

## MEETING OVERVIEW

*For the August 4, 2021 Annual Meeting of the Yakima Basin Fish & Wildlife Recovery Board*

Numbers refer to agenda items. Item #s refer to Board materials email attachment numbers.

1. We'll start the meeting at 2 pm with **introductions**, review and **approval of the agenda**, and review and **approval of the minutes** of the May 19<sup>nd</sup> Board of Directors meeting. The agenda (#1) and minutes (#3) are attached, along with notes from the June 30 and July 20 Executive Committee meetings (#4).
2. Bring any **announcements** you want to make. Two outgoing letters are in the **correspondence packet** (item #5):
  - a. A staff-level support letter for Benton Conservation District's proposal to use drought relief funds to purchase a second, smaller water stargrass harvester for use in side channels and other areas where the large harvester already ordered cannot easily operate;
  - b. The letter to WDFW we discussed at the last meeting regarding the need to ensure non-native warm water fish are managed in a way that reduces predation on native anadromous fish;

I've also attached the 2 letters the Board submitted in 2014 on **proposed buffer requirements for SRFB projects** (Item #6). The same policy will be before the SRFB in September, and I'd like the Board to confirm whether I should refer to these letters as still representing the Board's position. I don't see a need for a new letter at this time but would like input from the Board at this meeting and delegation of approval of such a letter to the Exec, so that we would have the option to draft a letter once the final draft SRFB policy is out for review in early September.

There may also be two outgoing letters to discuss which I will email out prior to the meeting:

- a. A letter of support for specific salmon recovery items included in the federal infrastructure bill framework (it's evolving as we speak, and I should have enough detail for us to discuss early next week);
  - b. A letter providing input to the SRFB on draft guidelines for the new SRFB Targeted Investment Program;
3. We will review and **approve the 2021 Ranked SRFB Project List** (to be sent out early next week). This list will be submitted to the Washington Salmon Recovery Funding Board (SRFB), which will fund our recommended projects at its September meeting. The proposed list will be finalized by the Citizen's Committee at its meeting on 8/2. The Board can either approve it as presented or remand it to the Citizen Committee for further consideration; the Board cannot change the project rankings.
4. **Board Agreements:**
    - a. I will provide a brief update on the status of existing contracts and agreements;
    - b. We just received our **new 5-year funding agreement with the BLM** (item \$7a) that continues partnership started in 2013 whereby we work with BLM to identify and fund

actions on or near BLM lands that meet both BLM and Recovery Plan goals. I'd like a motion from the Board to approve it; it is a standing partnership agreement that may see additional funding added to it over the course of its 5-year life.

- c. **A resolution regarding signing authority for our 21-23 RCO Regional and Lead Entity Operations Contract** is attached (Item #7b). At our May meeting the Board made a motion giving me signing authority for our new RCO funding agreement, but we did not use the resolution/authorization template preferred by RCO. I'd like to ask the Board to review and affirm the authorization as signed and submitted.
  - d. We need to **update our MOA #6 with Mid-Columbia Fisheries** to include the next phase of project work in the Ringer Road area, but need to finalize the scope and the amount of funding available from BLM. I'd like to ask the Board to delegate approval of this MOA amendment to the Exec and indicate whether email review by the Board of Directors is desired prior to that Exec action.
5. This is our annual opportunity to review, and if needed, **update our bylaws and policy manuals**:
- a. Four years ago we completed our most-recent bylaw update. This year, no additional changes have been proposed. Do review the bylaws (see [www.ybfwrb.org/about-the-board/organization/](http://www.ybfwrb.org/about-the-board/organization/)) and let me know if you have any changes you would like to have discussed at the annual meeting.
  - b. This is our **annual opportunity to review, and if needed, update our board policies**.

The complete current Board Operations manual can be viewed at:

<https://ybfwrb.org/wp-content/uploads/2017/09/Operations-Manual.pdf>

The complete Board Personnel Manual can be found here:

<https://ybfwrb.org/wp-content/uploads/2017/09/Personnel-Manual.pdf>

Item #8 includes one stan-alone policy and proposed updates to the two manuals. These include:

- i. The annual statement on food and drink purchases required for reimbursing them with RCO funds;
- ii. Edits to implement the cell phone reimbursement policy approved at the May Board meeting; and,
- iii. Changes to make clear that the 3% retirement match starts at the time of hiring, as recommended by the Executive Committee to ensure we are meeting the conditions of the Section 125 plan that allows our retirement benefits to be treated as tax-free match.

We will review and decide whether to adopt the policies and changes outlined in item #8; if you have other changes to propose to either manual, do let me know or bring your proposal to the meeting for discussion.

6. We will review the current **Board of Directors membership (see item #9)** and make any proposed changes and additions. If you have any changes to proposed, or new members to nominate, be ready to present them at the meeting! We will also collect the annual **Board of Directors member certification forms**. Please do send us your completed and signed forms (a blank form is attached in the materials email as Item #11).
7. We will take nominations and elect **new officers**. There are three positions: Chair, Vice Chair/Treasurer and Secretary. Current officers are identified in bold on the member list (item #9). We will also **appoint a registered agent**. The agent receives legal notices and official correspondence on behalf of the Board). I currently serve as the registered agent.
8. The Board's Executive Committee is made up of five members; the three officers and two At-large members. We will **appoint the two at large Executive Committee members** at this time. Current members are identified in bold on the member list (item #9). We will also **review the current Citizen Committee and Technical Advisory Group memberships (item #11)**, and discuss the recruiting of new members.
9. We will review the **proposed meeting schedule for Fiscal Year 2022** (item #12). Please **check your calendars for conflicts and be ready to approve our meeting dates** for the next year.
10. We will **review and approve the FY2022-23 Work Plan and Budget** (item #13), which was prepared based on input at the May and July Executive Committee meetings and the May Board of Directors meeting. An annotated version of the budget explaining changes and showing the 2021 budget for comparison is attached as item #14. Do let me know if you have changes to propose to either the work plan or budget, and/or bring recommendations to the meeting.
11. We will review the **Financial Reports** (item #14). The budget vs actual report is preliminary for discussion only; the full year end accounting is underway, and will be available at the October Meeting as part of the Annual Audited Financial Statement.
12. Finally, we will open the floor up for any **public comments**.