

| | | |
|----------|---|--|
| | Approve providing selected administrative assistance to the Snake River Salmon Recovery Board | Directors |
| 10.30 am | Break | |
| 10.40 am | UCSRB Operations Manual and By-Laws <ul style="list-style-type: none"> • Updates post legal review • Recording meetings update • Annual Business meeting and FY2026 meeting dates • Questions and discussion Approve Policy manual updates | Amanda Ward Leslie Selgestad Directors Directors |
| 11:10 am | Science conference update <ul style="list-style-type: none"> • Questions and discussion | Ryan Niemeyer Directors, Staff |
| 11:20 am | ESA Rule Change Discussion | Ryan Niemeyer Directors, Staff |
| 11.30 am | Legislative strategy update Fall project tour summary <ul style="list-style-type: none"> • Questions and discussion | Leslie Selgestad, Ariel Edwards Board, staff |
| Noon | Lunch | |
| 1.00 pm | Presentation: TU Virtual Fencing Project <ul style="list-style-type: none"> • Questions and Discussion | Brent Paul, TU Directors |
| 1:45 pm | Presentation: Okanogan River Basin Water Temperatures <ul style="list-style-type: none"> • Questions and Discussion | Chris Fisher, CTCR Directors |
| 2:30 pm | Items for future Board meetings <ul style="list-style-type: none"> • Presentations, topics of interest, more information required, etc.? | UCSRB staff and Directors |
| 3:00 pm | Wrap-Up and Adjourn Meeting | Chair |

REMINDER:

4:30 pm
Board and Staff dinner at:

Chateau Faire Le Pont Winery
1 Vineyard Way, Wenatchee

White elephant gift exchange
(\$20 cap 😊)



September 25, 2025

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 September 25, 2025 Board of Directors Meeting | Approved |
| Summary for June 26, 2025 Board of Directors Meeting | Approved |
| Approving and signing the revenue and disbursement summaries for June - August 2025 | Approved |

Present: Board Chair Commissioner Shon Smith (Chelan County), Vice Chair Shannon Adams (Yakama Nation, 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 (remote), Leslie Selgestad, Jason Lundgren (Cascade Fisheries), Mike Kaputa (Chelan County Natural Resources Department),

Others present - Remote: Rachel McClure (Northern District Manager for Congressman Dan Newhouse), Susan Elliot (Elliot Consulting), Laurie Weitkamp (NOAA)

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

Commissioner Hover made a motion to approve the September 25, 2025 draft agenda as presented. Chuck Brushwood seconded the motion, all approved.

The meeting summary from the June 25, 2025 Board of Directors meeting was shared. No corrections or updates were noted.

Commissioner Hover made a motion to approve the June 25, 2025 Board of Directors meeting summary as presented. Chuck Brushwood seconded the motion, 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 informed the Board that she has resigned, and her last day will be Oct. 23, 2025. Amanda said they are actively seeking a replacement and at this point have three applicants who will be interviewed. Chair Smith asked if there is a Plan B in case no one is hired by the time Julie leaves. Amanda said we could potentially hire a contractor or Amanda herself could step in temporarily, to ensure continuity of some tasks.

Julie reviewed the UCSRB financial reports:

Budget vs. Actual

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

- As of August 2025 - 77% of the budget period.
- Personnel expenses are a little high but will even out after Ryan's PFML.

Outreach activities are at 78%. Chelan County LE outreach is high due to a June 2024 invoice paid in July of this year. Regarding Partnership Outreach, Chair Smith recently signed checks for Small Grants issued in June and July. The remaining balance is for grants issued for calendar year 2025. Those small grants will be submitting proposals by December.

Julie mentioned that, after being provided with additional funding information by GSRO, she recalculated the UCSRB Actuals for last year and determined we are not over the federal threshold. The UCSRB will therefore not be subject to a federal audit.

Julie and Amanda attended a non-profit budget workshop and have great takeaways for the 2026 budget. They will be creating both a "bares bones" budget and a "business as usual" budget for 2026. Julie noted we will be switching to a 12-month budget in 2026.

Current Grant Activity

BPA – Contract started December 2024 and has been extended to February 2026. So far, 37% of the budget is spent. Julie noted that the Lichen Land and Water and Bioanalysts subcontracts will increase spending on this contract as they submit invoices.

CTCR – Contract runs from April 2025 to October 2025 and there is currently about \$2,500 left to spend down on this contract. We have submitted a SOW for the next contract through 2026. Chuck has no updates on this at this time.

USFS – This contract has been spent down to cover Karen Berg's time.

TWS – This small funding award contributes to NCWFHC expenses and is currently being used to cover Karen's time. There is \$13,000 left on this contract. Amanda and Karen have applied for 4 additional grants to help fund Karen's time into the next year, with help from grant writer, Dr. Joyce Garrett.

RCO LE/Admin – This 2-year grant expired June 30 but we were able to continue to spend down on these funds until August 30. The LE portion of this grant FY25-27 has been renewed from July 1 and we are expecting to hear about the PCSRF portion before the end of September. \$254,000 remaining Federal funds will be rolled over into the new 2-year contract.

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

YN – Contract expires October 2025, and YN advised that funding FY25-26 will be halved (\$64,346) and will not likely be renewed past FY2026. A SOW and budget have been provided to YN FY25-26.

Operating Reserve Activity

Julie stated that credit card rebates total \$297.17 which has been used for recent office supply purchases. The Money Market account interest added \$522. She also noted the Operating Reserve report shows an unexpected USFS refund of \$3,500, relating to the Snow2Flow web tool (2020).

Statement of Financial Position

Reporting August 31, 2024 to August 31, 2025. The Money Market Glacier account reduced to \$50,000 and transferred to the checking account to pay for small grants awards. Vouchering continues on a month-to-month basis. Accrued leave totals are increasing as we haven't had much turnover in the last year. Commissioner Agnew asked what constitutes the Total Other Current Assets. Julie said she will expand the report and circle back to him.

Disbursement and revenue summaries for June - August 2025

Revenue report is a little higher due to the UCSRB small grants awarded mid-year. Commissioner Hover asked about an item on the June disbursement report. It looked like an item purchased from Office Depot was returned with slightly different pricing. Julie said that was old information that mistakenly wasn't deleted on this report.

Chuck Brushwood made a motion to approve the Disbursement and Revenue Summaries for June – August 2025. Commissioner Hover seconded the motion and all approved.

5. Contracts – Status and Updates

RCO LE FY2025-27

Amanda said we have received the next RCO LE contract which provides \$325,584 for this year.

UCSRB Small Grants

We decided to run a second round of the UCSRB Small Grants opportunity and awarded 8 small grants to a variety of short-term projects. The money was allocated from RCO funds. Commissioner Hover asked if monitoring projects are included in the small grant awards and Amanda confirmed that monitoring is included and is represented in the recent applications.

NCWFHC Grant Applications

Amanda and Karen are working with Dr. Joyce Garrett to look and apply for various grants to continue to fund Karen's NCWFHC role, including a NCW Community Foundation request for \$21,610. Amanda said they have an interview with Community Foundation members on Monday and asked Chair Smith if he was available (Chair Smith advised he was not). The Thriving Together grant request was for \$40,000. Amanda and Karen are expecting to be notified regarding this application in the near future. Other grants applied for include the National Forest Foundation (\$70,000) and The Wilderness Society advise they will be providing another \$5,000.

6. Budget Updates

GSRO received confirmation that FY24-25 PCSRF funding has been approved and NOAA is in the process of forwarding contracts. Megan Duffy (RCO) is currently reviewing their contract conditions. PCSRF FY2026 is unknown – \$65 million is currently in the federal budget which recently passed through committees. We should know more early next year. There may be a government shutdown which will likely mean we can't voucher to federal entities, not including BPA. If necessary, we can commit to

conservative spending in 2026. Julie will create a “bare bones” and a “business as usual” budget options. Amanda will continue to work with Joyce and look for additional funding if necessary.

7. UCSRB Operations Manual and By-Laws

The amended documents were passed to our attorney for review. Steve Smith advised Amanda he will be retiring soon. Amanda has explored alternative options but, as there is no particular need for legal counsel currently, will research further based on need(s) when required. Commissioner Hover asked about the proxy vote in Section 11 of the UCSRB By-Laws. It was noted that board members may designate a proxy for voting purposes and it’s unsure if alternates should be designated. Chuck Brushwood suggested that each entity formally designate an alternate representative ahead of time. Amanda will review and include for further discussion at the next Board meeting.

Commissioner Agnew asked if the board needed a unanimous vote on items and it was noted that a quorum of 2 counties and 1 tribe would suffice for voting on items. Commissioner Hover asked about delving more into the issues of letters of support as grants are very competitive. Co-chair Adams asked that we better define the chain of command for the whole organization, as well as the grievance process. Chair Smith noted that no action will be taken immediately on these items and they will be added to future agenda for discussion.

8. 2026 UCSRB Science Conference

Ryan Niemeyer updated the Board on the Science Conference 2026 planning. Concerns had been raised by Steering Committee members about moving the conference out of Wenatchee, but increased costs for the Wenatchee Conference Center determined it made more fiscal sense to move the venue to the Festhalle in Leavenworth. Leavenworth also has 4 hotels offering government-rate rooms. The theme for the conference is “Honoring the Past, Shaping the Future”. Ryan is hoping to find tribal representatives from both the Yakama Nation and the Confederated Tribes of the Colville Region to be keynote speakers.

Registration costs for the conference have been increased a little from 2024 prices. There is a “no fee” option for individuals if needed. So far, financial sponsors have committed \$8,500 total and a Call for Sponsors PDF will be sent to other potential sponsors soon.

Coffee, tea and snacks for the conference will be provided by Dan’s Food Market, Leavenworth. The poster session starting at 4 pm will serve as the social hour and drinks will be available until 6 pm.

Chair Smith asked about the cancellation policy on the hotels and Ryan said he would look into that. Chair Smith noted that there may be no need to reserve room blocks in Leavenworth in January. Commissioner Agnew asked about approaching private businesses for sponsorships and Ryan said we are currently looking at all options. Amanda asked if Board members are planning to attend the conference and Commissioner Smith said he would be available on Jan. 21.

9. Legislative strategy and fall project tour update

Leslie Selgestad updated the Board on the schedule for the Fall Legislative Tours. Tours will take place on 10/2, at Methow River project sites and 10/30 at the Lower Peshastin Creek Restoration site. Each morning will start with a presentation to legislators and/or legislative staff, introducing the UCSRB and

sponsor organizations and summarizing salmon recovery efforts, followed by site visits. Board member involvement is encouraged.

Ariel Edwards updated the Board on RSVPs received so far. The tour on 10/2 will have a smaller group than on 10/30.

Amanda Ward asked about interest in a Board trip to Olympia. Commissioner Hover noted that it is a good idea to get face-to-face with representatives to show appreciation and update them on where the money has gone so far. Commissioner Smith noted that he would like a better idea on whether the trips to Olympia are fruitful enough to justify the time and money spent. Commissioner Hover also noted that it may be more effective getting time with agencies directly. Chuck Brushwood suggested that staff engage with others in the region about what would be effective in a trip to Olympia and discuss at the next Board meeting.

10. SRFB Meeting Update

Ariel updated the Board on the 2025 PCSRF Grant Round. This year we received regular PCSRF funding of \$2 million for in-stream and monitoring projects and \$2.2 million riparian funds. Proposed projects totaled \$2.8 million for the regular round and \$2.6 million for riparian. 17 projects across 4 watersheds were put forward. Ten regular projects were fully funded, and one project was partially funded. CAC scores were very close to RTT scores. Of the additional six riparian projects, five were fully funded and the sixth received partial funding.

Highly ranked projects include thermal mapping to denote significant thermal features within the Wenatchee and Okanogan watersheds, an Upper Methow project to enhance cool water features and side channels, and a Wenatchee project to enhance cool water features and stabilize banks.

The Monitoring grant round is run on a state-wide basis. This grant round is very competitive and, unfortunately, both UCSRB proposals fell below the funding line. GSRO wants to build up that fund.

11. Presentations

Cascade Fisheries – Jason Lundgren and Susan Elliot

Susan Elliot started with a presentation on boater outreach strategies implemented by Cascade Fisheries using UCSRB grant funds. Stream restoration projects affect boaters by changing their usual routes and creating obstacles through woody debris and BDAs. Boaters are important stakeholders in river restoration and can be both strong allies and useful resources. On Peshastin Creek, a quarter mile of river has essentially been removed, and channel spanning log jams are inconvenient to boaters. Elliott Consulting and Cascade Fisheries have implemented signage, engagement through community meetings and ongoing media and outreach to share information with commercial rafters to reduce risk and increase collaboration and support from the boating community.

Jason then presented on Cascade Fisheries Salmon Lifecycle Landscape project, a salmon-themed park they are creating at the Leavenworth Fish Hatchery. They have used UCSRB Small Grants awards to implement widespread outreach to the public, tribal representatives and elected officials regarding the project and have garnered a lot of interest since beginning to look for more partners in 2023. The

concept is a layered, tactile experience representing dam features, ag land, a Columbia River walking path and other interpretive features. CF outreach has also generated interest from legislators, including Mike Steele and Brian Burnett.

NOAA – Laurie Weitkamp

Laurie presented to the Board on salmon ecology, including basic estuary and marine ecology, physical environmental drivers and biological response. Salmon spend most of their live span in the ocean but this is the stage we know least about. We also know very little about predation on salmon at sea. Tropical fish are now being found off the coast of Washington and Oregon and it's likely that salmon are also impacted by the changing and challenging conditions as global temperatures rise, marine water heat waves increase and El Nino/La Nina continue to impact global weather.

12. Suggestions for next Board Meeting Agenda items

Chuck Brushwood suggested revisiting our legislative strategy and creating an executive summary for the Operations Manual and By-Laws. Commissioner Hover would like to know more about the state legislative sessions calendar so we can develop an effective strategy. He would also like to know if there has been any movement recently on avian predation. Ryan will check with a colleague and follow-up.

Chair Smith adjourned the meeting at 2:31 pm.

update dates

UCSRB

Budget vs. Actual - Total for All Programs

10/31/2025

July 2024 - December 31, 2025

As of 10/31/2025 = 89%

| | | Budget | Budget Remaining | % of Budget Utilized to Date |
|---|------------------|------------------|------------------|------------------------------|
| Grants & Donations Revenue | \$ 1,374,022 | 1,683,532 | 309,510 | 81.6% |
| 6079.10 Science Conference Revenue | 60 | | | |
| 9915 Advertising/Promotional | | | | |
| 9916 Professional Fees* | | | | |
| 9917 Science Conference Expenses | - | | | |
| Science Conference, Net | | 0 | 0 | 0.0% |
| 6150 Miscellaneous Income/reimbursements | 3,016 | 3,500 | 484 | 86.2% |
| Total Revenue | 1,377,098 | 1,687,032 | 309,934 | 81.6% |
| Expenditures | | | | |
| Total Payroll Expenses | 859,226 | 934,509 | 75,283 | 91.9% |
| 8077 Training | 10,407.44 | 15,750 | 5,343 | 66.1% |
| 8078 Training Travel | 4,977.42 | 5,250 | 273 | 94.8% |
| 8079 Teambuilding Event | 835.12 | 7,000 | 6,913 | 11.9% |
| 8105 Professional Association Dues | 86.55 | 2,100 | 1,242 | 4.1% |
| 8106 Recruitment Expenses | 858.17 | 750 | | 114.4% |
| Total 8000 Personnel Expenses | 876,390 | 965,359 | 89,054 | 90.8% |
| 9100 Outreach Activities | | | | |
| 9160 Website | 5,713.50 | 3,060 | (2,654) | 186.7% |
| 9150 Consultant - podcast editing and producing | 1,297.71 | 5,400 | 4,102 | 24.0% |
| 9130 Advertising - promotion | | 1,000 | 1,000 | 0.0% |
| 9135 Promotional Materials | | 1,800 | 1,800 | 0.0% |
| 9145 Travel (General) | 10,838.76 | 8,000 | (2,839) | 135.5% |
| 9140 Meeting Expenses | 595.26 | 2,000 | 1,405 | 29.8% |
| 9110.1 Chelan County LE Outreach | 43,575.44 | 37,500 | (6,075) | 116.2% |
| 9110.2 Okanogan County LE Outreach | 35,325.85 | 37,500 | 2,174 | 94.2% |
| 9120 Partnership Outreach | 81,362 | 105,186 | 23,824 | 77.4% |
| Total 9100 Outreach Activities | 178,708 | 201,446 | 22,738 | 88.7% |
| 9200 Data Collection & Stewardship | | | | |
| 9210 GIS Contractor - Prioritization Support | 28,877.05 | 45,000 | 16,123 | 64.2% |
| 9220 Consultants Data Collection | 49,787.50 | 44,239 | (5,549) | 112.5% |
| 9230 GIS Software Subscription | 7,627.92 | 6,776 | (852) | 112.6% |
| 9235 Consultants - Adaptive Management | 29,679.77 | 123,417 | 93,737 | 24.0% |
| 9245 Data Management Hosting | 3,029.74 | 3,500 | 470 | 86.6% |
| Total 9200 Data Collection & Stewardship | 119,002 | 222,932 | 103,930 | 53.4% |

| | | Budget | Budget Remaining | % of Budget Utilized to Date |
|---|------------------|------------------|------------------|------------------------------|
| 9300 Community Engagement | | | | |
| 9320 Regional Technical Team | 38,419.27 | 67,780 | 29,361 | 56.7% |
| 9330 Wenatchee WAT | 13,623.23 | 15,250 | 1,627 | 89.3% |
| 9340 Methow WAT | 15,650.00 | 15,650 | - | 100.0% |
| 9350 Entiat WAT | 13,974.01 | 15,650 | 1,676 | 89.3% |
| 9370 NCW Forest Health Collaborative | 13,100.00 | 13,100 | - | 100.0% |
| 9380 Project Sponsors | 1,416.89 | 2,500 | 1,083 | 56.7% |
| 9390 Other Community Meetings | 3,916.75 | 7,500 | 3,583 | 52.2% |
| Outreach Travel | 1,442.25 | 5,000 | 3,558 | 28.8% |
| Meeting Expenses | 1,376.89 | 2,400 | 1,023 | 57.4% |
| Science Workshops | 7,913.33 | 2,500 | (5,413) | 316.5% |
| SRFB Packets | 0.00 | 500 | 500 | 0.0% |
| Total 9300 Community Engagement | 110,833 | 147,830 | 36,997 | 75.0% |
| Board Engagement | | | | |
| 9410 Board Meeting Expenses | 1,669.02 | 3,000 | 1,331 | 55.6% |
| 9420 Board travel expenses | | 2,000 | 2,000 | 0.0% |
| 9430 Board Legislative Outreach | | - | - | 0.0% |
| 9440 Board Consultants / Strategic Planning / Retreat | | | - | 0.0% |
| Total Board Engagement | 1,669 | 5,000 | 3,331 | 33.4% |
| 9800 Administrative Expenses | | | | |
| 9810 Occupancy - Rent | 67,306.00 | 76,147 | 8,841 | 88.4% |
| 9815 Occupancy - Cleaning & Maintenance | 3,494.83 | 4,100 | 605 | 85.2% |
| 9820 Vehicle Lease & Expenses | | - | - | 0.0% |
| 9825 Copier Lease & Expenses | 3,344.27 | 3,700 | 356 | 90.4% |
| 9830 Audit Fees | | 5,000 | 5,000 | 0.0% |
| 9835 Professional Services - Other | 3,762.50 | 4,500 | 738 | 83.6% |
| 9840 Commercial Insurance | 2,004.00 | 3,000 | 996 | 66.8% |
| 9845 Taxes & Licenses | 100 | 100 | (180) | 100.0% |
| 9850 Computer Security & Maintenance | 16,618.53 | 20,365 | 3,746 | 81.6% |
| 9855 Software Subscriptions | 9,024.27 | 19,900 | 10,876 | 45.3% |
| 9860 Office Supplies | 2,513.05 | 3,150 | 637 | 79.8% |
| 9865 Equipment | 2,964.76 | 5,000 | 2,035 | 59.3% |
| 9870 Phone & Internet | 1,752.32 | 2,250 | 498 | 77.9% |
| 9875 Staff Cell Phones | 5,115.00 | 6,300 | 1,185 | 81.2% |
| 9880 Conferencing Services | 1,363.32 | 2,000 | 637 | 68.2% |
| 9885 Postage | 279.70 | 1,100 | 820 | 25.4% |
| Total 9800 Administrative Expenses | 119,643 | 156,612 | 36,790 | 76.4% |
| 9900 Operating Reserve (Income) Expenses | 5,945 | 6,000 | 55 | 99.1% |
| Total Expenditures | 1,406,245 | 1,699,179 | 292,934 | 82.8% |
| Net Operating Income | (34,636) | - | 34,636 | 100.0% |
| Other Revenue | | | | |
| 9010 Interest Income | 745.27 | 750 | 5 | 99.4% |
| 9015 Dividend Income | | - | - | 0.0% |
| 9020 Unrealized Gain (Loss) | | - | - | 0.0% |
| 9025 Realized Gain (Loss) | | - | - | 0.0% |
| Total Other Revenue | 745.27 | 750 | 5 | 99.4% |

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

| | BPAAAdmin #96139 24-25 12/01/24 - 02/28/2026 | CTCR 2024 11/1/2024-12/1/2025 | US Forest Service 9/2024-9/30/2026 | RCO LE #25-1258 07/01/25 - 08/31/2027 | RCO Admin #25-1258 09/01/2025 - 08/31/27 | TWS 24-01 01/01/24 - 09/30/25 | WSU - NASA 2023 - 2027 | Yakama Nation 2024-25 10/01/2024 - 09/30/25 |
|--|---|--|---|--|---|--|-----------------------------------|--|
| Payroll Expenses | 61,566 | 19,440 | 18,319 | 36,012 | 60,549 | 15,781 | 8,028 | 51,444 |
| Outreach | | | | 10,547 | 1,401 | 2,732 | | |
| Travel/Training | 680 | | | | | 5,384 | | |
| Data Collection & Stewardship | | | | | | | | |
| GIS/Data Software | 1,582 | | | | 1,400 | | | |
| Other Consultants | 19,965 | | | | | | | - |
| Aspect Consulting (GIS) | 18,939 | | | | | | | - |
| Total Consultants | 38,904 | | | | | | | - |
| Board Engagement | | | | | | | | |
| Community Engagement | | | | | | | | |
| RTT / BioAnalyst | 7,780 | | | 6,484 | | | | |
| Methow WAT / MSRF | - | | | | | | | 12,535 |
| Wenatchee WAT / CCNR | - | | | | | | | 9,275 |
| Entiat WAT / Cascadia CD | - | | | | 2,645 | | | 12,556 |
| NCWFHC | - | | | | | | | - |
| Other Community Meetings | - | | | | | | | - |
| Total Community Engagement | 7,780 | - | | 6,484 | 2,645 | - | | 34,366 |
| Administrative Expenses | 5,496 | | 1,681 | 1,251 | 11,159 | 2,336 | | 15,747 |
| Sponsored Workshop | - | | | 3,000 | | | | - |
| Total Expenditures | \$ 116,008 | \$ 19,440 | 20,000 | \$ 57,294 | \$ 77,154 | \$ 26,233 | \$ 8,028 | \$ 101,557 |
| Total Funding Source Award | 234,253 | 19,471 | 20,000 | 325,585 | 1,543,870 | 24,700 | 39,905 | 130,939 |
| Expenses to date | 116,008 | 19,440 | 20,000 | 57,294 | 77,154 | 26,233 | 8,028 | 101,557 |
| Balance Remaining | 118,245 | 31 | - | 268,291 | 1,466,716 | (1,533) | 31,877 | 29,382 |
| Percentage of Grant Funds Expended | 50% | 100% | 100% | 18% | 5% | 106% | 20% | 78% |
| Percentage of Contract Period Completed | 74% | 92% | 55% | 15% | 8% | 100% | 50% | 100% |
| Total Expenses Billed to Date | 94,013 | 19,440 | 20,000 | 25,212 | 41,937 | 19,572 | 10,800 | 101,558 |
| Unbilled Expenses | 21,995 | - | - | 32,082 | 35,217 | 6,661 | (2,772) | (1) |
| Total Expenditures | 116,008 | 19,440 | 20,000 | 57,294 | 77,154 | 26,233 | 8,028 | 101,557 |

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

| Distribution account | Total | |
|--|------------------------|-----------------------------|
| | As of October 31, 2025 | As of October 31, 2024 (PY) |
| Assets | | |
| Current Assets | | |
| Bank Accounts | | |
| 1011 Glacier Checking Account | 79,579.11 | 154,204.95 |
| 1011.2 Restricted Cash | 13,722.11 | 55,075.64 |
| Total for 1011 Glacier Checking Account | \$93,301.22 | \$209,280.59 |
| 1011 NCNB Checking Account | 0.00 | |
| 1015 Glacier Money Market | 100,695.27 | |
| 1111 Adjustment Register | 0.00 | 0.00 |
| 1319 Agency Advised Fund - CFNCW | 0.00 | 0.00 |
| Total for Bank Accounts | \$193,996.49 | \$209,280.59 |
| Accounts Receivable | | |
| 1510 Accounts Receivable | 14,485.84 | 14,216.22 |
| Total for Accounts Receivable | \$14,485.84 | \$14,216.22 |
| Other Current Assets | | |
| 1200 Undeposited Funds | 0.00 | 0.00 |
| 1210 Sci Conference Auction Items | 0.00 | 0.00 |
| 1305 Prepaid Expenses | 23.14 | 23.14 |
| 1305.01 Amazon Prepaid Gift Card | 86.35 | 103.26 |
| 1305.02 Walmart Prepaid Gift Card | 0.00 | 0.00 |
| Total for 1305 Prepaid Expenses | \$109.49 | \$126.40 |
| 1515 Accrued Revenue | 36,661.82 | 100,181.39 |
| 2120 Payroll Asset | 0.00 | 0.00 |
| Payroll Corrections | 0.00 | 0.00 |
| QuickBooks Tax Holding Account | 553.84 | |
| Total for Other Current Assets | \$37,325.15 | \$100,307.79 |
| Total for Current Assets | \$245,807.48 | \$323,804.60 |
| Fixed Assets | | |
| 1810 Furniture and Equipment | 74,992.81 | 74,992.81 |
| 1850 Accumulated Depreciation | -74,992.81 | -74,992.81 |
| Total for 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 for Other Assets | \$0.00 | \$0.00 |
| Total for Assets | \$245,807.48 | \$323,804.60 |
| Liabilities and Equity | | |

Liabilities

Current Liabilities

Accounts Payable

| | | |
|-----------------------|----------|----------|
| 2020 Accounts Payable | 4,555.91 | 9,934.45 |
|-----------------------|----------|----------|

| | | |
|-----------------------------------|-------------------|-------------------|
| Total for Accounts Payable | \$4,555.91 | \$9,934.45 |
|-----------------------------------|-------------------|-------------------|

Credit Cards

| | | |
|----------------------------|----------|----------|
| 2030.10 Credit Card (9545) | 1,259.73 | 1,319.66 |
|----------------------------|----------|----------|

| | | |
|--------------------------|------|--------|
| 2035 US Bank NASPO Cards | 0.00 | 127.73 |
|--------------------------|------|--------|

| | | |
|-------------------------------|-------------------|-------------------|
| Total for Credit Cards | \$1,259.73 | \$1,447.39 |
|-------------------------------|-------------------|-------------------|

Other Current Liabilities

| | | |
|------------------------------|------|--|
| 2005.001 Payroll Liabilities | 0.09 | |
|------------------------------|------|--|

| | | |
|---------------------------|------|------|
| 2005.011 Health Insurance | 0.00 | 0.10 |
|---------------------------|------|------|

| | | |
|--|------|------|
| 2005.021 Health Insurance (company paid) | 0.00 | 0.00 |
|--|------|------|

| | | |
|--|------|------|
| 2005.04 Other Insurance (company paid) | 0.00 | 0.00 |
|--|------|------|

| | | |
|-----------------------------------|------|------|
| 2005.05 Optional EE Life(taxable) | 0.00 | 0.00 |
|-----------------------------------|------|------|

| | | |
|--|------|------|
| 2005.111 Dental Insurance (company paid) | 0.00 | 0.00 |
|--|------|------|

| | | |
|----------------|------|------|
| 2005.12 HSA EE | 0.00 | 0.00 |
|----------------|------|------|

| | | |
|--------------------------------|------|------|
| 2005.411 Simple IRA - Vanguard | 0.00 | 0.00 |
|--------------------------------|------|------|

| | | |
|--------------------------------------|------|------|
| 2005.452 Simple IRA - American Funds | 0.00 | 0.00 |
|--------------------------------------|------|------|

| | | |
|--------------------------------|------|------|
| 2005.453 Simple IRA - Fidelity | 0.00 | 0.00 |
|--------------------------------|------|------|

| | | |
|------------------------------------|------|------|
| 2005.460 Simple IRA - Edward Jones | 0.00 | 0.00 |
|------------------------------------|------|------|

| | | |
|------------------------------|------|----------|
| 2005.471 Simple IRA - Schwab | 0.00 | 1,622.30 |
|------------------------------|------|----------|

| | | |
|-------------------------------------|------|------|
| 2005.50 Federal Taxes (941/943/944) | 0.00 | 0.00 |
|-------------------------------------|------|------|

| | | |
|-------------------------|-------|-------|
| 2005.60 WA SUI Employer | 85.70 | 91.14 |
|-------------------------|-------|-------|

| | | |
|-----------------------|--------|--------|
| 2005.66 WA Cares Fund | 200.87 | 184.31 |
|-----------------------|--------|--------|

| | | |
|--|--------|--------|
| 2005.64 WA Paid Family and Medical Leave Tax | 267.18 | 201.77 |
|--|--------|--------|

| | | |
|---------------------------------|--------|--------|
| 2006.62 WA Workers Compensation | 217.48 | 199.37 |
|---------------------------------|--------|--------|

| | | |
|---------------|------|--|
| CO Income Tax | 0.00 | |
|---------------|------|--|

| | | |
|---|-----------------|-------------------|
| Total for 2005.001 Payroll Liabilities | \$771.32 | \$2,298.99 |
|---|-----------------|-------------------|

| | | |
|---------------------------------|------|------|
| 2005.065 Direct Deposit Payable | 0.00 | 0.00 |
|---------------------------------|------|------|

| | | |
|------------------------------------|------|------|
| 2005.06 Direct Deposit Liabilities | 0.00 | 0.00 |
|------------------------------------|------|------|

| | | |
|----------------------------------|------|------|
| 2005 Payroll Liabilities Payable | 0.00 | 0.00 |
|----------------------------------|------|------|

| | | |
|---------------------------------------|------|------|
| 2005.01 Payroll Liab. - EE Life/Disab | 0.00 | 0.00 |
|---------------------------------------|------|------|

| | | |
|--|------|------|
| 2005.02 Payroll Liab. - EE Health Ins. | 0.00 | 0.00 |
|--|------|------|

| | | |
|----------------------------------|------|------|
| 2005.03 Payroll Liab - EE Dental | 0.00 | 0.00 |
|----------------------------------|------|------|

| | | |
|-------------------------------|------|------|
| 2005.11 Payroll HSA Liability | 0.00 | 0.00 |
|-------------------------------|------|------|

| | | |
|--|------|------|
| 2005.41 Payroll IRA Liability - Vanguard | 0.00 | 0.00 |
|--|------|------|

| | | |
|--------------------------------------|------|------|
| 2005.44 Payroll IRA Liab. - Fidelity | 0.00 | 0.00 |
|--------------------------------------|------|------|

| | | |
|---|------|------|
| 2005.45 Payroll IRA Liab. - Amer. Funds | 0.00 | 0.00 |
|---|------|------|

| | | |
|-----------------------------------|------|------|
| 2005.47 Payroll IRA Liab - Schwab | 0.00 | 0.00 |
|-----------------------------------|------|------|

| | | |
|----------------------------------|------|------|
| 2005.48 Payroll IRA Liab - TRowe | 0.00 | 0.00 |
|----------------------------------|------|------|

| | | |
|----------------------------------|------|------|
| 2005.49 Payroll IRA Liab - Valic | 0.00 | 0.00 |
|----------------------------------|------|------|

| | | |
|---|---------------|---------------|
| Total for 2005 Payroll Liabilities Payable | \$0.00 | \$0.00 |
|---|---------------|---------------|

| | | |
|--|---------------------|---------------------|
| 2006 Accrued Payroll | 56,668.58 | 52,892.66 |
| 2021 Accrued Expenses | 0.00 | 0.00 |
| 2025 Other Current Liability | 0.00 | 0.00 |
| 2100 Deferred Revenue | 13,722.11 | 55,075.64 |
| 2200 Accrued Leave | 0.00 | 0.00 |
| 2200.10 Accrued Comp Time | 365.00 | 970.00 |
| 2200.20 Accrued Vacation Time | 18,905.00 | 13,758.00 |
| 2200.30 Accrued Sick Time | 18,848.00 | 16,756.00 |
| Total for 2200 Accrued Leave | \$38,118.00 | \$31,484.00 |
| 2400 Note Payable - NCB LOC | 0.00 | 0.00 |
| Total for Other Current Liabilities | \$109,280.01 | \$141,751.29 |
| Total for Current Liabilities | \$115,095.65 | \$153,133.13 |
| Long-term Liabilities | | |
| Total for Liabilities | \$115,095.65 | \$153,133.13 |
| Equity | | |
| 3000 Unrestricted Net Assets | 183,396.53 | 89,229.12 |
| Net Income | -52,684.70 | 81,442.35 |
| Total for Equity | \$130,711.83 | \$170,671.47 |
| Total for Liabilities and Equity | \$245,807.48 | \$323,804.60 |

Accrual Basis Wednesday, November 26, 2025 08:32 AM GMT-08:00

UCSRB
 Operating Reserve Activity
 January 1, 2025 through October, 2025

| | Prev Reported to Board | Recent transactions | YTD |
|---|------------------------------|---------------------|--------------------------------|
| Operating Reserve Income | | | |
| Science Conference, Net | | 60.00 | 60.00 |
| CFNCW Donations | - | - | - |
| Amazon Smile Donations | | - | - |
| Credit Card Rebates -FirstBank/Glacier | 200.00 | - | 200.00 |
| Credit Card Rebates -USBank | 97.17 | - | 97.17 |
| Money Market Acct interest | 285.26 | 745.27 | 1,030.53 |
| USFS Refund from 2020 contract | 3,526.30 | - | 3,526.30 |
| | | | <hr/> 4,914.00 |
| Employee Termination Payouts | | | |
| Vacation Payout | (3,868.78) | (967.91) | (4,836.69) |
| Sick Time Forfeiture | 2,491.71 | 1,597.36 | 4,089.07 |
| | | | <hr/> |
| Office Expenses | | | |
| Office supplies | 102.57 | 503.07 | 605.64 |
| | | | <hr/> - |
| | | | 605.64 |
| Other Operating Reserve Expenses | | | |
| | | | <hr/> - |
| | | | - |
| Interest Expense | - | - | |
| | | | <hr/> - |
| | | | - |
| Current Year Activity | | | <hr/> <hr/> \$ 4,772.02 |

UCSRB Budget
Jan - Dec 2025

| | Approx CY 2025 Budget | Estimated 2025 Actual | 12month 2026 1/1 - 12/31/2026 |
|--|--------------------------|--------------------------|----------------------------------|
| Revenue | | | |
| RCO Admin | 435,000 | | 679,585 |
| RCO Regional funding | 147,000 | | - |
| RCO LE | 190,000 | | 325,584 |
| Yakama Nation | 135,000 | | 53,622 |
| BPA Admin | 148,090 | | 189,542 |
| WSU | | | 13,800 |
| Colville | 60,000 | | 99,104 |
| BEF | 50,000 | | - |
| DNR | 25,000 | | 6,000 |
| TWS | | | 5,000 |
| NFF/Other | | | 75,000 |
| Other/Contra entry calculation to tie expenses | (137,822) | | - |
| Grants & Donations | 1,052,268 | 1,150,143 | 1,447,237 |
| Donations | | | |
| Registration Fees | | | 60,000 |
| Workshop expenses 1 | | | (25,000) |
| Workshop Consultant | | | (10,000) |
| Science Workshops | | | |
| Workshop expenses other | | | |
| Science Workshop, Net | - | | 25,000 |
| Miscellaneous Income | | | |
| Miscellaneous Income | - | | - |
| Investment Income (losses) | | | |
| Investment Income (losses) | - | | - |
| TOTAL REVENUE | \$1,052,268 | \$1,150,143 | \$1,472,237 |

UCSRB Budget

Jan - Dec 2025

| | Approx CY 2025 Budget | Estimated 2025 Actual | 12month 2026 1/1 - 12/31/2026 |
|---|--------------------------|--------------------------|----------------------------------|
| Personnel | | | |
| <i>Employee Wages</i> | \$ 609,320 | | \$ 679,614 |
| % COLA for all perms on 1/1 (w/ tax/IRA effect) | \$ 21,913 | | \$ 20,388 |
| % Incr health insurance premium on 1/1 | \$ 2,369 | | \$ 4,830 |
| Performance based increases | \$ - | | \$ - |
| Payroll Expenses | \$ 633,602 | \$ 719,225 | \$ 704,832 |
| Teambuilding Events | \$ 5,000 | \$ 1,006 | \$ 2,500 |
| Professional Association Dues | \$ 1,400 | \$ 80 | \$ 200 |
| Training & Training Travel | \$ 20,500 | \$ 7,278 | \$ 10,800 |
| Total Total Personnel Expenses | \$ 660,502 | \$ 727,589 | \$ 718,332 |
| Outreach | | | |
| Chelan County LE Outreach | \$25,000 | \$28,174 | \$25,000 |
| Okanogan County LE Outreach | \$25,000 | \$30,000 | \$25,000 |
| Small Grants - ED | \$30,000 | \$96,578 | \$40,000 |
| Advertising - promotion | \$0 | | \$0 |
| Outreach Supplies & Brochures | \$1,200 | | \$1,200 |
| Outreach Meeting Expenses | \$200 | \$596 | \$500 |
| Outreach Travel | \$4,000 | \$13,007 | \$14,000 |
| Consultant - podcast editing and producing | \$3,600 | \$741 | \$2,400 |
| Website Development & Maintanance | \$2,040 | \$5,415 | \$6,000 |
| Consultants -updated outreach materials | \$0 | | \$0 |
| Total Total Outreach Expenses | \$ 91,040 | \$ 174,511 | \$ 114,100 |
| BPA Maintenance | | | |
| BPA Maintenance (netted against revenue in 24-25) | | | |
| Total BPA Maintenance | \$ - | \$ - | \$ - |

UCSRB Budget

Jan - Dec 2025

| | Approx CY 2025 Budget | Estimated 2025 Actual | 12month 2026 1/1 - 12/31/2026 |
|---|--------------------------|--------------------------|----------------------------------|
| Data Collection & Stewardship | | | |
| Geosyntec (Aspect)- GIS Contractor Prioritization Support | \$30,000 | \$3,891 | \$10,000 |
| Consultants - Data Collection | \$30,000 | \$24,375 | \$30,000 |
| GIS Software Subscriptions (ESRI/GI) | 2800 | \$9,154 | \$10,000 |
| Consultants - Adaptive Management | 0 | \$35,616 | \$25,000 |
| Snow2Flow | \$1,500 | | \$0 |
| Data Management - Hosting | | \$2,036 | \$2,500 |
| Total Data Collection & Stewardship | \$ 64,300 | \$ 75,072 | \$ 77,500 |
| Community Engagement | | | |
| Implementation team (IT) | \$10,000 | \$0 | \$0 |
| Regional Technical Team (BioAnalysts) | \$40,000 | \$30,341 | \$40,000 |
| Wenatchee WAT /CCNR | \$11,000 | \$11,130 | \$10,500 |
| Methow WAT /MSRF | \$11,000 | \$12,600 | \$10,500 |
| Entiat WAT & Entiat WPU / Cascadia | \$11,000 | \$13,795 | \$10,500 |
| Similkameen-Okanogan WAT / OCD | | \$0 | \$10,500 |
| NCW Forest Health Collaborative | \$15,000 | \$15,720 | \$15,000 |
| Other Community Meetings -LE SRFB tours & Other expenses | \$2,100 | \$1,444 | \$2,500 |
| Travel | | | |
| Meeting Expenses | | | |
| Fall workshop | \$2,500 | | \$0 |
| 2026 Science Conference | | | |
| Total Total Community Engagement | \$ 102,600 | \$ 85,030 | \$ 99,500 |
| Board Engagement | | | |
| Board Meeting Expenses | \$2,000 | \$1,790 | \$2,000 |
| Board travel expenses | \$0 | | \$0 |
| Board Travel expenses - DC/Oly - Legislative Outreach | \$10,000 | | \$10,000 |
| Board Consultants / Strategic Planning / Retreat | \$10,000 | | \$5,000 |
| Other Contracted Activities | | | |
| Total Total Board Engagement | \$ 22,000 | \$ 1,790 | \$ 17,000 |

UCSRB Budget

Jan - Dec 2025

| | Approx CY 2025 Budget | Estimated 2025 Actual | 12month 2026 1/1 - 12/31/2026 |
|---|--------------------------|--------------------------|----------------------------------|
| Other Expenses | | | |
| Occupancy - Rent | \$48,800 | \$53,047 | \$55,828 |
| Occupancy - Cleaning & Maintenance | \$0 | \$2,634 | \$2,520 |
| Copier Service | \$2,200 | \$2,204 | \$2,350 |
| Audit & Accounting Fees | \$15,000 | \$5,640 | \$15,000 |
| Legal & Other Consulting Fees | \$3,000 | \$2,365 | \$3,000 |
| Insurance | \$2,250 | \$1,252 | \$1,250 |
| Computer Maintenance & Security Firefly & Sonicwall | \$13,576 | \$12,946 | \$20,443 |
| Software Subscriptions (MSFT, QBks, Adobe Cloud, Survey Monkey) | \$12,600 | \$8,615 | \$7,875 |
| Office Supplies for General Use | \$2,100 | \$2,686 | \$2,500 |
| Office Equipment | | | |
| Computer Equipment | \$5,000 | \$6,058 | \$6,000 |
| Phone/Internet | \$1,500 | \$1,217 | \$1,500 |
| Staff Cell Phones | \$4,200 | \$4,200 | \$4,200 |
| Conferencing Services Calls (GoTo/LogMeIn/Zoom) | \$1,000 | \$1,576 | \$1,300 |
| Postage | \$600 | \$336 | \$400 |
| Miscellaneous | \$0 | \$120 | \$0 |
| Total Total Other Expenses | \$ 111,826 | \$ 104,896 | \$ 124,166 |
| Operating reserve | | | |
| Operating Reserve Expenses | | \$0 | |
| Contingency | | | |
| Total Total Operating Reserve | \$ - | \$ - | \$ - |
| TOTAL EXPENSES | \$1,052,268 | \$1,168,888 | \$1,150,598 |
| Excess (Shortfall): | (\$0) | (\$18,745) | \$321,638 |

Upper Columbia Salmon Recovery Board

Disbursement Summary for August 1 – October 31, 2025

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

| Checks: | | Total: |
|--|--------------------|---------------------|
| August 2025 - Numbers: 8272-8296 | \$66,882.44 | |
| September 2025 - Numbers: 8297-8314 | \$82,421.68 | |
| October 2025-Numbers: 8315-8329 | \$55,066.19 | |
| August, September, October checks total | | \$204,370.31 |
| Payroll - Electronic payments: | | |
| Payroll pd August 2025 | \$37,351.95 | |
| Payroll taxes pd. August 2025 | \$11,915.80 | |
| Simple IRA contributions ACH in August | \$309.20 | |
| August Total | \$53,207.74 | |
| Payroll pd September 2025 | \$27,751.32 | |
| Payroll taxes pd September 2025 | \$9,107.73 | |
| September Total | \$36,859.05 | |
| Payroll pd October 2025 | \$31,094 | |
| Payroll taxes pd October 2025 | \$10,211.16 | |
| Q3 WA Labor & Industries payment | \$676.36 | |
| October Total | \$41,981.52 | |
| August, September, October Payroll & ACH Total: | | \$132,048.31 |
| Credit cards: - Electronic Payments: | | |
| First Bank + US Bank pd August 2025 | \$6,445.09 | |
| First Bank + US Bank pd September 2025 | \$3,068.55 | |
| First Bank + US Bank pd October 2025 | \$1,814.49 | |
| ACH Firefly – Sept | \$1,319.25 | |
| EFT Total | | \$12,647.38 |
| Transfer to savings October 2025 | \$75,000 | \$75,000 |
| | | |
| TOTAL: | | \$424,066 |

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: | December 4, 2025 |

Supporting documentation has been retained and is available upon request.

Upper Columbia Salmon Recovery Board

Revenue Summary for August 1- October 31, 2025

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

| August VOUCHERS | | |
|---|-------------|---------------------|
| BPA Admin 24-25 | 16,595.25 | |
| RCO – LE | 25,212.40 | |
| RCO – Admin | 109,785.04 | |
| WSU | 3000.00 | |
| CCT | 2835.46 | |
| TWS | 3307.43 | |
| Yakama Nation | 10,944.24 | |
| | | |
| August Total | | \$160,735.58 |
| September VOUCHERS | | |
| Yakama Nation | 7,260.77 | |
| BPA Admin 24-25 | 7,225.07 | |
| RCO – LE | 29,107.65 | |
| RCO – Admin | 31,040.46 | |
| CCT | 4,556.25 | |
| WSU | 300.00 | |
| TWS | 6,810.61 | |
| | | |
| September Total | | \$ 86,300.81 |
| October VOUCHERS | | |
| BPA Admin 24-25 | \$45,004.60 | |
| RCO-LE | \$16,909.72 | |
| RCO-Admin | \$34,949.66 | |
| TWS | \$5,432.17 | |
| | | |
| October Total | | \$102,296.15 |
| Total For August, September and October | | \$349,332.54 |
| | | |

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: | |
| Revenue summary approved - UCSRB Board Secretary Treasurer | |
| Board meeting date: | December 4, 2025 |

Supporting documentation has been retained and is available upon request.

Disbursement Report2
Upper Columbia Salmon Recovery Board
August 2025

| Num | Transaction type | Date | Amount | Name | Memo/Description |
|--------------|----------------------|------------|------------|---|-----------------------------------|
| 8272 | Bill Payment (Check) | 08/01/2025 | -6,405.39 | Chelan County Natural Resources | |
| 8273 | Bill Payment (Check) | 08/01/2025 | -7,108.71 | Okanogan Conservation District | |
| 8274 | Bill Payment (Check) | 08/01/2025 | -200.00 | 509 Cleaning Service | |
| 8275 | Bill Payment (Check) | 08/01/2025 | -1,049.97 | FireFly | |
| 8276 | Bill Payment (Check) | 08/01/2025 | -1,497.98 | Cascadia Conservation District | |
| 8277 | Bill Payment (Check) | 08/01/2025 | -4,420.60 | JDSA | |
| DD | Payroll Check | 08/05/2025 | -673.23 | Leslie E. Selgestad | Pay Period: 07/01/2025-07/31/2025 |
| DD | Payroll Check | 08/05/2025 | -4,915.37 | Julie L Foss | Pay Period: 07/01/2025-07/31/2025 |
| DD | Payroll Check | 08/05/2025 | -4,924.87 | Ariel N. Edwards | Pay Period: 07/01/2025-07/31/2025 |
| DD | Payroll Check | 08/05/2025 | -5,414.67 | Ryan Niemeyer | Pay Period: 07/01/2025-07/31/2025 |
| DD | Payroll Check | 08/05/2025 | -6,474.27 | Karen H Berg | Pay Period: 07/01/2025-07/31/2025 |
| DD | Payroll Check | 08/05/2025 | -5,809.65 | Amanda J. Ward | Pay Period: 07/01/2025-07/31/2025 |
| DD | Payroll Check | 08/05/2025 | -3,783.64 | Gabrielle H. Vermeire | Pay Period: 07/01/2025-07/31/2025 |
| DD | Payroll Check | 08/05/2025 | -5,356.25 | Meghan J. Camp | Pay Period: 07/01/2025-07/31/2025 |
| DD | Tax Payment | 08/05/2025 | -11,915.80 | QuickBooks Payroll | Tax Payment |
| DD | Credit Card Payment | 08/12/2025 | -6,177.03 | FirstBank VISA | |
| 8278 | Check | 08/13/2025 | -2,048.72 | Charles Schwab | 8422-5931 |
| ACH250805AmF | Check | 08/13/2025 | -309.20 | American Funds | ACH |
| 8279 | Check | 08/13/2025 | -1,582.07 | Edward Jones | |
| 8280 | Check | 08/13/2025 | -7,969.28 | WA Health Care Authority | 900 D43 July 2025 premium |
| 8281 | Bill Payment (Check) | 08/19/2025 | -308.07 | Jim Johnson | |
| 8282 | Bill Payment (Check) | 08/19/2025 | -752.00 | Berkley Select | |
| 8283 | Bill Payment (Check) | 08/19/2025 | -5,622.98 | Cascadia Conservation District | |
| 8284 | Bill Payment (Check) | 08/19/2025 | -1,020.11 | Kelley Connect | WE0412 |
| 8285 | Bill Payment (Check) | 08/19/2025 | -8,055.00 | Lichen Land & Water Inc. | |
| 8286 | Bill Payment (Check) | 08/19/2025 | -118.92 | LocalTel | |
| 8287 | Bill Payment (Check) | 08/19/2025 | -570.00 | BioAnalysts, Inc | |
| DD | Credit Card Payment | 08/22/2025 | -268.06 | US Bank | |
| 8288 | Bill Payment (Check) | 08/28/2025 | -396.50 | ENVIRONMENT FOR THE AMERICAS INC. | |
| 8289 | Bill Payment (Check) | 08/28/2025 | -200.00 | 509 Cleaning Service | |
| 8290 | Bill Payment (Check) | 08/28/2025 | -600.00 | Cascade Columbia Fisheries Enhancement Gr | |
| 8291 | Bill Payment (Check) | 08/28/2025 | -1,049.97 | FireFly | |
| 8292 | Bill Payment (Check) | 08/28/2025 | -219.55 | Cascadia Conservation District | |
| 8293 | Bill Payment (Check) | 08/28/2025 | -6,876.02 | Lichen Land & Water Inc. | |
| 8294 | Bill Payment (Check) | 08/28/2025 | -4,420.60 | JDSA | |
| 8295 | Bill Payment (Check) | 08/28/2025 | -800.00 | University of Utah | |
| 8296 | Bill Payment (Check) | 08/28/2025 | -3,590.00 | Lichen Land & Water Inc. | |

Total for 1011 Glacier Checking Account

#REF!

2035 US Bank NASPO Cards

| | | | | |
|-------------|---------|------------|------------------------------|--|
| ACH250811US | Expense | 08/11/2025 | 94.00 HireSafe | 116229 GV |
| ACH250811US | Expense | 08/11/2025 | 174.06 FARBANK | Order #322229 |
| ACH250823US | Expense | 08/23/2025 | 1,818.00 esri | |
| ACH250823US | Expense | 08/23/2025 | 63.00 TwispWorks | Jotform Annual renewal |
| ACH250823US | Expense | 08/23/2025 | 20.00 Washington Nonprofits | |
| ACH250823US | Expense | 08/23/2025 | 148.25 Wenatchee World | Help Wanted Accounting Manager Job Posting |
| ACH250823US | Expense | 08/23/2025 | 55.00 Conservation Job Board | |
| | | | \$2,372.31 | |

Total for 2035 US Bank NASPO Cards

2030.10 Credit Card (9545)

| | | | | |
|-------------|---------|------------|-----------------------------|---|
| ACH250812FB | Expense | 08/12/2025 | 65.24 Adobe | Creative Cloud refund |
| ACH250812FB | Expense | 08/12/2025 | 14.13 Adobe | Creative Cloud |
| ACH250812FB | Expense | 08/12/2025 | 156.64 Amazon Web Services | |
| ACH250812FB | Expense | 08/12/2025 | 42.82 Mailchimp | Mailchimp - 678-9990141, GA |
| ACH250812FB | Expense | 08/12/2025 | 484.16 Quickbooks Online | INTUIT *QBooks Online - CL.INTUIT.COM, CA |
| ACH250812FB | Expense | 08/12/2025 | 171.31 South | |
| ACH250812FB | Expense | 08/12/2025 | 10.00 Zoom | Zoom software |
| ACH250813FB | Expense | 08/13/2025 | 20.00 Washington Nonprofits | |
| | | | \$964.30 | |

Total for 2030.10 Credit Card (9545)

1011 Glacier Checking Account:1011.2 Restricted Cash

| | | |
|----------|------------|-----------|
| Transfer | 08/13/2025 | -2,340.79 |
|----------|------------|-----------|

Total for 1011 Glacier Checking Account:1011.2 Restricted Cash

-\$2,340.79

Disbursement Report2
Upper Columbia Salmon Recovery Board
September 2025

| Num | Transaction type | Date | Amount | Name | Memo/Description |
|--|----------------------|------------|----------------------|---|-----------------------------------|
| 8297 | Check | 09/01/2025 | -1,854.23 | Charles Schwab | 8422-5931 |
| 8298 | Check | 09/01/2025 | -1,582.09 | Edward Jones | Ward, Amanda 09/2025 contribution |
| 8300 | Check | 09/01/2025 | -7,969.28 | WA Health Care Authority | 900 D43 July 2025 premium |
| DD | Payroll Check | 09/05/2025 | -5,729.71 | Amanda J. Ward | Pay Period: 08/01/2025-08/31/2025 |
| DD | Payroll Check | 09/05/2025 | -4,177.16 | Julie L Foss | Pay Period: 08/01/2025-08/31/2025 |
| DD | Payroll Check | 09/05/2025 | -5,616.98 | Meghan J. Camp | Pay Period: 08/01/2025-08/31/2025 |
| DD | Payroll Check | 09/05/2025 | -3,218.85 | Karen H Berg | Pay Period: 08/01/2025-08/31/2025 |
| DD | Payroll Check | 09/05/2025 | -3,308.47 | Leslie E. Selgestad | Pay Period: 08/01/2025-08/31/2025 |
| DD | Payroll Check | 09/05/2025 | -1,474.96 | Ryan Niemeyer | Pay Period: 08/01/2025-08/31/2025 |
| DD | Payroll Check | 09/05/2025 | -4,225.19 | Ariel N. Edwards | Pay Period: 08/01/2025-08/31/2025 |
| DD | Tax Payment | 09/05/2025 | -9,107.73 | QuickBooks Payroll | Tax Payment |
| 8301 | Bill Payment (Check) | 09/09/2025 | -118.92 | LocalTel | |
| 8302 | Bill Payment (Check) | 09/09/2025 | -4,362.50 | Methow Salmon Recovery Foundation | |
| 8303 | Bill Payment (Check) | 09/09/2025 | -10,000.00 | Sparrow Song Consulting | |
| 8304 | Bill Payment (Check) | 09/09/2025 | -3,477.00 | BioAnalysts, Inc | |
| 8299 | Bill Payment (Check) | 09/09/2025 | -1,215.00 | Northwest Website Development | |
| DD | Credit Card Payment | 09/12/2025 | -964.30 | FirstBank VISA | |
| 8305 | Bill Payment (Check) | 09/17/2025 | -250.00 | 509 Cleaning Service | |
| 8306 | Bill Payment (Check) | 09/18/2025 | -662.55 | Cascadia Conservation District | |
| 8307 | Bill Payment (Check) | 09/18/2025 | -10,000.00 | Methow Salmon Recovery Foundation | |
| 8310 | Bill Payment (Check) | 09/18/2025 | -10,000.00 | Chelan County Natural Resources | |
| 8308 | Bill Payment (Check) | 09/18/2025 | -10,000.00 | Cascade Columbia Fisheries Enhancement Gr | |
| 8309 | Bill Payment (Check) | 09/18/2025 | -7,216.59 | Cascadia Conservation District | |
| 8313 | Bill Payment (Check) | 09/18/2025 | -10,000.00 | Foster Creek | |
| 8314 | Bill Payment (Check) | 09/18/2025 | -3,713.52 | Chelan Douglas Land Trust | |
| DD | Credit Card Payment | 09/23/2025 | -2,104.25 | US Bank | |
| ACH251014 | Bill Payment (Check) | 09/30/2025 | -1,319.25 | FireFly | |
| DD | Tax Payment | 09/30/2025 | 0.00 | QuickBooks Payroll | Tax Payment |
| Total for 1011 Glacier Checking Account | | | -\$123,668.53 | | |

2030.10 Credit Card (9545)

| | | | | |
|-------------|---------|------------|----------------------------|---|
| ACH250915FB | Expense | 09/15/2025 | 22.00 Canva | Biz Cards |
| ACH250915FB | Expense | 09/15/2025 | 156.55 Amazon Web Services | |
| ACH250915FB | Expense | 09/15/2025 | 481.07 Quickbooks Online | INTUIT *QBooks Online - CL.INTUIT.COM, CA |
| ACH250915FB | Expense | 09/15/2025 | 49.86 Mailchimp | Mailchimp - 678-9990141, GA |
| ACH250915FB | Expense | 09/15/2025 | 471.10 Quickbooks Online | INTUIT *QBooks Online - CL.INTUIT.COM, CA |
| ACH250915FB | Expense | 09/15/2025 | 10.00 Zoom | Zoom software |
| ACH250915FB | Expense | 09/15/2025 | 14.13 Adobe | Creative Cloud |
| ACH250915FB | Expense | 09/15/2025 | 65.24 Adobe | Creative Cloud refund |

Total for 2030.10 Credit Card (9545)

\$1,269.95

2035 US Bank NASPO Cards

| | | | | |
|-------------|---------|------------|-----------------------------|-------------------------|
| ACH250923US | Expense | 09/23/2025 | 145.10 Hilton Garden Inn | NCWFHC |
| ACH250923US | Expense | 09/23/2025 | 41.52 Cinnamon Twisp | |
| ACH250923US | Expense | 09/23/2025 | 31.05 Blue Star Coffee | Coffee for Methow tours |
| ACH252309US | Expense | 09/23/2025 | 2.80 Capitol Campus Parking | SRF Meeting |
| ACH250923US | Expense | 09/23/2025 | 157.53 Hilton Garden Inn | NCWFHC |
| ACH092325US | Expense | 09/23/2025 | 166.54 Best Western | AW Lodging |

Total for 2035 US Bank NASPO Cards

\$544.54

Disbursement Report2
Upper Columbia Salmon Recovery Board
October 2025

| Num | Transaction type | Date | Amount | Name | Memo/Description |
|---|----------------------|------------|----------------------|--------------------------------|---|
| 8315 | Bill Payment (Check) | 10/01/2025 | -2,025.00 | Northwest Website Development | |
| 8316 | Bill Payment (Check) | 10/01/2025 | -10,251.25 | Lichen Land & Water Inc. | |
| 8317 | Bill Payment (Check) | 10/01/2025 | -4,420.60 | JDSA | |
| 8318 | Bill Payment (Check) | 10/01/2025 | -5,000.00 | Leavenworth Festhalle | |
| DD | Payroll Check | 10/03/2025 | -5,356.34 | Meghan J. Camp | Pay Period: 09/01/2025-09/30/2025 |
| DD | Payroll Check | 10/03/2025 | -3,489.00 | Leslie E. Selgestad | Pay Period: 09/01/2025-09/30/2025 |
| DD | Payroll Check | 10/03/2025 | -3,883.06 | Karen H Berg | Pay Period: 09/01/2025-09/30/2025 |
| DD | Payroll Check | 10/03/2025 | -4,809.63 | Julie L Foss | Pay Period: 09/01/2025-09/30/2025 |
| DD | Payroll Check | 10/03/2025 | -4,739.89 | Ariel N. Edwards | Pay Period: 09/01/2025-09/30/2025 |
| DD | Payroll Check | 10/03/2025 | -6,105.65 | Amanda J. Ward | Pay Period: 09/01/2025-09/30/2025 |
| DD | Payroll Check | 10/03/2025 | -2,710.43 | Ryan Niemeyer | Pay Period: 09/01/2025-09/30/2025 |
| DD | Tax Payment | 10/03/2025 | -10,211.16 | QuickBooks Payroll | Tax withdrawal |
| DD | Transfer | 10/09/2025 | -75,000.00 | | |
| DD | Credit Card Payment | 10/15/2025 | -1,269.95 | FirstBank VISA | |
| 8319 | Check | 10/16/2025 | -1,582.09 | Edward Jones | Ward, Amanda 881-60824 |
| 8320 | Check | 10/16/2025 | -1,932.82 | Charles Schwab | 8422-5931 |
| 8321 | Check | 10/16/2025 | -7,969.28 | WA Health Care Authority | 900 D43 Nov 2025 premium |
| 8322 | Bill Payment (Check) | 10/16/2025 | -73.44 | FireFly | |
| DD | Tax Payment | 10/21/2025 | -676.36 | WA Labor & Industries | Tax Payment for Period: 07/01/2025-09/30/2025 |
| 8324 | Bill Payment (Check) | 10/23/2025 | -2,145.00 | Aspect Consulting | |
| 8323 | Bill Payment (Check) | 10/23/2025 | -200.00 | 509 Cleaning Service | |
| 8327 | Bill Payment (Check) | 10/23/2025 | -1,338.29 | FireFly | |
| 8325 | Bill Payment (Check) | 10/23/2025 | -2,470.00 | BioAnalysts, Inc | |
| 8326 | Bill Payment (Check) | 10/23/2025 | -2,570.32 | Cascadia Conservation District | |
| 8328 | Bill Payment (Check) | 10/23/2025 | -4,420.60 | JDSA | |
| 8329 | Bill Payment (Check) | 10/23/2025 | -8,667.50 | Lichen Land & Water Inc. | |
| DD | Credit Card Payment | 10/24/2025 | -544.54 | US Bank | |
| Total for 1011 Glacier Checking Account | | | -\$173,862.20 | | |
| 1011 Glacier Checking Account:1011.2 Restricted Cash | | | | | |
| | Transfer | 10/09/2025 | -9,014.25 | | |
| Total for 1011 Glacier Checking Account:1011.2 Restricted Cash | | | -\$9,014.25 | | |
| 2030.10 Credit Card (9545) | | | | | |
| ACH251015FB | Expense | 10/15/2025 | 471.10 | Quickbooks Online | INTUIT *QBooks Online - CL.INTUIT.COM, CA |
| ACH251015FB | Expense | 10/15/2025 | 83.89 | Safeway | |
| ACH251015FB | Expense | 10/15/2025 | 10.00 | Zoom | Zoom software |
| 251015FB | Expense | 10/15/2025 | 289.85 | Bob's Burgers and Brew | |
| ACH251015FB | Expense | 10/15/2025 | 3.58 | Safeway | |
| ACH251015FB | Expense | 10/15/2025 | 152.08 | Amazon Web Services | |
| ACH251015FB | Expense | 10/15/2025 | 49.86 | Mailchimp | Mailchimp - 678-9990141, GA |
| ACH251015FB | Expense | 10/15/2025 | 120.00 | Canva | Biz Cards |
| ACH251015FB | Expense | 10/15/2025 | 65.24 | Adobe | Creative Cloud Refund |
| ACH251015FB | Expense | 10/15/2025 | 14.13 | Adobe | Creative Cloud |
| Total for 2030.10 Credit Card (9545) | | | \$1,259.73 | | |

Amendment to Grant Agreement

Project Sponsor: Upper Columbia Salmon Rec. BD
Project Title: Upper Columbia Salmon Recovery Board BN 25-27

Project Number: 25-1258P
Amendment Number: 1

Amendment Type:

Cost Change

Amendment Description:

Adding \$435,000 in PCSRF 25 for a contract total of \$760,584

Project Funding:

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


| | Old Amount | | New Amount | |
|---------------------------|---------------------|-------------|---------------------|-------------|
| | Amount | % | Amount | % |
| RCO - SALMON-LE ST | \$325,584.00 | 100.00% | \$325,584.00 | 42.81% |
| RCO - SALMON FED ACT | \$1.00 | 0.00% | \$435,000.00 | 57.19% |
| Project Sponsor | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Total Project Cost | \$325,585.00 | 100% | \$760,584.00 | 100% |
| Admin Limit | \$0.00 | 0.00% | \$0.00 | 0.00% |
| A&E Limit | \$0.00 | 0.00% | \$0.00 | 0.00% |


Agreement Terms

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

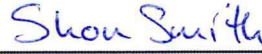
State of Washington
Recreation and Conservation Office

Upper Columbia Salmon Rec. BD

BY: 
 Scott Robinson (Oct 6, 2025 08:12:41 PDT)
For: Megan Duffy

AGENCY: UPPER COLUMBIA
SALMON RECOVERY BOARD
BY: 

TITLE: Director

TITLE: 

DATE: 10/06/2025

TITLE: UCSRB Chair

DATE: 10-01-25

Pre-approved as to form:

BY: / S /
Assistant Attorney General

25-1258 Amendment #1 - Cost Change

Final Audit Report

2025-10-06

| | |
|-----------------|--|
| Created: | 2025-10-02 (Pacific Daylight Time) |
| By: | Mollie Lavelle (mollie.lavelle@rco.wa.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAOSyU7x9L-No8owUzfwBSAAp1tobYKBfO |

"25-1258 Amendment #1 - Cost Change" History

-  Document created by Mollie Lavelle (mollie.lavelle@rco.wa.gov)
2025-10-02 - 2:26:07 PM PDT - IP address: 198.238.202.120
-  Document emailed to Scott Robinson (scott.robinson@rco.wa.gov) for signature
2025-10-02 - 2:26:32 PM PDT
-  Email viewed by Scott Robinson (scott.robinson@rco.wa.gov)
2025-10-06 - 8:12:35 AM PDT - IP address: 104.47.64.254
-  Document e-signed by Scott Robinson (scott.robinson@rco.wa.gov)
Signature Date: 2025-10-06 - 8:12:41 AM PDT - Time Source: server- IP address: 198.238.202.120
-  Agreement completed.
2025-10-06 - 8:12:41 AM PDT

Amendment to Grant Agreement

Project Sponsor: Upper Columbia Salmon Rec. BD
Project Title: Upper Columbia Salmon Recovery Board BN 25-27

Project Number: 25-1258P
Amendment Number: 2

Amendment Type:

Cost Change

Amendment Description:

Adding \$254,585 in PCSRF 24 for a contract total of \$1,015,169

Project Funding:

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

| | Old Amount | | New Amount | |
|---------------------------|---------------------|-------------|-----------------------|-------------|
| | Amount | % | Amount | % |
| RCO - SALMON-LE ST | \$325,584.00 | 42.81% | \$325,584.00 | 32.07% |
| RCO - SALMON FED ACT | \$435,000.00 | 57.19% | \$689,585.00 | 67.93% |
| Project Sponsor | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Total Project Cost | \$760,584.00 | 100% | \$1,015,169.00 | 100% |
| Admin Limit | \$0.00 | 0.00% | \$0.00 | 0.00% |
| A&E Limit | \$0.00 | 0.00% | \$0.00 | 0.00% |

Agreement Terms

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

State of Washington
Recreation and Conservation Office

Upper Columbia Salmon Rec. BD

BY: _____
For: Megan Duffy

TITLE: Director

DATE: _____

Pre-approved as to form:

BY: / /
Assistant Attorney General

UPPER COLUMBIA
SALMON RECOVERY BOARD

AGENCY: _____
BY: / /

 / /
TITLE: / /

DATE: / /

From: [Steve Martin](#)
To: [Amanda Ward](#)
Cc: [Rachel Warren](#)
Subject: Update on Snake Region effort to create NGO and secure book keeping service
Date: Tuesday, November 18, 2025 4:19:32 PM
Attachments: [image001.png](#)

Amanda -

I can't thank you enough for considering serving as the non-profit organization and/or provide book keeping serviced for the Snake Region Salmon Recovery Board. I am including Rachel Warren to help clarify any of this. I know you plan to present the concept to your executives soon. I will be in Clarkston all day tomorrow then in the field Thursday and want to make sure someone down here is responsive to your needs. Thanks a ton!

I have initiated the process to establish a new NGO for the Snake so that task should be considered "done" in the context of my earlier request for your assistance but I still need book keeping services. Perhaps your staff / organization can fill that service and be compensated accordingly. I also understand I will need a CPA to do annual financial statements and file tax returns. I am working to secure the services of an independent CPA.

For understanding, here are the tasks as I understand them today:

WWCC will continue to be the employer of SRSRB staff and will perform:

- Payroll (include tax filing) funded by SRSRB (New NGO)
- Process all AP Vendor invoices/payments funded by SRSRB
- Processing PO/PRs funded by SRSRB

I seek accounting/book keeping services, perhaps your organization, to:

- Process invoice(s) from WWCC for pass through expenses identified above (+ admin fee)
- Submit billings to Grantors: RCO-Prism and Bonneville Power
- Receipt payment from Grantors for reimbursement to WWCC
- Coordinate with WWCC on budget tracking

In a nutshell, the new NGO (SRSRB) will have one customer. The NGO will receive an invoice from WWCC and will reimburse WWCC upon receipt of reimbursement payment from Grantor. The NGO will have two grant sources, RCO and BPA. Book keeper will prepare and submit invoices, receive payment from the Grantor to deposit into new NGO account and initiate payment to WWCC.

WWCC will handle the AP invoices for Bookkeeping, Legal, Tax Accountants, Auditors, and current course of business payments (assuming State Auditor Office approves of this structure]

NGO will

Establish a bank account for funds to be deposited and withdrawn
Maintain a business license as a NGO
Maintain legal counsel in the event legal services are needed
Maintain Tax Accountant/CPA for financial filing/audit purposes

Steve Martin
Executive Director Snake River Salmon Recovery Board
509-382-4115



UPPER COLUMBIA SALMON RECOVERY BOARD

Executive Summary

BOARD MEETING DATE: December 4, 2025
Action item: Updates to UCSRB Executive Committee Bylaws
Board action requested: Review and approve

Context

UCSRB Bylaws, SECTION 6 - MEETINGS

Legal review comments by Steve Smith, Davis Arnell Law Firm, Wenatchee:

“On the bylaws, related to the meeting schedules, you need a set meeting schedule otherwise each meeting would be like a special meeting and would need notices to be sent out. That would be true for the board and the RTT. You don’t have to use the dates I put in there, but it should be a set time, date and place”.

Summary - Amendments in bold italics.

| SECTION | PAGE | COMMENTS |
|---|------|---|
| 6 - Meetings | 3 | Meeting schedule details added for BOD and RTT. |
| Original language: Regular meetings of the Board will be scheduled on the fourth Thursday of, generally, every other month. The Annual Business Meeting shall be held in December. The Regional Technical Team (RTT) will be scheduled on the second Wednesday of each month, and at the discretion of the RTT Chair. All meeting times, places, and other logistical details may be changed as needed and will be given a seven-calendar-day notice Meetings of the Board and the Regional Technical Team are open to the public. Meetings shall be advertised to the extent practicable, and dates and times will be posted on the corporation’s website. Minutes will be taken of the Board meetings. Public participation at such meetings shall be at the discretion of the Board. | | |
| Amended language: Regular meetings of the Board will be scheduled on the fourth Thursday <i>of February, and the 4th Thursday semi-monthly thereafter except December from 9:00 am to 3:00 pm, to be held at the Douglas County Transportation and Land Services Building, 140 19th St NW A, East Wenatchee, WA 98802.</i> | | |

The Annual Business Meeting shall be held ***on the 1st Thursday of December from 9:00 am to 3:00 pm, to be held at the Douglas County Transportation and Land Services Building, 140 19th St NW A, East Wenatchee, WA 98802.***

The Regional Technical Team (RTT) meetings will be scheduled on the second Wednesday of each month ***from 9:00 am to 1:00 pm, either in-person. at the UCSRB office or as a virtual meeting via Zoom, Teams or similar platform, unless stricken by the RTT chair due to lack of quorum or business.***

Board Input Sought:

1. Paragraph 2 - . BOD to confirm Annual Business meeting is the December or February meeting.
 - **NOTE:** New officer appointments are made at the February meeting.
2. Approve amendments.

UPPER COLUMBIA SALMON RECOVERY BOARD

Executive Summary

BOARD MEETING DATE: December 4, 2025
Action item: Updates to UCSRB Executive Committee Bylaws
Board action requested: Review and approve

Context

At the UCSRB Board meeting held September 25, 2025, Commissioner Hover asked about the proxy vote in Section 11 of the UCSRB By-Laws. It was noted that board members may designate a proxy for voting purposes and it's unsure if alternates should be designated. Chuck Brushwood suggested that each entity formally designate an alternate representative ahead of time.

Amanda will review and include for further discussion at the next Board meeting.

Summary

- Updates in bold italics.

| SECTION | PAGE | COMMENTS |
|---|------|---|
| 8 – Quorum | 4 | Addition of language regarding formal designation of an alternate representative. |
| Original language: A quorum is required to hold an official Board meeting. A quorum for the transaction of business exists when two of the three counties and one of the two tribes are in attendance at any scheduled Board meeting and no action may be taken by less than a quorum of members. Board Members may appoint a policy representative or alternate to attend a regularly scheduled meeting. Members present at a meeting in which a quorum is not present may either: 1) elect to proceed with the business of the meeting subject to ratification of all actions taken whenever a quorum is next present at a meeting; or 2) elect to adjourn to a definite time and place at which a quorum will be present. | | |
| Amended language: A quorum is required to hold an official Board meeting. A quorum for the transaction of business exists when two of the three counties and one of the two tribes are in attendance at any scheduled Board meeting and no action may be taken by less than a quorum of members. Board Members may appoint a policy representative or alternate to attend a regularly scheduled meeting. <i>Each Board Member may appoint an alternate representative from within their respective organization to serve in the event that the primary Board Member is unable to attend a Board meeting or is no longer qualified to serve. Each Alternate Board Member may be an elected</i> | | |

official or staff representative of the Member as determined by such Member. Alternate Board Members will be authorized to vote on behalf of such Member at all meetings where the Primary Board Member is absent. Each primary Board member shall provide written notice evidencing the appointment of an Alternate Board Member, including contact information and disclosures of potential conflicts of interest, if any. Alternate Board Members may be appointed at any time provided, however, that the Alternate Board Member is designated to serve by written notice to the UCSRB Executive Director (UCSRB Board Chair?) not less than five (5) business days prior to any Board meeting at which the Alternate Board Member will serve.

Board Input Sought:

1. Review and approve amended Alternative Representative language.

UPPER COLUMBIA SALMON RECOVERY BOARD

Executive Summary

BOARD MEETING DATE: December 4, 2025
Action item: Amendments to UCSRB Executive Committee Bylaws
Board action requested: Review and approve

Context

UCSRB Bylaws, SECTION 11 - DECISION MAKING

Legal review comments by Steve Smith, Davis Arnell Law Firm, Wenatchee:

“In section 11 re decision-making, there can be no group communication by phone or email as that would be a “meeting” under the OPMA and a violation of the OPMA.

With respect to an emergency decision that needs to be made outside a board meeting, the ED and perhaps the Board Chair should be authorized to make the decision, provided that they bring it back to the board at the next regularly scheduled meeting for ratification by the entire board.

Also in Section 11 under the RTT section there was language that said a member could convey his vote to the chair prior to a meeting. That’s a proxy. A few sentences before that there was language that said no proxies. So I deleted the language that provided for a proxy as I think it’s better to not have proxy voting”.

Summary - Amendments in bold italics.

| SECTION | PAGE | COMMENTS |
|---|------|---|
| 11 – Decision-making | 6 | Language added to clarify process for decision-making between scheduled Board meetings. |
| Original language: <u>BOARD OF DIRECTORS</u> Decision-making by the Board shall be by consensus. Consensus is defined as unanimous agreement or lack of disagreement amongst Board Members present for a vote. | | |
| Amended language: <u>BOARD OF DIRECTORS</u> Decision-making by the Board shall be by consensus. Consensus is defined as unanimous agreement or lack of disagreement amongst Board Members present for a vote. <i>Whenever possible, a decision can be made in advance if a known circumstance is expected to arise between Board meetings. Should an unexpected or emergency situation occur that requires a timely Board decision, the following process will be followed:</i> <ul style="list-style-type: none">- <i>The Executive Director will advise the Board Chair and provide all the relevant information for review and discussion.</i>- <i>If the Board Chair agrees a timely BOARD decision is necessary, the Executive Director will call a Special Meeting.</i> | | |

- ***For operational matters requiring timely action, such as contract execution, the ED and the Board Chair are authorized to make the decision, provided they bring it back to the board at the next regularly scheduled meeting for ratification by the entire board.***

| SECTION | Sub-section | PAGE | COMMENTS |
|----------------------|-------------|------|--|
| 11 – Decision-making | | 7 | Paragraph 1 - Supermajority of the entire RTT, not just a supermajority of those RTT members present at the meeting Paragraph 2 - Proxy language deleted. |

Original language:

REGIONAL TECHNICAL TEAM

For the transaction of RTT business, 60% of the RTT membership needs to be present or on the phone (this includes the chairperson), and a supermajority¹ is necessary to make RTT decisions, except for the acceptance of new members, project scoring, and a new Chairperson (see below). The chair will give a seven-day notice of decisional items to be addressed by the RTT at a regularly scheduled meeting, typically identified in the agenda for an upcoming meeting. Members shall not assign a proxy. When a member is unable to attend a meeting, he or she should advise the chairperson or other RTT members of any issues of concern or of special interest to such member. The chairperson shall provide for members to participate by conference call. If unable to attend a meeting, a member may convey his/her vote to the chairperson prior to the meeting, or after the meeting by responding to the draft meeting notes. Members must respond within five working days of the notification; non-response indicates concurrence. RTT members shall make no recommendation to the UCSRB or other entity without a formal decision. Any member may submit a minority opinion with the recommendation report of the RTT.

Amended language:

REGIONAL TECHNICAL TEAM

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

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

Board Input Sought:

1. Approve amendments to Section 11.

UPPER COLUMBIA SALMON RECOVERY BOARD

Executive Summary

BOARD MEETING DATE: December 4, 2025
Action item: Amendments to UCSRB Personnel Manual
Board action requested: Review and approve

Context

At the UCSRB Board meeting held September 25, 2025, Shannon Adams requested the chain of command and grievance process for the organization be better defined.

The Grievance Policy was reviewed and updated, including a diagram that illustrates the chain of command process for grievances and updated policy language.

Summary

| SECTION | PAGE | COMMENTS |
|---|------|----------------------------------|
| 7 – Grievance and Separation Policies | 21 | Grievances process diagram added |
| Original language: | | |
| 7.1 Grievance Procedure | | |
| <p>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.</p> | | |
| <p>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.</p> | | |
| <p>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.</p> | | |
| <p>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.</p> | | |
| <p>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.</p> | | |

Amended language:

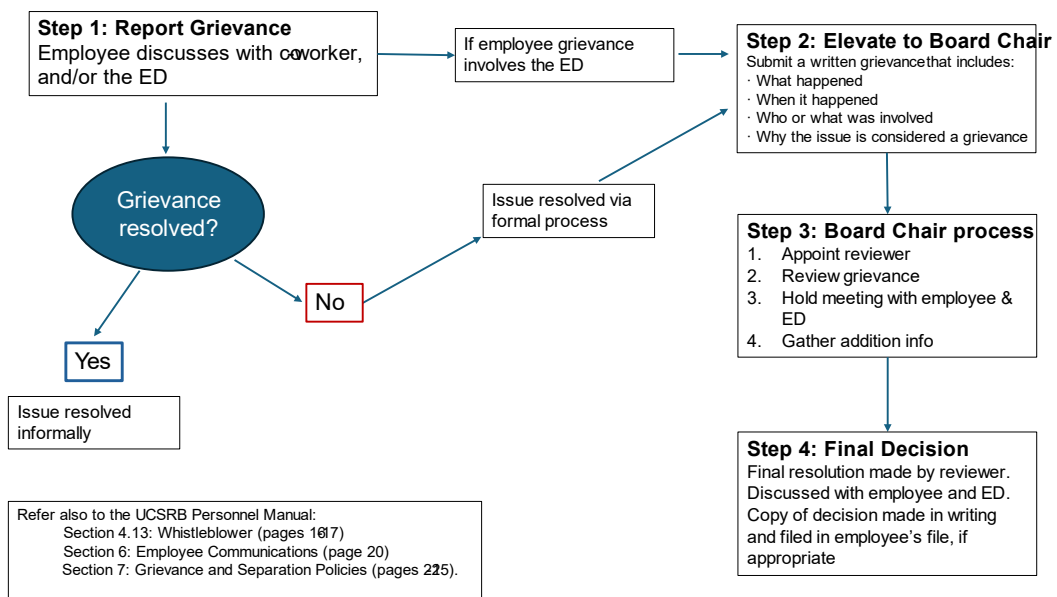
7 GRIEVANCE AND SEPARATION POLICIES

7.1 Grievance Procedure

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

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

7.1.1. GRIEVANCE PROCESS



7.1.2 Grievance Procedures

Step 1. Express the grievance to the fellow employee or the Executive Director

The grievance is resolved informally. If not, the issue moves to Step 2 for the start of a formal resolution process

Step 2. Elevation to the Executive Director or Board Chair (Formal Resolution)

If an employee-to-employee grievance is not resolved during Step 1 the grievance is then discussed with the Executive Director. If the issue is not resolved within one week, it will then be elevated and submitted in writing to the UCSRB Board Chair.

If the grievance involves the Executive Director, the employee submits the grievance in writing directly to the UCSRB Board Chair.

The Executive Director may also bring a grievance to the Board Chair, if necessary.

The written grievance must include:

- What happened
- When it happened
- Who or what was involved
- Why the issue is considered a grievance

Step 3. Board Chair Review

The Board Chair will initiate the formal review process by:

1. Appointing an individual to review and manage the grievance.
 - The reviewer may be a Board member or an external reviewer, based on the situation or need.
 - Should the need for an external reviewer or mediator be determined, any associated costs will be reviewed and approved by the Board, prior to engaging that person.
2. A meeting or hearing will be held with the employee and the Executive Director to discuss the grievance
3. Additional information may be gathered if needed to determine appropriate actions

Step 4. Final Decision

Following the review, the Board Chair (or appointed reviewer) will decide how the issue will be resolved. The final resolution of the grievance will be made by the appointed person and discussed with the employee and Executive Director. The decision will also be provided in writing, a copy given to the employee, with the original kept by the Executive Director. A copy will also be placed in the employee's personnel file (if appropriate).

~~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.~~

Board Input Sought:

1. Approve amendments to Section 7, Grievance Process and Procedures.

UPPER COLUMBIA SALMON RECOVERY BOARD

Executive Summary

BOARD MEETING DATE: December 4, 2025
 Action item: Updates to UCSRB Operations Manual
 Board action requested: Review and approve

Context

The UCSRB Operations Manual was last reviewed in 2019. After completing a legal review in 2025, Steve Smith of the Davis Arnell Law Firm, Wenatchee, commented:

“In the Operational Policies I only had a couple changes. Otherwise I thought it looked good.”

Summary

| SECTION | Sub-section | PAGE | COMMENTS |
|------------------------------------|--|------|--|
| | Table of Contents | | Contents order revised and sub-headings included |
| Original Table of Contents: | | | |
| 1 | Operational Policies | 1 | |
| 1.1 | Disclosure of Public Records | 1 | |
| 1.2 | Purchasing Goods, Services and Equipment | 2 | |
| 1.3 | Executive Director Transition | 5 | |
| 1.4 | Document Retention and Destruction Policy | 8 | |
| Revised Table of Contents: | | | |
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| | 2.1 Definitions | | |
| | 2.2 Requests for Public Records | | |
| | 2.3 Time, Inspection and Copying of Public Records | | |
| | 2.4 Exemptions | | 2 |
| | 2.5 Denial of Public Records Request | | |
| | 2.6 No Duty to Create a Public Record | | |
| 3. | Purchasing Goods, Services and Equipment | | 3 |
| | 3.1 Intent | | |
| | 3.2 Definitions | | |
| | 3.3 WA Master Service Contracts | | |
| | 3.4 Direct Buy | | |
| | 3.5 Solicitation of Estimates Process for Procurement Under \$50,000 | | 4 |
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| | 3.8 Emergency Contracts | | 5 |
| | 3.9 Contracts Under Interlocal Agreement | | |

| | | |
|----|--|----|
| | 3.10 Contract Amendments | |
| | 3.11 Equipment | |
| 4 | Document Retention and Destruction | 6 |
| | 4.1 Rules | |
| | 4.2 Terms For Retention | |
| | 4.3 Exceptions | 7 |
| 5. | Executive Director Transition | 7 |
| | 5.1 Interim Director | 8 |
| | 5.2 Executive Director Hiring | 9 |
| | 5.3 Mini Organizational Assessment | |
| | Appendix A - Conflict of Interest Policy | 10 |

| SECTION | Sub-section | PAGE | COMMENTS |
|---------|----------------------|------|--|
| 1 | Conflict of interest | 1 | Addition - new language for a conflict of interest policy. |

New language:

1. Conflict of Interest

A potential conflict of interest arises when a director, officer or key person, or that person’s relative or business (a) stands to gain a financial benefit from an action the Corporation takes or a transaction into which the Corporation enters; or (b) has another interest that impairs, or could be seen to impair, the independence or objectivity of the director, officer or key person in discharging their duties to the Corporation.

The UCSRB Conflict of Interest policy is regularly reviewed and signed by Board members and the Executive Director. A copy of the Conflict of Interest policy is added to the Operations Manual as Appendix A.

| SECTION | Sub-section | PAGE | COMMENTS |
|---------|------------------------------|------|--|
| 2 | Disclosure of Public Records | | Public Record definition amended (paragraph 1) RCW numbers updated. Addition - “No duty to Create a Public Record”. |

Disclosure of Public records - Original Language:

2.1 Definitions

~~“Public record” includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristic.~~

~~“Writing” means handwriting, typewriting, printing, Photostatting, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic~~

~~or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.~~

Amended language:

2.1 Definitions

“Public record” is defined in [RCW 42.56.010](#) (3) as any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. The term “writing” is broadly defined to include not only traditional written records, but also photos, maps, videos, voicemails, webpages, emails, text messages, and social media content ([RCW 42.56.010](#) (4)).

Original language:

Exemptions

~~The Management Board reserves the right to determine that a public record requested is exempt under RCW 42.17. Responses by the Board refusing, in whole or in part, inspection of any record shall include a statement of the specific exemption authorizing the withholding of the record (or part) and a brief explanation of how the exemption applies to the record withheld.~~

Amended language:

2.4 Exemptions

The majority of Public Records Act exemptions are found in [RCW 42.56.230-475](#). The Code Reviser’s Office also annually prepares a comprehensive list of exemptions and prohibitions contained with the RCWs. The UCSRB Board reserves the right to determine that a public record requested is exempt. Responses by the Board refusing, in whole or in part, inspection of any record shall include a statement of the specific exemption authorizing the withholding of the record (or part) and a brief explanation of how the exemption applies to the record withheld.

New language

2.6 No duty to create a public record

The UCSRB is not required to create new records, such as lists, reports, summaries, spreadsheets, or data files, that did not exist at the time the request was submitted.

| SECTION | Sub-section | PAGE | COMMENTS |
|---------|--|------|--------------------------------|
| 3 | Purchasing Goods, Services and Equipment | | Addition – Contract Amendments |

Sentence added:

3.10 Contract Amendments

The Board will approve contract amendments that change the scope, budget and schedule. The Executive Director will approve no-cost time extensions. **If an amendment was reviewed and discussed at a previous Board meeting the Executive Director may also be given permission to sign the amendment so that contract execution is not delayed.** When the cumulative total of the procurement or subsequent amendment is awarded to a contractor in a fiscal year reaches \$50,000 or greater, the contract or amendment that brings the total to or over the \$50,000 amount shall require competitive bid process, or sole source justification.

| SECTION | Sub-section | PAGE | COMMENTS |
|----------------|----------------------------------|-------------|-----------------------------------|
| 1.3 | Executive Director Transition | | Moved from 1.3 to 5. |
| | | | All other changes are minor edits |

Board Input Sought:

Review and approve updates to Operations Manual.

Proposed 2026 BOD and Executive/Finance Committee Meeting Dates

| BOD Meetings | Executive/Finance Committee Meetings |
|----------------------|---|
| Thurs., February 26 | Wed., February 11 |
| Thurs., April 30 | Wed., April 8 |
| Thurs., June 25 | Wed., June 10 |
| Thurs., September 24 | Wed., September 9 |
| Thurs., December 3 | Wed., November 18 |