

## MEETING OVERVIEW

*For the September 27, 2023 YBFWRB Board of Directors Meeting*

Please RSVP here <https://www.surveymonkey.com/r/2VRRS7L> prior to the meeting.

In-person attendees are invited to join us for a pizza lunch at 12:00 in the Board's office at 1200 Chesterly Drive, Suite 280 in Yakima.

The Online meeting option will start at 12:25 pm at <https://us06web.zoom.us/j/89993931512>

### NOTES ON DIGITAL MEETING:

1. *We are using Zoom. Please join the meeting 5-10 minutes early so that you have time to set up any required plug-ins, etc.*
2. *If you are having trouble joining the meeting, email or text Alex at (509) 453-6007; [aconley@ybfwrb.org](mailto:aconley@ybfwrb.org)*
3. *Please do use the computer link so that you can view shared materials and use the chat bar to participate and request a chance to speak.*
4. *Use of video is optional but recommended.*
5. *Note that using computer audio and/or video requires a fast web connection; if your connection is struggling, call in via phone.*
6. *Use the raised hand function if you would like us to call on you to speak. We may also use the hand function to call for Yeas and Nays on motions.*
7. *When not talking, please mute yourself on the Zoom meeting control panel to avoid feedback and background noise.*

### MEETING OVERVIEW

**Join us for pizza in the office at noon** (Do RSVP here <https://www.surveymonkey.com/r/2VRRS7L> so we have enough pizza for you!)

At 12:30 we will start the online meeting and welcome all, and then **focus our time until 1:45 on proposals for 2024 and 2025 state legislative outreach**. The input from this session will be used to draft a letter to the Governor and OFM regarding state agency supplemental budget proposals; we'll also talk about how we want to engage in the early 2024 supplemental session, and how staff and Board members can engage in efforts to start now to help shape the agency budget and policy proposals for the next biennium (due to the Governor in September of 2024).

**The regular business meeting of the Board of Directors will commence at 2 pm** (see next page)

## 2 pm – 4 pm Business Meeting Topics

### 1. Introductions, Agenda and Minutes

We'll start the meeting with introductions, review/approval of the agenda, and review/approval of the minutes from our August Annual Meeting. The **agenda (Item #1)** and **draft minutes for the Annual Meeting (Item #3)** are attached, along with **notes from the September 18<sup>th</sup> Executive Committee meeting (Item #4)**.

### 2. Public Comment

Members of the public will be invited to speak to any items on the agenda, or any additional items.

### 3. Updates and Correspondence

We'll give a brief power point with partner and program updates; Do also feel free to bring your own updates to share!

Come prepared to:

- a. Share feedback on the annual meeting;
- b. Discuss how we standardize how we refer to the organization, its full membership and the Board of Directors in a way that is easy to communicate to the public;
- c. Learn about plans for a fall tour of completed SRFB projects;
- d. Discuss and potentially approve, pending email review of a final draft, a letter to the Governor and OFM based on the discussion during our pre-meeting work session.

### 4. FY2023 Audited Fincial Report and IRS 990 Form

Abby Bailey will join us to present the annual audited fincial statement and IRS 990 tax form that she has prepared for us. **The Financial Statement is attached as Item #5a; the IRS 990 Form is Item #5b.** After the review, the Board of Directors will be asked to consider approving both documents and submitting the 990 Form to the IRS.

### 5. Board Logistics

- a. We will touch base on **plans to fill current and pending Board of Directors vacancies, including potentially approving a new Yakima small cities representative.**
- b. We will **discuss the Recovery Board's long-term staff and contractor needs** in light of our recently approved strategic plan and review a proposed strategy and timeline for filling those needs. I'll be looking for Board feedback on the overall plan, and specifically, on options for filling our need for strategic communications support to implement the focus in our strategic plan on outreach to decision makers.

- c. With the departure of Kayla Gallentine from our Operations and Outreach Manager position, hiring a new Operations Manager will be the first priority. We will review the proposed changes to the position and the **draft job description (Item #6)**. We will be asking the Board of Directors to consider approving the **proposed Human Resources Support Contract with Shorett Communication (Item #7)**. The proposal would bring Susan Elliot on to lead the hiring process; the cost would be up to \$7,500, with actual billings likely less. Susan Comes highly recommended by Kittitas Conservation Trust, which used them for their two recent hires; their actual cost came in at under \$5,000. Given that I am covering two jobs until we get a new Operations Manager on, approving this contract would increase the speed and quality of the hiring process considerably.
- d. At the last Board of Directors meeting approval of a Beaver Management Planning MOA was delegated to the Executive Committee. We just this week completed back and forth with Mid-Columbia Fisheries on the final proposed agreement, so instead are putting **review and approval of the Beaver Management Planning MOA (Item #8)** on the agenda for this meeting. This agreement would allow Mid-Columbia Fisheries staff to take a lead role convening a Yakima Beaver Working Group and developing a Yakima Beaver Management Plan to guide future investments in beaver restoration work aimed at improving habitat for anadromous fish. The cost to us would be up to \$17,283, for which we'd use recovery program funds (as our Steelhead Recovery Plan highlights beaver restoration as a priority action that needs further development).
- e. Alex will present a **possible contract to support development of an assessment of the Naches Basin** and priority actions to recover steelhead, chinook and bull trout there that would support pending recovery plan updates. We are working with partners including the Yakama Nation, WDFW and Yakima County to identify goals and information needs. Pending outcomes of meetings on Monday, we may ask the Board to consider delegating approval of a sole source contract of up to \$50,000 with Phil Roni of Cramer Fish Sciences for this purpose. Phil has literally written the book on assessment work, and the goal of this process would be to identify assessment goals, compile and synthesize existing information and identify any new data that may need to be collected to inform future recovery actions. It would inform future work by both us and our partners, using a range of different funding sources. This work would be funded using available Recovery program funds for updating our recovery plans.
- f. Alex will provide updates on changes to the Board's accounting system and contracting logistics and will ask the Board of Directors for feedback on options for future outsourcing of financial management tasks.
- g. Given the turnover in Board staff, the Executive Committee recommends deferring securing a contractor to help us review and update our policy and personnel manuals until a new Operations Manager is on board to manage that process. This means deferring the updates to the winter/spring; it should still be feasible to have the updates ready for approval at our 2024 Annual Meeting. We'd like to get feedback from the Board of Directors on this proposal and any potential consultants for this work they might recommend reaching out to.

## 6. Lead Entity Program

Michael Horner will give **an update on the now-completed 2023 SRFB Grant Round, SRFB policy decisions and preparations for the 2024 grant round.** Based on last week's decisions by the SRFB we will be running up to an additional \$2 million in grants for the new riparian funding program through our regular 2024 grant round. Michael will highlight the requirements of the new program and the ways we are working with project sponsors to support them as they develop riparian grant proposals.

Michael will also **review the just announced Fish Barrier Removal Board grant round** (see WDFW's press release here: <https://content.govdelivery.com/accounts/WADFW/bulletins/371c334> and the RCO's information for applicants here: <https://rco.wa.gov/grant/brian-abbott-fish-barrier-removal-board/>). He will describe how we are working with potential project sponsors to support and coordinate their applications.

Finally, Michael **will highlight recently completed work under the Recovery Board's funding agreement with the BLM.**

## 7. Outreach Program Update and Plans

Alex will give a quick update on recent and upcoming outreach activities and ask for direction on proceeding with the proposed update of the Recovery Board's 2018 Communication Strategy (available at [https://ybfwrb.org/wp-content/uploads/2020/10/CommunicationsPlan\\_FINAL.pdf](https://ybfwrb.org/wp-content/uploads/2020/10/CommunicationsPlan_FINAL.pdf)). He'll be asking for recommendations on potential contractors to support the effort and guidance on how to scope the update effort.

## 8. Recovery Program Updates

Alex will close out the meeting by providing updates on the Yakima Bull Trout Working Group, Steelhead Recovery Planning work and the efforts to build a web-accessible library and Wikipedia-based knowledge base.