



YAKIMA BASIN
FISH AND WILDLIFE
RECOVERY BOARD

Minutes of the 3/10/2016 Board of Directors Meeting

As Approved by the Board on May 26, 2016

Members Present:

Adam Fyall (Benton County), Mike Leita (Yakima County), David Lind (Yakama Nation), Nancy Lillquist (City of Ellensburg), Bob Elder (City of Prosser), Dave Brown (City of Yakima), Jay McGowan (City of Cle Elum)

Staff Present: Alex Conley (Executive Director), Jason McCormick (Recovery Program Technical Staff)

Others: None.

1) Approval of Agenda and Minutes

Nancy Lillquist served as chair for the meeting, which began at 2:01 pm. Following introductions, the Board reviewed the meeting agenda and the draft minutes for the January 14, 2016 Board of Directors Meeting. *The 1/14/16 minutes were approved as submitted with consent of all present.*

2) Board Correspondence and Announcements

- The Governor's Office is soliciting applications for a vacancy on the state's Recreation and Conservation Board. For more information, see our [Facebook post](#). Applications are due March 18, 2016.
- The 2016 Yakima Basin Science and Management Conference will be held June 15 and 16 at Central Washington University in Ellensburg.
- As of March 1st, 3,584 steelhead have passed Prosser.
- Dave Brown noted that Holly Cousens has been appointed as the new representative from the City of Yakima. Dave will continue to serve as alternate.
- The Board signed a get well card for Brian Abbott of the Governor's Salmon Recovery Office, who is recovering from surgery.

3) Lead Entity Program

The Board reviewed the status of the 2016 grant round, and approved the 2016 Grant Round Schedule and Lead Entity Manual with the consent of all present. The Board noted the need for members to follow up on Citizen's Committee vacancies prior to the annual meeting.

The Board reviewed the Salmon Recovery Funding Board (SRFB)'s proposal to reduce the funding available for the 2016 grant round, and reviewed the draft letter to the SRFB prepared by staff. The Board moved to approve the letter, pending minor edits as directed; the motion passed with the consent of all present. Alex will be at the SRFB meeting on March 16th and will present the letter to the SRFB.

4) Recovery Program

The Board briefly reviewed the status of Bull Trout Action Plan updates, the fish passage analysis and Board staff support for priority project development.

5) Proposed ILA with Yakima County

The Board reviewed the goals and format of the proposed Interlocal Agreement (ILA) with Yakima County, which would allow County Surface Water Program staff to work on Board projects, as directed and paid for by the Board. Work would focus on reach and watershed evaluation and priority project development. The Board expressed support for the concept, and delegated approval of the ILA to the Executive Committee, contingent to positive response to email review of the final document by the Board of Directors. The first project to be completed using the ILA will be the Little Naches Geomorphic Assessment. Future projects and project budgets will be determined by separate work plans approved under the ILA.

6) Review of Yakima Delta Project Letter

The Board reviewed the current status of the Yakima Delta Project, which proposes to breach the causeway connecting Bateman Island to the mainland at the mouth of the Yakima River. The Board reviewed the proposed letter from the Yakima Delta Project technical working group and advised that Alex sign the letter, as a staff participant on the working group.

7) Communication Plan Review

The Board agreed that Alex should compile the comments he has received from Board members and staff into a draft of the Strategic Communication Plan that will be formatted by Cascadia Consulting staff, and available for review by new Board Operations Managers prior to the annual meeting. A final draft of the plan will be presented for approval by the Board at the annual meeting in May.

8) Policy Updates

The Board reviewed the status of federal (Pacific Coast Salmon Recovery Fund) and state funding for the SRFB program. Mike Leita updated the Board on the status of the Yakima Basin Integrated Plan and the associated Senate and House bills. Alex gave the Board an update on the Habitat Subcommittee's work to develop funding proposals for the next state biennial budget (for 2017-19).

Alex noted that the statewide Salmon Recovery Network had requested he take a lead in setting up meetings to review salmon recovery priorities with Senator Honeyford and Representative Chandler. The Board requested to review the topics and materials prepared for any such meetings in advance, and emphasized the need to ensure that salmon recovery and Yakima Integrated Plan requests are coordinated. Bob Elder expressed his interest in participating in legislative outreach meetings.

The Board also discussed planning a legislative tour. The Board recommended that we coordinate with YBIP outreach staff to propose a tour that would highlight the positive interactions between existing salmon recovery funding programs and YBIP habitat elements. The Board suggested that we also invite legislators and staff to our annual meeting tour.

9) Board Logistics

Officer Appointments: The Board accepted Obie O'Brien's resignation from his position as chair, and appointed Vice Chair Dan Olson to as chair for the remainder of this term. Adam Fyall was appointed to fill Dan's position of Vice Chair/Treasurer. All appointments were made with full consent of all present. Officer positions for the July 2016 to June 2018 term will be held at the annual meeting.

Update Board Operations Policies Regarding Use of Board's Line of Credit: The Board approved the following changes to Section 4.6.1 on p. 26 of our operations manual, with the full consent of all present:

The Yakima Basin Fish & Wildlife Recovery Board will strive to maintain a minimum of ten percent (10%) of the operating budget between its operating and savings bank accounts. Given that the Board works on a reimbursement basis, there may be periods during which this is not possible, in which case the Board ~~will~~ may rely on its line of credit to maintain a positive cash flow. Any Line of Credit shall only be used to cover short-term cash flow needs. Any outstanding Line of Credit balances must be paid off in full within two months of when funds are used. The Line of Credit shall only be used to cover expenses for which the Board will be fully reimbursed by secured grants or contracts. In the event that the line of credit balance remains negative for longer than 30 days, the Executive Committee should be notified immediately.

Reviewing Proposed Hiring and Staffing Changes: The Board reviewed Alex's proposals for adjusting existing job descriptions and hiring. The Board expressed support for the concept of shifting the Lead Entity Coordinator into a Deputy Director position with more responsibility for overall Board

management, but asked to review a draft position description and an organizational chart showing how responsibilities would change prior to approving the change.

The Board approved moving ahead with the hire of an Operations Manager using the existing job description, with minor edits as needed. Alex will email the job description and solicit feedback and final approval prior to listing the vacancy.

The Board reviewed the current and proposed contracts and term positions that will be used to complete recovery program priorities. These will take the place of hiring a single full-time recovery program coordinator.

Proposed Changes to Work Plan and Budget: Alex noted that in July we will be entering year two of our current two year work plan and budget. He did not have any changes to the work plan to recommend, but did recommend adjusting the budget once staffing and contracting direction was finalized. The Board asked the Executive Committee to review the draft revised budget prior to sending it out to the full Board membership as part of the annual meeting materials. Alex will send an email reminder to the Board of Directors asking for any additional proposed changes to the work plan and budget.

Annual Meeting Planning: The Board's 10th annual meeting will be held May 26, 2016. The Board recommended using the same meeting format as previous years, and supported the staff suggestion to hold the meeting in the Naches watershed, with a tour to project sites in the Naches and Tieton watersheds. Tom Tebbs was suggested as a keynote speaker. Staff will send out a request for nominations for awards and deadline for submission of any proposals for changes to the Board's bylaws and policies.

Future Meetings: The Board's annual meeting will be held May 26, and the next regular Board of Directors Meeting will be on August 4. Alex will also work with Executive Committee members to schedule a late March/early April Executive Committee meeting.

10) Public comment

There were no public comments.