

UNWC BOARD MEETING 4.22.2021 AGENDA

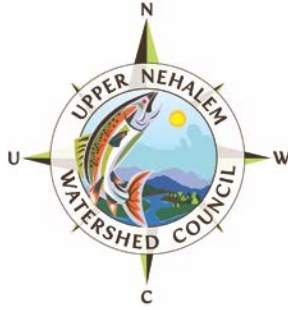
5:30 - Call to order. Today's scribe is: ytbd

- **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 - postponed until Corrie's return
 - Michael & Sye - Land Acknowledgement - continue discussion
 - Organizational Assessment for OWEB - update - as received
- **New Business**
 - As provided?

7:15 - For the good of the Order

- Next meeting - Thursday, May 20th, 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!

Upper Nehalem Watershed Council
Profit & Loss
March 2021

	Mar 21
Ordinary Income/Expense	
Income	
5310 · Interest Income	0.03
Total Income	0.03
Gross Profit	0.03
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	105.56
7260 · Employer - Medicare Tax	24.69
7270 · Employer - State WBF	0.82
7280 · SUTA	20.44
7290 · Workers Comp	1.87
Total 7200 · Payroll Expenses	1,276.14
7220 · Wages	
7225 · Wages - Executive Director	1,077.20
7226 · Wages - Office Administrator	625.50
Total 7220 · Wages	1,702.70
7500 · Professional Fees	
7530 · Payroll Service	8.00
Total 7500 · Professional Fees	8.00
7550 · Contract Services	2,850.85
8110 · Supplies & Materials	
8112 · Office Supplies	15.00
Total 8110 · Supplies & Materials	15.00
8210 · Rent - Office Space	1,100.00
8592 · Bank Service Charges	63.35
8650 · Taxes	55.00
Total Expense	7,071.04
Net Ordinary Income	-7,071.01
Other Income/Expense	
Other Expense	
8900 · Covid-19 Expense	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	-7,071.01

Upper Nehalem Watershed Council

Profit & Loss

October 2020 through March 2021

	Oct '20 - Mar 21
Ordinary Income/Expense	
Income	
4000 · Contributions Income	3,808.50
4010 · Unrestricted	19,500.00
4050 · Restricted	
Total 4000 · Contributions Income	23,308.50
4500 · Revenue From Grants	5,092.71
5310 · Interest Income	2.65
5490 · Miscellaneous Income	105.00
Total Income	28,508.86
Gross Profit	28,508.86
Expense	
7200 · Payroll Expenses	3,817.62
7240 · Health/Dntl Insurance-Director	715.00
7245 · Health Savings Account-Director	1,666.50
7246 · Retirement Benefit - Director	501.37
7250 · Employer - Social Security	117.27
7260 · Employer - Medicare Tax	3.94
7270 · Employer - State WBF	62.82
7280 · SUTA	8.92
7290 · Workers Comp	
Total 7200 · Payroll Expenses	6,893.44
7220 · Wages	5,170.56
7225 · Wages - Executive Director	2,916.00
7226 · Wages - Office Administrator	
Total 7220 · Wages	8,086.56
7500 · Professional Fees	52.00
7530 · Payroll Service	
Total 7500 · Professional Fees	52.00
7550 · Contract Services	13,603.90
8110 · Supplies & Materials	415.89
8112 · Office Supplies	1,281.73
8115 · Project Supplies	450.00
8117 · Software	1,799.97
8110 · Supplies & Materials - Other	
Total 8110 · Supplies & Materials	3,947.59
8140 · Postage and Delivery	33.00
8210 · Rent - Office Space	3,300.00
8265 · Equipment & Software - Project	374.10
8520 · Liability Insurance	1,273.30
8530 · Dues and Fees	200.00
8570 · Marketing/Website Development	2,372.41
8592 · Bank Service Charges	200.12
8595 · Reconciliation Discrepancies	-0.06
8650 · Taxes	55.00
8670 · Licenses and Permits	50.00
Total Expense	40,441.36
Net Ordinary Income	-11,932.50
Other Income/Expense	
Other Expense	0.00
8900 · Covid-19 Expense	
Total Other Expense	0.00

3:07 PM
04/19/21
Accrual Basis

Upper Nehalem Watershed Council
Profit & Loss
October 2020 through March 2021

	Oct '20 - Mar 21
Net Other Income	0.00
Net Income	<u>-11,932.50</u>

Upper Nehalem Watershed Council
Balance Sheet
As of March 31, 2021

	Mar 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1010 · Wauna Credit Union - Checking	20,018.24
1020 · Wauna Credit Union - Savings	
General Fund Col. Co. Grant	2,008.53
Restricted Funds-Salmon Anchor	500.00
Restricted Funds-NN Nursery	469.00
Restricted Funds -Fishhawk Lake	1,718.40
Restricted Funds - Fishhawk 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	257.22
Total 1020 · Wauna Credit Union - Savings	37,432.51
1050 · US Bank - Checking	28.67
1070 · US Bank - Savings Account	0.01
Total Checking/Savings	57,479.43
Accounts Receivable	
1240 · Grants Receivable	282,439.55
Total Accounts Receivable	282,439.55
Other Current Assets	
1640 · Furniture, Fixtures & Equipment	224.99
Total Other Current Assets	224.99
Total Current Assets	340,143.97
TOTAL ASSETS	340,143.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2134 · Employee - State WBF	1.25
2135 · Employee - State Transit Tax	-10.57
2150 · Employer - Social Security	662.65
2151 · Employer - Medicare	154.97
2152 · Employer - State WBF	2.50
2153 · Employer - SUTA	0.01
Total 2100 · Payroll Liabilities	810.81
2154 · Health/Den Insurance - Director	0.02
2156 · Workers Comp	-369.08
Total Other Current Liabilities	441.75
Total Current Liabilities	441.75
Total Liabilities	441.75
Equity	
3030 · Retained Earnings	351,635.56
Net Income	-11,933.34
Total Equity	339,702.22
TOTAL LIABILITIES & EQUITY	340,143.97

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

	Annual Budget FY 20-21	Expenditures to Date 10/1/20- 3/31/21	Budget Remaining	% Budget Remaining
ESTIMATED EXPENDITURES:				
PERSONNEL:				
Executive Director Salary	56,000	5,172	50,828	91%
Office Administrator	17,280	2,916	14,364	83%
Watershed Tech Salary	13,968		13,968	100%
TOTAL SALARIES	87,248	8,088	79,160	91%
PAYROLL EXPENSE				
Payroll Taxes	7,554	685	6,869	91%
Workers Compensation	1,000	9	991	99%
TOTAL PAYROLL EXPENSE	8,554	694	7,860	92%
FRINGE BENEFITS				
Medical/Dental Insurance	8,789	3,818	4,971	57%
Health Savings Account	1,560	715	845	54%
Retirement	3,636	1,667	1,970	54%
TOTAL FRINGE BENEFITS	13,985	6,199	7,786	56%
TOTAL PERSONNEL:	109,787	14,981	94,806	86%
OPERATIONS:				
Accounting	550		550	100%
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	3,300	3,300	50%
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	4,812	10,325	68%
RISK MANAGEMENT:				
General Liability	1,887	974	913	48%
Directors & Officers Liability	1,131	299	832	74%
TOTAL RISK MANAGEMENT:	3,018	1,273	1,745	58%
OTHER:				
Dues & Fees	400	387	13	3%
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	2,814	3,486	55%
TOTAL BUDGET:	134,242	23,880	110,362	82%

UNWC STATEMENT OF CASH FLOWS

FY 20-21

	2020	2020	2020	2021	2021	2021	2021	2021	2021	2021	2021	2021	2021
	October	November	December	January	February	March	April	May	June	July	August	September	2021
Wauna Credit Union													
Opening Checkbook Balance			\$ -	\$ 8,275	\$ 7,290	\$ 4,048	\$ 20,018						
Receipts Received													
OWEB CS 220-004													
OWEB NCAP 214-1017			\$ 5,093										
RAC Vermonia Schools													
DEQ 032-18													
DEQ 041-19													
WSC: Beaver Dam Analogs			\$ 1,107										
WSC: Tweedle				\$ 790									
WSC: BDA 2019			\$ 1,975										
WSC: LWD 2019													
WSC: NSAP													
NFWF Beaver Dam Analogues-Nehalem													
NFWF Hyla			\$ 105										
SAIF Refund			\$ 0	\$ 0	\$ 0								
Interest													
Donation													
Tree Sales				\$ 0									
Miscellaneous Refund						\$ 23,781							
Transfer From Savings			\$ (0)										
Adjustment													
TOTAL CASH AVAILABLE	\$ -	\$ -	\$ 8,280	\$ 9,065	\$ 7,291	\$ 27,829	\$ 20,018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures													
Net Wages						\$ 1,396							
Health/Dental Insurance				\$ 690	\$ 690	\$ 690							
Health Savings Account				\$ 130		\$ 260							
Retirement Benefit				\$ 303		\$ 606							
Director Mileage													
Other Mileage													
Liability Insurance						\$ 280							
SAIF				\$ 550	\$ 550	\$ 1,100							
Rent				\$ 26									
Operating Supplies				\$ 76	\$ 1,142	\$ 2,851							
Project Expenses													
Payroll Service													
Contracted Services													
Dues & Fees													
Postage													
Marketing					\$ 861								
Equipment Purchase													
Equipment Repair													
Professional Development													
Accountant				\$ 0									
Bank Service Charge													
Fines & Penalties						\$ 55							
Oregon Taxes						\$ 15							
Miscellaneous													
Adjustment			\$ 5			\$ 558							
Transfer to Savings													
TOTAL EXPENDITURES	\$ -	\$ -	\$ 5	\$ 1,775	\$ 3,243	\$ 7,810	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	2020	2020	2020	2021	2021	2021	2021	2021	2021	2021	2021	2021	2021
	October	November	December	January	February	March	April	May	June	July	August	September	2021
Wauna Credit Union													
Opening Savings Account Bala	\$ -	\$ -	\$ -	\$ 5	\$ 23,314	\$ 23,314	\$ 37,433						
Receipts Received													
Transfer From Checking			\$ 5			\$ 54,025							
Interest													
NNN Sales				\$ 23,308.50									
Donation													
Fee Reversed													
TOTAL CASH AVAILABLE	\$ -	\$ -	\$ 5	\$ 23,314	\$ 23,314	\$ 77,339	\$ 37,433	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures													
Bank Service Charge						\$ 39,448							
Transfer To Checking						\$ 338							
Payroll Taxes - IRS						\$ 121							
Payroll Taxes - State													
Adjust to Actual													
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,906	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FY 20-21

	2020 October	2020 November	2020 December	2021 January	2021 February	2021 March	2021 April	2021 May	2021 June	2021 July	2021 August	2021 September	2021 9.30.2021
US Bank													
Opening Savings Account Bal	\$ 16,333	\$ 16,333	\$ 16,722	\$ 15,934	\$ 15,529	\$ 15,919	\$ 0.01						
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	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenditures													
Bank Service Charge			\$ 399			\$ 31,586							
Transfer To Checking													
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

SAVINGS ACCOUNTS RECONCILIATION

US Bank
3/31/2021

SAVINGS ACCOUNTS RECONCILIATION

Wauna Credit Union
3/31/2021

			Balance	Original Monitor Amount				Balance	Original Grant/Gift Amount
General Savings			\$ 0.01		General Savings			\$ 257.22	
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 Habitat - Restricted			\$ 500.00	\$ 500.00
Monitor - Deep Creek 218-1027				\$ 3,300.00	Payroll Taxes - Restricted			\$ -	
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			\$ 0.01	\$ 14,260.00	TOTAL			\$ 37,432.51	\$ 40,537.50