



December 13 Board Meeting Agenda 1:00pm – 3:00pm PST

This is a hybrid meeting- participants have the option to attend virtually using the Microsoft Teams information or in-person at the LCFRB office address below.

Microsoft Teams meeting

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ROLL CALL

PUBLIC COMMENTS (Limited to 3 minutes per person)

PARTNER REPORTS

DIRECTOR'S REPORT

BOARD BUSINESS

Action Items	
1.	Consent Agenda
2.	Job Descriptions and Step Schedule Updates
3.	2025 Annual Budget
Informational Items	
4.	<div>Annual Board Member Trainings and Review<ul style="list-style-type: none">• RCW 77.85 Salmon Recovery Act• Bylaws review• Handout on Robert's Rules of Order• Handout from the WA State Office of the Attorney General</div>

If you need special accommodations to participate in this meeting please call 360 425-1555

	<ul style="list-style-type: none">• Open Public Meetings Act video• Public Records Act video
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GOOD OF THE ORDER

- Acknowledge outgoing Board members – snacks and coffee in the office meeting room!
- Finance Committee member
- Legislative Member solicitation in February



December 13, 2024
Board Meeting
Webinar and In-Person Meeting
WSDOT, Room 124
11018 NE 51st Circle, Vancouver WA 98682

Final Minutes
Approved: January 10, 2025

Present: Scott Brummer, Dan Cothren, Dalton Fry, Asa Leckie, Sue Marshall, Todd Olson, Nathan Phillips, Sandra Staples-Bortner, Robert Sudar, Don Swanson, and Dennis Weber.

Absent: Marylynne Kostick, Troy McCoy, Jade Unger, and Lynda Wilson. Chairman excused absent members.

Staff: Steve Manlow, Denise Smee, Amelia Johnson, Steve West, and Lorie Clark

ANNOUNCEMENTS: Chairman Olson congratulated Members Dennis Weber and Lynda Wilson on their retirements from public service and thanked them for their commitment to the Board.

Member Sue Marshall noted this meeting could be her last meeting due to new Council member committee assignments.

PUBLIC COMMENTS: No public comments were offered.

PARTNER REPORTS: No partner reports were offered.

DIRECTOR'S REPORT: Director Manlow noted the Director's Report was sent out with the Board materials. He highlighted the following topics from his report:

- Staff have been in discussions with Energy Northwest regarding assisting them with project identification and implementation in the upper Cowlitz/Cispus watershed;
- The Salmon Recovery Funding Board (SRFB) will be meeting on December 18 & 19, 2024 in Olympia, and topics will include Riparian Program guidance and a new statewide monitoring program;
- Board rent will be increasing and staff are working with WSDOT to reduce our office space square footage to reduce costs;
- Our Accountability Audit for years ending 2022 and 2023 is going well and should be wrapped up next week;
- Salmon Day on the Hill is scheduled for February 5 & 6, 2025 and is being coordinated through the Washington Salmon Coalition;
- With Member Lynda Wilson leaving the Board, we will need to begin the process to fill the Legislative seat next month.

BUSINESS MEETING

Item #1 Consent Agenda

Member Weber moved and Member Swanson seconded to approve the Consent Agenda as submitted.

No discussion. Motion carried.

Item #2 Job Descriptions and Step Schedule Updates

Ms. Smee presented the item and thanked the Board for their support in this process. Ms. Smee stated job descriptions and salary schedules were presented at the November meeting and Board members were asked to provide feedback. She explained that staff worked with the consulting firm HR Answers (Portland, OR) to help complete the work on job descriptions and the salary schedule, including reviewing elements staff prepared. She noted this is the same consulting firm the Board used when it updated position descriptions and salaries in 2014. Ms. Smee noted job descriptions were updated based on Board feedback from the November meeting.

Member Staples-Bortner moved and Member Marshall seconded to approve:

- 1 – The updated job descriptions and associated salary ranges for five LCFRB positions: Executive Director, Business Operations Manager, Office Administrator, Science Program Lead, and Habitat Policy Specialist.
- 2 – The step schedule increase from 2.0% to 2.5% per step.

No discussion. Motion Carried.

Item #3 2025 Annual Budget

Mr. Manlow introduced the topic and noted that staff prepared six different alternatives for Board consideration. Ms. Smee described the Revenues and Expenses sections of the budget, and reviewed the six budget scenarios, noting the key variation is Salaries/Benefits and General & Grants Unreserved. She explained that the salary survey demonstrated staff are underpaid for the positions based on the review, and that Budget 4 reflects HR Answers' work results.

After the Board discussed the different budget scenarios, equity between staff members, and concern for keeping the Office Administrator within the state minimum exempt salary range, Member Marshall proposed a "Budget 7". This would be a modified Budget 6 changing the Office Administrator from 10% to 13% to meet the state salary schedule for exempt employees.

Member Marshall moved and Member Fry seconded to adopt the 2025 annual budget using Budget Scenario #7.

No discussion. Motion carried.

Item #4 Annual Board Member Trainings and Review

Ms. Smee outlined materials she would like the Board to review, including:

- RCW 77.85 Salmon Recovery Act;
- Bylaws review;
- Handout on Robert's Rules of Order; and,
- Handout from the WA State Office of the Attorney General.

She noted staff would like the Board to consider moving to Robert's Rules of Order to conduct business at meetings.

Member Trainings:

Ms. Smee asked Board members to review the videos below and send her an email stating that it has been completed:

- [Open Public Meetings Act video; and](#)
- [Public Records Act video.](#)

GOOD OF THE ORDER:

- Member Weber is retiring at the end of the month. He served 15 years on the LCFRB as both the SW City Representative and as Cowlitz County Commissioner.
- Ms. Smee stated that with Member Weber's retirement, there will be an opening on the Finance Committee.
- Member Staples Borner stated that Wahkiakum County will be holding resource committee workshops.

Adjourned at 3:00 p.m.

/lc

Approved in open session on 01/10/2025

Signed: _____
Todd Olson, Chairman