



YAKIMA BASIN  
FISH AND WILDLIFE  
RECOVERY BOARD

## DRAFT AGENDA

### Board of Directors Meeting

2 to 4 pm on March 10<sup>th</sup>, 2011 at 1110 W Lincoln Ave, Yakima

1) Welcome, Introductions & Review of 2/10/11 Minutes*	5 min
2) Board Correspondence and Announcements	5 min
3) Updates	10 min
<i>Lead Entity Coordinator hiring</i>	
<i>Website development and Board input</i>	
4) Recovery Planning and Implementation:	15 min
<i>Proposed letter to USFWS on Bull Trout Recovery Planning*</i>	
5) Legislative Topics	10 min
<i>PCSRF status in Congress</i>	
<i>Status of proposal to eliminate SRFB</i>	
6) Confirm time and agenda for April 14 worksession and May annual mtg/tour*	15 min
7) Review Policy manual outline/draft	10 min
8) Review draft workplan and budget	15 min
9) Prepare for April strategic review	30 min
10) Financial reports & public comment	5 min
<b>*Decision Item</b>	<b>Total =2 hr</b>



YAKIMA BASIN  
FISH AND WILDLIFE  
RECOVERY BOARD

**Minutes of the 03/10/2011 Board of Directors Meeting  
As adopted by the Board 7.6.11**

Those present:

*Members:* Terry Keenhan & Mike Leita (Yakima County), Dave Brown (City of Yakima), Nancy Lillquist (City of Ellensburg), Dan Olson (City of Union Gap), Adam Fyall (Benton County), John Hubbard (City of Kennewick), Dave Fast (Yakama Nation)

*Guests:* Ryan Anderson (City of Yakima Solid Waste),

*Staff:* Alex Conley (Executive Director), Yuki Reiss (Recovery Program Coordinator), Denise Buck (Operations and Outreach Coordinator)

**1) Welcome, Introductions & Approval of Minutes**

Nancy called the meeting to order at 2:05 p.m. After introductions, the Board reviewed the minutes of the February 10 meeting. Mike Leita motioned to approve the minutes as submitted; Adam Fyall seconded, and the motion passed with support of all present.

**2) Board Correspondence and Announcements**

Alex gave a brief report on the visit by the county supervisors from Siskiyou County, California. The Board received a thank you letter for their part in coordinating the visit.

The Board was copied on a formal letter from the Yakama Nation to the Recreation and Conservation Office requesting the expansion of the Klickitat Lead Entity geographic scope to include WRIA 31.

Adam Fyall requested a future update on pronghorn reintroductions on the Yakama Reservation. Dave Fast stated that the Nation worked with hunting groups to transfer 100 Pronghorn Antelope from Utah to the lower Yakama Reservation. The long term goal is to create a self-sustained, harvestable population.

**3) Updates**

Alex notified the Board that Angie Begosh will be leaving her job with the Board sometime in May and that the Lead Entity job vacancy has been posted on the website and will be submitted to newspapers and various listservs. The hiring committee will consist of John Hubbard, Nancy Lillquist, Alex Conley and staff. The initial review of applications will take place late March.

Alex updated the Board on development of a new website. 3<sup>rd</sup> Studio, Inc. was contracted to design and host the new site. If anyone from the Board is interested in the review process, please contact Denise Buck.

Alex updated the Board on recent fish returns. It appears we are looking at a near record year for steelhead. The water outlook for the year also looks good, with improved snow pack conditions and reservoirs at 150% of capacity.

In February, Nancy asked to have an overview of hatchery programs and issues during a future meeting. Dave Fast commented that he would be happy to provide that update. It was suggested that perhaps a future meeting be held at a fish hatchery (Prosser or Cle Elum) and include that presentation.

#### **4) Recovery Planning and Implementation**

Staff presented a draft letter to the US Fish and Wildlife Service requesting that USFWS ask for local input as they complete their recovery plan. The Board reviewed the letter, proposed several edits, and authorized the final version to be sent with the Chair's signature.

#### **5) Legislative Topics**

Alex updated the Board on the status of the Pacific Coast Salmon Recovery Fund in Congressional continuing resolution and FY 2012 budget proposals. The proposed funding range is between 50 and 65 million.

Alex stated that the Governor's proposal to eliminate the Salmon Recovery Funding Board and transfer its authorities to the RCO administration had been removed from the Boards and Commissions bill by the House Government Operations Committee. The bill is sitting in the House Ways and Means Committee and will move to the Senate Government Operations, Tribal Relations, and Elections Committee. Nancy noted that letters were sent to those committees based on the Board's input at the February meeting.

#### **6) Time and Agenda for April 14 work session and May annual meeting/tour**

There will be a Board work session on April 14 from 1:00 to 4:30 p.m.

The Board's annual meeting and NOAA tour date is proposed for May 16 or 20<sup>th</sup> unless NOAA participants are available Weds or Thurs of the next week. Alex will work with NOAA to confirm the date. Possible tour stops include Taneum Creek and the Cle Elum River.

#### **7) Review Policy manual outline/draft**

An outline of the proposed policy manual was reviewed. Alex asked for recommendations from the Board and stated that a review would be held by the Executive Committee in late April. Mike Leita said that he would show the outline to the County Human Resource person and request feedback.

#### **8) Review draft work plan and budget**

The work plan will be discussed thoroughly during the April 14 work session. Terry Keenhan suggested that we add to our discussion our role in coordinating monitoring and adaptive management. Mike Leita motioned that the Board approve the draft work plan for further review, Dave Brown seconded and the motion was passed with support of all present.

#### **9) Prepare for April strategic review**

Alex reviewed the mission, guiding principles, vision 2020 and a list of potential functions the Board created in 2006. A timeline of Board accomplishments was also presented.

The survey created to gather input from the Board's partners was reviewed and there was agreement to carry forward. Denise will have analysis of the survey by April 14.

The Board received a homework assignment that is due April 8<sup>th</sup>. Please submit to Denise.

The April 14 meeting agenda will include: reporting on the partner survey; reviewing what we have accomplished in 5 years; asking whether we are achieving our mission; and reviewing our work plan, long term goals and board dynamics.

#### **10) Financial Reports**

Alex presented the financial activity reports. He commented that Denise will be working on our quarterly billing to RCO soon, and noted that billings from subcontractors would be increasing over the next quarter.

#### **11) Public comment**

Ryan Anderson of the City of Yakima Wastewater Department asked to provide a presentation to the Board regarding water quality and salmon recovery projects. After a brief discussion, the Board suggested scheduling a more in-depth presentation for a future meeting.

Dave Brown moved to adjourn the meeting at 3:40 p.m., Dan Olson seconded and the motion carried.

**Yakima Basin Fish & Wildlife Recovery Board**  
**Balance Sheet**  
 As of March 2, 2011

	Mar 2, 11
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100 · Wells Fargo Checking	5,710.91
110 · Wells Fargo Saving	4,253.20
<b>Total Checking/Savings</b>	9,964.11
<b>Total Current Assets</b>	9,964.11
<b>Fixed Assets</b>	
<b>160 · Fixed Assets</b>	
<b>161 · Equipment</b>	
163 · Equipment & Furnishings	24,972.41
161 · Equipment - Other	38,019.82
<b>Total 161 · Equipment</b>	62,992.23
<b>Total 160 · Fixed Assets</b>	62,992.23
170 · Accumulated Depreciation	-16,715.59
<b>Total Fixed Assets</b>	46,276.64
<b>TOTAL ASSETS</b>	<b>56,240.75</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 · Accounts Payable	-26.84
<b>Total Accounts Payable</b>	-26.84
<b>Other Current Liabilities</b>	
203 · Unearned Income	38,000.00
<b>210 · Payroll Liabilities</b>	
2101 · Federal Withholding Payable	1,166.00
2102 · Social Security Tax Payable	1,695.48
2103 · Medicare Tax Payable	472.78
2106 · Medical Insurance Payable	-69.08
2107 · Simple IRA Payable	5,234.66
2108 · Labor & Industries Payable	305.32
2109 · Employment Security Payable	693.51
<b>Total 210 · Payroll Liabilities</b>	9,498.67
<b>Total Other Current Liabilities</b>	47,498.67
<b>Total Current Liabilities</b>	47,471.83
<b>Total Liabilities</b>	47,471.83
<b>Equity</b>	
310 · Retained Earnings	24,570.84
Net Income	-15,801.92
<b>Total Equity</b>	8,768.92
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>56,240.75</b>

### Starting and Ending Balances for Reporting Period

2/8/11 Cash Balance	\$	47,015
2/8/11 Liabilities	\$	15,219
2/8/11 Net assets (w/o fixed assets)	\$	<u>31,796</u>
Net Income from P&L, 2/8/11 to 3/2/11	\$	(31,304)
Transfer to fixed assets (new furnishings)	\$	-
3/2/11 Cash Balance	\$	9,964
3/2/11 Liabilities	\$	9,472
3/2/11 Net assets (w/o fixed assets)	\$	<u>492</u>

ADDRESS

March 10<sup>th</sup>, 2011

RE: YAKIMA BULL TROUT PLANNING

Dear CONFIRM RECIPIENTS,

The 16 individual bull trout populations of the Yakima Basin make up the Yakima Core area of the Mid-Columbia Recovery Unit. Some of these populations are performing relatively well, while others are on the verge of extirpation. The majority are directly affected by the operations of the Bureau of Reclamation's Yakima Project, which delivers the irrigation water that supports our local agricultural economy. Recovering bull trout to levels that allow for delisting under the Endangered Species Act is an important conservation goal in of itself. Successfully recovering bull trout will also benefit our communities by removing the threat that regulatory actions to offset further declines in bull trout populations would harm local irrigation-based economies.

Comment [AC1]: Check w/ Yuki re terminology change

The Yakima Basin Fish & Willdlife Recovery Board is a non-profit organization created and governed by elected officials from county, city and tribal governments in the Basin. Our mission is to restore sustainable and harvestable populations of salmon, steelhead, bull trout and other at-risk fish and wildlife species through collaborative and economically sensitive efforts. The Board developed both the Yakima Subbasin Plan used by the Northwest Power and Conservation Council and the Yakima Chapter of NOAA's Middle Columbia River Steelhead Recovery Plan. We also act as the Washington's Salmon Recovery Funding Board's Lead Entity for the Yakima Basin.

The Board, local representatives of the US Fish & Wildlife Service, WDFW and other partners are developing a Yakima Basin Bull Trout Action Plan. This plan brings together existing data, identifies limiting factors and prioritizes specific recovery actions for each population in the Yakima Basin. We anticipate a review draft will be complete by June 30<sup>th</sup>. Integrating our local population-specific action plan with the Service's recovery goals and criteria for the Yakima Core area will allow us to identify and implement the most effective and efficient means to reach recovery goals for the Yakima Core Area.

We look forward to working with the USFWS's recovery planners to understand the recovery criteria being developed for the Service's recovery plan, and we offer our assistance to you as you work through how to use general range-wide recovery criteria to set specific goals for the populations in the Yakima Core Area.

If it identifies realistic goals that can be achieved by implementing specific recovery actions, the Service's Bull Trout Recovery Plan will be a real asset to state, tribal, federal and local partners working to identify, prioritize and implement the actions needed to recover bull trout in the Yakima Basin. We are excited to work with the Service to ensure that recovery planning for the Yakima Basin meets this bar.

Sincerely,

Nancy Lillquist, Chair

## Yakima Basin Fish & Wildlife Recovery Board

# Balance Sheet

As of March 2, 2011

	Mar 2, 11
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100 · Wells Fargo Checking	5,710.91
110 · Wells Fargo Saving	4,253.20
<b>Total Checking/Savings</b>	9,964.11
<b>Total Current Assets</b>	9,964.11
<b>Fixed Assets</b>	
<b>160 · Fixed Assets</b>	
<b>161 · Equipment</b>	
163 · Equipment & Furnishings	24,972.41
161 · Equipment - Other	38,019.82
<b>Total 161 · Equipment</b>	62,992.23
<b>Total 160 · Fixed Assets</b>	62,992.23
170 · Accumulated Depreciation	-16,715.59
<b>Total Fixed Assets</b>	46,276.64
<b>TOTAL ASSETS</b>	<b>56,240.75</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 · Accounts Payable	-26.84
<b>Total Accounts Payable</b>	-26.84
<b>Other Current Liabilities</b>	
203 · Unearned Income	38,000.00
<b>210 · Payroll Liabilities</b>	
2101 · Federal Withholding Payable	1,166.00
2102 · Social Security Tax Payable	1,695.48
2103 · Medicare Tax Payable	472.78
2106 · Medical Insurance Payable	-69.08
2107 · Simple IRA Payable	5,234.66
2108 · Labor & Industries Payable	305.32
2109 · Employment Security Payable	693.51
<b>Total 210 · Payroll Liabilities</b>	9,498.67
<b>Total Other Current Liabilities</b>	47,498.67
<b>Total Current Liabilities</b>	47,471.83
<b>Total Liabilities</b>	47,471.83
<b>Equity</b>	
310 · Retained Earnings	24,570.84
Net Income	-15,801.92
<b>Total Equity</b>	8,768.92
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>56,240.75</b>



**Yakima Basin Fish & Wildlife Recovery Board**  
**Profit & Loss**  
February 9 through March 2, 2011

	<u>Feb 9 - Mar 2, 11</u>
Ordinary Income/Expense	
Expense	
706 · Personnel	
7061 · Benefits	
70611 · Medical Insurance	2,997.83
70612 · Simple IRA	430.55
7061 · Benefits - Other	-428.15
Total 7061 · Benefits	3,000.23
7062 · Salary & Wages	15,543.68
7063 · Paid Time Off	
70631 · Holiday Pay	672.91
70632 · Sick Pay	50.56
70633 · Vacation Pay	814.58
Total 7063 · Paid Time Off	1,538.05
7064 · Payroll Tax Expenses	
70641 · Federal Social Security Taxes	1,010.76
70642 · Federal Medicare Taxes	236.39
70643 · State Industrial Insurance Tax	64.27
70644 · State Unemployment Taxes	232.30
Total 7064 · Payroll Tax Expenses	1,543.72
Total 706 · Personnel	21,625.68
710 · Operating Costs	
7103 · Communications	
71031 · Internet Service	115.78
Total 7103 · Communications	115.78
7130 · Office Supplies	106.80
7150 · Printing and Reproduction	70.33
7157 · Food & Beverages	15.82
7160 · Utilities	118.54
Total 710 · Operating Costs	427.27
715 · Professional Fees	
7153 · Consulting	2,500.00
7158 · Technical Support	6,659.42
Total 715 · Professional Fees	9,159.42
780 · Travel	
784 · Mileage Reimbursements	91.70
Total 780 · Travel	91.70
Total Expense	31,304.07
Net Ordinary Income	-31,304.07
Net Income	<u><u>-31,304.07</u></u>

### Starting and Ending Balances for Reporting Period

2/8/11 Cash Balance	\$	47,015
2/8/11 Liabilities	\$	15,219
2/8/11 Net assets (w/o fixed assets)	\$	<u>31,796</u>
Net Income from P&L, 2/8/11 to 3/2/11	\$	(31,304)
Transfer to fixed assets (new furnishings)	\$	-
3/2/11 Cash Balance	\$	9,964
3/2/11 Liabilities	\$	9,472
3/2/11 Net assets (w/o fixed assets)	\$	<u>492</u>



YAKIMA BASIN  
FISH AND WILDLIFE  
RECOVERY BOARD

# FY 2012-13 WORK PLAN & BUDGET

*As presented to the Board on March 10<sup>th</sup>, 2011*

This work plan will guide the activities of the Yakima Basin Fish & Wildlife Recovery Board for Fiscal Years 2012 and 2013 (July 1<sup>st</sup>, 2011 to June 30<sup>th</sup>, 2013). Since it was founded in 2006, the Board has established itself as an organization, run the SRFB project review process for the Yakima Basin, and incorporated its steelhead recovery plan into NOAA Fisheries Mid-Columbia Recovery Plan. In fiscal years 2012 and 2013, the Board will continue to build on the relationships it has established in order to coordinate and promote a broad range of fisheries recovery actions at local, state and federal levels. The Board is in a unique position to bring together technical expertise, policy makers and local community representatives to broker long-term solutions to fish and wildlife management issues in the Yakima Basin.

This work plan focuses on building organizational capacity, producing the deliverables identified in our contracts with the State of Washington, and initiating a public outreach program intended to nurture citizen and stakeholder involvement and ownership of salmon recovery within the basin.

Tasks identified in this work plan are organized under the following objectives:

- A) Maintain Organizational Capacity
- B) Act as Yakima Basin Lead Entity
- C) Develop & Maintain Strategic Plans
- D) Coordinate Implementation of Recovery Actions
- E) Coordinate Monitoring Program
- F) Conduct Public Outreach And Education

The party responsible for taking the lead and the schedule under which it is to be accomplished are identified for each task.

## Objective A: Maintain Organizational Capacity

The Board was created in 2006, and currently operates as a non-profit organization with four staff members overseen by a 10 member Board of Directors of elected officials from local governments. The Board needs to maintain the organizational capacity to complete the tasks identified in all other objectives. In order to accomplish this, the Board will:

### 1) MAINTAIN BOARD ORGANIZATIONAL STRUCTURE

The Board will maintain its legal status as a non-profit organization, and will complete all required reporting (e.g. payroll and 1099 tax reporting, annual corporate filings, annual report, IRS 990 tax report, progress reports for grants, and, if required, A-133 compliant audit). The Board will ensure that its financial and operational records are up to date, its Board of Directors membership is active, and that requirements of its bylaws are being met.

*Lead:* Executive Director & Board Officers

*Timing:* Ongoing

### 2) MAINTAIN BOARD STAFF & OFFICE SPACE

The Board is currently staffed by an executive director, a lead entity coordinator, a recovery program coordinator and an operations/outreach coordinator. The Board maintains an office and meeting space in Yakima. We anticipate maintaining the existing staffing levels and office space through the period covered by this work plan.

*Lead:* Executive Director

*Timing:* Ongoing

### 3) HOLD REGULAR MEETINGS OF THE BOARD

The Board of Directors will meet approximately once every two months. The Executive Committee will meet as needed (generally once preceding each meeting of the Board). An Annual Meeting will be held in May or June of each year. Other committees will meet as directed by the Board.

*Lead:* Executive Director & Board Chair

*Timing:* Ongoing, per schedule

### 4) BUILD RELATIONSHIPS WITH DIVERSE STAKEHOLDERS

Board members, staff and partners all need to build and maintain relationships with stakeholders and decision makers with an interest in fish & wildlife recovery. This should

occur formally, through presentations to other entities, attendance at joint meetings, etc, and informally, through ongoing interpersonal communications.

*Lead:* Board, Staff & Partners

*Timing:* Ongoing

5) DEVELOP LONG-TERM STRATEGIC VISION AND FUNDING STRATEGY

The Board will work with partners to identify and pursue a long-term funding strategy for both Board operations and the recovery actions the Board promotes. The Board will develop a funding strategy for the 2014 to 2015 biennium by March 31, 2013. This plan will outline secured and/or proposed funding for specific elements of the Board's work plan, and will be coordinated with other salmon recovery regions in the Columbia Basin and the state. Efforts to identify and apply for additional sources of funding should be ongoing.

*Lead:* Board/Executive Director

*Timing:* Develop funding plan by March 31, 2013

6) DEVELOP & MAINTAIN GIS AND DIGITAL LIBRARY CAPABILITIES

The Board is uniquely positioned to serve as a resource center for information on Yakima Basin fisheries issues. During this biennium, the Board will 1) maintain a GIS system sufficient to meet staff needs and 2) build and maintain a digital and hard copy resource library accessible to the Board, its partners and the public.

*Lead:* Executive Director and Operations/Outreach Coordinator

*Timing:* Ongoing; digital resource library to be in place by January 1, 2011

7) PROVIDE PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR STAFF

The Board should emphasize providing staff with the professional development opportunities needed to build skills and professional networks. Staff should be encouraged to identify relevant conference and/or training opportunities, as time and budget allow.

*Lead:* Executive Director

*Timing:* Ongoing

## **Objective B: Act as Yakima Basin Lead Entity**

The Board is under contract with the Washington Recreation and Conservation Office to act as the Lead Entity for the Yakima Basin, as described in RCW 77.85. This is an ongoing role for the Board. Tasks required to effectively fill this role are:

### **1) MAINTAIN A LEAD ENTITY ORGANIZATION**

The Board will need to ensure that it meets the requirements of the Lead Entity contract and produces Lead Entity progress reports.

*Lead:* Lead Entity Coordinator

*Timing:* Ongoing

### **2) IDENTIFY, ORGANIZE, FACILITATE & ADMINISTER COMMITTEES**

The Board will convene and manage the Technical Advisory Group (TAG) and the Citizen's Committee used to rank the annual Lead Entity Project List submitted to the SRFB and approve adjustments to existing SRFB-funded projects.

*Lead:* Lead Entity Coordinator

*Timing:* Ongoing, with emphasis on annual SRFB project review in May through August

### **3) SOLICIT SALMON RECOVERY FUNDING BOARD PROJECT APPLICATIONS**

The Board will solicit applications for SRFB funded salmon recovery projects in the Yakima Basin. This will require developing a request for proposals, announcing and advertising the grant opportunity, and accepting applications.

*Lead:* Lead Entity Coordinator

*Timing:* March – May of 2012 and 2013

### **4) SUBMIT LIST OF PROJECTS RECOMMENDED FOR FUNDING TO THE SRFB**

The Board is responsible for 1) convening the committees described under task two to review and rank SRFB proposals, 2) reviewing and approving the resulting ranked project list, and 3) submitting the approved ranked project list to the SRFB.

*Lead:* Lead Entity Coordinator

*Timing:* Sept 2011 and Sept 2012

### **5) MAINTAIN LEAD ENTITY STRATEGY**

The Yakima Lead Entity Strategy details how the lead entity process operates. It serves as a guide for applicants, committee members, board members and the public. The entire Lead Entity Strategy was updated in 2010-11. The technical review process and criteria

will be updated prior to the 2012 lead entity project review to reflect ongoing efforts to better integrate recovery plan implementation priorities into the lead entity project ranking process.

*Lead:* Lead Entity Coordinator

*Timing:* Technical Review process updates completed by March 31<sup>st</sup>, 2012

6) COORDINATE REGIONAL ALLOCATION AND REPORT TO SRFB

The Board will work with the Klickitat Lead Entity to coordinate use of the SRFB Mid-Columbia Recovery Region funding allocation.

*Lead:* Executive Director & Lead Entity Coordinator

*Timing:* Submit joint regional list compiled from Yakima and Klickitat Lead Entity Project Lists by September 2011 and 2011; Coordination with Klickitat LE to be ongoing.

7) PROVIDE SUPPORT TO PROJECT SPONSORS

The Board will work continue to work with project sponsors after projects are funded by the SRFB. Board staff will track the progress of funded projects and assist sponsors in their dealings with RCO as requested. The Board will also assure that required procedures are followed for all proposed scope changes.

*Lead:* Lead Entity Coordinator

*Timing:* Ongoing as needed.

8) REPORT STATUS OF SRFB PROJECTS IN THE YAKIMA BASIN

The Board will work with project sponsors and the RCO to make information on SRFB projects in the Yakima Basin accessible to the public. This will be done through both written reports (the project booklet), and the use of the Habitat Work Schedule (HWS) web-based database system or a Board-approved alternative.

*Lead:* Lead Entity Coordinator

*Timing:* Ongoing; project booklet to be updated by March 1<sup>st</sup>, 2012 and 2013.

## **Objective C: Develop & Maintain Strategic Plans**

The Board is under contract with the Recreation and Conservation Office (RCO) with oversight from the Governor's Salmon Recovery Office (GSRO) to act as the Regional Salmon Recovery Organization for the Yakima Basin. One of the main elements of this role is to develop and maintain recovery plans for listed fish species in the Yakima Basin. To do this, the Board shall:

### **1) MAINTAIN AND UPDATE THE YAKIMA STEELHEAD RECOVERY PLAN**

The Board completed the Yakima Steelhead Recovery Plan in August 2009. The plan was incorporated into the NOAA Fisheries ESA-mandated recovery plan for Middle Columbia River Steelhead that was formally adopted on September 30, 2009. The Board is committed to advocating for the use of the Yakima Steelhead Plan as a guide for recovery actions and will provide copies and information on the plan to interested parties. The Board will maintain a list of proposed updates to the plan, and, if warranted, will incorporate those into an updated version of the Yakima Steelhead Recovery Plan and work with NOAA to formally incorporate those into the NOAA document.

*Lead:* Executive Director

*Timing:* As needed.

### **2) PROVIDE INPUT IN DEVELOPMENT OF USFWS BULL TROUT RECOVERY PLAN**

The Board will complete a draft Yakima Bull Trout Action Plan in FY 2011. During the FY 2012-13 period, the Board will finalize this locally-developed plan and provide Yakima-basin specific input to the USFWS as they develop a range-wide Bull Trout Recovery Plan.

*Lead:* Recovery Program Coordinator

*Timing:* Finalize Yakima Bull Trout Action Plan by Jan 1, 2012; coordination with USFWS ongoing.

### **3) PROVIDE INPUT INTO YAKIMA LAMPREY RECOVERY PLAN DEVELOPMENT**

The Yakama Nation is developing a Yakima Lamprey Recovery Plan, and has requested the Board's participation in the planning team. The Board will work with the Nation as requested.

*Lead:* Recovery Program Coordinator

*Timing:* Ongoing as needed.



4) PROVIDE NPCC & BPA WITH YAKIMA SUBBASIN PLAN UPDATES AND INPUT

The Board serves as the continuation of the Subbasin Planning Board that developed the Yakima Subbasin Plan for the Northwest Power & Conservation Council in 2002 thru 2005. The Board was asked by the Council to provide local input on projects proposed to the Council for BPA funding in 2006. The Board will support efforts to update and apply the Yakima Subbasin Plan. This will include ensuring it is appropriately summarized in NPCC Action Plans & the CBFWA State of the Resource, and potentially, providing input based on the subbasin plan to the NPCC and BPA during Habitat Project solicitations.

*Lead:* Executive Director

*Timing:* As requested and/or appropriate.

## **Objective D: Coordinate Implementation of Recovery Actions**

Successfully implementing the Board's Strategic Plans requires advocating for the diverse actions identified in them. The Board will work with partners in and out of the basin to identify, plan and support implementation of priority actions.

### **1) DEVELOP PROJECT DATABASE & IMPLEMENTATION SCHEDULE**

The Board is mandated to track the status of past and potential salmon recovery actions. This requires linking the Actions database developed for the Yakima Steelhead Recovery Plan to past and proposed project data and data on cumulative progress towards plan goals. This information will be used to identify priority actions and timelines for implementing them. Project-level data will be tracked using the Habitat Work Schedule (HWS) database or an alternative database approved by the Board and GSRO.

*Lead:* Executive Director/Lead Entity Coordinator/ Recovery Program Coordinator

*Timing:* Implementation ongoing; initial database completed by Dec 31, 2011.

### **2) WORK WITH LOCAL PARTNERS TO IDENTIFY & IMPLEMENT PRIORITY ACTIONS**

While the Board is, by design, not set up to act as a sponsor for implementation of on-the-ground habitat projects, it can play an important role working with project sponsors to identify, fund and implement strong projects that implement strategic priorities identified by the Board's plans. This accomplished through informal staff interaction with project sponsors and staff participation in local workgroups. These include the Yakima Tributary Access & Habitat Program Core Team and technical workgroups, the Wapato and Lower Yakima Assessments, the Gap to Gap Floodplain Restoration Team, and the Kittitas County Flood Task Force.

*Lead:* Executive Director/Lead Entity Coordinator/ Recovery Program Coordinator

*Timing:* Ongoing.

### **3) PARTICIPATE IN DEVELOPMENT OF THE BOR & ECOLOGY JOINT PLANS FOR THE YAKIMA**

Over the last four years, the Board has participated in the development of the Yakima Basin Integrated Water Resources Management Plan. The Board will continue to work with the Bureau of Reclamation, the Department of Ecology and other partners to ensure that the habitat, fish passage and instream flow elements of the plan address the priorities identified in the Board's strategic plans. The Board will also work with partners to support implementation of these elements of the plan.

*Lead:* Executive Director

*Timing:* Ongoing.

4) PROVIDE INPUT TO ONGOING FEDERAL AND STATE PROCESSES

The Board has worked with the Governor's Salmon Recovery Office to inform the State's participation in development of the Columbia River Power System Biological Opinion, is a member of NOAA's Mid-Columbia Forum, and is a participant in several workgroup convened by the NPCC, BPA and CBFWA. The Board will continue to participate in these processes to encourage the use of the recovery plan and other Board products as applicable, and to advocate for implementation of priority actions in the Yakima Basin.

*Lead:* Executive Director

*Timing:* As requested.

5) DEVELOP ADDITIONAL FUNDING OPPORTUNITIES FOR RECOVERY ACTIONS

A key role of the Board is to work with its many partners to diversify the funding available for fish & wildlife recovery actions in the Yakima Basin and to target those resources on priority needs identified in recovery plans. The Board will explore a wide range of funding options, including local, state and federal government programs, private foundation grants, and other fundraising activities/programs.

*Lead:* Executive Director/Board

*Timing:* Ongoing.

## Objective E: Coordinate Monitoring Program

An essential part of the Board's long term recovery goals is tracking the status of key fish & wildlife populations and determining the effectiveness of actions taken to benefit them. This will require close coordination with existing monitoring efforts and diverse partners. The Board will work with WDFW, the Yakama Nation, NOAA Fisheries and other key partners to build a robust adaptive management framework that gathers critical data, uses that data to improve our understanding of critical uncertainties, and integrates empirical data and stakeholder feedback to improve recovery implementation.

### 1) COMPLETE & IMPLEMENT YAKIMA STEELHEAD MONITORING PLAN

The Board will complete a Research, Monitoring and Evaluation Plan for the Yakima Steelhead Recovery Plan, with the intent it become a supplement to the NOAA Middle Columbia Steelhead DPS Recovery Plan. Portions of this plan were completed in the previous biennium, and funding has been secured to implement many of the actions called for. The Board will work with the Yakama Nation and WDFW to support implementing these critical steelhead monitoring actions. The Board will also continue to work with partners to develop and implement the habitat status and trends and action effectiveness portions of the monitoring plan.

*Lead:* Recovery Program Coordinator

*Timing:* Draft of habitat monitoring element complete by November 1<sup>st</sup>, 2011; Complete RME plan submitted to NOAA by Jan 1, 2012.

Comment [AC1]: TALK TO YUKI ABOUT THESE DATES...

### 2) WORK WITH PARTNERS TO BUILD EMPIRICALLY-BASED ADAPTIVE MANAGEMENT SYSTEM

Recovering at-risk fish species in the Yakima Basin requires making large investments in recovery actions in the face of uncertain knowledge. Significant investments have been made to model fish and water resources in the Yakima Basin, but additional work is needed to ensure that this work is effectively incorporated into decision making processes in the basin. The Board will work with partners to promote the application of a rigorous approach to adaptive management that uses available technical resources to identify the most effective and efficient approaches to restoring and protecting habitat and improving instream flows in the Yakima Basin.

*Lead:* Recovery Program Coordinator/Executive Director

*Timing:* Ongoing.

## Objective F: Conduct Public Outreach and Education

As a young organization operating in an often confusing arena, the Board needs to develop public knowledge and support of its activities through the following activities:

### 1) MAINTAIN & EXPAND WEBSITE

The Board will continually maintain and update its website to provide ready access to overviews of Board activities, recovery plan materials, project information, monitoring data, maps, etc.

*Lead:* Operations/Outreach Coordinator

*Timing:* Ongoing.

### 2) DISTRIBUTE A QUARTERLY NEWSLETTER

The Board will issue a quarterly newsletter describing the Board and its activities and related topics. This will be distributed to a broad mailing list and made available at the offices of the Board and its partners and other public sites.

*Lead:* Operations/Outreach Coordinator

*Timing:* Quarterly, starting July 2011.

### 3) DEVELOP A STATE OF THE YAKIMA REPORT

The Board will develop a report that provides updates on 1) the status of fisheries and water resources in the Yakima Basin, 2) progress towards implementing recovery actions, 3) activities of key partners in the Basin. The format of this report will be coordinated with GSRO to ensure that information gathered for the local effort informs state-wide reporting.

*Lead:* Executive Director and Operations/Outreach Coordinator

*Timing:* Report completed by Oct 1<sup>st</sup>, 2011 and Oct 1<sup>st</sup>, 2012.

**Comment [AC2]:** Jen & Phil re coordinating with 2012 State of the Salmon report

### 4) DEVELOP & IMPLEMENT AN OUTREACH STRATEGY

The Board will draft a Board outreach strategy that identifies key outreach needs and actions to address them. Identified high priority actions will be implemented.

*Lead:* Operations/Outreach Coordinator

*Timing:* Draft strategy by Nov 1<sup>st</sup>, 2011; implementation ongoing.

5) BUILD RELATIONS WITH MEDIA

The Board will build working relationships with local and regional media and ensure coverage of Board activities. This may include issuing press releases, meeting individually with media representatives, and organizing tours of Board projects and activities.

*Lead:* Executive Director and Operations/Outreach Coordinator

*Timing:* Ongoing.

ESTIMATED STAFF TIME ALLOCATIONS BY OBJECTIVE		
A) Maintain Organizational Capacity		
0.3 FTE	Operations/Outreach Coordinator	
0.25 FTE	Executive Director	
B) Act as Yakima Basin Lead Entity		
0.8 FTE	Lead Entity Coordinator	
0.1 FTE	Executive Director	
C) Develop & Maintain Strategic Plans		
0.3 FTE	Recovery Program Coordinator	
0.1 FTE	Executive Director	
D) Coordinate Implementation of Recovery Actions		
0.15 FTE	Recovery Program Coordinator	
0.25 FTE	Executive Director	
0.2 FTE	Lead Entity Coordinator	
E) Coordinate Monitoring Program		
0.3 FTE	Recovery Program Coordinator	
0.1 FTE	Executive Director	
F) Conduct Public Outreach And Education		
0.45 FTE	Operations/Outreach Coordinator	
0.2 FTE	Executive Director	
TOTALS		
1 FTE	Executive Director	
0.75 FTE	Operations/Outreach Coordinator	
0.75 FTE	Recovery Program Coordinator	
1 FTE	Lead Entity Coordinator	

<b>DRAFT 2012-2013 Budget</b>				
	FY 2011 Budget	FY 2012	FY 2013	Biennium
<b>INCOME</b>				
RCO Regional Organization Contract	380,000	349,547	350,453	700,000
RCO Implementation Schedule Extension		40,000		40,000
		<u>389,547</u>	<u>350,453</u>	<u>740,000</u>
<b>EXPENSES</b>				
<b>Personnel</b>				
Executive Director (1 FTE)	74,648	74,648	74,648	149,296
Lead Entity Program Coordinator (1 FTE)	48,538	50,000	50,000	100,000
Recovery Coordinator (.75 FTE)	46,965	47,904	47,904	95,809
Operations/Outreach Coordinator (.75 FTE)	45,000	34,320	34,320	68,640
Payroll Expenses	25,818	24,825	24,825	49,649
Retirement benefits	6,455	6,206	6,206	12,412
Health Benefits	33,000	36,000	39,600	75,600
Total Personnel	<u>280,423</u>	<u>273,903</u>	<u>277,503</u>	<u>551,406</u>
<b>Operating Costs</b>				
Computer Support	2,000	4,000	4,000	8,000
Dues and Subscriptions	500	500	500	1,000
Registration Fees	1,000	2,000	2,000	4,000
Insurance	3,000	2,500	2,500	5,000
Office Supplies	2,750	3,000	3,000	6,000
Postage and Delivery	500	1,000	1,000	2,000
Advertising	2,000	1,500	1,500	3,000
Printing and Reproduction	5,000	5,000	5,000	10,000
Office Rent	18,600	19,800	19,800	39,600
<b>Utilities</b>				
Natural gas	1,500	1,600	1,600	3,200
Electric	1,200	1,200	1,200	2,400
Security	390	400	400	800
Janitorial	1,690	1,690	1,750	3,440
Telephone	4,000	2,500	2,500	5,000
Internet Service	2,000	1,200	1,200	2,400
Equipment & Furnishings	3,000	2,500	2,500	5,000
Food & Beverages	new item	500	500	1,000
Interest Expenses	225	225	225	450
Bank Service Charges	275	275	275	550
Total Operating Costs	<u>48,630</u>	<u>51,390</u>	<u>51,450</u>	<u>102,840</u>
<b>Professional Fees</b>				
<b>Consulting</b>				
Technical writing/editing	5,000	5,000	3,000	8,000
Web design/support	10,000	1,500	1,000	2,500
<b>Technical Support</b>				
Technical support for database/data mgmt	6,317	40,000	-	40,000
Accountant/Audit	8,000	9,000	9,000	18,000
Legal	1,000	1,000	1,000	2,000
	<u>35,317</u>	<u>56,500</u>	<u>14,000</u>	<u>70,500</u>
Program Expense	250	250	250	500
Misc Expense/contingency	3,630	254	-	254
<b>Travel</b>				
Lodging	2,000	1,500	1,500	3,000
Meals & Per Diem	600	600	600	1,200
Travel- other	150	150	150	300
Mileage Reimbursements	8,000	5,000	5,000	10,000
Total Travel	<u>11,750</u>	<u>7,250</u>	<u>7,250</u>	<u>14,500</u>
<b>Total Expenditures</b>	<u><b>380,000</b></u>	<u><b>389,547</b></u>	<u><b>350,453</b></u>	<u><b>740,000</b></u>
<b>Net Income</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>

**Yakima Basin Fish & Wildlife Recovery Board**  
**Profit & Loss**  
 February 9 through March 2, 2011

	<u>Feb 9 - Mar 2, 11</u>
<b>Ordinary Income/Expense</b>	
<b>Expense</b>	
<b>706 · Personnel</b>	
<b>7061 · Benefits</b>	
70611 · Medical Insurance	2,997.83
70612 · Simple IRA	430.55
7061 · Benefits - Other	<u>-428.15</u>
<b>Total 7061 · Benefits</b>	3,000.23
<b>7062 · Salary &amp; Wages</b>	15,543.68
<b>7063 · Paid Time Off</b>	
70631 · Holiday Pay	672.91
70632 · Sick Pay	50.56
70633 · Vacation Pay	<u>814.58</u>
<b>Total 7063 · Paid Time Off</b>	1,538.05
<b>7064 · Payroll Tax Expenses</b>	
70641 · Federal Social Security Taxes	1,010.76
70642 · Federal Medicare Taxes	236.39
70643 · State Industrial Insurance Tax	64.27
70644 · State Unemployment Taxes	<u>232.30</u>
<b>Total 7064 · Payroll Tax Expenses</b>	<u>1,543.72</u>
<b>Total 706 · Personnel</b>	21,625.68
<b>710 · Operating Costs</b>	
<b>7103 · Communications</b>	
71031 · Internet Service	<u>115.78</u>
<b>Total 7103 · Communications</b>	115.78
7130 · Office Supplies	106.80
7150 · Printing and Reproduction	70.33
7157 · Food & Beverages	15.82
7160 · Utilities	<u>118.54</u>
<b>Total 710 · Operating Costs</b>	427.27
<b>715 · Professional Fees</b>	
7153 · Consulting	2,500.00
7158 · Technical Support	<u>6,659.42</u>
<b>Total 715 · Professional Fees</b>	9,159.42
<b>780 · Travel</b>	
784 · Mileage Reimbursements	<u>91.70</u>
<b>Total 780 · Travel</b>	<u>91.70</u>
<b>Total Expense</b>	<u>31,304.07</u>
<b>Net Ordinary Income</b>	<u>-31,304.07</u>
<b>Net Income</b>	<u><u>-31,304.07</u></u>



## Policy Manual Development

Denise is taking the lead on compiling a policy manual with three sections (Policies for Board Operations, Financial Policies and Personnel Policies). She has reviewed our records and general recommendations for non-profit policies and is working on pulling together the existing or draft policies listed below. Once an initial draft is complete, we will work with the Executive Board to edit it into a final draft to put before the Board

**IF YOU HAVE RECOMMENDATIONS, MODEL POLICIES, OR PROPOSED ADDITIONS TO THE LIST BELOW, PLEASE DO LET DENISE KNOW ([dbuck@ybfwrb.org](mailto:dbuck@ybfwrb.org)). We will also want to secure a legal review prior to adopting the new manual; recommendations for possible reviewers are welcome!**

### **Adopted**

Board Meeting Notification	2/10/11	Board Policy
Procurement	2/10/11	Financial Policy
Conflict of Interest	3/3/10	Board Policy

### **Adopted in Personnel Decisions**

Leave & Benefit Policies	Personnel Policy
--------------------------	------------------

### **Proposed (drafts being developed)**

Whistleblower	Board (also link to Personnel Policy)
Confidentiality	Board (also link to Personnel Policy)
Ethics	Board (also link to Personnel Policy)
Lobbying Policy	Board (also link to Personnel Policy)
Disclosure of Public Records	Board Policy
Document Management	Board Policy
Financial Practices/Accounting Manual	Financial Policy
Fundraising & Donations	Financial Policy
Alcohol & Substance Abuse	Personnel Policy
Non-Discrimination and Anti-Harassment	Personnel Policy
Travel Policy	Personnel Policy
General Personnel Policy	Personnel Policy