



## UNWC BOARD MEETING 2.25.2021 AGENDA

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

- **Welcome and Introductions**
- **Public Comment**
- **Announcements**
- **Minutes - read and approve**
- **Agenda - revisions - as provided**
- **Reports/Actions**
  - Executive Director
  - Treasurer
    - *P&L/cash flow/budget – review*
  - Education/Outreach
- **Unfinished Business**
  - Fishhawk Lake - update - as provided
  - Social media policy - update
- **New Business**
  - Michael Calhoun - Land Acknowledgement discussion
  - 2019 - 2021 Strategic Action Plan approval - update
  - Organizational Assessment for OWEB - plan to conduct before the end of biennium (6-30-2021) March/April meetings - plan accordingly - discuss.

**7:15 - For the good of the Order**

- Next meeting - Thursday, March 25th, 2021

**7:30 - Adjourn - Be well!**

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# Upper Nehalem Watershed Council

## Meeting Minutes 1/28/2021

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### Call to order

A meeting of the Upper Nehalem Watershed Council was held via Zoom on January 23rd. The meeting was called to order at 5:34 p.m. by Jeff Walton.

Attendees included: Maggie Peyton, Corrie Aiuto, Jeff Walton, Susan Schmidlin, Michael Calhoun, Sye Laird, Jim Crawford, Rick Osborne, Brenda Lisle, Stephanie Beall (Operations Coordinator DOF), Bob Jimerson (Small woodland owner in Clatsop County).

### Public Comment

### Announcements

### Approval of minutes

Maggie made a correction of Zac instead of “Zag” in December meeting minutes. Sye made a motion to approve the December minutes, Rick seconded.

Susan made a motion to approve the October meeting minutes, Jeff seconded.

### Board Membership

Michael Calhoun membership: Michael lives on Rock Creek, recently graduated with a degree in Environmental Studies. He’s interested in being a board member. Jeff makes a motion that Michael Calhoun join the board, Sye seconds the motion. 6 ayes, motion passes unanimously.

### Reports

1. Maggie ED Report: see the beautiful Annual Report!
  - a. Tentatively planning an annual meeting for Thursday May 27<sup>th</sup> at 5:30 at Vernonia Springs.
  - b. OWEB council capacity grant deadline March 11<sup>th</sup>. We expect to be funded at the full level. Other funding yet to be determined. Grant applications from July have not been funded yet. More OWEB grants open up in the spring.
  - c. Funding from Weyerhaeuser going to Fishhawk Lake fish ladder project. COVID relief grant from Columbia County came through.
2. Treasurer’s report, see handouts.

## Education and Outreach

Corrie will be taking a maternity leave March 1<sup>st</sup> until approximately June 21<sup>st</sup>. In her absence we need someone to:

-facilitate zoom meetings- Jeff volunteered.

-update website (log in once/week to make sure plug-ins are updated)- Jeff volunteered.

-volunteer to write for the paper (first paper of the month): March, April, May, June- Jim volunteered for one segment.

## Unfinished Business

1. Fishhawk Lake: working on engineering and applying for permits.
2. Scribe position still needs to be filled.
3. 2019-2021 Strategic Action plan is getting edited and will need approval at February meeting.
4. Organizational Assessment for OWEB- Maggie will email to board members ASAP. Board members return by February meeting if possible.

## New Business

## Announcements

Next meeting Thursday, February 25<sup>th</sup> 2021 at 5:30 pm. Brenda Lisle is next up in the rotate to take notes for February meeting.

2021 Tentative Meeting Schedule: (4<sup>th</sup> Thursday of every month at 5:30 unless otherwise announced)

Thursday February 25<sup>th</sup>

Thursday March 25<sup>th</sup>

Thursday April 22<sup>nd</sup>

Thursday May 27<sup>th</sup> (Annual Meeting?)

Thursday June 24<sup>th</sup> (Annual Meeting?)

Thursday August 5<sup>th</sup> (Replaces July/August meeting)

Thursday September 23<sup>rd</sup>

Saturday October 2<sup>nd</sup> (Salmon Fest)

Thursday October 28<sup>th</sup>

Thursday December 2<sup>nd</sup> (replaces November/Dec meeting)

## Adjournment

The meeting was adjourned by Jeff at 6:42 p.m.

5:00 PM

02/22/21

Accrual Basis

## Upper Nehalem Watershed Council

## Profit &amp; Loss

January 2021

	Jan 21
Ordinary Income/Expense	
Income	
4000 · Contributions Income	
4010 · Unrestricted	3,808.50
4050 · Restricted	19,500.00
Total 4000 · Contributions Income	23,308.50
5310 · Interest Income	0.57
Total Income	23,309.07
Gross Profit	23,309.07
Expense	
7200 · Payroll Expenses	
7240 · Health/Dntl Insurance-Director	689.75
7245 · Health Savings Account-Director	130.00
7246 · Retirement Benefit - Director	303.00
7250 · Employer - Social Security	81.89
7260 · Employer - Medicare Tax	19.16
7270 · Employer - State WBF	0.64
7280 · SUTA	15.85
7290 · Workers Comp	1.45
Total 7200 · Payroll Expenses	1,241.74
7220 · Wages	
7225 · Wages - Executive Director	861.76
7226 · Wages - Office Administrator	459.00
Total 7220 · Wages	1,320.76
7550 · Contract Services	76.00
8110 · Supplies & Materials	
8112 · Office Supplies	109.95
8110 · Supplies & Materials - Other	1,399.99
Total 8110 · Supplies & Materials	1,509.94
8210 · Rent - Office Space	550.00
8520 · Liability Insurance	490.50
8592 · Bank Service Charges	27.31
8670 · Licenses and Permits	50.00
Total Expense	5,266.25
Net Ordinary Income	18,042.82
Other Income/Expense	
Other Expense	
8900 · Covid-19 Expense	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	18,042.82

## Upper Nehalem Watershed Council

## Profit &amp; Loss

October 2020 through January 2021

	Oct '20 - Jan 21
Ordinary Income/Expense	
Income	
4000 · Contributions Income	
4010 · Unrestricted	3,808.50
4050 · Restricted	19,500.00
Total 4000 · Contributions Income	23,308.50
4500 · Revenue From Grants	5,092.71
5310 · Interest Income	1.27
5490 · Miscellaneous Income	105.00
Total Income	28,507.48
Gross Profit	28,507.48
Expense	
7200 · Payroll Expenses	
7240 · Health/Dntl Insurance-Director	2,438.10
7245 · Health Savings Account-Director	455.00
7246 · Retirement Benefit - Director	1,060.50
7250 · Employer - Social Security	300.25
7260 · Employer - Medicare Tax	70.24
7270 · Employer - State WBF	2.34
7280 · SUTA	23.91
7290 · Workers Comp	5.34
Total 7200 · Payroll Expenses	4,355.68
7220 · Wages	
7225 · Wages - Executive Director	3,231.60
7226 · Wages - Office Administrator	1,611.00
Total 7220 · Wages	4,842.60
7500 · Professional Fees	
7530 · Payroll Service	34.00
Total 7500 · Professional Fees	34.00
7550 · Contract Services	10,128.05
8110 · Supplies & Materials	
8112 · Office Supplies	415.89
8115 · Project Supplies	764.63
8117 · Software	450.00
8110 · Supplies & Materials - Other	1,399.99
Total 8110 · Supplies & Materials	3,030.51
8140 · Postage and Delivery	33.00
8210 · Rent - Office Space	1,650.00
8265 · Equipment & Software - Project	374.10
8520 · Liability Insurance	974.00
8530 · Dues and Fees	200.00
8570 · Marketing/Website Development	1,511.16
8592 · Bank Service Charges	110.12
8670 · Licenses and Permits	50.00
Total Expense	27,293.22
Net Ordinary Income	1,214.26
Other Income/Expense	
Other Expense	
8900 · Covid-19 Expense	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	1,214.26

## Upper Nehalem Watershed Council

## Balance Sheet

As of January 31, 2021

	Jan 31, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · Wauna Credit Union - Checking	7,290.37
1020 · Wauna Credit Union - Savings	
General Fund Col. Co. Grant	3,808.50
Restricted Funds - Fishhawk Ladd	19,500.00
1020 · Wauna Credit Union - Savings - Other	5.00
Total 1020 · Wauna Credit Union - Savings	23,313.50
1050 · US Bank - Checking	9,759.71
1070 · US Bank - Savings Account	
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
Payroll Taxes	-405.32
Restricted Funds-Fishhawk Lake	1,718.40
Restricted Funds-NN Nursery	469.00
Restricted Funds-Salmon Anchor	500.00
1070 · US Bank - Savings Account - Other	267.89
Total 1070 · US Bank - Savings Account	15,529.33
Total Checking/Savings	55,892.91
Accounts Receivable	
1240 · Grants Receivable	297,802.05
Total Accounts Receivable	297,802.05
Other Current Assets	
1640 · Furniture, Fixtures & Equipment	224.99
Total Other Current Assets	224.99
Total Current Assets	353,919.95
<b>TOTAL ASSETS</b>	<b>353,919.95</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2130 · Employee - Federal Withholding	54.00
2131 · Employee - Social Security	81.89
2132 · Employee - Medicare	19.16
2133 · Employee - State Tax	78.00
2134 · Employee - State WBF	1.85
2135 · Employee - State Transit Tax	-9.25
2150 · Employer - Social Security	744.54
2151 · Employer - Medicare	174.13
2152 · Employer - State WBF	3.10
2153 · Employer - SUTA	15.87
Total 2100 · Payroll Liabilities	1,163.29
2156 · Workers Comp	-93.16
Total Other Current Liabilities	1,070.13
Total Current Liabilities	1,070.13
Total Liabilities	1,070.13
Equity	
3030 · Retained Earnings	351,635.56
Net Income	1,214.26
Total Equity	352,849.82
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>353,919.95</b>



**OPERATING BUDGET FY 19-20**  
**10/01/2020 - 09/30/2021**

	Annual Budget FY 20-21	Expenditures to Date 10/1/20- 1/31/21	Budget Remaining	% Budget Remaining
<b>ESTIMATED EXPENDITURES:</b>				
<b>PERSONNEL:</b>				
Executive Director Salary	56,000	3,232	52,768	94%
Office Administrator	17,280	1,611	15,669	91%
Watershed Tech Salary	13,968		13,968	100%
<b>TOTAL SALARIES</b>	<b>87,248</b>	<b>4,843</b>	<b>82,405</b>	<b>94%</b>
<b>PAYROLL EXPENSE</b>				
Payroll Taxes	7,554	397	7,157	95%
Workers Compensation	1,000		1,000	100%
<b>TOTAL PAYROLL EXPENSE</b>	<b>8,554</b>	<b>397</b>	<b>8,157</b>	<b>95%</b>
<b>FRINGE BENEFITS</b>				
Medical/Dental Insurance	8,789	2,438	6,351	72%
Health Savings Account	1,560	455	1,105	71%
Retirement	3,636	1,061	2,576	71%
<b>TOTAL FRINGE BENEFITS</b>	<b>13,985</b>	<b>3,954</b>	<b>10,031</b>	<b>72%</b>
<b>TOTAL PERSONNEL:</b>	<b>109,787</b>	<b>9,193</b>	<b>100,594</b>	<b>92%</b>
<b>OPERATIONS:</b>				
Accounting	550		550	100%
Payroll Service	512	34	478	93%
Consultant	1,200		1,200	100%
Supplies	1,500	756	744	50%
Postage	75	33	42	56%
Rent (utilities included)	6,600	1,650	4,950	75%
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%
<b>TOTAL OPERATIONS:</b>	<b>15,137</b>	<b>2,667</b>	<b>12,470</b>	<b>82%</b>
<b>RISK MANAGEMENT:</b>				
General Liability	1,887	974	913	48%
Directors & Officers Liability	1,131		1,131	100%
<b>TOTAL RISK MANAGEMENT:</b>	<b>3,018</b>	<b>974</b>	<b>2,044</b>	<b>68%</b>
<b>OTHER:</b>				
Dues & Fees	400	443	-43	-11%
Staff Development & Education	1,200		1,200	100%
Outreach/Events/Marketing	4,200	1,511	2,689	64%
State Revenue Fees	500		500	100%
<b>TOTAL OTHER</b>	<b>6,300</b>	<b>1,954</b>	<b>4,346</b>	<b>69%</b>
<b>TOTAL BUDGET:</b>	<b>134,242</b>	<b>14,788</b>	<b>119,454</b>	<b>89%</b>





## FY 20-21

[illegible]

## SAVINGS ACCOUNTS RECONCILIATION

US Bank

1//31/2021

		Original Monitor Amount
General Savings	\$ 267.89	
Fishhawk Lake - Restricted	\$ 1,718.40	
Nehalem Native Nursery - Restricted	\$ 469.00	
Salmon Anchor Habitat - Restricted	\$ 500.00	
Payroll Taxes - Restricted	\$ (405.32)	
Monitor - Rock Creek 215-1002	\$ 795.43	\$ 1,500.00
Monitor - Deep Creek 218-1027	\$ 3,300.00	\$ 3,300.00
Monitor - Oak Ranch 217-1023	\$ 2,400.00	\$ 2,400.00
Monitor - Upper Beaver 218-1018	\$ 3,000.00	\$ 3,000.00
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
<b>TOTAL</b>	<b>\$ 15,529.33</b>	<b>\$ 14,260.00</b>

## SAVINGS ACCOUNTS RECONCILIATION

Wauna Credit Union

1//31/2021

General Savings	\$ 5.00
Fishhawk Lake Ladder - Restricted	\$ 19,500.00
Columbia Co. Covid Grant	\$ 3,808.50
<b>TOTAL</b>	<b>\$ 23,313.50</b>