

December 4, 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 December 4, 2025 Board of Directors Meeting	Approved
Summary for September 25, 2025 Board of Directors Meeting	Approved
Approve and sign revenue and disbursement summaries August – October 2025	Approved
Ratify Board Chair’s signature on RCO FY2025-27 Contract Amendment 2	Approved
Approve and sign YN FY25-26 contract.	Approved and signed
Approve UCSRB By-Law amendments	Approved
Approve Personnel Manual amendment	Approved
Approve the Operations Manual amendments	Approved
Approve proposed dates FY 2026 Board meetings (including Executive and Finance Committee meetings)	Approved

Present: Board Chair Commissioner Shon Smith (Chelan County), Vice Chair Shannon Adams (Yakama Nation), Treasurer Commissioner Randy Agnew (Douglas County), Charles “Chuck” Brushwood (Confederated Tribes of the Colville Reservation), Commissioner Andy Hover (Okanogan County), UCSRB Executive Director Amanda Ward, and UCSRB Staff: Ryan Niemeyer, Ariel Edwards, Shelly McMullen, Meghan Camp, Leslie Selgestad, Karen Berg

Others present: Brock Hoenes (WA Department of Fish and Wildlife), Mike Kaputa (Chelan County Natural Resources Department), Chris Fisher (Confederated Tribes of the Colville Reservation).

Remote: Rachel McClure (Northern District Manager for Congressman Dan Newhouse), Brent Paul (Trout Unlimited), Steve Martin (Snake River Salmon Recovery Board), Rachel Warren (Walla Walla Community College), Tom Kahler.

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.

Chair Smith asked if the Board approved of the December 4, 2025 agenda, all agreed.

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

Chuck Brushwood made a motion to approve the September 25, 2025 Board of Directors meeting summary as presented. Randy Agnew 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

Shelly McMullen, UCSRB's new Accounting Manager, reviewed the UCSRB financial reports:

Budget vs. Actual

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

- As of October 2025 - 82% of the budget period.
- End of year is 12/31/2025 with \$292,934 remaining in the FY24-25 budget.

A question was asked about the Outreach Activities budget, including travel and website.

- The website developer, Northwest Web Development, was paid for additional work dealing with website issues following transfer from 3 Sherpas.
- There are likely to be no further travel costs this year.
- Chelan County Outreach looks to be over budget. It is likely to be an invoice timing issue, but Shelly will investigate.

Current Grant Activity

BPA – Contract has been extended through February 2026. Budget is 50% spent at 74% through the grant period.

CTCR –SOW for the next contract (FY2026) is submitted. We are waiting for CTCR confirmation.

USFS – This contract has been spent down.

TWS – This award has been spent down. An additional \$5,000 from TWS will be forthcoming in the near future.

DNR – A small contract for \$10,000 is now active for NCWFHC activities.

RCO LE/Admin – Both new FY25-27 contracts are now active.

WSU –On track.

YN –New contract FY25-26 received this week.

Statement of Financial Position

As of October 31, 2025. There is a net income decrease of \$52,684.70 that should even out in the new year, possibly due to Ryan being on PFML. Commissioner Hover noted that we are also down in Current Assets and Accrued Revenue this year.

Operating Reserve Activity

Reporting January 2025 through October 2025. Previous Accounting Manager's termination payouts are reflected in this report. There is also a \$60 transaction from a Science Summit registration fee.

Draft 2026 Budget

RCO LE FY25-26 is \$325,000, with an estimation of FY26-27. Commissioner Hover questioned the \$321,000 overage. Amanda said we have some flexibility with these funds. Although we don't yet know about the FY26 federal budget PCSRF is still a funding source with bipartisan support. Commissioner Smith asked why the website is budgeted at \$6,000. Amanda said that the NCWFHC website is set up differently to the UCSRB's and therefore needs work so both function in a similar way.

Disbursement and revenue summaries for June - August 2025

Disbursements totaled \$424,066 for August 1 – October 31, 2025. \$75,000 was transferred to savings in October 2025. Chair Smith requested a Money Market summary. It was noted that small grants, facilitator training for Karen and the budget workshop attended by Amanda and Julie were all reflected on the August 2025 Disbursement report.

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

5. Contracts – Status and Updates

RCO LE FY2025-27

Chair Smith previously signed RCO FY2025-27 contract Amendment 2 which rolls \$254,585 PCSRF FY24 funds into FY25.

Commissioner Hover made a motion to ratify the Chair’s signature on the RCO FY2025-27 Amendment 2. Commissioner Agnew seconded the motion and all approved.

DNR Grant

DNR grant for \$10,000 received to fund NCWFHC facilitation. Additionally, the Community Foundation of North Central Washington confirmed an award of \$15,000 for NCWFHC facilitation. Commissioner Hover asked about the possibility of NCWFHC members contributing towards facilitation costs and will follow up on this at their next meeting. It was noted that, if necessary, Karen’s time can also be funded out of RCO funds.

YN FY25-26

The Yakama Nation FY25-26 contract was recently received and needs Board approval.

Commissioner Hover made a motion to approve the YN FY25-26 contract. Chuck Brushwood seconded the motion and all approved.

CTCR

Options to increase the original SOW have been submitted and we are in waiting mode for this potential contract.

BPA FY25-26

The timeframe for the BPA FY25 contract was extended to the end of February, and we are currently working on the next SOW and budget.

6. Snake River Salmon Recovery Board Assistance

Steve Martin of the SRSRB and Rachel Warren of Walla Walla Community College joined remotely to discuss the possibility of the UCSRB providing bookkeeping assistance to the SRSRB. Currently, SRSRB staff are considered to be employees of Walla Walla Community College. Steve is working to set up

SRSRB as a 501(c)3 nonprofit organization. State auditors have identified a conflict of interest in the bookkeeping services provided to SRSRB by WWCC. While WWCC would remain as the primary fiscal agent, UCSRB would assist by processing the monthly invoices/vouchers. The expected time commitment is not large.

There was discussion as to whether this opens UCSRB up to any financial liability or legal commitments. Commissioner Agnew suggested setting up a separate account for transactions and seeking a legal opinion regarding potential legal issues. Commissioner Hover recommended a financial statement audit to be completed by an independent CPA every 2-3 years to cover our liability. Commissioner Smith asked if Shelly has the bandwidth to take on this task. Amanda and Shelly both said yes.

Chuck noted we do not need to take formal action on this initial request. Board members agreed and Steve said he would move ahead to draft a contract to be presented for approval at the next UCSRB Board meeting in February.

7. UCSRB Operations Manual and By-Laws

Amended sections of the By-Laws were presented to the Board with both the original language and amended language. Section 6 included specific dates, times and locations for both Board and RTT meetings. Section 8 included the Executive Director being notified in writing of alternate representatives attending meetings. Section 11 included designating the Board Chair to call special meetings if decisions need to be made between scheduled meetings. It also included amended RTT language.

Commissioner Hover made a motion to approve the amended By-Laws. Commissioner Agnew seconded the motion and all approved.

An updated grievance process in the Personnel Manual was presented to the Board. Amanda included a diagram of the grievance process, and the procedures are now outlined in specific steps. Commissioner Hover asked who the “reviewer” would be should outside assistance be needed. It was determined that it would be decided by the Board Chair.

Commissioner Hover made a motion to approve the updated Grievance Process section of the Personnel Manual. Chuck Brushwood seconded the motion and all approved.

The Operations Manual was presented with an updated table of contents, added conflict of interest section and disclosure of public records policy.

Commissioner Hover made a motion to approve the Operations Manual updates. Chuck Brushwood seconded the motion and all approved.

It was decided by the Board that the December Board meeting would serve as the official Annual Business meeting going forward. This includes voting on Board positions for the following year. Board members would step into their new roles at the first meeting of each new year. The proposed meeting dates for the 2026 Board meetings (including Executive Committee and Finance Committee meetings) were presented to the Board. Commissioner Hover may have a conflict on September 9.

Commissioner Hover made a motion to approve the proposed dates for the 2026 Board meetings. Commissioner Agnew seconded the motion and all approved.

Board positions for 2026 were discussed and approved:

- Chair - Shannon Adams. (nominated by Shon Smith)
- Vice-Chair – Andy Hover (nominated by Randy Agnew)
- Treasurer – Chuck Brushwood (nominated by Randy Agnew)

8. 2026 UCSRB Science Summit

Ryan Niemeyer updated the Board on the upcoming 2026 Science Summit. So far, 74 participants have registered and 19 abstracts submitted. Lorelei Krueger has finalized the Summit artwork. Remote participation by speakers is an option this year if necessary. In addition to the social hour during the poster session, there will be an 8 km Nordic ski race set up with prizes for the winner and a random participant.

Offers for sponsorship and donations totaling \$10,500 have been received to date. The estimated budget for facilities, audio and supplies, excluding staff time, is \$11,700.

9. ESA Rule Change

Ryan spoke regarding an ESA Rule Change that would modify the definition of “harm” to not include habitat modification. This would potentially affect our threatened species (bull trout and steelhead). Comments are open until Dec 22. Shannon Adams noted that the Yakama Nation is currently working on a comment to submit. The CTCR submitted a comment on the “regulatory definition of harm” earlier this year. The Board has no comments to consider.

10. Legislative Strategy Update

Leslie presented a draft legislative outreach strategy for the Board to consider. Four options included:

- 1) Visit Olympia every year,
- 2) Visit Olympia every short session (even years),
- 3) Visit Olympia every long session (odd years), and
- 4) No Olympia visits but engage legislators in site tours and local meetings during the off session.

Options for commenting and testifying on bills were also presented. Board members were asked three questions:

- 1) Which engagement option is best for 2026 and going forward?
- 2) What are the common legislative priorities for the UCSRB Board?
- 3) How to respond timely and organize comments/testimony on a bill?

Commissioner Hover noted that the Board often gets information on relevant bills late and asked who is responsible for tracking bills and bringing them to the Board. Leslie and Ariel said that they would track bills and email relevant information to the Board. Amanda asked what types of bills the Board would consider relevant for tracking. Commissioner Hover said anything regarding permitting accelerators and streamlining, avian and pinniped predation, changes to critical areas protection and funding.

Commissioner Agnew noted that District 13 (Malaga and Rock Island) should be included in the list of relevant districts. Commissioner Hover pointed out that in order to have effective direct messaging and impact, it would be easier to target a single ranking legislator and book them for a day for site tours. It was agreed that one-on-one informational meetings in the off session is the preferred choice for

engaging legislators in 2026. It was also suggested that we potentially coordinate with other salmon recovery boards when setting up meetings for the off session, especially in the Columbia Basin.

11. Presentations

Virtual Fencing, Okanogan County - Brent Paul. Trout Unlimited (remote)

Brent Paul presented on virtual fencing projects implemented in Okanogan. Virtual fencing is being used as an alternative to wire fences which are expensive to replace after a fire and are not very effective in keeping livestock out of riparian buffers and streams. Trout Unlimited has been involved for a little over a year and provides funding for this project. The goals are to address limiting factors by enhancing riparian cover, water quality and bank stability. Objectives include excluding cattle from sensitive riparian areas and riparian planting at extensively burned sites. Challenges include towers going down and collar batteries dying. Ultimately the project has benefited partnerships with agriculture practitioners, post-fire riparian restoration and reduced fencing costs. Chair Smith asked who paid for the system. Brent said that they received SRFB funding and some costs may be covered by the ranchers.

Elevated water temperature in the Okanogan River Basin, the effect upon native salmonids and management responses - Chris Fisher (CTCR)

Chris presented to the Board on rising water temperatures in the Okanogan River Basin. The presentation looked at basin characteristics, factors contributing to increased water temperatures, adult salmon migration challenges and how we can retain more water in the watershed. The water temperature threshold for salmon is 22 degrees Celsius and that was exceeded again in June 2025. Higher water temperatures have led to delayed sockeye migration and skewed run timing of sockeye. We can help retain more water in the watershed by decommissioning roads and establishing beaver dam analogues. Increased habitat restoration at higher altitudes is paramount for cooler water flowing downstream. Chris also talked about a feasibility study being done on the removal of Enloe Dam.

12. Suggestions for next Board Meeting Agenda items

The Board had no suggestions for the February Board meeting.

Chair Smith adjourned the meeting at 2:48 pm.