



YAKIMA BASIN  
FISH AND WILDLIFE  
RECOVERY BOARD

## **FY 2024-25 WORK PLAN & BUDGET**

As Approved by the Board on August 9, 2023

This work plan will guide the activities of the Yakima Basin Fish & Wildlife Recovery Board (YBFWRB) for Fiscal Years 2024 and 2025 (July 1, 2023 to June 30, 2025). The YBFWRB's mission is to conserve and restore sustainable and harvestable populations of native fish and wildlife species in close partnership with the local communities of the Yakima River Basin.

Since it was founded in 2006, the YBFWRB has established itself as an organization, run the SRFB project review process for the Yakima Basin, written the Yakima Steelhead Recovery Plan (now incorporated into NOAA Fisheries Mid-Columbia Recovery Plan), developed the Yakima Bull Trout Action Plan, and supported partners' efforts to implement actions identified in these plans. In fiscal years 2024 and 2025, the YBFWRB will continue to build on the relationships it has established to coordinate and promote a broad range of fisheries recovery actions at local, state and federal levels. The YBFWRB 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.

Tasks identified in this work plan are organized under four focus areas:

- 1. Collaborative Organizational Structure*
- 2. Recovery Planning*
- 3. Lead Entity Program*
- 4. Outreach and Advocacy*

The party responsible for taking the lead, specific tasks and the schedule under which they are to be accomplished are identified.

## 1. Collaborative Organizational Structure

The YBFWRB, created in 2006, formally brings together county, city and tribal governments to engage in fish and wildlife recovery efforts. The YBFWRB's unique structure is designed to engage local governments in fish and wildlife recovery efforts that are often dominated by state and federal program and is the only place where local governments and the Yakama Nation have formally come together utilizing consensus decision making. The YBFWRB's goal is to assure that fish and wildlife recovery efforts are done in a manner that is both effective and has strong support from the communities it occurs in. An active and engaged Board is at the heart of all that the YBFWRB does, and the entire organization depends on the commitment of Board members to work together in support of the YBFWRB's mission.

### 1.1 Sustain a robust partnership between county, city and tribal governments

#### 1.1.1 BUILD SHARED UNDERSTANDING AND PARTNERHIP BETWEEN BOARD MEMBERS

The 23 governments in the Yakima Basin that signed the Interlocal Agreement (ILA) creating the YBFWRB range from small cities with all-volunteer leadership, to large counties with dedicated water and natural resource staff, to the Yakama Nation, with its large fisheries program and emphasis on protecting treaty rights to fish and wildlife. The Board serves as a forum for all of these members and diverse partners to share perspectives, build mutual understanding and identify common goals. An important goal of the Board of Directors is to engage Board members and their peers in the basin in constructive dialogue about how local governments can support and engage in fish and wildlife recovery efforts that meet their needs. The Board also provides a forum for developing feedback for state and federal policy makers on how fish and wildlife recovery programs can best accommodate the needs of local communities.

*Lead: Board of Directors, Chair*

*Tasks and Timing:*

- 1. Hold topic-specific workshops prior to Board of Directors meetings*
- 2. Hold tours and general interest sessions for members and partners in conjunction with the Board's annual meeting in August of 2023 and 2024.*
- 3. Send letters to all member jurisdictions providing updates and opportunities for engagement (late November 2023 & 2024 and early June 2024 & 2025)*
- 4. Board of Directors members and liaisons from other Board Members to give periodic updates to their jurisdictions and other partners on key issues*
- 5. Executive Director and staff to give updates to member jurisdiction governing meetings (goal of 6 per year)*
- 6. Monthly one-page Executive Directors report to Board membership*

### 1.1.2 CONVENE MEMBERS TO SET STRATEGIC DIRECTION

The full Board membership and its Board of Directors provide direction for YBFWRB activities by approving annual work plans and budgets, discussing and approving new initiatives, ensure that YBFWRB operations are conducted in accordance with its governing documents, legal requirements, and financial best practices, and providing strategic input to Board staff and partners.

*Lead: Board of Directors, Chair*

*Tasks and Timing:*

1. *Ongoing governance of Board operations, primarily via the Annual Meeting, regular meetings of the Board of Directors and the Executive Committee*
2. *Ongoing consultation between the Executive Director and the Chair*
3. *Approval of workplans and budget at the August Annual meeting in 2023 & 2024*
4. *Complete Board Strategic Plan in August 2023*
5. *Review/update Strategic Plan in winter 2024-5*

## **1.2 Increase the impact and engagement of our board of directors as organizational leaders**

### 1.2.1 BUILD A STRONG NETORK OF OGRANIZATIONAL LEADERS

The YBFWRB's members have extensive skills, networks, and political connections that they bring to the table. Building a strong sense of engagement among Board members is essential to effectively using those assets to achieve the mission of the Board.

*Lead: Board of Directors, Chair*

*Tasks and Timing:*

1. *Provide new Board of Directors with onboarding support and mentoring (as required)*
2. *Build a strong sense of connection among YBFWRB members (ongoing)*
3. *Hold Board trainings and retreats (TBD)*
4. *Ongoing networking among Board members to increase shared understanding and support for critical YBFWRB programs and positions (ongoing)*

## **1.3 Plan for Future YBFWRB Revenue and Staffing**

The YBFWRB is currently in a time of change, having just completed a strategic plan and received a significant increase in base funding to implement that plan. To grow effectively, the Board must plan for future operations.

### 1.3.1 EVALUATE THE ORGANIZATION'S STAFFING AND CONTRACTOR NEEDS

The YBFWRB will need to expand its staff and/or contractor capacity in order to effectively implement the Board's strategic vision and this and future work plans.

*Lead: Executive Director & Board Officers*

*Tasks and Timing:*

1. *Complete a staffing plan and prepare associated position descriptions and hiring materials by November of 2023*
2. *Implement staffing plan recommendations by June 2024*

### 1.3.2 EXPAND AND DIVERSIFY REVENUES TO SUPPORT THE BOARD'S OPERATIONS

While the Board is in a good short-term funding position, the long-term stability and effectiveness of the Board will require that the Board diversify its funding sources and match them well to its strategic priorities.

*Lead: Executive Director & Board Officers*

*Tasks and Timing:*

1. *Complete a funding plan for fiscal years 2026-2027 that expands the funding base for the Board (draft by January 2025, with final by July 1, 2026).*

## **1.4 Maintain a well-functioning nonprofit organization**

One of the Board's first actions was to create a non-profit corporation that implements plans developed by the Board. The Executive Director manages the non-profit organization, with support from the Board of Directors. Maintaining an effective non-profit corporation enables the Board to complete the rest of the activities identified in this work plan.

### 1.4.1 MAINTAIN BOARD ORGANIZATIONAL STRUCTURE

The YBFWRB will maintain its legal status as a non-profit organization, hold regular meetings of the Board of Directors and complete all required reporting.

*Lead: Executive Director & Board Officers*

*Tasks and Timing:*

1. *Complete annual registrations and reporting, including Washington Corporation annual reporting, submission of IRS 990 form, federal contractor registrations, etc. (ongoing)*

2. *Organize regular Board of Directors meetings approximately every 2 months, with meetings of the Executive Committee preceding each*
3. *Organize Annual Meetings in August of 2023 and 2024 to approve work plans and budgets, select members and officers, update policies and bylaws, etc*
4. *Maintain records of Board membership, business, policies and meetings (ongoing)*

#### 1.4.2 MANAGE BOARD CONTRACTS & FINANCES

The YBFWRB will manage its finances and contracts to fully fund Board activities as described in this work plan and completed required financial reporting.

*Lead: Executive Director & Operations staff*

*Tasks and Timing:*

1. *Make payments and deposits, including all applicable taxes, and keep detailed records of all transactions (ongoing)*
2. *Negotiate and manage all contracts necessary to implement this work plan (ongoing)*
3. *Produce Quarterly Financial Reports for review by the Board*
4. *Complete an annual Financial Statement and Audit (Sept of 2023 and 2024)*
5. *Identify options for additional support for bookkeeping and contract management by November of 2023*

#### 1.4.3 MAINTAIN BOARD STAFF & OFFICE SPACE

The YBFWRB is currently staffed by an executive director, a lead entity coordinator, and an operations manager, and may expand in this biennium. The YBFWRB maintains an office and meeting space in Yakima.

*Lead: Executive Director*

*Tasks and Timing:*

1. *Maintain a physical office space and other resources (software, computers, etc) needed to support productive staff and Board activities. (ongoing)*
2. *Hire and supervise staff as needed to complete staffing plan (ongoing)*
3. *Work with staff members to ensure staff can engage in appropriate professional development opportunities such as conferences and trainings (ongoing)*

### **1.5 Take every opportunity to nurture and strengthen key strategic relationships.**

### 1.5.1 BUILD RELATIONSHIPS WITH KEY STAKEHOLDERS AND DECISION MAKERS

Board members can help build and maintain relationships with stakeholders and decision makers with an interest in fish & wildlife recovery. This should occur formally (as detailed under the Board Outreach and Education objective of this work plan) and informally, through ongoing interpersonal communications and Board member engagement with their communities and partner organizations.

*Lead: Board, Staff, & Partners*

*Tasks and Timing:*

1. *Ongoing relationship building and communications by Board of Directors members pertaining to YBFWRB activities, policies and positions*

### 1.5.2 PARTICIPATE IN THE YAKIMA BASIN INTEGRATED PLAN

Since 2011, the YBFWRB has participated in the development of the Yakima Basin Integrated Water Resources Management Plan. The YBFWRB 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 YBFWRB's strategic plans. The YBFWRB will also work with partners to support implementation of these elements of the plan.

*Lead: Executive Director*

*Tasks and Timing:*

1. *Executive Director to serve on the YBIP Work Group and the Habitat Subcommittee (ongoing)*
2. *Board of Directors members to coordinate between the Board's efforts and their jurisdiction's direct engagement with YBIP (ongoing)*

## 2. Recovery Planning

The YBFWRB 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. This requires that we develop, maintain and implement recovery plans for listed fish species in the Yakima Basin. To do this, the YBFWRB shall:

### 2.1 Convene a Steelhead Working Group and update the Steelhead Recovery Plan

#### 2.1.1 STEELHEAD RECOVERY PLANNING

The YBFWRB 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 issued on September 30, 2009. The YBFWRB 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. In this biennium the YBFWRB will work to update key elements of the Yakima Steelhead Recovery Plan.

*Lead: Executive Director*

*Tasks & Timing:*

- 1. Work with key partners to convene a Yakima Steelhead Working Group that will meet regularly to discuss steelhead recovery and provide input on plan updates (quarterly or more frequent meetings, starting in the fall of 2023).*
- 2. Work with Yakama Nation to finalize the 2023 Satus and Toppenish Populations Recovery Plan Review and Update by October of 2023*
- 3. Scope out the plan update process and identify required staff, contracts and resources by January of 2024.*
- 4. Complete priority updates to the Yakima Steelhead Recovery Plan, including updated actions, implementation schedule, monitoring needs and incorporation of climate change impacts by May of 2025.*

### 2.2 Convene the Yakima Bull Trout Working Group and update the Bull Trout Action Plan

#### 2.2.1 BULL TROUT RECOVERY PLANNING

The Yakima Bull Trout Working Group (BTWG) meets regularly to coordinate bull trout recovery actions. Smaller groups have met regularly between working group meetings to develop specific proposals for consideration by the BTWG. The YBFWRB convenes the meetings and leads development of work products used by the BTWG.

In 2012, The YBFWRB worked with partners, including the BTWG, WDFW and the USFWS, to complete a draft Yakima Bull Trout Action Plan (BTAP). The USFWS completed a

Recovery Plan for Columbia River Bull Trout in 2015, and in FY 2017-18 period, the YBFWRB worked with the BTWG to update the actions in the BTAP and ensure they are consistent with the USFWS Recovery Plan. The BTWG plays key role in both updating the Bull Trout Action Plan (BTAP) and coordinating the implementation of priority actions identified in the BTAP. In this biennium, the YBFWB will work with the Yakima Bull Trout Working Group to do a 5-year update of the Bull Trout Action Plan.

*Lead: Bull Trout Working Group Coordinator; Recovery Program staff*

*Tasks & Timing:*

- 1. Convene regular meetings of the BTWG (approximately one every two months)*
- 2. Work with the BTWG to prepare biennial funding recommendations for the Yakima Basin Integrated Plan Habitat Subcommittee (May of 2024) and respond to other habitat subcommittee bull trout information requests.*
- 3. Support bull trout working group projects and data coordination efforts (ongoing).*
- 4. Maintain the BTWG website (ongoing).*
- 5. Scope the BTAP update process and identify needed staffing, consultants and resources (e.g. updated web-accessible database) by Sept 2023.*
- 6. Complete BTAP updates using regular work sessions tied to Bull Trout Work Group Meetings (October 2023-Sept 2024).*
- 7. Compile all updates and review and release updated on-line plan by Dec 2024.*

## **2.3 Engage with partners to promote strategic planning for other fish & wildlife species**

### **2.3.1 PARTICIPATE IN LAMPREY, SUBBASIN AND OTHER SPECIES PLANNING**

The YBFWRB will participate in strategic planning for other species, including lamprey, non-listed salmon, and any newly listed aquatic species (e.g. mussels).

*Lead: Recovery Program Coordinator and/or contractor*

*Tasks & Timing:*

- 1. Serve on the lamprey recovery planning team led by the Yakama Nation and US Fish & Wildlife Service, promote the incorporation of lamprey conservation best practices into salmon recovery projects, and support implementation of the Pacific Lamprey Conservation Initiative priorities in the Yakima Basin (ongoing)*
- 2. Support efforts to update and apply the 2005 Yakima Subbasin Plan written by the Board. This will include ensuring it is appropriately summarized in NPCC & BPA documents, participating in NPCC regional coordination meetings, and potentially, providing input based on the Subbasin plan to the NPCC and BPA during Habitat Project solicitations (as requested)*
- 3. Engage in additional planning efforts as approved by the Board of Directors.*



## **2.4 Work with partners to promote implementation of Recovery Plan priority actions**

### **2.4.1 PROMOTE IMPLEMENTATION OF RECOVERY PLAN PRIORITIES**

Successfully implementing the YBFWRB's Steelhead Recovery Plan and Bull Trout Action Plan requires advocating for the diverse actions identified in them. The YBFWRB will work with partners in and out of the basin to identify, plan, and support implementation of priority actions.

While the YBFWRB 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 in partnership with project sponsors and other local entities to identify, fund and implement actions that implement strategic priorities identified in YBFWRB plans, NOAA and USFWS ESA Recovery Plans, and the Northwest Power and Conservation Council's Yakima Subbasin Plan.

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

*Tasks & Timing:*

- 1. Work directly with partners to identify, develop and implement future projects and actions that implement Board recovery plan priorities (ongoing)*
- 2. Support efforts to develop and fund assessment projects that identify and refine specific activities that best implement priority actions identified in recovery plans (ongoing)*
- 3. Participate in technical workgroups focused on identifying and implementing priority actions and projects, such as the Yakima Delta project, Lower Yakima and Wapato Working Groups, the Gap to Gap Floodplain Restoration Team, the Little Naches Working Group, and the Upper Yakima/Gold Creek Working Groups (ongoing)*

## **2.5 Ensure each Recovery Plan includes a monitoring component and coordinate and support efforts to implement recommended monitoring**

### **2.5.1 MONITORING COORDINATION AND SUPPORT**

The YBFWRB believes it is important to track progress towards the goals identified in its recovery plans and to support monitoring and research that helps us better implement those plans. The YBFWRB Recovery Plans highlight monitoring needs for steelhead and bull trout. The YBFWRB will continue to work with the Yakama Nation, WDFW, and others to support implementing these critical monitoring actions.

*Lead: Recovery Program Coordinator/contractor*

*Tasks & Timing:*

- 1. Work with Bull Trout Work Group to identify key uncertainties, coordinate monitoring activities, compile associated data and analyze data that can address key uncertainties (ongoing)*

2. *Work with new Steelhead Working Group to identify key uncertainties, coordinate monitoring activities, compile associated data and analyze data that can address key uncertainties (ongoing)*
3. *Participate in monitoring coordination efforts by the SRFB, BPA/NPCC and NOAA to ensure that work in the Yakima Basin is coordinated with broader regional efforts (ongoing)*

## **2.6 Promote data-based evaluation of the effectiveness of recovery actions**

### **2.6.1 EVALUATION OF RECOVERY PLAN ACTION EFFECTIVENESS**

The YBFWRB will work with WDFW, the Yakama Nation, NOAA Fisheries, and other key partners to compile and evaluate existing information that provides information on the effectiveness of habitat projects and recovery strategies in the Yakima Basin, informs management decisions, and reports on progress towards goals.

*Lead: Recovery Program Coordinator/contractor*

*Tasks and Timing:*

1. *Complete evaluations of the effectiveness of recovery plan actions and of the status of key threats and limiting factors negatively impacting recovery of focal species (to be determined)*
2. *Work with GSRO and others on statewide and regional efforts to assess effectiveness of key salmon recovery policies and actions (as requested)*

## **2.7 Expand efforts to collect, curate, and share information supporting recovery activities**

### **2.7.1 BUILD AN ACCESSIBLE KNOWLEDGE BASE FOR THE YAKIMA BASIN**

The YBFWRB is uniquely positioned to serve as a resource center for information on Yakima Basin fisheries recovery issues.

*Lead: Executive Director and Recovery Coordinator*

*Tasks and Timing:*

1. *Develop the Yakipedia website to serve as a collaborative, online knowledge base where information about fisheries recovery effort can be shared (ongoing)*
2. *Expand the YBFWRB Online GIS portal to provide access to GIS data, web and story maps and other geographic information pertaining to fisheries recovery in the Yakima Basin (ongoing)*
3. *Work with partners, including the Yakima Valley Library, to build and maintain a digital and hard copy resource library of significant references pertaining to fisheries recovery in the Yakima Basin that is accessible to the YBFWRB, its partners and the public (ongoing)*

### 3. Lead Entity Functions

The YBFWRB's Lead Entity Program focuses on funding high-quality projects that are grounded in the priorities identified in the Recovery Plans. To this end, the YBFWRB 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:

#### 3.1 Work with partners to identify good habitat and restoration projects that will achieve the goals set out by the Recovery Plans

##### 3.1.1 PROVIDE SPONSORS WITH INPUT ON TAG AND RECOVERY PLAN PRIORITIES

The YBFWRB will provide information to project sponsors on priority actions highlighted in the Recovery Plans, the TAG Focal Projects list and how those might be addressed by future habitat projects.

*Lead: Lead Entity Coordinator*

*Tasks and Timing:*

1. *Annual update and sharing of TAG Focal Project list (winter of each year)*
2. *Dialogue with project sponsors regarding future projects and how well they address recovery plan needs (ongoing)*

##### 3.1.2 ASSIST PROJECT SPONSORS WITH PROJECT DEVELOPMENT

YBFWRB staff will engage with project sponsors to provide feedback on proposed projects and offer advice and support during the early project development process, including helping to identify potential funding sources and partners, highlighting key issues sponsors should address, and providing feedback on potential project options in alternatives analyses.

*Lead: Lead Entity Coordinator*

*Tasks and Timing:*

1. *Dialogue with project sponsors regarding future projects (ongoing)*
2. *Work with sponsors to enter likely future projects in the Planned Project Forecast List and the Salmon Recovery Portal database provided by RCO (ongoing)*

#### 3.2 Implement a robust and competitive grant program for SRFB funding

### 3.2.1 MAINTAIN A STATE-APPROVED LEAD ENTITY ORGANIZATION

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

*Lead: Lead Entity Coordinator*

*Tasks and Timing:*

1. *Complete all lead Entity program tasks as described in the RCO contract scope of work for the Lead Entity Program (ongoing)*
2. *Complete all required Lead Entity program reporting (as requested by RCO)*

### 3.2.2 MAINTAIN LEAD ENTITY MANUAL

The Yakima Lead Entity Manual details how the lead entity process operates. It serves as a guide for applicants, committee members, board members and the public.

*Lead: Lead Entity Coordinator*

*Tasks and Timing:*

1. *Update the Lead Entity Manual prior to February 2024 and February 2025*

### 3.2.3 ORGANIZE & FACILITATE COMMITTEES

The YBFWRB 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*

*Tasks and Timing:*

1. *Work with Executive Director and Board of Directors to recruit new committee members (winters of 2023 & 2024 prior to initiation of annual grant round)*
2. *Convene and manage committees as detailed in the Lead Entity Manual (ongoing)*

### 3.2.4 SOLICIT SALMON RECOVERY FUNDING BOARD PROJECT APPLICATIONS

The YBFWRB will solicit applications for SRFB funded salmon recovery projects in the Yakima Basin on an annual basis.

*Lead: Lead Entity Coordinator*

*Tasks and Timing:*

1. *Issue and advertise an RFP soliciting SRFB applications (February of 2024 & 2025)*
2. *Provide support to project sponsors as they develop applications (as requested)*

3. *Receive pre-applications and hold preapplication conferences (March of 2024 & 2025)*
4. *Receive and review initial full applications (April of 2024 & 2025) and final applications (June of 2024 & 2025)*

### 3.2.5 RUN ANNUAL GRANT ROUND

The YBFWRB will organize one or more annual grant round, including processing applications, completing preapplication conferences with sponsors, organizing project presentations, site visits, completing reports, and maintaining communications with RCO staff, project sponsors and the state review panel.

*Lead: Lead Entity Coordinator*

*Tasks and Timing:*

1. *Complete 2023, 2024 and initial part of 2025 SRFB grant rounds (March-September)*
2. *Run Targeted Investment project solicitation and review if so requested by the SRFB.*

### 3.2.6 SUBMIT RANKED PROJECT LIST AND REQUIRED REPORTS TO THE SRFB

At the end of each annual grant round, the Board is responsible for submitting the approved ranked project list and a summary report on the grant round for the Mid-Columbia Region to the SRFB.

*Lead: Lead Entity Coordinator and Board of Directors*

*Tasks and Timing:*

1. *Coordinate with the Klickitat Lead Entity regarding distribution of Mid-Columbia funding allocations and required reporting (ongoing)*
2. *Approve and submit Ranked Project lists to the SRFB in August 2023 and 2024*
3. *Submit annual lead entity and Mid-Columbia Region funding reports in August/Sept of 2023 and 2024*

### 3.2.7 SUPPORT IMPLEMENTATION OF APPROVED SRFB PROJECTS

The YBFWRB's role does not end when a sponsor signs a contract with RCO to complete a project. YBFWRB staff will work with RCO and project sponsors to support projects as they are implemented, and to ensure that changes to projects are reviewed by the local lead entity before approval by RCO.

*Lead: Lead Entity Coordinator*

*Tasks and Timing:*

1. *Hold a meeting with RCO staff to review the status of funded projects (quarterly)*
2. *Communicate with sponsors as needed to ensure they are meeting contract requirements and deadlines, and to identify potential changes in projects needing further review (ongoing)*
3. *Coordinate with RCO staff and project sponsors to ensure local review and input prior to contract scope changes, cost changes (as requested)*

### **3.3 Directly support partner efforts to secure non-SRFB funding for priority actions**

#### **3.3.1 WORK WITH SPONSORS TO SECURE NON-SRFB FUNDING**

The YBFWRB can play an important role helping its partners identify, apply for and receive funds for priority projects from sources other than the SRFB. Doing so allows more priority actions to be implemented in the basin.

*Lead: Lead Entity Coordinator*

*Tasks and Timing:*

1. *Assist project sponsor efforts to secure non-SRFB funding for priority habitat restoration projects, to include identification of funding sources and opportunities, provision of support letters, assistance with grant writing and review and coordination with grant program managers (as requested)*
2. *Work with sponsors to develop a package of Yakima applications for the 2023/2024 Fish Passage Barrier Board project solicitation (winter of 2023-24)*
3. *Manage the YBFWRB funding agreement with BLM and all related MOAs directing funding from the BLM to specific partner projects (ongoing)*

### **3.4 Track and report on the status and cumulative benefits of funded projects**

#### **3.4.1 TRACK PLANNED AND IMPLEMENTED HABITAT PROJECTS IN THE YAKIMA BASIN**

The YBFWRB will work with project sponsors and the RCO to make information on habitat projects in the Yakima Basin accessible to RCO, partners and the public, and to track how individual salmon recovery projects contribute to meeting larger recovery plan goals.

*Lead: Lead Entity Coordinator*

*Tasks and Timing:*

1. *Complete annual update of Yakima SRFB Project Booklet and the lead entity section of the Board's website (winter of 2023 and 2024)*
2. *Produce a quarterly report on the status of currently active SRFB projects*

3. *Ensure all RCO project reporting requirements are met in the PRISM and Salmon Recovery Portal Databases (ongoing)*
4. *Submit the annual Planned Project Forecast List of potential future SRFB projects to the SRFB (as requested)*
5. *Work with Regional Program staff to capture habitat project information in the State of Yakima and the RCO State of the Salmon reports (winter of 2023 and 2024)*

### **3.5 Coordinate with RCO and other Lead Entities to support the SRFB program**

#### **3.5.1 ENGAGE WITH PARTNERS TO SUPPORT THE SRFB PROGRAM**

The Washington Salmon Coalition (WSC) is the statewide organization of lead entities. The Recreation and Conservation Office (RCO) administers the statewide Lead Entity Program. RCO and WSC-sponsored training and outreach events may occur throughout the year.

*Lead: Lead Entity Coordinator and other staff as appropriate*

*Tasks and Timing:*

1. *Participate in RCO and WSC sponsored training and development opportunities (as requested)*
2. *Serve on the WSC Executive Committee and help organize WSC activities (ongoing)*

## 4. Outreach and Advocacy

The YBFWRB membership has a unique opportunity to help shape salmon recovery policy so that it supports recovery efforts in the Yakima Basin. To achieve this the YBFWRB shall focus on outreach and advocacy activities that build broad support for salmon recovery in the Yakima Basin and provide specific information and feedback to key decision makers. All such activities shall be based on the consensus positions of the YBFWRB Board of Directors and be consistent with the requirements of the YBFWRB's non-profit status and funding agreements.

### 4.1 Update our communications plan, with a focus on key audiences of decision-makers

#### 4.1.1 UPDATE AND IMPLEMENT COMMUNICATIONS PLAN

The YBFWRB has completed a communications plan and maintains a detailed work plan highlighting specific communication activities to implement each year. Priorities include holding public panel discussions, development of story maps highlighting habitat projects and recovery progress, and outreach to the media and our key partners. This plan will be maintained and identified high priority actions will be implemented.

Lead: Operations/Outreach Manager

Tasks and Timing:

1. *Communications Plan to be updated in Winter of 2023-24*
2. *Annual communications work plan to be approved at the August annual meeting*
3. *Implementation ongoing, with regular reporting on progress at Board meetings*

### 4.2 Develop tools that support Basin-wide information-sharing, outreach and advocacy

#### 4.2.1 UPDATE WEBSITE

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

Lead: Operations/Outreach Manager

Tasks and Timing:

1. *Maintain and improve Board website (ongoing)*

#### 4.2.2 DEVELOP A STATE OF THE YAKIMA REPORT

The YBFWRB will develop a report that provides updates on 1) the status of at-risk fish runs in the Yakima Basin, 2) progress towards implementing fisheries 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.



The Board will also work with other partners to provide information from the State of the Yakima report for use in synthesis reports prepared by other partners.

*Lead: Executive Director*

*Tasks and Timing:*

1. *Complete a State of the Yakima Report by May of 2024; update in May 2025*

### **4.3 Increase our outreach and advocacy to decision-makers at all levels to ensure understanding of salmon recovery priorities in the Yakima Basin**

#### **4.3.1 OUTREACH TO KEY POLICY MAKERS**

The YBFWRB will build working relationships with state and federal legislators and their staff and key state and federal agency contacts in order to share information on salmon recovery in the Yakima Basin and the role that state and federal policies and funding programs play in supporting that work.

*Lead: Board Members and staff*

*Tasks and Timing:*

1. *Build and maintain relationships with state legislators and key agency leaders (ongoing)*
2. *Identify and share YBFWRB Policy Positions on an annual basis (fall/winter)*
3. *Annual Board outreach trip to Olympia and invitation of legislators and other policy makers to tours and events in the Yakima Basin (Olympia trip in February; other events TBD)*
4. *Engage in agency policy dialogues such as SRFB funding policy development (ongoing)*

#### **4.3.2 PROVIDE INPUT TO KEY FEDERAL AND STATE POLICY PROCESSES**

The YBFWRB works with the Governor's Salmon Recovery Office, the Council of Regions, NOAA's Mid-Columbia Forum and others to ensure that local and regional recovery efforts are well-coordinated, and that regional voices help shape agency salmon recovery programs. The YBFWRB will continue to participate in these processes to encourage the use of the recovery plan and other YBFWRB products as applicable, to advocate for implementation of priority actions in the Yakima Basin, and to ensure that state and federal programs are implemented in ways that support full implementation of our recovery plans.

*Lead: Executive Director*

*Tasks and Timing:*

1. *Executive Director and staff to coordinate closely with the Governor's Salmon Recovery Office on development of the 2024 State of the Salmon Report, state policy and budget recommendations for salmon recovery, etc (ongoing)*
2. *Executive Director and staff to participate in regional coordination efforts such as the Council of Regions, the Mid-Columbia Forum, the Columbia Regions monthly calls, and the Columbia Basin Collaborative (ongoing)*
3. *Compile information for consideration as part of upcoming NOAA 5-year status reviews (as requested by NOAA; expected early 2025?)*

#### **4.4 Engage and coordinate with the Yakima Basin Integrated Plan to advance salmon recovery efforts**

##### **4.4.1 COORDINATE OUTREACH & ADVOCACY WORK WITH YAKIMA BASIN INTEGRATED PLAN**

The Board is a participant in the Integrated Plan (see 1.5.2) but also needs to coordinate closely with YBIP leadership to ensure that Board outreach and advocacy efforts are well coordinated with the YBIP advocacy and outreach team's efforts.

*Lead: Executive Director and Board of Directors members active in YBIP outreach*

*Tasks and Timing:*

1. *Share YBFWRB Position Statements with YBIP leadership (fall/winter of 2024 and 2025)*
2. *Incorporate YBIP talking points into Board outreach materials and events (ongoing)*
3. *Ensure ongoing dialogue between YBFWRB and YBIP leadership (ongoing)*

#### **4.5 Engage in building coalitions at multiple scales to support Yakima Basin policy needs**

##### **4.5.1 ENGAGE IN STATE-LEVEL COALITIONS THE SUPPORT YBFWRB GOALS**

The YBFWRB shall work with partners around the state to build broad-based coalitions that support important new and existing programs that help implement the Board's lead entity and recovery programs and the actions identified by them.

*Lead: Executive Director*

*Tasks and Timing:*

1. *Participation in the Salmon Recovery Network (SRNe), (ongoing)*
2. *Work with other regions and lead entities to build a new broad-based coalition in support of key state salmon recovery programs (summer 24 to spring 25)*
3. *Engage in federal salmon recovery coalition-building efforts led by WDFW and the Columbia River Intertribal Fisheries Commission (as requested)*

#### 4.5.2 SUPPORT THE POPULUS RIPARIAN CONSORTIUM

The YBFWRB is one of the founders and co-conveners of the Populus Riparian Consortium, which brings together restoration practitioners in eastern Washington to share knowledge about riparian restoration.

*Lead: Operations/Outreach Manager*

*Tasks and Timing:*

- 1. Help plan and implement the annual Riparian Symposium (March of 2024 and 2025)*
- 2. Support development and execution of field trips, workshops and other Populus sponsored events (2-3 per year)*
- 3. Participate in the Populus steering committee (ongoing)*

**PROPOSED FY2024-2025 BUDGET**

<b>INCOME</b>				<b>FY2024</b>	<b>FY2025</b>
	RCO Regional/Lead Entity Contract				
		RCO LE Contract		170,000	170,000
		24-25 RCO Regional Contract		288,920	588,920
		22-23 RCO Contract		300,000	-
	BLM Contract			120,000	50,000
	Ecology Contracts			35,000	35,000
	Other Income			4,000	5,000
				917,920	848,920
<b>EXPENSES</b>					
	Personnel				
		Salary & Wages		322,000	325,000
		Medical Insurance		80,000	85,000
		Retirement benefits		9,660	9,750
		Payroll Taxes		32,200	32,500
	Total Personnel			443,860	452,250
	Operating Costs				
		Advertising		500	500
		Bank Expenses		500	500
		Communications			
		Telephone		3,000	3,000
		Internet Service		1,500	1,500
		Computer Support			
		Website Maintenance		500	500
		Office Computer Support		500	500
		Dues and Subscriptions		3,000	4,500
		Insurance		3,500	4,000
		Office Rent		31,000	33,000
		Office Supplies		1,500	1,500
		Equipment & Furnishings		5,000	5,000
		Postage and Delivery		250	250
		Printing and Reproduction		2,500	2,500
		Registration & Training Fees		4,000	4,000
		Food & Beverages		3,000	3,000
		Utilities			
		Electric		1,300	1,300
		Natural gas		500	500
		Janitorial		2,400	2,400
		Security		350	350
	Total Operating Costs			64,800	68,800

**PROPOSED FY2024-2025 BUDGET, continued**

	Professional Fees			
		Accountant/Audit	19,500	19,500
		Consulting	258,000	235,000
		Legal	1,000	1,000
	Total Professional Fees		278,500	255,500
	BLM Project Awards		100,000	40,000
	Misc Expense/contingency		10,000	10,000
			110,000	50,000
	Travel			
		Vehicle Expense	900	900
		Lodging	3,500	3,500
		Meals & Per Diem	1,400	1,400
		Mileage Reimbursements	6,500	6,500
		Travel- other	200	200
	Total Travel		12,500	12,500
	<b>Total Expenditures</b>		<b>909,660</b>	<b>839,050</b>
	<b>Net Income</b>		<b>8,260</b>	<b>9,870</b>