the past years. To maintain program success, funding should be restored to historic levels. Originally established to protect the CRB states of Washington, Oregon, Idaho and Montana from quagga and zebra mussels in 2014, it expanded to include the Upper

Colorado and Upper Missouri Basin states in 2024. In the next two years the South Platte, Arkansas, and Russian River Basin watersheds will be added in addition to watersheds that adjoin the border between the United States and Canada.

As the program has proven successful, the scope has increased. However, funding has not kept pace. WDFW requests \$31 million for the APC-WID program, with \$15 million specifically for watercraft inspections and \$3 million for monitoring.

Additionally, there are other key opportunities to protect our waters through funding provided to the U.S. Department of the Interior. We request that Congress provide funding for invasive mussel prevention, monitoring, and management to two bureaus:

- \$8 million to U.S. Bureau of Indian Affairs' Invasive Species Program for the Northwest Region as supported as supported in the Affiliated Tribes of Northwest Indians' [Resolution# 2025 – 08 “Invasive Species Funding in the Pacific Northwest”](#);
- \$4.8 million to U.S. Fish and Wildlife Service's Quagga - Zebra Action Plan for Western U.S. Waters; and
- \$4.4 million to U.S. Fish and Wildlife Service's State and Interstate Aquatic Nuisance Species Management Plan Grant Program.

For more than 20 years, collective effort to protect Washington, the CRB, Western States and Provinces has successfully prevented establishment of invasive mussels. The establishment of quagga mussels in the free-flowing Snake River in Idaho is the single-most important invasive species development in this generation – putting trillions in economic value and consequences at risk in Washington and beyond. Washington's sense of place and health faces an imminent threat.

Invasive mussels bioaccumulate pollutants making fish and wildlife unsafe for human consumption, decrease water quality, cause harmful algal blooms that contaminate drinking water supplies and harm aquatic life, and are linked to outbreaks of botulism caused by water quality changes and increased toxins. Washington's hydroelectric production faces an estimated maintenance and mitigation cost of \$100 million annually, which will increase the cost of power and further impact vulnerable ratepayers. Similar levels of infrastructure impacts and costs are anticipated for hydroelectric, agricultural irrigation systems, shipping, and both drinking water and sewer systems. Of particular concern is the potential impact on the numerous listed salmon and steelhead species in the region, and risk to threatened and endangered species that rely on those species for sustenance, such as the Southern Resident killer whale.

Decreasing populations of fish also impact recreation with more than a quarter of outdoor recreation taking place on Washington's public waters generating \$5 billion annually. Recreational fishing activities alone generate more than \$1.5 billion in economic activity annually in Washington state. Domestic commercial fisheries create nearly 23,000 jobs in Washington and salmon harvest is worth nearly \$14 million annually. Importantly, the spread of invasive mussels will harm endangered species, impacting resources that are part of the cultural identity of the tribes and their well-being.

Three-quarters of Washington's agriculture is irrigated, relying on a variety of water sources. While groundwater withdrawals supply irrigation water to many areas, most of the water used for irrigated agriculture is diverted from streams and rivers, relying on water intake pipes and infrastructure at risk of becoming clogged by quagga and zebra mussels. An industry worth \$9.6 billion to our economy, disruptions to irrigated agriculture will increase food production costs, resulting in higher prices and

greater food insecurity statewide. In 2022, the Columbia Snake River System, a key U.S. trade gateway, handled \$31.2 billion in national and global trade. As the leading wheat export gateway, second for soy and corn, additional costs for managing and mitigating the impacts of quagga and zebra mussels along trade routes may also contribute to higher food prices and food insecurity.

If unchecked, invasive mussels will lead to catastrophic consequences for Washington's environment, economy, and human health — to our way of life. Adequate and sustained federal funding for invasive mussel prevention and readiness will provide significant assistance to partners across Washington state to address this threat to our freshwater ecosystems. As Congress works through the FFY 2026 appropriations process, we urge you to include funding to monitor and prevent the spread of invasive mussels. Thank you again for your consideration of this request.

Sincerely,

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



April 24, 2025

The Hon. Patty Murray, Senator

The Hon. Suzan DelBene, Representative

The Hon. Marie Gluesenkamp Perez, Representative

The Hon. Michael Baumgartner, Representative

The Hon. Pramila Jayapal, Representative

The Hon. Adam Smith, Representative

United States Capitol
Washington, D.C. 20510

The Hon. Maria Cantwell, Senator

The Hon. Rick Larsen, Representative

The Hon. Dan Newhouse, Representative

The Hon. Emily Randall, Representative

The Hon. Kim Schrier, Representative

The Hon. Marilyn Strickland, Representative

United States Capitol
Washington, D.C. 20510

RE: Joint WA Invasive Mussel Federal Appropriations

Dear Members of the Washington State Congressional Delegation:

The Upper Columbia Salmon Recovery Board (the UCSRB) is writing to support the Washington Department of Fish and Wildlife's (WDFW) Federal Fiscal Year (FFY 2026) federal quagga and zebra mussel appropriations request. The UCSRB Board of Directors represents the Confederated Tribes and Bands of the Yakama Nation, the Confederated Tribes of the Colville Reservation, and Chelan, Douglas, and Okanogan Counties. The UCSRB developed and coordinates the implementation of the *Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan (Recovery Plan)*, adopted by NOAA Fisheries in 2007.

The UCSRB strongly supports the inclusion of funding for invasive mussels, including quagga, zebra, and golden mussels, in the WDFW final request package. This funding will build response readiness and protect Washington State's economy, human health, culture, and environment, valued at trillions annually.

In response to the 2023 and 2024 detections of quagga mussels in Idaho, the State of Washington, Washington Department of Fish and Wildlife (WDFW), tribal nations, and others are increasing existing efforts to prevent the spread of invasive mussels. To address the imminent threat, WDFW received additional state funds to increase prevention and readiness in cooperation with tribal, federal, regional, state, and local entities in the 2024 State Legislative Session. These funds enable WDFW, other Columbia River Basin (CRB) states, and tribal nations to leverage federal funding through USACE's Aquatic Plant Control and Water Inspection and Decontamination (APC-WID) cost-share program. This funding is crucial to prevent the spread of quagga and zebra mussels, as well as the newly detected golden mussel (a quagga and zebra

mussel-like aquatic invasive species), and to prepare for rapid response and long-term mitigation in the event of establishment.

The APC-WID program has proven to be successful and eligibility for the program has increased, but the FFY 2024 APC-WID appropriation was 50% of the past years. To maintain program success, funding should be restored to historic levels. Originally established to protect the CRB states of Washington, Oregon, Idaho and Montana from quagga and zebra mussels in 2014, it expanded to include the Upper Colorado and Upper Missouri Basin states in 2024. In the next two years the South Platte, Arkansas, and Russian River Basin watersheds will be added in addition to watersheds that adjoin the border between the United States and Canada.

As the program has proven successful, the scope has increased. However, funding has not kept pace. FFY2-026, WDFW is requesting \$31 million for the APC-WID program, with \$15 million specifically for watercraft inspections and \$3 million for monitoring.

Additionally, there are other key opportunities to protect our waters through funding provided to the U.S. Department of the Interior. We request that Congress provide funding for invasive mussel prevention, monitoring, and management to two bureaus:

- \$8 million to U.S. Bureau of Indian Affairs' Invasive Species Program for the Northwest Region as supported as supported in the Affiliated Tribes of Northwest Indians' Resolution# 2025 – 08 “Invasive Species Funding in the Pacific Northwest”;
- \$4.8 million to U.S. Fish and Wildlife Service's Quagga - Zebra Action Plan for Western U.S. Waters; and
- \$4.4 million to U.S. Fish and Wildlife Service's State and Interstate Aquatic Nuisance Species Management Plan Grant Program.

For more than 20 years, collective effort to protect Washington, the CRB, Western States and Provinces has successfully prevented establishment of invasive mussels. The establishment of quagga mussels in the free-flowing Snake River in Idaho is the single-most important invasive species development in this generation – putting trillions in economic value and consequences at risk in Washington and beyond. Washington's sense of place and health faces an imminent threat.

Invasive mussels bioaccumulate pollutants making fish and wildlife unsafe for human consumption, decrease water quality, cause harmful algal blooms that contaminate drinking water supplies and harm aquatic life, and are linked to outbreaks of botulism caused by water quality changes and increased toxins. Washington's hydroelectric production faces an estimated maintenance and mitigation cost of \$100 million annually, which will increase the cost of power and further impact vulnerable ratepayers. Similar levels of infrastructure impacts and costs are anticipated for hydroelectric, agricultural irrigation systems, shipping, and both drinking water and sewer systems. Of particular concern is the potential impact on the numerous listed salmon and steelhead species in the region, and risk to threatened and endangered species that rely on those species for sustenance, such as the Southern Resident killer whale.

Decreasing populations of fish also impact recreation with more than a quarter of outdoor recreation taking place on Washington's public waters generating \$5 billion annually. Recreational fishing activities alone generate more than \$1.5 billion in economic activity annually in Washington state. Domestic commercial fisheries create nearly 23,000 jobs in Washington and salmon harvest is worth nearly \$14

million annually. Importantly, the spread of invasive mussels will harm endangered species, impacting resources that are part of the cultural identity of the tribes and their well-being.

Three-quarters of Washington’s agriculture is irrigated, relying on a variety of water sources. While groundwater withdrawals supply irrigation water to many areas, most of the water used for irrigated agriculture is diverted from streams and rivers, relying on water intake pipes and infrastructure at risk of becoming clogged by quagga and zebra mussels. An industry worth \$9.6 billion to our economy, disruptions to irrigated agriculture will increase food production costs, resulting in higher prices and greater food insecurity statewide. In 2022, the Columbia Snake River System, a key U.S. trade gateway, handled \$31.2 billion in national and global trade. As the leading wheat export gateway, second for soy and corn, additional costs for managing and mitigating the impacts of quagga and zebra mussels along trade routes may also contribute to higher food prices and food insecurity.

If unchecked, invasive mussels will lead to catastrophic consequences for Washington’s environment, economy, and human health — to our way of life. Adequate and sustained federal funding for invasive mussel prevention and readiness will provide significant assistance to partners across Washington state to address this threat to our freshwater ecosystems. As Congress works through the FFY 2026 appropriations process, we urge you to include funding to monitor and prevent the spread of invasive mussels. We appreciate your consideration of this request.

Sincerely,
The Upper Columbia Salmon Recovery Board

Shon Smith
Chelan County Commissioner
UCSRB Board Chair

Shannon Adams
Yakama Nation
UCSRB Vice -chair

Andy Hover
Okanogan County Commissioner

Chuck Brushwood
Colville Confederated Tribes

Randy Agnew
Douglas County commissioner

Mike Milburn
Chair
Montana

Doug Grob
Montana

Jeffery C. Allen
Idaho

Ed Schriever
Idaho



Northwest Power and Conservation Council

Thomas L (Les) Purce
Vice Chair
Washington

KC Golden
Washington

Ginny Burdick
Oregon

Louie Pitt, Jr.
Oregon

Request for Recommendations to Amend the Northwest Power and Conservation Council's 2014 Columbia River Basin Fish and Wildlife Program and its 2020 Addendum

January 17, 2025
Council Document No: 2025-1

To the state and federal fish and wildlife agencies, the region's Indian tribes, and other interested parties:

The Northwest Power and Conservation Council (Council) seeks recommendations to amend the Columbia River Basin Fish and Wildlife Program.

Recommendations should be submitted online at nwcouncil.org/amend; please complete the online form or attach the recommendations in a separate file. The deadline for submission is 5pm Pacific time on **April 17, 2025**. All recommendations will be made available for public review and comment after that date. This letter, associated materials, news, and updates regarding the amendment process will be posted at the above link.

The current version of the Program is a combination of the 2014 Columbia River Basin Fish and Wildlife Program and its 2020 Addendum. The 2014 Program also includes 58 separate subbasin plans. The Program can be found here: nwcouncil.org/reports/2014-columbia-river-basin-fish-and-wildlife-program.

Please find attached additional background on the Northwest Power Act of 1980 and what it requires in terms of recommendations for the Fish and Wildlife Program amendments, as well as a short discussion of current topics that the Council invites you to consider in developing your recommendations.

Mike Milburn, Council Chair

DEADLINE EXTENSION: On March 27, the Council approved extending the recommendations deadline to **May 19, 2025**.

Background on the 1980 Northwest Power Act and the Columbia River Basin Fish and Wildlife Program

Under the Pacific Northwest Electric Power Planning and Conservation Act of 1980 (or the Northwest Power Act), Congress directed the Council to develop and periodically amend a fish and wildlife program for the Columbia River Basin to protect, mitigate, and enhance fish and wildlife affected by the development and operation of the hydroelectric facilities on the Columbia River and its tributaries, while assuring the Pacific Northwest an adequate, efficient, economical, and reliable power supply. The Northwest Power Act can be found here:

nwcouncil.org/poweract_council. Section 4(h) is the provision that describes the Columbia River Basin Fish and Wildlife Program (Program).

The Act requires the Council to call for recommendations to amend the Program prior to its review of its Northwest Power Plan; the Power Plan must be reviewed at least every five years. The process begins with a formal request in writing to the tribes and state and federal fish and wildlife agencies for recommendations for:

- Measures which can be expected to be implemented by the [Bonneville] Administrator, using authorities under this Act and other laws, and other federal agencies to protect, mitigate, and enhance fish and wildlife, including related spawning grounds and habitat, affected by the development and operation of any hydroelectric project on the Columbia River
- Establishing objectives for the development and operation of such projects on the Columbia River and its tributaries in a manner designed to protect, mitigate, and enhance fish and wildlife
- Fish and wildlife management, coordination, and research and development (including funding) which will assist protection, mitigation, and enhancement of anadromous fish at, and between, the region's hydroelectric dams

The Act also allows recommendations to be submitted by federal and state water management agencies, regional electric power producers, utility customers of the Bonneville Power Administration, and the public. The Council provides wide public notice of the request for recommendations for that purpose. All recommendations must be accompanied by detailed information and data in support. The Act requires that the Council allow at least 90 days for entities to respond to the request for recommendations.

Additional steps:

- The Council must act on program amendment recommendations within one year of the date set for receiving recommendations.

- Prior to that one-year mark, the Council must seek public review, allow opportunity for oral and written comment on the recommendations, and engage where appropriate in consultation with relevant agencies, tribes, Bonneville utility customers, and others.
- After receiving the recommendations and the comments on the recommendations, the Council produces a draft Program, which then also undergoes public review and comments.
- Finally, the Council develops and adopts an amended Program on the basis of the recommendations, comments, supporting documents, and consultations.
- If the Council does not include a recommendation in the amended Program, a written response must be provided as to the reasoning.

After the Program is adopted, the Bonneville Power Administration has a responsibility under the Act to use its fund and authorities to protect, mitigate and enhance fish and wildlife affected by the hydroelectric facilities “in a manner consistent with” the Council’s Fish and Wildlife Program. All federal agencies operating, managing or regulating Columbia River hydroelectric facilities – including the U.S. Army Corps of Engineers, the Bureau of Reclamation in the Department of the Interior, and the Federal Energy Regulatory Commission, as well as Bonneville – have a separate obligation under the Act to take into account the Council’s Fish and Wildlife Program “to the fullest extent practicable” when exercising their authorities.

Finally, the Act requires that the Program be incorporated as an element of the subsequent regional Northwest Power Plan. Bonneville has a separate obligation under the Act to acquire sufficient resources, consistent with the Council’s Power Plan, to not only meet its contractual power sales obligations but to assist in meeting the fish and wildlife protection and mitigation requirements in the Council’s Program.

Please find attached some pertinent topics that the Council invites you to consider in developing your recommendations.

Columbia River Basin Fish and Wildlife Amendment Recommendations 2025 Topics for Consideration

Recommendations for amendments may be proposed for any part of the Program. The Council briefly highlights here certain topics that may be most relevant to this amendment process.

Recommendations in the context of the ongoing implementation of an extensive and established Program

The measures and objectives in the Council's Fish and Wildlife Program have been built up collaboratively through recommendations from the region over 40 years and represent a generally established body of work. The same is true for the bulk of ongoing program implementation.

Given that circumstance, and emphasizing again that recommendations are welcome on any aspect of the Program, the Council proposes that recommending entities consider where there may be important gaps or opportunities in the Program and its implementation:

- Are there important gaps in Program measures and objectives, or in implementation that should be addressed?
- Are there measures or provisions that are no longer relevant and should be removed?
- Are there implementation actions that should be phased out or be reduced in priority?
- Are there reasons to significantly revise or evolve the priorities of the Program?
- What topics should the Council and the region include in the revised Program to advance or influence over the next five to ten years, that might not be addressed otherwise?

The Council is particularly interested in hearing from the state and federal fish and wildlife agencies and the region's Indian tribes as to what the Council might do in the Program to help them implement their activities more efficiently and effectively.

Program performance

Council staff have prepared and presented assessments of program implementation and performance based on broad categories of work. These categories include a program retrospective; staff assessments of hydrosystem operations, artificial production, habitat; and a report on program goals, objectives, and strategy performance indicators. In developing these assessments, Council staff identified topics and questions for consideration by the region when making recommendations for amending the Program. The recorded presentations, slides, and

associated documentation, as well as the list of topics and questions for consideration, can be found at nwcouncil.org/amend.

Hydrosystem operations

Under the Northwest Power Act, the Program is to include measures that provide improved survival for migrating fish at the dams, and reservoir operations and flows of sufficient quality and quantity to improve the productivity, migration, and survival of fish within and through the hydrosystem. The current Program includes extensive system operations and dam modifications intended to benefit anadromous and resident fish.

As noted above, the Council staff identified a set of issues and questions for the region to consider after assessing the implementation of hydrosystem operations measures in the Program, which can be found at nwcouncil.org/amend. Recommending entities may also wish to consider a number of recent developments regarding system operations that may warrant additional or different hydrosystem measures in the Program, including:

- The December 2023 settlement agreement between the federal government and some regional entities that established a new set of juvenile salmon passage spill operations and related provisions on adaptive management
- Anticipated changes in Columbia River inflows to the United States from Canada and operational effects in the U.S. related to the modernization of the Columbia River Treaty, affecting both fish and wildlife and power operations
- Current and anticipated changes in hydrosystem operations to better integrate those operations with the evolving regional power system - the use and value of hydrosystem flexibility in a changing regional power supply is likely to be a significant issue in both the upcoming Fish and Wildlife Program amendment process and the subsequent Power Plan process

Integrating new implementation agreements

Each revision of the Fish and Wildlife Program presents issues for the Council to consider in terms of how to understand and integrate the effects of implementation decisions and agreements that happened in the interim. Since the 1990s, this has included implementation decisions after Endangered Species Act reviews, including actions and performance standards required for implementation in Biological Opinions and court-ordered additional spill after ESA litigation. Since at least 2008, it has also included multi-year implementation commitments such as the Columbia Basin Fish Accords.

There have been several additional agreements made since the adoption of the 2020 Addendum. This includes actions contained in the preferred alternative of the 2020 CRSO EIS and related Biological Opinions. It also includes several implementation agreements that came out of the subsequent litigation, such as the agreement between the federal government and three tribes to support the tribes' Phase 2 Implementation Plan (P2IP) to study the feasibility of reintroduction above Grand Coulee and Chief Joseph dams, consistent with the 2014 Fish and Wildlife Program.

The Council will have to consider whether and how to reflect and integrate these implementation agreements and what their development means for provisions already in the Program. The Council welcomes recommendations to that end. The Council will also have to consider the meaning of greater integration of non-ratepayer-funded mitigation activities that may result from the implementation of the latter agreement, including the implications for periodic project review which is focused on the Bonneville-funded actions.

A final point the Council would ask recommending entities to consider is that over the last 30 years, while the Program itself has evolved in terms of its measures and priorities, implementation and funding has changed in episodic increments linked to litigation. It seems an unfortunate way to manage and adapt the implementation of such a large and important protection and mitigation program. The Council welcomes ideas in the recommendations for how to express in the Fish and Wildlife Program the need for a less reactive, more thoughtful and comprehensive approach to how to adapt program implementation over the span of decades.

Independent Scientific Advisory Board's Review of the Fish and Wildlife Program

The Independent Scientific Advisory Board (ISAB) recently completed a review of the Council's 2014 Columbia River Basin Fish and Wildlife Program and its 2020 Addendum [ISAB review of 2014/2020 Program](#). Recommending entities may want to consider the ISAB's report when developing recommendations for program amendments.

Fish and Wildlife Program Retrospective: 1980 - 2022

Introduction

The Northwest Power and Conservation Council's Fish and Wildlife Program represents a 40-year effort to protect, mitigate, and enhance fish, wildlife, and habitat affected by the hydrosystem in the Columbia Basin. It is one of the largest fish and wildlife mitigation efforts in the world.

This retrospective was developed to understand how the Program has grown and changed over time, and to identify elements that could be used to assess program performance.

Development of the Columbia Basin

Before development, the Columbia Basin was characterized by diverse, high-quality habitats. Abundant salmon and steelhead runs returned to the basin annually and contributed to a rich and interconnected ecosystem of anadromous fish, resident fish, and wildlife.

The first hydropower dam in the Columbia Basin was constructed in 1890 on the Spokane River, marking the beginning of a century of hydropower development in the basin. Major mainstem Columbia River dams were built between 1933 and 1971; most Snake River dams were built between 1952 and 1975. Some dams included facilities for juvenile or adult fish passage and others were complete blockages to fish migration.

The construction, inundation, and operation of the hydropower system had significant local and regional impacts on fish and wildlife. Other human activities in the region at the time also contributed to a decline in fish and wildlife populations, including: overharvesting; extractive land use like mining, ranching, logging, and intensive agriculture; development of the railroads and other transit, and growing population centers.

The Northwest Power Act

The Pacific Northwest Electric Power Planning and Conservation Act of 1980 was developed in response to an energy and financial crisis in the Pacific Northwest. Inaccurate power demand forecasting resulted in the development of unneeded energy facilities, with significant cost to ratepayers. In addition to forecasting issues, there were also concerns that the power planning did not take into consideration environmental concerns and lacked public involvement.

The Power Act was passed to address these multiple power planning and environmental deficiencies. It authorized the states of Idaho, Montana, Oregon, and Washington to create an interstate compact agency – the Pacific Northwest Power and Conservation Council – and specified three primary responsibilities:

- Develop a Fish and Wildlife Program to protect, mitigate and enhance fish and wildlife affected by hydroelectric facilities in the Columbia River Basin.
- Develop a Power Plan assuring the Pacific Northwest of an adequate, efficient, economical, and reliable power supply, consistent with the Fish and Wildlife Program.
- Inform and involve the public.



Impacts of Hydrosystem on Fish and Wildlife

- Blocked 4,600 stream miles, or about 31% of previously accessible habitat for anadromous fish
- Fragmented habitat for anadromous and potamodromous species
- Altered sediment and nutrient transport
- Inundated habitat
- Changed the natural hydrograph dramatically, including impacts to flow, volume, velocity, water temperature and water quality
- Created conditions favorable for predation and invasive species
- Impacted food web

The Columbia River Basin Fish and Wildlife Program

The Fish and Wildlife Program is updated every five years based on recommendations from state and federal agencies, tribes, and others, with extensive public review and comment. Over the last 40 years, there have been 7 Programs and 10 amendments or addendums. Programs are based on language in the Power Act that calls for both onsite (in-kind and in-place) actions related to the hydrosystem and offsite actions to protect, mitigate, and enhance populations of fish and wildlife affected by the hydrosystem.



Program and Regional Timeline

Pre-Power Act mitigation and events through 1970s

- Passing of environmental laws like NEPA, Clean Water Act, Endangered Species Act, Marine Mammal Protection Act
- Early developments in passage including fish ladders for adult salmon and steelhead and considerations for juvenile passage (screens, transportation, bypass)
- Hatcheries and fish production
- Mitchell Act (1938)
- Lower Snake River Compensation Plan (1976)

1980s

- Continued decline of wild salmon and steelhead
- Northwest Power Act (1980)
- Prioritize onsite mitigation and improve adult and juvenile fish passage
- Water budgets developed: a way to ensure flow for juvenile fish by designating and releasing a certain amount of water from storage and releasing it during juvenile migration
- Protection of 44,000 miles of river from new hydro development
- Set interim goal of 5 million adult returns
- Regional capacity building, including the development of regional forums
- Created measures foundational to subsequent Fish and Wildlife Programs

1990s

- ESA listings – salmon, steelhead, Kootenai River white sturgeon, bull trout, Oregon chub – resulted in a series of biological opinions (BiOps) that were either reflected in or incorporated measures from the Programs
- Expansion in size and complexity of Programs, including prioritizing certain production and habitat actions for salmon and steelhead
- Increased attention to resident fish and wildlife
- Growing emphasis on habitat restoration and protection
- Independent Scientific Review Panel (ISRP) and Independent Science Advisory Board (ISAB) created

2000s

- New scientific framework implemented, connecting a vision to goals, objectives, strategies, principles, and measures, with an emphasis on ecosystem function and habitat actions
- Recognition of different geographic scales for implementation: basinwide, ecological provinces, and subbasins
- Development and adoption of mainstem plan
- Development and adoption of subbasin plans, with assessments of limiting factors and associated management plans created on a more localized basis
- Call for research on marine mortality vs. freshwater mortality, and for a better understanding of survival rates in the estuary

2010s

- Impacts from significant climate events, including extreme marine heat waves
- Increased need to consider the effects of climate change
- New program strategies focused on sturgeon, lamprey, eulachon, burbot
- Increased mitigation effort and funding for blocked areas, including phased approach to evaluating reintroduction above Chief Joseph and Grand Coulee
- Increased emphasis on managing salmon and steelhead predation
- Invasive species measures call for detecting and preventing zebra and quagga mussels
- Operational changes at Libby and Hungry Horse dams
- Creation of the Ocean and Plume Science and Management Forum
- Developed and revised program goals, objectives, and performance indicators

Performance Assessment

The retrospective provides important information on why different elements have been included in the program over time as well as what, when, and where changes were expected to occur as a result. This forms the basis for assessing Program performance, answering the questions of what has been called for, what has actually been implemented, and how well have they succeeded in achieving their described goals.

Program Categories

Hydrosystem

Water management
Passage
Water Quality

Habitat

Restoration
Protection
Wildlife
Non-native and invasive species
Native predator management

Artificial Production

Artificial production
Facility construction

Program Adaptive Management

Regional planning
Harvest recommendation
Regional coordination
RM&E and reporting
Data management
Science review
Public engagement

Staff document // July 2024

Full report at
nwcouncil.org/f/18802/Retrospetive.pdf



Northwest Power and
Conservation Council



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

The UCSRB will be a responsive organization whose staff is proactively engaged in regional salmonids 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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1.1.2 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, 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 strives to create an 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 willto 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

1.21.3 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, 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 you may have or require policy related clarification, you may need regarding the meaning and purpose of these policies may be directed these to your supervisor, provided however that e 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.~~

~~An internal applicant must have complete their 6 month on-boarding period, at least 12 months experience in his or her current position, before applying for another position or not be under a performance improvement plan, 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.

~~The Executive Director reserves the right to offer an internal promotion, based on an employee's matching skill set, experience, performance reviews and/or personal motivation and willingness for a change in responsibilities. The potential change may be discussed with the employee, however, the decision will be reviewed and approved by the Board of Directors prior to any official offer being made. Types of promotion include:~~

~~- Horizontal Promotion: Increasing the pay scale of an employee without a change in job title.~~

~~- Vertical Promotion: Promoting the employee to a senior position with a pay raise.~~

~~- Career Mobility Promotion: Promoting an employee to a different role with a pay raise.~~

~~Promotions based on subjective opinions unsupported by performance evaluations or metrics, discrimination, fraternization, favoritism or nepotism will not be tolerated.~~

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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.

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 (W-4, 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.

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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 (6) 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).

- **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. ~~If any personnel data has changed, complete a *Personnel Data Form* immediately.~~

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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

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.

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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~~Employees ~~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 (COLA)

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	22,133	41,415
	Monthly	2,678	3,451
	Hourly	15.39	19.83
Monitoring Field Crew	Annual	22,133	41,415
	Monthly	2,678	3,451
	Hourly	15.39	19.83
Program Assistant	Annual	22,133	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 Commission¹ 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 these 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 EMail~~ and Telephones

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.

Unless previously negotiated, an employee will provide their own cell phone. It is requested, however, that the work environment is respected and personal calls are kept brief and to a minimum during work hours.

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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.

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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:

- 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

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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 be aware that their appearance matters when representing the UCSRB organization in front of partners, the public and other parties. An employee's appearance can create a positive or negative impression that reflects on the organization and culture. Clothing must be event or work-appropriate, and be clean and tidy.~~

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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 ~~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 services 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

— 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

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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.

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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.

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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 ~~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.

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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 viral respiratory 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 policies 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.

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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.

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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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9.29.3 Payroll and Paydays

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

9.39.4 Pay Advances

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

9.49.5 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.~~

9.59.6 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.
2. The employee is eligible for coverage effective on the first day of the month following the date of full-time employment.

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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

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.

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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.

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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 ~~recognizes all legal State and Federal holidays. Currently, provides eleven (11) paid holidays each year. twelve public holidays are recognised and, After~~ four months of continuous employment, each employee is also entitled to one (1) ~~additional~~ "floating" holiday each year.

~~Unless otherwise advised, 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 thea~~ holiday. If they fall on ~~a~~ Sunday, the following Monday will be ~~taken as thea~~ 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 ~~by any one employee.~~

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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 entitlement is administered by the Executive Director-UCSRB Time Off Request form. (Refer To Addendum 1).

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

Sick Leave

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 90th calendar days after of employment begins.

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.

Sick leave may be used for the following:

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- 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 from WA L&I "Paid Sick Leave"**

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.

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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.)*.

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11.311.4 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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11.411.5 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.

11.511.6 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

Personal—Except for those situations covered under the Family/Medical Leave policy, personal leaves may be granted to employees having special nonmedical personal needs

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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.

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

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11.611.8 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

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.

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11.10 Furlough/Lay-off

A furlough is the placing of an employee in a temporary nonduty, non-pay status because of lack of work or funds, or other non-disciplinary reasons.

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As a rule, the UCSRB is not bound by State or Federal furloughs, however, should a lapse in appropriations or a funding freeze have a direct impact on the UCSRB, a furlough may be considered a feasible last resort option in lieu of staff lay-offs. This determination would, however, be dependent upon circumstances. The Executive Director and the Board of Directors will determine the best approach for the UCSRB and will ensure clear and timely communication with employees.

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A furlough response may include:

- Reduced employee job duties
- Restructured job duties
- Reduced hours worked
- Temporary lay-off

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Furloughs may last from days to several months. If a temporary layoff/furlough period is set, employees may continue to receive pay and benefits dictated by law (e.g.

unemployment benefits or health insurance). A written notice to employees will provide information relevant to the circumstances before the effective furlough date. A notice of extension will also be provided should the furlough period need to be extended due to unforeseen circumstances.

Once a return to a regular working week is possible, the UCSRB will advise a furloughed employee they are able to return to work in the same position. The employees should formally accept or refuse to return to work within five (5) days after they receive a recall request.

If the UCSRB is not in the position to recall a laid-off/furloughed employee, the employee will be notified and formerly advised in writing that they will be permanently terminated. The employee will be paid what the law requires (e.g. severance pay) from the first day of termination. The first day of an employee's termination is the first day of their layoff, unless applicable law dictates otherwise.

If an employee finds another permanent job during the furlough period they have the option to officially resign their position, which must be in writing to the Executive Director.

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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) per diem rates:

https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2025&state=WA&city=&zip=98801

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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 ~~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. An employee issued a UCSRB credit

card will be asked to acknowledge receipt of their card and agree to the conditions outlined in the Credit Card User Agreement, included in this Policy Manual as Addendum 2.

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

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.

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12.312.4 Travel Expenses

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

Official Worksite: The UCSRB office is the designated official worksite for all employees.

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Non-Reimbursable Travel: Travel expenses to and from the office are not reimbursable for any employee.

Remote Workers: This policy applies to remote workers as well, unless a specific exception or approval is granted.

Travel-related expenses are to be detailed on the UCSRB expense claim form. 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;

RCO approval MUST be obtained prior to any out-of-state travel, if RCO state LE funds are going to be used to pay for that travel. RCO's official travel authorization form is found here: "Y:\Administration and Operations\Forms Timesheets Labels Letterhead\Travel\WA Travel Authorization.

1. All parking expenses incurred as a result of business travel will be reimbursed.

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2. All air travel must be approved in advance by the employee's supervisor/manager. All personnel will travel economy class. ~~The duplicate~~ A copy of the airline ticket receipt should be attached to the expense claim form.

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3. 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.

4. Employees should select moderately priced lodging convenient to their destination to minimize time and expense. Maximum reimbursement will be based on the current Washington State official per diem rates 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.

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. Per diem meals for the first and last days of travel are reimbursed at 75%.

5.

Expense forms approved and signed by supervisors are to be submitted to the Finance Manager along with timesheets. Expense forms should be submitted monthly.

6. All receipts for Expense forms claims for reimbursement should include all receipts for reimbursements claimed be uploaded to the relevant employee folder here.

Y:\Expenditures\Procurement\Employee Reimbursements 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. 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 UCSRB 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 any 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)

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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~~

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~~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 cellular telephone is not authorized while operating a motor vehicle is not authorized. 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

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- 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>).

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~~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 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. ~~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 Policies that are adopted by the Board;
- iii. ~~C.~~ Administer the Personnel Policies;
- iv. ~~D.~~ As needed, assign a designee to administer specific portions of the Personnel Policies.

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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 regarding a the UCSR policyies, I should direct them to my supervisor.

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

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

—

Employee signature

Employee's Printed Name

Position

Position
Employee's Signature

Date

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Addendum 1

Copy of Employee Time Off request form, found here:

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UCSRB EMPLOYEE TIME-OFF REQUEST FORM

Today's Date: _____

Employee's Name: _____

Time-Off Request: _____ ☐ Days ☐ Hours

Beginning on: _____

Ending on: _____

Reason for Request

☐ Vacation _____

☐ Jury Duty _____

☐ Personal Leave _____

☐ Family Reasons _____

☐ Funeral / Bereavement _____

☐ Medical Leave _____

☐ PFML _____

☐ Other: _____

Employee's Signature: _____ Date: _____

Employer's Decision

☐ -Approved

☐ -Rejected

Executive Director's Signature: _____ Date: _____

Addendum 2

UCSRB CREDIT CARD USER AGREEMENT

Your signature below verifies that you have read and understand the UCSRB Credit Card Program guidelines listed below and agree to comply with them.

1. I understand the UCSRB Credit Card is intended to facilitate the purchase of business-related goods and services for the conduct of UCSRB business and is not for my personal use.
2. I understand that my card may be revoked at any time and that use of this card is not an entitlement nor reflective of title or position.
3. I understand that if I am issued a card with my name specifically, I am the only person authorized to use the card and I am responsible for all charges made against the card.
4. I understand that improper use of the card can be considered misappropriation of UCSRB funds, which may result in disciplinary action, up to and including termination.
5. I understand that all charges are billed directly to and paid directly by the UCSRB and any personal charges on the card could be considered misappropriation of funds since payments to the credit card are not made by me directly.
6. I understand that I will be required to provide detailed receipts, to reconcile monthly statements and to comply with internal control procedures designed to protect the UCSRB assets. This may include being asked to produce the credit card to verify its existence and providing assistance in an audit review of its use.
7. I understand that I am responsible for resolving any discrepancies that may occur by contacting the vendor and/or credit card authority directly.
8. I will safeguard use of the issued credit card and use appropriate security whenever and wherever I use the card. If my card is lost or stolen, I agree to immediately notify the credit card authority as well as the UCSRB Credit Card Administrator.
9. I understand that the credit card is the property of the UCSRB and it must be surrendered upon termination of employment or demand of surrender by the UCSRB Credit Card Administrator and/or the Executive Director. At that point, no further use of the account will be authorized.
10. I understand that I will be held personally liable for inappropriate charges I incur to the UCSRB credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS.

I hereby acknowledge receipt of the UCSRB Credit Card (ending in last 4 digits):

As a Corporate Cardholder, I agree to comply with the terms and conditions of this agreement.

Card Holder: _____ Date: _____

Signature: _____

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UPPER COLUMBIA SALMON RECOVERY BOARD

Executive Summary - UCSRB PERSONNEL POLICIES AND PROCEDURES MANUAL

Executive Committee agenda item:
Executive Committee action requested:

Wednesday April 9, 2025
Review, recommendations for the Board

For BOARD MEETING DATE:
Board action requested:

Thursday April 24, 2025
Discuss and approve UCSRB Personnel Policies
and Procedures Manual updates (2025)

Context

The UCSRB Personnel Policies and Procedures Manual has not been updated since June 2022 and requires revisions. The Executive Director, with input from UCSRB staff, has added new/updated policy guidelines and clarified and/or amended policy language in various sections. The main changes are summarized below.

Summary – Key changes to the UCSRB Personnel Policies and Procedures Manual (2025)

NOTE: Page numbers relate to the tracked changes version provided with summary

SECTION	Sub-section	PAGE	COMMENTS
1	1.1	1	UCSRB Vision added
	1.2	1	UCSRB Mission added, previous ED welcome removed
2	2.1	4	Recruitment and Announcement of New Positions – Added last paragraph regarding internal promotions.
3	3.4	9	COLA info updated
		10	Pay range table removed
4	4.6	14	Phone policy paragraph amended – all employees now provide their own cell phones
5	5.3	21	Dress code updated
8	8.2	29	Health-related issues updated to cover major illness or outbreaks.
9	9.1	31	Work schedules/Time keeping separated (9.1 and 9.2) Remote work paragraphs added
11	11.1	36	Indigenous People's Day Holiday added
11	11.3	37	Sick leave policy updated
11	11.6	39	Military and Personal leaves of absence separated (now 11.6 & 11.7)
11	11.9	40	Leave requests added
11	11.10	40	Furlough/Lay-off
12	12.3	42	UCSRB credit card policy added
12	12.4	43	3 new definitions added to Travel Expenses – Official worksite, non-reimbursable travel and remote workers. OFM per diem replacing GSA.

Board Input Sought

1. Any questions or concerns relating to wording and/or policy?
2. Any policies that should potentially be added or removed?
3. GSA and OFM mileage rates are different - wanted consistency - is there a preference?



UCSRB Legislative Outreach Strategy (revised April 3, 2025)

Strategic Goals:

1. Create an organizational strategy and response protocol for advocacy, legislative and policy matters that facilitates a timely response to urgent, time constrained requests.
2. Develop a method to identify the level of response – whether individual staff/staff position, Executive Director level, or the full BOD and the UCSRB as an organization.
3. Develop guidelines for issues where diverse perspectives exist.
4. Identify policies and advocacy needs that align with the goals of the Upper Columbia Recovery Plan and develop an outline for a UCSRB response to support at regional, State and Federal levels.
5. Identify common issues of concern for the Upper Columbia region and develop relevant, consistent messaging that can be supported by regional partners and all BOD members and their respective entities.
6. Identify common issues, challenges, and priorities for the Columbia Basin and state-wide salmon recovery groups and develop a framework that enables a timely UCSRB response.

Short-term Actions (Monthly, Board meeting to Board meeting, as needed)

1. Create agreed-upon legislative and policy priorities for the UCSRB to support.
 - UCSRB staff will create relevant messaging for BOD to review and approve, as necessary.
2. Create organizational and/or Board member priorities relevant to the current Washington state legislative session while ensuring compliance with advocacy rules for state-funded organizations.
 - Organization can educate/advocate on effects of policies and legislation but cannot lobby voting for or against a specific bill.
 - Identify and track bills of interest in current legislative session.
 - Attend Salmon Days as part of the Council of Regions and Washington Salmon Coalition.
 - Remain engaged with COR, WSC, and Region Fisheries Coalitions to communicate about legislation relevant to salmon recovery.
 - Identify appropriate occasions to provide comments or testify in committee hearings for bills of interest.

- Draft letters or comments on relevant legislation or policies and identify who signs and approves each letter – Staff/staff position, Executive Director, UCSRB Board of Directors.
- Identify the best method to keep Board members updated to enable either an appropriate UCSRB organizational response or individual Board member comments.

Long-term (Six Months to Three Years)

1. Create consistent and simple regional messaging to bring to Olympia.
 - Create persuasive talking points that highlight regional priorities and showcase successful projects.
2. Organize annual Board member visits to Olympia at the beginning of the Washington legislative session (January to February).
 - When possible, strategically align messaging with Salmon Days priorities.
3. Create ways to engage state and federal elected officials during off-session months.
 - Invite elected officials to tour habitat restoration projects in the Upper Columbia, encouraging legislator engagement with their respective districts - 7 and 12.
 - Use regional messaging to educate elected officials during project tours and generate support for project funding and salmon recovery.
 - Demonstrate and promote regional successes.
4. Include elected officials on Board meeting scheduling and agenda emails.
5. Keep partners apprised of important state and federal policies and actions.
6. Keep the UCSRB BOD apprised on the status of recovery trends and priorities relevant to legislative messaging by presenting the Annual Report and other relevant updates, as relevant or needed.

UCSRB – Agreed-upon Policy Priorities

- Continue funding Salmon Recovery Funding Board to:
 - Support salmon recovery projects in the Upper Columbia
 - Ensure ongoing implementation of Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan.
 - Support salmon recovery efforts statewide.
- Streamline permitting processes that decrease the burden on habitat restoration practitioners and accelerate the progress of salmon recovery projects while maintaining adequate environmental protections.
- Support management strategies for predation sources of fish mortality, including piscine, avian, and pinniped.
- Support agencies implementing invasive species control and education (Quagga and zebra mussels).