

Upper Nehalem Watershed Council

Meeting Minutes 6/25/2020

Call to Order

A meeting of the Upper Nehalem Watershed Council was held via Zoom video and audio conference on Thursday, June 25th and called to order by Jeff Walton at 5:40 pm. Attendees included: Sye Laird (on phone), Jeff Walton, Jim Crawford, Rick Osborne, Corrie Aiuto, Maggie Peyton. Absent: Wade Bullier, Susan Schmidlin, Brenda Lisle, Kraig Kirkpatrick and Susan Spicer Pond.

Public Comment

No public comments at this time.

Minutes

Sye motions to approve May minutes. Rick seconds, all ayes, motion carries.

Reports

1. Maggie Executive Director Report:
 - a. The Large Woody Debris (LWD) structures are doing what they are designed to do, which is foster Coho juvenile rearing and entice beaver.
 - b. The Focused Investment Partnership (FIP) team continues moving forward with the application even though the future is uncertain. June 2021 is the current submission deadline, but that could change.
 - c. OWEB questions:
 - i. 4 salmon reaches have been identified by Steve Trask and Troy Laws for OWEB grants.
 - ii. Fish ladder funding for Fishhawk Lake is moving forward with BLM funding at \$100,000 and ODFW at \$114,000. This is still just a drop in the bucket of funding needed for Fishhawk projects.
 - d. Maggie must re-report water temperature data to the DEQ because they updated/changed their formatting.
 - e. The contractor that submitted a bid for the Galassi Wetland project quoted a price 3 times the amount expected. Maggie and the NRCS team are going to try to negotiate.
 - f. The BLM RAC grant is available again. This funding keeps the Nehalem Native Nursery operational and Maggie will apply.

- g. A grant to the Oregon Community Foundation has been submitted under their COVID relief program. If awarded, this funding would pay for a nursery employee to help maintain and provide vegetable and food starts for the community.
 - h. The Tweedle project is on hold due to COVID. NOAA, ESA and other organizations are stalled. However, the archeological assessment is done and is very interesting. Perhaps a report or presentation could be made available.
2. Maggie Financial Report:
- a. The financial report shows nothing out of the ordinary, although the numbers look bleak without much income. Maggie reiterates that funding might continue to be sparse and if so she is willing to alter her hours to keep Susan S.P. and Corrie working (although not the ideal situation).
3. Corrie Education and Outreach:
- a. Social Media Policy homework checkup. Sye submitted his workbook. Board members discussed the necessity of working through the entire booklet and it is agreed board members can submit whatever portion is completed or seems relevant and/or email Corrie with their general thoughts on a social media policy. Corrie will follow up with the board members not present, gather their contributions, extract necessary elements and present the board with recommendations.
 - b. Follow up on Vernonia's Voice column. Sye wrote about Pacific Giant Salamanders for the July issue (THANK YOU SYE!) and Corrie reminds the board how valuable their contributions would be. By volunteering to write, they essentially free up funds for other work while simultaneously keeping our newspaper presence alive. Jeff said he would eventually write one article. Corrie will follow up.
 - c. Maggie and Corrie had a strategy meeting and it is necessary to find volunteer ways to plant the thousands of trees in the nursery. Holding volunteer tree planting events, 2 in the fall/winter, 3 in the spring, was the plan.
 - i. It was suggested that we reach out to landowners directly and ask for donations in exchange for trees. The conversation continued to include contacting the Columbia County Small Woodlands Association about their programs/sales and if there is an opportunity to partner with them. If the UNWC could sell trees to land owners at a low price point it could be beneficial for everyone. A cost analysis is needed on materials and labor to fix that price point. Jeff commits to contacting the Columbia County Small Woodlands Association.

Unfinished Business

- 1. Fishhawk Lake Updates: discussed above.
- 2. Sye would like the board to remember the following:

- a. The Secretary/Scribe position remains unfilled. Corrie will take notes again this time but this still needs to be addressed.
- b. Employee/contractor hours allocation. A rough estimate will be submitted from Maggie, Susan S.P. and Corrie at the next board meeting.
- c. Comments/suggestions on the UNWC Strategic Action Plan. Discussion resolves that the SAP needs general updating, no new goals at this time, and Sye mentions the use of the term “7th generation” might be problematic.

New Business

No new business at this time.

For the Good of the Order

The next board meeting is on Thursday, July 23rd, from 5:30 – 7:30 pm at Vernonia Springs. We will social distance and masks are required.

Adjournment

1. Meeting adjourned at 7:15 pm. Fare thee well!

6.25.2020 AGENDA

5:30 - Call to order

- 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
 - Social Media Policy creation
 - Vernonia's Voice column volunteers
 - Volunteer tree planting events in fall and spring
- Unfinished Business
 - Fishhawk Lake – update – as provided
 - Secretary/Scribe position still unfilled
 - Employee hours allocation
 - Strategic Action Plan comments
- New Business

7:15 – For the good of the Order

- Next meeting – Thursday, July 23rd, 2020

7:30 – Adjourn

2:23 PM

08/10/20

Accrual Basis

Upper Nehalem Watershed Council

Profit & Loss

June 2020

	Jun 20
Ordinary Income/Expense	
Income	
5310 · Interest Income	0.94
Total Income	0.94
Gross Profit	0.94
Expense	
7200 · Payroll Expenses	
7240 · Health/Dntl Insurance-Director	705.76
7245 · Health Savings Account-Director	130.00
7246 · Retirement Benefit - Director	303.00
7250 · Employer - Social Security	300.78
7260 · Employer - Medicare Tax	70.35
7270 · Employer - State WBF	1.96
7280 · SUTA	33.96
7290 · Workers Comp	5.31
Total 7200 · Payroll Expenses	1,551.12
7220 · Wages	
7225 · Wages - Executive Director	4,666.66
7226 · Wages - Office Administrator	184.50
Total 7220 · Wages	4,851.16
7500 · Professional Fees	
7530 · Payroll Service	10.00
Total 7500 · Professional Fees	10.00
7550 · Contract Services	27,807.45
8110 · Supplies & Materials	
8112 · Office Supplies	10.98
Total 8110 · Supplies & Materials	10.98
8210 · Rent - Office Space	550.00
8570 · Marketing/Website Development	246.17
8592 · Bank Service Charges	26.65
8670 · Licenses and Permits	100.00
Total Expense	35,153.53
Net Ordinary Income	-35,152.59
Other Income/Expense	
Other Expense	
8900 · Covid-19 Expense	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	-35,152.59

3:32 PM

08/17/20

Accrual Basis

Upper Nehalem Watershed Council
Profit & Loss
 October 2019 through June 2020

	Oct '19 - Jun 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	9,443.00
4540 · Revenue From RAC Grant	442.38
5310 · Interest Income	11.72
Total Income	11,007.10
Gross Profit	11,007.10
Expense	
7200 · Payroll Expenses	
7240 · Health/Dntl Insurance-Director	6,238.67
7245 · Health Savings Account-Director	1,170.00
7246 · Retirement Benefit - Director	2,727.00
7250 · Employer - Social Security	3,199.79
7260 · Employer - Medicare Tax	748.33
7270 · Employer - State WBF	19.55
7280 · SUTA	342.15
7290 · Workers Comp	-112.84
Total 7200 · Payroll Expenses	14,332.65
7220 · Wages	
7225 · Wages - Executive Director	41,833.12
7226 · Wages - Office Administrator	9,783.95
Total 7220 · Wages	51,617.07
7500 · Professional Fees	
7530 · Payroll Service	500.00
Total 7500 · Professional Fees	500.00
7550 · Contract Services	215,594.34
8110 · Supplies & Materials	
8112 · Office Supplies	2,317.87
8115 · Project Supplies	698.85
Total 8110 · Supplies & Materials	3,016.72
8140 · Postage and Delivery	41.70
8170 · Printing and Reproduction	198.44
8210 · Rent - Office Space	4,950.00
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	2,032.85
8570 · Marketing/Website Development	3,706.42
8590 · Miscellaneous Expense	0.00
8592 · Bank Service Charges	246.15
8595 · Reconciliation Discrepancies	0.00
8670 · Licenses and Permits	207.00
Total Expense	297,359.96
Net Ordinary Income	-286,352.86
Other Income/Expense	
Other Expense	

3:32 PM

08/17/20

Accrual Basis

Upper Nehalem Watershed Council

Profit & Loss

October 2019 through June 2020

	Oct '19 - Jun 20
8900 - Covid-19 Expense	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	-286,352.86

Upper Nehalem Watershed Council

Balance Sheet

As of June 30, 2020

	Jun 30, 20
ASSETS	
Current Assets	
Checking/Savings	
1010 · US Bank	-7,554.15
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
Payroll Taxes	4,901.61
Restricted Funds-Fishhawk Lake	1,859.35
Restricted Funds-NN Nursery	334.00
Restricted Funds-Salmon Anchor	500.00
1070 · Savings Account - Other	96.01
Total 1070 · Savings Account	21,415.84
Total Checking/Savings	13,861.69
Accounts Receivable	
1240 · Grants Receivable	371,678.35
Total Accounts Receivable	371,678.35
Other Current Assets	
1640 · Furniture, Fixtures & Equipment	224.99
Total Other Current Assets	224.99
Total Current Assets	385,765.03
TOTAL ASSETS	385,765.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2130 · Employee - Federal Withholding	1,230.00
2131 · Employee - Social Security	662.65
2132 · Employee - Medicare	154.97
2150 · Employer - Social Security	662.65
2151 · Employer - Medicare	154.97
Total 2100 · Payroll Liabilities	2,865.24
2156 · Workers Comp	156.72
Total Other Current Liabilities	3,021.96
Total Current Liabilities	3,021.96
Total Liabilities	3,021.96
Equity	
3030 · Retained Earnings	669,095.93
Net Income	-286,352.86
Total Equity	382,743.07
TOTAL LIABILITIES & EQUITY	385,765.03

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

	Annual Budget FY 19-20	Expenditures to Date 10/1/19- 6/30/2020	Budget Remaining	% Budget Remaining
ESTIMATED EXPENDITURES:				
PERSONNEL:				
Executive Director Salary	56,000	41,833	14,167	25%
Office Administrator	17,280	9,784	7,496	43%
Watershed Tech Salary	13,968		13,968	100%
TOTAL SALARIES	87,248	51,617	35,631	41%
PAYROLL EXPENSE				
Payroll Taxes	7,554	4,310	3,244	43%
Workers Compensation	1,000	278	722	72%
TOTAL PAYROLL EXPENSE	8,554	4,588	3,966	46%
FRINGE BENEFITS				
Medical/Dental Insurance	8,789	6,239	2,550	29%
Health Savings Account	1,560	1,170	390	25%
Retirement	3,636	2,727	909	25%
TOTAL FRINGE BENEFITS	13,985	10,136	3,849	28%
TOTAL PERSONNEL:	109,787	66,341	43,446	40%
OPERATIONS:				
Accounting	550		550	100%
Payroll Service	512	500	12	2%
Consultant	1,200	436	764	64%
Supplies	1,500	2,318	-818	-55%
Postage	75	42	33	44%
Rent (utilities included)	6,600	4,950	1,650	25%
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	8,839	6,298	42%
RISK MANAGEMENT:				
General Liability	1,887	1,434	453	24%
Directors & Officers Liability	1,131	599	532	47%
TOTAL RISK MANAGEMENT:	3,018	2,033	985	33%
OTHER:				
Dues & Fees	400	219	181	45%
Staff Development & Education	1,200	64	1,136	95%
Outreach/Events/Marketing	4,200	3,706	494	12%
State Revenue Fees	500		500	100%
TOTAL OTHER	6,300	3,989	2,311	37%
TOTAL BUDGET:	134,242	81,201	53,041	40%

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	2020
Opening Checkbook Balance	\$ (8,522)	\$ (145,907)	\$ 8,679	\$ 25,902	\$ (50)	\$ 6,899	\$ 16,497	\$ 437	\$ 9,666	\$ (7,554)	\$ 15,420		9.30.2020
Receipts Received													
OWEB 216-8010-14140													
Nehalem ODA SIA						\$ 5,599				\$ 5,922			
OWEB CS 220-004		\$ 15,363	\$ 15,363			\$ 15,363		\$ 15,363	\$ 13,536				
ODFW P-01-0507 Oak Ranch			\$ 17,791										
OWEB 218-1027 Deep Creek													
OWEB 217-1023 Oak Ranch									\$ 2,744				
OWEB 218-1018 Beaver													
OWEB NCAP 214-1017													
RAC Vernonia Schools			\$ 1,625				\$ 2,574						
DEQ 032-18													
DEQ 041-19		\$ 2,735			\$ 2,709								
WSC: Beaver Dam Analogs	\$ 2,881				\$ 299	\$ 1,719							
WSC: Tweedle	\$ 1,755		\$ 7,671		\$ 13,102								
WSC: BDA 2019	\$ 4,718	\$ 92,520			\$ 262			\$ 897		\$ 8,359			
WSC: LWD 2019	\$ 4,564	\$ 62,159			\$ 28					\$ 16,241			
WSC: NSAP					\$ 2,720								
NFWF Beaver Dam Analogues-Nehalem													
NFWF Louisignot									\$ 5,524				
NFWF Hyla													
SAIF Refund	\$ 180												
Interest		\$ 4	\$ 2	\$ 1	\$ 0	\$ 0	\$ 1	\$ 1	\$ 1	\$ 1			
Donation			\$ 1,000		\$ 50	\$ 60							
Tree Sales													
Miscellaneous Refund	\$ 150			\$ 5	\$ 4								
Transfer From Savings				\$ 1,303		\$ 465			\$ 106	\$ 487			
Adjustment				\$ (8)									
TOTAL CASH AVAILABLE	\$ 5,726	\$ 26,874	\$ 52,130	\$ 27,204	\$ 19,127	\$ 30,105	\$ 19,071	\$ 16,697	\$ 31,577	\$ 23,456	\$ 15,420	\$ -	
Expenditures													
Gross Wages/Net Wages	\$ 4,175	\$ 4,415	\$ 4,157	\$ 4,637	\$ 4,284	\$ 4,411	\$ 4,593	\$ 4,381	\$ 3,529	\$ 3,878			
Payroll Tax													
Health/Dental Insurance	\$ 649	\$ 649	\$ 706	\$ 706	\$ 706	\$ 706	\$ 705	\$ 706	\$ 706	\$ 706			
Health Savings Account	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130			
Retirement Benefit	\$ 303	\$ 303	\$ 303	\$ 303	\$ 303	\$ 303	\$ 303	\$ 303	\$ 303	\$ 303			
Director Mileage			\$ 203										
Other Mileage													
Liability Insurance	\$ 485		\$ 475		\$ 299		\$ 475	\$ 299		\$ 475			
SAIF						\$ 278							
Rent	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550			
Operating Supplies	\$ 26	\$ 48	\$ 1,302	\$ 23	\$ 88	\$ 732				\$ 118			
Project Expenses	\$ 144,874	\$ 11,454	\$ 11,982	\$ 1,765		\$ 201	\$ 178	\$ 198	\$ 27,818	\$ 1,722			
Payroll Service	\$ 4		\$ 450		\$ 12	\$ 12	\$ 12	\$ 12	\$ 10	\$ 8			
Contracted Services	\$ 185		\$ 308	\$ 196	\$ 4,345	\$ 3,588	\$ 9,078	\$ 121					
Dues & Fees			\$ 50										
Postage			\$ 33	\$ 9					\$ 100				
Marketing	\$ 225	\$ 619	\$ 435	\$ 195	\$ 666	\$ 620	\$ 547	\$ 304	\$ 246	\$ 109			
Equipment Purchase			\$ 650										
Equipment Repair													
Professional Development				\$ 64									
Accountant													
Bank Service Charge	\$ 27	\$ 27	\$ 27	\$ 28	\$ 27	\$ 57	\$ 28	\$ 27	\$ 27	\$ 27			
Fines & Penalties													
Pay Back Unspent Grant Advance													
Miscellaneous			\$ 5	\$ 4									
Adjustment				\$ 27									
Transfer to Savings			\$ 4,463	\$ 18,617	\$ 819	\$ 2,019	\$ 2,036		\$ 5,711				
TOTAL EXPENDITURES	\$ 151,633	\$ 18,195	\$ 26,228	\$ 27,254	\$ 12,227	\$ 13,608	\$ 18,635	\$ 7,031	\$ 39,130	\$ 8,036	\$ -	\$ -	

	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	2020
Opening Savings Account Bal	\$ 5,238	\$ 4,039	\$ 4,039	\$ 2,869	\$ 18,118	\$ 17,024	\$ 16,619	\$ 16,620	\$ 16,620	\$ 21,416	\$ 21,064		9.30.2020
Receipts Received													
Transfer From Checking			\$ 4,463	\$ 18,617	\$ 819	\$ 2,019	\$ 2,036		\$ 5,711				
Interest	\$ 0.04	\$ 0.03	\$ 0.03	\$ 0.03	\$ 0.12	\$ 0.12	\$ 0.13	\$ 0.14	\$ 0.12	\$ 0.17			
NNN Sales										\$ 135.00			
Fee Reversed													
TOTAL CASH AVAILABLE	\$ 5,238	\$ 4,039	\$ 8,502	\$ 21,486	\$ 18,937	\$ 19,043	\$ 18,656	\$ 16,620	\$ 22,331	\$ 21,551	\$ 21,064	\$ -	
Expenditures													
Bank Service Charge													
Transfer To Checking				\$ 1,303		\$ 465			\$ 106	\$ 487			
Payroll Taxes - IRS	\$ 787		\$ 4,418	\$ 1,604	\$ 1,492	\$ 1,527	\$ 1,588						
Payroll Taxes - State	\$ 380		\$ 1,214	\$ 461	\$ 422	\$ 432	\$ 449		\$ 809				
Adjust to Actual	\$ 32												
TOTAL EXPENDITURES	\$ 1,199	\$ -	\$ 5,633	\$ 3,368	\$ 1,913	\$ 2,424	\$ 2,036	\$ -	\$ 915	\$ 487	\$ -	\$ -	

SAVINGS ACCOUNTS RECONCILIATION

30-Jun-20

		Original Monitor Amount
General Savings	\$ 96.01	
Fishhawk Lake - Restricted	\$ 1,859.35	
Nehalem Native Nursery - Restricted	\$ 334.00	
Salmon Anchor Habitat - Restricted	\$ 500.00	
Payroll Taxes - Restricted	\$ 4,901.61	
Monitor - Rock Creek 215-1002	\$ 1,077.35	\$ 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	\$ 1,000.00	\$ 1,000.00
Monitor - Oak Ranch 215-1002	\$ 1,147.52	\$ 1,260.00
Monitor - ODA/SIA 216-8010-141	\$ 1,800.00	\$ 1,800.00
TOTAL	\$ 21,415.84	\$ 14,260.00