



UNWC BOARD MEETING 5.27.2021 AGENDA

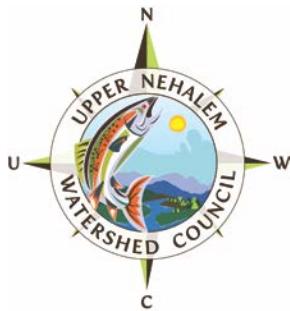
5:30 - Call to order. Today's scribe is:

- Welcome and Introductions
- Public Comment
- Announcements
- Minutes - read and approve
- Agenda - revisions - as provided
- Reports/Actions
 - Executive Director
 - *OWEB Meet & Greet - early June*
 - Treasurer
 - *P&L/cash flow/budget - review*
 - Education/Outreach
 - *Social media policy - update*
 - *Vernonia Library grant and partnership - June 9th*
 - *Website updates - Jim & Michael photos/bios*
- Unfinished Business
 - Fishhawk Lake - update - as provided
 - Michael & Sye - Land Acknowledgement - continue discussion
 - OWEB Organizational Assessment - update
- New Business
 - Annual Meeting planning
 - *Vernonia Springs or Grange?*
 - *Refreshments (Vernonia Springs, El Amigo, Erin Gehrke?)*
 - *Aaron Groth of OSU to present on fire preparedness*
 - *Invite Vernonia Fire Department and City?*
 - *Simultaneous Zoom streaming option, tech support*

7:15 - For the good of the Order

- Next meeting - Annual Meeting! Thursday, June 24th, 2021

7:30 - Adjourn - Be well!



UNWC BOARD MEETING 3.25.2021 AGENDA

5:30 - Call to order. Today's scribe is: Brenda Lisle

Call to Order

A meeting of the Upper Nehalem Watershed Council was held via Zoom video and audio conference on Thursday, March 25th and called to order by Jeff Walton at 5:33 pm.

Attendees included: Maggie Peyton, Jeff Walton, Sye Laird, Brenda Lisle, Susan Schmidlin, Michael Calhoun, and Rick Osborne.

Absent: Wade Bullier, Kraig Kirkpatrick, Susan Spicer Pond, Corrie Aiuto, and Jim Crawford.

Public Comment

Maggie shared some historical books on that include tales of indigenous people within the Nehalem watershed area

Announcements

- Volunteer Tree Plant - April 4th 10am-2pm at Vernonia Mill Pond
 - Suggestion to check on status of the prior year's planting
 - Event not on our website yet - Jeff to see if he can add it while Corrie is out; Maggie to add event to FB

Minutes

February minutes read. Sye motioned to approve the minutes, Jeff seconds. Approved to leave notes as is.

Reports

1. Maggie Director Report:

- a. Susan & Maggie working 1 day a week (Monday), primary focus is on financial transactions w/ items throughout that need to be addressed as needed
- b. Operations - holding down the fort and maintaining cash flows. Nursery received donation of 3k seedlings from BLM. These have been potted and/or given away. We may not be able to receive more next year due to the fires. Jim to potentially donate an est. of 500 Douglas firs - still TBD.
 - a. Forestry class assisted with planting date + program student working 6 hrs. /wk.
 - b. working on planting vegetable seeds with the hope to sell at the May 8th Community Plant Sale at Spencer Park
 - c. Maggie is meeting w/ a landowner on Saturday for some cuttings.
 - d. Working on BLM grant for planting on BLM land
 - e. Greenhouse not full yet, but has the potential to be
- c. Grants -
 - a. Council Capacity Grant submitted, starts July 1st - funding covers base operations, plus a portion of Maggie, Susan, & Corrie's salary. Confidence we will be funded at the highest merit rating.
 - b. In the works: Long term monitoring for BDA project, DEQ riparian restoration, and anchor habitat.
 - c. Submitted cost share for partial funding to the National Fish & Wildlife Foundation (Tweedle Creek meander reconstruction project)
 - d. OWEB approved Clear Creek grant for engineering for fish passage project + LWD on Weyerhaeuser land, and anchor habitat on ODF land
- d. Working on Completion Reports and monitoring projects
 - a. Projects identified for the Nehalem Strategic Action Plan, hoping to be able to submit next fall

- e. Working on obtaining stimulus money from NOAA via the WSC
- 2. **Treasurer Report:**
 - a. Treasurer not present
 - b. P&L - able to cover all of our expenses
 - a. biennium council capacity grant - requesting quarterly advancements to assist during the pandemic
 - b. up to date on all requests for reimbursements
 - c. Transferred out of US Bank and switched to WAUNA Credit Unit
 - d. Tax return signed and submitted - CPA did not file an extension on time, may have a fee due to late filing

3. **Education and Outreach:**

- a. Corrie out on leave, est. return date in 3 months (June)
- b. Jim drafted article for the Vernonia Voice on carbon emissions & comparing wood products to steel and other building materials. Should be available to read in the next issue (missed deadline for current issue)

Unfinished Business

- 1. Fishhawk Lake Update:
 - a. Discussion occurred about this topic
 - b. OWEB grant did not get funded for the cost share of fishladder
 - c. DEQ has since fined the Fishhawk Community for water quality related to the incident
 - i. appeal is being submitted
 - d. UNWC was focused on the fish ladder and spillway. The watershed council was not part of the drainage project that caused the release of the north bank sediment.
 - i. there is some cost share funding for the fish ladder project - grant agreement w/ Oregon Dept. of Fish & Wildlife for \$100k+ for construction of fish ladder (extended until Sept. 2022) + \$19K from Weyerhaeuser Foundation
- 2. Social media policy - update - postponed until Corrie's return
- 3. Michael Calhoun - Land Acknowledgement - continue discussion w/ sample next month
- 4. Organizational Assessment for OWEB - update - as received
 - a. for those who have not completed the assessment, please complete either electronically or print and deliver hard copy to Maggie
 - i. Missing: still needed: Jim, Brenda, Michael, Rick, and Susan
 - ii. Sye to send a reminder email

New Business

1. Add to agenda next month: Final decision for Annual Meeting
 1. In person at Vernonia Springs vs. virtual?
 2. Move to after Corrie returns?
 3. Content for mtg - RSVP to prepare for social distancing?

For the Good of the Order

The next board meeting is on Thursday, April 22nd, from 5:30 – 7:30 pm via Zoom video meeting. Jim is Scribe next month.

Adjournment

1. Meeting adjourned at 6:42 pm. Fare thee well!

6:31 PM

05/24/21

Accrual Basis

Upper Nehalem Watershed Council

Profit & Loss

April 2021

	Apr 21
Ordinary Income/Expense	
Income	
4500 · Revenue From Grants	5,560.64
5310 · Interest Income	1.12
Total Income	5,561.76
Gross Profit	5,561.76
Expense	
7200 · Payroll Expenses	
7240 · Health/Dntl Insurance-Director	689.76
7245 · Health Savings Account-Director	130.00
7246 · Retirement Benefit - Director	303.00
7250 · Employer - Social Security	90.26
7260 · Employer - Medicare Tax	21.11
7270 · Employer - State WBF	0.73
7280 · SUTA	17.47
7290 · Workers Comp	1.60
Total 7200 · Payroll Expenses	1,253.93
7220 · Wages	
7225 · Wages - Executive Director	861.76
7226 · Wages - Office Administrator	594.00
Total 7220 · Wages	1,455.76
7500 · Professional Fees	
7510 · Accounting	500.00
Total 7500 · Professional Fees	500.00
7550 · Contract Services	11,247.00
8110 · Supplies & Materials	
8115 · Project Supplies	51.53
Total 8110 · Supplies & Materials	51.53
8210 · Rent - Office Space	550.00
8520 · Liability Insurance	486.50
8530 · Dues and Fees	15.00
8592 · Bank Service Charges	15.06
Total Expense	15,574.78
Net Ordinary Income	-10,013.02
Other Income/Expense	
Other Expense	
8900 · Covid-19 Expense	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	-10,013.02

6:29 PM

05/24/21

Accrual Basis

**Upper Nehalem Watershed Council
Profit & Loss
October 2020 through April 2021**

	Oct '20 - Apr 21
Ordinary Income/Expense	
Income	
4000 · Contributions Income	
4010 · Unrestricted	3,808.50
4050 · Restricted	19,500.00
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Total 4000 · Contributions Income	23,308.50
4500 · Revenue From Grants	10,653.35
5310 · Interest Income	4.47
5490 · Miscellaneous Income	105.00
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Total Income	34,071.32
Gross Profit	34,071.32
Expense	
7200 · Payroll Expenses	
7240 · Health/Dntl Insurance-Director	4,507.38
7245 · Health Savings Account-Director	845.00
7246 · Retirement Benefit - Director	1,969.50
7250 · Employer - Social Security	591.63
7260 · Employer - Medicare Tax	138.38
7270 · Employer - State WBF	4.67
7280 · SUTA	80.29
7290 · Workers Comp	10.52
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Total 7200 · Payroll Expenses	8,147.37
7220 · Wages	
7225 · Wages - Executive Director	6,032.32
7226 · Wages - Office Administrator	3,510.00
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Total 7220 · Wages	9,542.32
7500 · Professional Fees	
7510 · Accounting	500.00
7530 · Payroll Service	52.00
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Total 7500 · Professional Fees	552.00
7550 · Contract Services	24,850.90
8110 · Supplies & Materials	
8112 · Office Supplies	415.89
8115 · Project Supplies	1,333.26
8117 · Software	450.00
8110 · Supplies & Materials - Other	1,799.97
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Total 8110 · Supplies & Materials	3,999.12
8140 · Postage and Delivery	33.00
8210 · Rent - Office Space	3,850.00
8265 · Equipment & Software - Project	374.10
8520 · Liability Insurance	1,759.80
8530 · Dues and Fees	215.00
8570 · Marketing/Website Development	2,372.41
8592 · Bank Service Charges	256.18
8595 · Reconciliation Discrepancies	-0.06
8650 · Taxes	55.00
8670 · Licenses and Permits	50.00
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Total Expense	56,057.14
Net Ordinary Income	-21,985.82
Other Income/Expense	
Other Expense	
8900 · Covid-19 Expense	0.00
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05/24/21

Accrual Basis

**Upper Nehalem Watershed Council
Profit & Loss
October 2020 through April 2021**

	Oct '20 - Apr 21
Total Other Expense	0.00
Net Other Income	0.00
Net Income	-21,985.82

7:20 PM

05/24/21

Accrual Basis

Upper Nehalem Watershed Council
Balance Sheet
As of April 30, 2021

Apr 30, 21

ASSETS	
Current Assets	
Checking/Savings	
1010 · Wauna Credit Union - Checking	16,765.63
1020 · Wauna Credit Union - Savings	
General Fund Col. Co. Grant	2,008.53
Restricted-Payroll Taxes	361.19
Restricted Funds-Salmon Anchor	500.00
Restricted Funds-NN Nursery	469.00
Restricted Funds -Fishhawk Lake	1,718.40
Restricted Funds - Fishhwk Ladd	19,500.00
Monitor - Rock Creek 215-1002	795.43
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	601.00
Monitor - Oak Ranch 215-1002	1,082.93
Monitor - ODA/SIA 216-8010-141	1,800.00
1020 · Wauna Credit Union - Savings - Other	257.92
Total 1020 · Wauna Credit Union - Savings	37,794.40
1050 · US Bank - Checking	1,692.67
Total Checking/Savings	56,252.70
Accounts Receivable	
1240 · Grants Receivable	274,352.73
Total Accounts Receivable	274,352.73
Other Current Assets	
1640 · Furniture, Fixtures & Equipment	224.99
Total Other Current Assets	224.99
Total Current Assets	330,830.42
TOTAL ASSETS	330,830.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2130 · Employee - Federal Withholding	54.00
2131 · Employee - Social Security	90.26
2132 · Employee - Medicare	21.11
2133 · Employee - State Tax	79.00
2134 · Employee - State WBF	1.98
2135 · Employee - State Transit Tax	-9.11
2150 · Employer - Social Security	752.91
2151 · Employer - Medicare	176.08
2152 · Employer - State WBF	3.23
2153 · Employer - SUTA	17.48
Total 2100 · Payroll Liabilities	1,186.94
2154 · Health/Den Insurance - Director	0.03
2156 · Workers Comp	-367.48
Total Other Current Liabilities	819.49
Total Current Liabilities	819.49
Total Liabilities	819.49
Equity	
3030 · Retained Earnings	351,635.56

7:20 PM

05/24/21

Accrual Basis

**Upper Nehalem Watershed Council
Balance Sheet
As of April 30, 2021**

	Apr 30, 21
Net Income	-21,624.63
Total Equity	330,010.93
TOTAL LIABILITIES & EQUITY	330,830.42

OPERATING BUDGET FY 19-20 10/01/2020 - 09/30/2021				
	Annual Budget FY 20-21	Expenditures to Date 10/1/20-4/30/21	Budget Remaining	% Budget Remaining
ESTIMATED EXPENDITURES:				
PERSONNEL:				
Executive Director Salary	56,000	6,032	49,968	89%
Office Administrator	17,280	3,510	13,770	80%
Watershed Tech Salary	13,968		13,968	100%
TOTAL SALARIES	87,248	9,542	77,706	89%
PAYROLL EXPENSE				
Payroll Taxes	7,554	815	6,739	89%
Workers Compensation	1,000	11	989	99%
TOTAL PAYROLL EXPENSE	8,554	825	7,729	90%
FRINGE BENEFITS				
Medical/Dental Insurance	8,789	4,507	4,282	49%
Health Savings Account	1,560	845	715	46%
Retirement	3,636	1,970	1,667	46%
TOTAL FRINGE BENEFITS	13,985	7,322	6,663	48%
TOTAL PERSONNEL:	109,787	17,690	92,097	84%
OPERATIONS:				
Accounting	550	500	50	9%
Payroll Service	512	52	460	90%
Consultant	1,200		1,200	100%
Supplies	1,500	1,251	249	17%
Postage	75	33	42	56%
Rent (utilities included)	6,600	3,850	2,750	42%
Web Hosting	250	228	22	9%
Equipment	650		650	100%
Repairs	500		500	100%
Mileage - Director	1,800		1,800	100%
Conferences & Conventions	1,500		1,500	100%
TOTAL OPERATIONS:	15,137	5,362	9,775	65%
RISK MANAGEMENT:				
General Liability	1,887	1,461	427	23%
Directors & Officers Liability	1,131	299	832	74%
TOTAL RISK MANAGEMENT:	3,018	1,760	1,258	42%
OTHER:				
Dues & Fees	400	521	-121	-30%
Staff Development & Education	1,200		1,200	100%
Outreach/Events/Marketing	4,200	2,372	1,828	44%
State Revenue Fees	500	55	445	89%
TOTAL OTHER	6,300	2,949	3,351	53%
TOTAL BUDGET:	134,242	27,760	106,482	79%

UNWC STATEMENT OF CASH FLOWS

FY 20-21

(Adjusted to actual 1.26.21) (Adjusted to actual 1.26.21)

	2020	2020	2020	2021	2021	2021	2021	2021	2021	2021	2021	2021	2021	2021
US Bank	October	November	December	January	February	March	April	May	June	July	August	September		2021
Opening Savings Account Balance	\$ 16,333	\$ 16,333	\$ 16,722	\$ 15,934	\$ 15,529	\$ 15,919	\$ 0.01	CLOSED						9.30.2021
Receipts Received														
Transfer From Checking	\$ 2,666	\$ 514			\$ 1,137	\$ 15,667								
Interest	\$ 0.14	\$ 0.11	\$ 0.12	\$ 0.15	\$ 0.12	\$ 0.01								
NNN Sales														
Donation														
Fee Reversed														
TOTAL CASH AVAILABLE	\$ 18,999	\$ 16,847	\$ 16,722	\$ 15,934	\$ 16,667	\$ 31,586	\$ 0	CLOSED	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenditures														
Bank Service Charge														
Transfer To Checking			\$ 399			\$ 31,586								
Payroll Taxes - IRS	\$ 2,090		\$ 389	\$ 308	\$ 546									
Payroll Taxes - State	\$ 576	\$ 125		\$ 97	\$ 202									
Adjust to Actual														
TOTAL EXPENDITURES	\$ 2,666	\$ 125	\$ 788	\$ 405	\$ 748	\$ 31,586	\$ -	CLOSED	\$ -	\$ -	\$ -	\$ -	\$ -	

SAVINGS ACCOUNTS RECONCILIATION

US Bank

4/30/2021

SAVINGS ACCOUNTS RECONCILIATION

Wauna Credit Union

4/30/2021

			Balance	Original Monitor Amount				Balance	Original Grant/Gift Amount
General Savings			\$ 0.01		General Savings			\$ 257.92	
Fishhawk Lake - Restricted					Fishhawk Lake Ladder - Restricted			\$ 19,500.00	\$ 19,500.00
Nehalem Native Nursery - Restricted					Columbia Co. Covid Grant			\$ 2,008.53	\$ 3,808.50
Salmon Anchor Habitat - Restricted					Fishhawk Lake - Restricted			\$ 1,718.40	\$ 2,000.00
Payroll Taxes - Restricted					Nehalem Native Nursery - Restricted			\$ 469.00	\$ 469.00
Monitor - Rock Creek 215-1002			\$ 1,500.00		Salmon Anchor Habitiat - Restricted			\$ 500.00	\$ 500.00
Monitor - Deep Creek 218-1027			\$ 3,300.00		Payroll Taxes - Restricted			\$ 361.19	
Monitor - Oak Ranch 217-1023			\$ 2,400.00		Monitor - Rock Creek 215-1002			\$ 795.43	\$ 1,500.00
Monitor - Upper Beaver 218-1018			\$ 3,000.00		Monitor - Deep Creek 218-1027			\$ 3,300.00	\$ 3,300.00
Monitor - Younger 02-16-005			\$ 1,000.00		Monitor - Oak Ranch 217-1023			\$ 2,400.00	\$ 2,400.00
Monitor - Oak Ranch 215-1002			\$ 1,260.00		Monitor - Upper Beaver 218-1018			\$ 3,000.00	\$ 3,000.00
Monitor - ODA/SIA 216-8010-141			\$ 1,800.00		Monitor - Younger 02-16-005			\$ 601.00	\$ 1,000.00
					Monitor - Oak Ranch 215-1002			\$ 1,082.93	\$ 1,260.00
					Monitor - ODA/SIA 216-8010-141			\$ 1,800.00	\$ 1,800.00
TOTAL		CLOSED	\$ 14,260.00		TOTAL			\$ 37,794.40	\$ 40,537.50