

June 26, 2025

Draft UCSRB Board of Directors Mtg. Summary

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

9:00 am to 3:30 pm



Formal Approvals

Item	Action-Decision
Agenda for June 26, 2025 Board of Directors Meeting	Approved and posted online at: UCSRB Agenda
Summary for April 24, 2025 Board of Directors Meeting	Approved and posted online at: UCSRB Summary
Approving and signing the revenue and disbursement summaries for April and May 2025	Approved
Approving Banks Signature Resolution Bank Signature Resolution UCSRB #25-001	Approved
Approving amendment to BPA contract	Approved
Approving and signing the subcontract with Lichen Land and Water	Approved
Changes to the Executive Committee Charter as presented by Amanda Ward	Approved

Present: Board Chair Commissioner Shon Smith (Chelan County), Vice Chair Shannon Adams (Yakama Nation (remote), Treasurer Commissioner Randy Agnew (Douglas County), Charles “Chuck” Brushwood (Colville Confederated Tribes), Commissioner Andy Hover (Okanogan County), UCSRB Executive Director: Amanda Ward and UCSRB Staff: Ryan Niemeyer, Ariel Edwards, Julie Foss, Meghan Camp, Karen Berg, Gabby Vermeire.

Others Present: Steve Kolk (Bureau of Reclamation), Laura Rivera (Cascadia Conservation District), Monica Valle (Team Naturaleza), Mike Kane (Chelan County Department of Natural Resources), Keith van den Broek (Hinchinbrook Inc.)

1. Welcome and Introductions

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

2. Regular Business

Chair Smith presented the agenda for the meeting and asked if there were any corrections or additional items to be added to the agenda. No requests were noted.

Commissioner Agnew made a motion to approve the June 26, 2025 agenda as presented. Chuck Brushwood seconded the motion and all approved.

The meeting summary from the April 24, 2025 Board of Directors meeting was shared. No corrections or updates were noted.

Commissioner Agnew made a motion to approve the April 24, 2025 Board of Directors meeting summary as presented. Commissioner Hover seconded the motion and all approved.

3. Public Questions and Comments

Chair Smith asked if there were any public questions or comments. None were noted.

4. Finance and Operations

Finance manager Julie Foss reviewed the UCSRB financial reports.

Budget vs. Actual

Based on the 18-month budget from July 2024 through December 2025.

- As at June 2025 - 61% of the budget period.
- Julie noted that some small adjustments have been made to the original budget.

UCSRB's 2024 income put us just over the \$750K threshold that triggers a mandatory federal audit. This will cost around \$25K to \$30K. Julie has an initial meeting with the SAO scheduled for the week of August 11. The audit will need to be completed by September 30. Julie will present the budget with adjustments for the audit at the next Board meeting.

Julie noted that the Partnership Outreach line item was less than anticipated due to waiting on invoices from the Small Grants. She will be revising the Data Management and Community Engagement numbers. The Equipment line item will increase as Ryan needs a new computer.

Current Grant Activity

BPA – Contract runs from December 2024 through November 2025. So far, just under 50% of the budget is spent. Julie noted that the Lichen Land and Water and Bioanalysts subcontracts will increase spending on this contract.

CCT – Contract runs from April 2025 to October 2025. The contract started late but is expected to be fully expended. It includes funding for planning the Science Conference.

DNR – This grant expires June 30 and is dedicated to staff time for the NCWFHC activities. Commissioner Hover asked if the drone imagery data for the Upper Wenatchee Pilot project would be publicly available; Karen said that she believed it would be. DNR has not been able to extend a new contract at this time. Amanda said that the NCWFHC would be voting on applying for alternative grants to fund Karen's position at their next meeting.

USFS – This small 2-year grant will help fund Karen's role once the DNR grant expires.

TWS – This small funding award also contributes to NCWFHC expenses.

RCO LE – This 2-year grant expires June 30. The State funded portion of this grant FY25-27 will renew July 1. The federal funds will expire at the end of August. The grant has not yet been fully expended. Board members asked if any unexpended funds could be rolled over, and if so, if the rollover is subtracted from the next contract. Amanda said there is still a lot of uncertainty relating to federal funds at this time. She noted that estimated spending on this contract was low due in part to paid family medical leave (Ryan and Amanda) and the award amount had been increased from the previous biennium.

RCO Admin– These funds were initially set to expire June 30, 2025, but is now extended to August 31.

WSU – A small 4-year contract for Meghan Camp's work on the Rocky Mountain Pika Project.

YN – Contract expires October 2025, and YN has advised that funding FY25-26 will be halved. (to ~ \$64.5K). It will not be renewed FY2027. Amanda is providing updated numbers to Shannon Adams FY25-26. Shannon stated there were many reasons for YN terminating its funding moving forward.

Commissioner Hover asked what YN would need from the Board moving forward. There may be more discussions on this in the future.

Operating Reserve Activity

Julie noted that interest on the new money market account with Glacier Bank was up \$31 to a total of \$80 after she transferred and additional \$50K to the account.

She said that the next Operating Reserve report will show an unexpected USFS refund of \$3,500, relating to the Snow2Flow web tool (2020).

Statement of Financial Position

Because vouchers are typically paid within 30 days, this report was generally up-to-date. Accrued revenue was showing zero at this time last year as vouchering was delayed while she was on-boarded. The Board asked for the report to zero out depreciated assets in the future; Julie said she would do this.

End of year SAO BARS report/ Federal audit – August 2025

Julie reiterated that upon submitting the state BARS report, she was immediately notified that UCSRB's revenue for 2024 was \$19K over the \$750K threshold that would trigger a federal audit. Commissioner Hover asked if language in our contracts stated a contractor will check all subcontractors for debarment and suspension. Amanda confirmed UCSRB contracts had this language.

Disbursement and revenue summaries for April and May 2025

The Board inquired about the expenditures for TwispWorks and Python; UCSRB rented a room at TwispWorks for a CAC meeting. Python is a data tool that provides the UCSRB live fish update information on the website.

Commissioner Hover made a motion to approve the Disbursement and Revenue Summaries for April and May 2025. Charles Brushwood seconded the motion and all approved.

Resolution #25-001 - Bank Signature

Commissioner Hover made a motion to approve the Bank Signature Resolution UCSRB #25-001. Charles Brushwood seconded the motion and all approved.

Resolution # 25-002 - RCO Contract 2025-2027 / RCO Applicant Resolution/Authorization Electronic Signatures

Commissioners Agnew and Hover said that it was standard to have the ED listed as either approval or signing, but not both. The Board agreed to amend the form to only list signers for the contract.

2025-2027 RCO Contract

Amanda noted that this FY25-27 RCO contract only provided state funding. Year one of two, allocated \$325K for LE work. PCSRF FY25 funding is "in the bank" but has yet to be formerly allocated for this year's SRFB grant round.

Chuck Brushwood made a motion to approve the RCO Electronic Signature Resolution and the 2025-2027 RCO Contract. Commissioner Agnew seconded the motion and all approved.

5. Contract Reviews – BPA, Colville Confederated Tribes, Yakama Nation

BPA amendment – Lichen Land and Water subcontract

This amendment to the BPA contract provides an additional \$69K for a subcontract with Lichen Land and Water. SOW is to develop an adaptive management report and recommend habitat actions moving forward. The grant expiration date is extended from Nov 2025 to February 2026.

Commissioner Hover made a motion to approve signing the Lichen Land and Water subcontract and to approve the BPA contract amendment. Commissioner Agnew seconded the motion and all approved.

Geosyntec

A small subcontract will be extended to Geosyntec (formerly Aspect) for data work, and to deliver previous data and tools to UCSRB, in case the UCSRB decided to engage an alternative provider.

CCT

UCSRB has submitted a draft scope of work and alternatives to CCT for \$48K.

YN

Yakama Nation's FY25-26 contract will be cut. Amanda is currently amending the proposed budget submitted earlier this year. This contract covers WAT coordination, MaDMAC, and writing the annual report. Board members discussed whether the counties should consider contributing funding towards some of these work elements.

6. 2026 UCSRB Science Conference

Ryan Niemeyer presented on the importance of the biannual Upper Columbia Science Conference to UCSRB's mission, noting that complications have arisen due to state and federal funding uncertainty for the organization and its partners.

The Conference, held every 2 years, has two objectives: sharing science, strategies, and research for salmon recovery, and bringing recovery partners together in-person. Challenges for holding the Conference in 2026 include rising costs and the ability of partners to attend and/or sponsor the conference. Ryan noted that while the annual RCO salmon recovery conference scheduled for April 2025 was canceled, other conferences in the state have been held, some with higher attendance than before current funding challenges.

Ryan presented cost options for hosting the conference at 3 venues: the Wenatchee Convention Center (most expensive), Leavenworth Festhalle (second most expensive), or the Wenatchee Valley College (least expensive, but with a maximum capacity of 200 people).

Ryan had also surveyed a number of partners and received confirmation on likely sponsorships for the conference. He reminded the Board that the last conference provided a net income of several thousand

dollars for the UCSRB. Following some discussion, the Board and staff agreed to go forward with planning the 2026 UC Science Conference to be held at the Leavenworth Festhalle.

7. Legislative strategy and fall project tour update

Gabby Vermeire said that she had reached out to state and federal elected officials about the UCSRB hosting project tours in the fall. Ideally, one day would tour a project in state legislative district 12 and a second day in LD 7. The week of September 22nd is the only time both chambers would be on recess. It is also the week of the next Board meeting.

Amanda had suggested having the Board meeting in the morning followed by the LD 12 project tour. Commissioner Hover suggested also inviting members of the WA House and Senate with leadership positions. Gabby said that she could do this. It was noted that the NCWFHC will also be hosting project tours for legislators in that same time period.

8. Outreach Coordinator and Program Assistant hiring update

Amanda reported that Leslie Selgestad had accepted the job offer for the Outreach Coordinator and Program Assistant position and that Leslie could potentially start on July 21.

9. UCSRB Internal Policies

UCSRB Operations Manual updates

Amanda said that she had made several updates, suggested at the previous Board meeting, to the Operations Manual, and included the Board member conflicts of interest policy, previously a separate document. Policies relating to disclosure and updates to the RCW were also added. Gabby noted that UCSRB meetings were now generally recorded, and retained should a public request be made. She will look into the retention time for recordings of public meetings. Amanda said that she will have the UCSRB legal advisor review the documents prior to officially updating these policies.

Commissioner Hover asked who the public records officer was if someone made a public records request. Amanda said that she would be.

UCSRB Bylaws

A policy for timely decision making between meetings was added. The Board discussed what type of decisions the policy would apply to. Amanda noted that decision making needed to be made on a consensus basis, meaning 100% agreement, and that a quorum for the decision making should also be 100%. Members discussed what should be the procedure for taking action outside regular Board meetings. It was decided that the Bylaws should state that the Board Chair would call special meetings as needed, and that the Board would agree to communicate for the meeting by phone, email, or in-person.

Executive Committee Charters

The main change was in regard to authorities granted, particularly for the Executive Director. Amanda preferred greater ED authority for approving income and expenditures to allow more flexibility should

Board members not be available or it was in between Board meetings. She noted that the Board is always updated regarding past and expected income and expenditures at every meeting and, if something out of the ordinary came up between meetings, she would always reach out to the Board chair. Commissioner Smith asked how often expenditure contracts above \$50K needed signing; Amanda said not frequently. Karen noted she had experienced signing authority causing a delay in approving a subcontract slightly over \$10K for the NCWFHC. The Board and staff discussed the balance of having an ED with more flexibility and greater signing authority versus the need to keep the Board apprised of organization spending.

It was agreed that the Executive Director would have the signing authority for income and expenditure contracts up to \$80K.

Commissioner Hover made a motion to approve the changes to the UCSRB Executive Committee Charters in full as presented. Chuck Brushwood seconded the motion and all approved.

Conflict of Interest Form

The Board agreed that all members would sign a single conflict of interest form. Amanda passed the form for signing and advised Shannon she would email the form for her signature.

Board Member Handbook

Amanda said that she will send out new handbook to all Board members once the internal UCSRB documents presented earlier had been reviewed by legal counsel.

10. Presentations

Three recipients of the UCSRB Small Grants presented on activities completed with this funding.

Cascadia Conservation District – Laura Rivera

Laura spoke about the 10 short videos CCD created as part of a bilingual social media video series on the salmon life cycle and previewed some of the video content. The videos were posted strategically to align with the timing of salmon runs in the rivers. Laura reviewed data on engagement and noted a high non-follower audience, achieved by partners sharing these videos. She said that future engagement with a bilingual audience about salmon recovery would ideally include more verbal information sharing at in-person events.

Chelan County Natural Resources Department – Mike Kane and Keith van den Broek

Mike Kane and Keith van den Broek described their project that collected data on Chinook and steelhead presence in lower Squilchuck and Stemilt creeks. They began by describing the state of the lower Squilchuck creek watershed, which was neglected and included diversions, upstream barriers and was close to the road. The project goals were to describe the status of fish populations in the two basins, find out how and when fish are using this habitat, and to address identified data gaps.

Species of interest are Coho, spring Chinook, and steelhead. Data collection consisted of 3 days of surveying and mixed capture methods, along with PIT tag arrays.

Next steps for this project include more sampling in the late summer and early fall, while investigating options for winter sampling. They would also like to continue assessments on Columbia tributaries and collect additional eDNA above and below the barriers.

A Board member questioned the temperature difference between tributaries and the mouth of the Columbia River confluences – they were not sure. In addition, gravity diversions were used on the Squilchuck and turbidity was too high in both streams to view any redds.

Team Naturaleza

Monica Valle presented on an after-school program that educated students on the salmon lifecycle. It was part of a series of other STEM presentations to Mission View Elementary and John Newberry Elementary Schools in Wenatchee. Monica gave a demonstration of the salmon lifecycle activity where salmon eggs were represented by red lentils and, through playing a game, children learned how few salmon actually returned to spawn relative to the number of eggs laid at the beginning of the cycle.

11. Suggestions for next Board Meeting Agenda items

Members discussed how to allocate meeting time for longer discussions on future funding, priorities, and strategic planning. The Board also emphasized the need to have a better idea of priorities and what to focus on, especially if the UCSRB has to operate from a “bare bones” budget situation in the future. It was suggested that a NOAA representative could speak to this. Members were also interested in discussing if the current prioritization strategy supports salmon recovery and learning about efforts from RCO for more monitoring funding.

Chair Smith adjourned the meeting at 2:26pm.