

Upper Nehalem Watershed Council

Meeting Minutes 4/23/2020

Call to Order

A meeting of the Upper Nehalem Watershed Council was held via Jitsi video and audio conference on Thursday, April 23rd and called to order by Maggie Peyton. Due to the COVID-19 pandemic event, most face-to-face contact is restricted to prevent further spread of the disease and the March board meeting was cancelled. The April meeting was conducted online and future meetings will likely be conducted in the same way.

Attendees included: Brenda Lisle, Susan Schmidlin, Sye Laird, Jeff Walton, Jim Crawford, Rick Osborne, Corrie Aiuto, Maggie Peyton and Susan Spicer Pond. Absent: Wade Bullier, Kraig Kirkpatrick and Tom Dee.

Public Comment

Maggie was only able to stay on for 1 hour as she had another video conference call at 7:00 pm, and therefore we agreed to move through the agenda quickly.

Minutes

Approval of February minutes were not dealt with at this time.

Reports

1. Maggie Executive Director Report: s
 - a. Things are moving along with the basic organization functions. The existing projects with grants already awarded are still fully funded. Future funding for OWEB will undoubtedly be impacted by COVID-19. Much funding comes from the lottery earnings, and without citizens able to access and play the lottery machines, income will be tight.
 - b. Maggie reports that communication regarding the FIP (Focused Investment Partnership) is still moving forward and at this time does not seem to be impacted by the pandemic. Maggie meets with OWEB every other week via video conference. An Memorandum of Understanding will be sent out to all partners, but the board will have an opportunity to see it. Weyerhaeuser is onboard, and letters of support from each partner will be included in the MOU. Maggie is working to build up the project list, and the Nehalem Strategic Action Plan final draft will be ready for review in May. There is one competitor for the FIP, which is the Siuslaw Watershed Council.

- c. The Nehalem Native Nursery is full of trees and the green house has many vegetable starts. The question is raised of what to do with them? Sye suggests offering the starts to the public for a donation.
 - d. The Natural Resources Conservation Service's Galassi Wetland Enhancement Project is almost ready for public bid. It is a 5 year project that Maggie would oversee as the Project Manager.
 - e. Maggie is going to pursue a DEQ Small Grant.
 - f. Steve Trask of Trask Consulting, Inc. has released a new report on the Beaver Dam Analogues installed in 2018 and 2019. The beaver are liking the BDAs and steelhead counts are up.
 - g. Maggie is writing reports on the Large Woody Debris structures.
2. Treasurer's Report: see handouts.
- a. Susan Spicer Pond reports that March was unremarkable, which is good! 59% of the budget is left for the fiscal year and we are half way through the fiscal year, so that is encouraging. Maggie has been able to sign checks without a second signer, so bills are being paid.

Unfinished Business

- 1. Fishhawk Lake Update: Maggie and Rick report that some funding has been secured for the fish ladder replacement, but more is needed.

New Business

No new business at this time.

For the Good of the Order

The board decides to move the next board meeting to Thursday, May 21st, from 5:30 – 7:30 pm and they would like to try the Zoom video meeting platform next time.

Adjournment

- 1. Meeting adjourned at 6:30 pm. Fare thee well!

AGENDA

5:30 - Call to order

- Welcome and Introductions
- Public Comment
- Announcements
- Minutes - read and approve
- Agenda - revisions - as provided
- Presentation: Ash Creek – postponed indefinitely
- Reports/Actions
 - Executive Director
 - Treasurer
 - P&L/cash flow/budget – review
- Unfinished Business
 - Fishhawk Lake – update – as provided
- New Business

7:15 – For the good of the Order

- Next meeting – Thursday, May 28th, 2020

7:30 – Adjourn

Upper Nehalem Watershed Council
Profit & Loss
April 2020

	Apr 20
Ordinary Income/Expense	
Income	
4500 · Revenue From Grants	8,998.00
5310 · Interest Income	0.69
Total Income	8,998.69
Gross Profit	8,998.69
Expense	
7200 · Payroll Expenses	
7240 · Health/Dntl Insurance-Director	705.75
7245 · Health Savings Account-Director	130.00
7246 · Retirement Benefit - Director	303.00
7250 · Employer - Social Security	379.16
7260 · Employer - Medicare Tax	88.68
7270 · Employer - State WBF	2.88
7280 · SUTA	42.82
7290 · Workers Comp	6.72
Total 7200 · Payroll Expenses	1,659.01
7220 · Wages	
7225 · Wages - Executive Director	4,666.66
7226 · Wages - Office Administrator	1,449.00
Total 7220 · Wages	6,115.66
7500 · Professional Fees	
7530 · Payroll Service	12.00
Total 7500 · Professional Fees	12.00
7550 · Contract Services	9,077.50
8110 · Supplies & Materials	
8115 · Project Supplies	257.74
Total 8110 · Supplies & Materials	257.74
8210 · Rent - Office Space	550.00
8520 · Liability Insurance	474.75
8570 · Marketing/Website Development	547.26
8592 · Bank Service Charges	28.05
Total Expense	18,721.97
Net Ordinary Income	-9,723.28
Net Income	-9,723.28

Upper Nehalem Watershed Council
Balance Sheet
As of April 30, 2020

	Apr 30, 20
ASSETS	
Current Assets	
Checking/Savings	
1010 · US Bank	436.63
1070 · Savings Account	
Monitor - Rock Creek 215-1002	1,077.35
Monitor - Deep Creek 218-1027	3,300.00
Monitor - Oak Ranch 217-1023	2,400.00
Monitor - Upper Beaver 218-1018	3,000.00
Monitor - Younger 02-16-005	1,000.00
Monitor - Oak Ranch 215-1002	1,147.52
Monitor - ODA/SIA 216-8010-141	1,800.00
Restricted Funds-Fishhawk Lake	1,965.07
Restricted Funds-NN Nursery	334.00
Restricted Funds-Salmon Anchor	500.00
1070 · Savings Account - Other	95.75
Total 1070 · Savings Account	16,619.69
Total Checking/Savings	17,056.32
Accounts Receivable	
1240 · Grants Receivable	413,053.74
Total Accounts Receivable	413,053.74
Other Current Assets	
1640 · Furniture, Fixtures & Equipment	224.99
Total Other Current Assets	224.99
Total Current Assets	430,335.05
TOTAL ASSETS	430,335.05
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2156 · Workers Comp	145.00
Total Other Current Liabilities	145.00
Total Current Liabilities	145.00
Total Liabilities	145.00
Equity	
3030 · Retained Earnings	669,095.93
Net Income	-238,905.88
Total Equity	430,190.05
TOTAL LIABILITIES & EQUITY	430,335.05

Upper Nehalem Watershed Council

Profit & Loss

October 2019 through April 2020

	Oct '19 - Apr 20
Ordinary Income/Expense	
Income	
4000 · Contributions Income	
4010 · Unrestricted	110.00
4050 · Restricted	1,000.00
Total 4000 · Contributions Income	1,110.00
4500 · Revenue From Grants	12,754.86
4540 · Revenue From RAC Grant	442.38
5310 · Interest Income	9.85
Total Income	14,317.09
Gross Profit	14,317.09
Expense	
7200 · Payroll Expenses	
7240 · Health/Dntl Insurance-Director	4,827.15
7245 · Health Savings Account-Director	910.00
7246 · Retirement Benefit - Director	2,121.00
7250 · Employer - Social Security	2,537.14
7260 · Employer - Medicare Tax	593.36
7270 · Employer - State WBF	15.14
7280 · SUTA	267.34
7290 · Workers Comp	-124.56
Total 7200 · Payroll Expenses	11,146.57
7220 · Wages	
7225 · Wages - Executive Director	32,499.80
7226 · Wages - Office Administrator	8,429.45
Total 7220 · Wages	40,929.25
7500 · Professional Fees	
7530 · Payroll Service	490.00
Total 7500 · Professional Fees	490.00
7550 · Contract Services	187,653.89
8110 · Supplies & Materials	
8112 · Office Supplies	2,306.89
8115 · Project Supplies	698.85
Total 8110 · Supplies & Materials	3,005.74
8140 · Postage and Delivery	41.70
8210 · Rent - Office Space	3,850.00
8260 · Equipment Maintenance	650.00
8300 · Travel	
8310 · Mileage - Director	203.00
Total 8300 · Travel	203.00
8325 · Meals and Entertainment	63.62
8520 · Liability Insurance	1,733.55
8570 · Marketing/Website Development	3,156.50
8590 · Miscellaneous Expense	0.00
8592 · Bank Service Charges	192.15
8595 · Reconciliation Discrepancies	0.00
8670 · Licenses and Permits	107.00
Total Expense	253,222.97
Net Ordinary Income	-238,905.88
Net Income	-238,905.88

OPERATING BUDGET FY 19-20
10/01/2019 - 09/30/2020

	Annual Budget FY 19-20	Expenditures to Date 10/1/19- 04/30/20	Budget Remaining	% Budget Remaining
ESTIMATED EXPENDITURES:				
PERSONNEL:				
Executive Director Salary	56,000	32,500	23,500	42%
Office Administrator	17,280	8,429	8,851	51%
Watershed Tech Salary	13,968		13,968	100%
TOTAL SALARIES	87,248	40,929	46,319	53%
PAYROLL EXPENSE				
Payroll Taxes	7,554	3,413	4,141	55%
Workers Compensation	1,000	278	722	72%
TOTAL PAYROLL EXPENSE	8,554	3,691	4,863	57%
FRINGE BENEFITS				
Medical/Dental Insurance	8,789	4,827	3,962	45%
Health Savings Account	1,560	910	650	42%
Retirement	3,636	2,121	1,515	42%
TOTAL FRINGE BENEFITS	13,985	7,858	6,127	44%
TOTAL PERSONNEL:	109,787	52,478	57,309	52%
OPERATIONS:				
Accounting	550		550	100%
Payroll Service	512	490	22	4%
Consultant	1,200	436	764	64%
Supplies	1,500	2,307	-807	-54%
Postage	75	42	33	44%
Rent (utilities included)	6,600	3,850	2,750	42%
Web Hosting	250	240	10	4%
Equipment	650	650	0	0%
Repairs	500		500	100%
Mileage - Director	1,800	203	1,597	89%
Conferences & Conventions	1,500		1,500	100%
TOTAL OPERATIONS:	15,137	7,727	7,410	49%
RISK MANAGEMENT:				
General Liability	1,887	1,434	453	24%
Directors & Officers Liability	1,131	300	831	74%
TOTAL RISK MANAGEMENT:	3,018	1,734	1,284	43%
OTHER:				
Dues & Fees	400	192	208	52%
Staff Development & Education	1,200	64	1,136	95%
Outreach/Events/Marketing	4,200	75	4,125	98%
State Revenue Fees	500		500	100%
TOTAL OTHER	6,300	331	5,969	95%
TOTAL BUDGET:	134,242	62,271	71,971	54%

UNWC STATEMENT OF CASH FLOWS

FY 19-20

	2019	2019	2019	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020
	October	November	December	January	February	March	April	May	June	July	August	September	9.30.2020
Opening Checkbook Balance	\$ (8,522)	\$ (145,907)	\$ 8,679	\$ 25,902	\$ (50)	\$ 6,899	\$ 16,497	\$ 437					
Receipts Received													
OWEB 216-8010-14140						\$ 5,599							
Nehalem ODA SIA						\$ 15,363							
OWEB CS 220-004		\$ 15,363	\$ 15,363										
ODFW P-01-0507 Oak Ranch			\$ 17,791										
OWEB 218-1027 Deep Creek													
OWEB 217-1023 Oak Ranch													
OWEB 218-1018 Beaver													
OWEB NCAP 214-1017													
RAC Vernonia Schools			\$ 1,625				\$ 2,574						
DEQ 032-18					\$ 2,709								
DEQ 041-19		\$ 2,735				\$ 1,719							
WSC: Beaver Dam Analogs	\$ 2,881				\$ 299								
WSC: Tweedle	\$ 1,755		\$ 7,671		\$ 13,102								
WSC: BDA 2019	\$ 4,718	\$ 92,520			\$ 262								
WSC: LWD 2019	\$ 4,564	\$ 62,159			\$ 28								
WSC: NSAP					\$ 2,720								
NFWF Beaver Dam Analogues-Nehalem													
NFWF Louisignot													
NFWF Hyla													
SAIF Refund	\$ 180												
Interest		\$ 4	\$ 2	\$ 1	\$ 0	\$ 0	\$ 1						
Donation			\$ 1,000		\$ 50	\$ 60							
Tree Sales													
Miscellaneous Refund	\$ 150			\$ 5	\$ 4								
Transfer From Savings				\$ 1,303		\$ 465							
Adjustment				\$ (8)									
TOTAL CASH AVAILABLE	\$ 5,726	\$ 26,874	\$ 52,130	\$ 27,204	\$ 19,127	\$ 30,105	\$ 19,071	\$ 437	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures													
Gross Wages/Net Wages	\$ 4,175	\$ 4,415	\$ 4,157	\$ 4,637	\$ 4,284	\$ 4,411	\$ 4,593						
Payroll Tax													
Health/Dental Insurance	\$ 649	\$ 649	\$ 706	\$ 706	\$ 706	\$ 706	\$ 705						
Health Savings Account	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130						
Retirement Benefit	\$ 303	\$ 303	\$ 303	\$ 303	\$ 303	\$ 303	\$ 303						
Director Mileage			\$ 203										
Other Mileage													
Liability Insurance	\$ 485		\$ 475		\$ 299		\$ 475						
SAIF						\$ 278							
Rent	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550						
Operating Supplies	\$ 26	\$ 48	\$ 1,302	\$ 23	\$ 88	\$ 732							
Project Expenses	\$ 144,874	\$ 11,454	\$ 11,982	\$ 1,765		\$ 201	\$ 178						
Payroll Service	\$ 4		\$ 450		\$ 12	\$ 12	\$ 12						
Contracted Services	\$ 185		\$ 308	\$ 196	\$ 4,345	\$ 3,588	\$ 9,078						
Dues & Fees			\$ 50										
Postage			\$ 33	\$ 9									
Marketing	\$ 225	\$ 619	\$ 435	\$ 195	\$ 666	\$ 620	\$ 547						
Equipment Purchase			\$ 650										
Equipment Repair													
Professional Development				\$ 64									
Accountant													
Bank Service Charge	\$ 27	\$ 27	\$ 27	\$ 28	\$ 27	\$ 57	\$ 28						
Fines & Penalties													
Pay Back Unspent Grant Advance													
Miscellaneous			\$ 5	\$ 4									
Adjustment				\$ 27									
Transfer to Savings			\$ 4,463	\$ 18,617	\$ 819	\$ 2,019	\$ 2,036						
TOTAL EXPENDITURES	\$ 151,633	\$ 18,195	\$ 26,228	\$ 27,254	\$ 12,227	\$ 13,608	\$ 18,635	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	2019	2019	2019	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020
	October	November	December	January	February	March	April	May	June	July	August	September	9.30.2020
Opening Savings Account Bala	\$ 5,238	\$ 4,039	\$ 4,039	\$ 2,869	\$ 18,118	\$ 17,024	\$ 16,619	\$ 16,620					
Receipts Received													
Transfer From Checking			\$ 4,463	\$ 18,617	\$ 819	\$ 2,019	\$ 2,036						
Interest	\$ 0.04	\$ 0.03	\$ 0.03	\$ 0.03	\$ 0.12	\$ 0.12	\$ 0.13						
Fee Reversed													
TOTAL CASH AVAILABLE	\$ 5,238	\$ 4,039	\$ 8,502	\$ 21,486	\$ 18,937	\$ 19,043	\$ 18,656	\$ 16,620	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures													
Bank Service Charge													
Transfer To Checking				\$ 1,303		\$ 465							
Payroll Taxes - IRS	\$ 787		\$ 4,418	\$ 1,604	\$ 1,492	\$ 1,527	\$ 1,588						
Payroll Taxes - State	\$ 380		\$ 1,214	\$ 461	\$ 422	\$ 432	\$ 449						
Adjust to Actual	\$ 32												
TOTAL EXPENDITURES	\$ 1,199	\$ -	\$ 5,633	\$ 3,368	\$ 1,913	\$ 2,424	\$ 2,036	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -