



UNWC BOARD MEETING 1.28.2021 AGENDA

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

- Welcome and Introductions
- Public Comment
- Announcements
- Minutes - read and approve
- Agenda - revisions - as provided
- Reports/Actions
 - Executive Director
 - *2020 Annual Report – new design*
 - *ED Report*
 - Treasurer
 - *P&L/cash flow/budget – review*
 - Education/Outreach
 - *Maternity leave volunteers*
 - *Zoom Meeting facilitation*
 - *Website maintenance*
 - *Vernonia's Voice writers*
- Unfinished Business
 - Fishhawk Lake – update – as provided
 - Secretary/Scribe position update
- New Business
 - 2019 – 2021 Strategic Action Plan approval
 - Organizational Assessment for OWEB

7:15 - For the good of the Order

- Next meeting – Thursday, February 25th, 2021

7:30 - Adjourn – Be well!

Upper Nehalem Watershed Council

Meeting Minutes 12/3/2020

Call to Order

A meeting of the Upper Nehalem Watershed Council was held via Zoom video and audio conference on Thursday, December 3rd and called to order by Jeff Walton at 5:35 pm.

Attendees included: Rick Osborne, Jeff Walton, Corrie Aiuto, Susan Schmidlin, Diane Turner Maller and Michael Calhoun.

Absent: Maggie Peyton, Sye Laird, Jim Crawford, Brenda Lisle, Wade Bullier, Kraig Kirkpatrick, and Susan Spicer Pond.

Public Comment

Introduction of Michael to the group. Diane had brought up the Tree Planting Day and the fun had by all.

Announcements

Michael would like to become a board member.

Minutes

Minutes were read, will have to be tabled and approved at next meeting with a quorum.

Reports

1. **Maggie Director Report:** (see attached report)
 - a. Maggie's report detailed good count of Chinook in the Nehalem on a higher water level this year.
 - b. Zag Malon (sp) Lower Nehalem Basin partnership. Nehalem strategic plan close to finalization.
 - c. Annual report-UNWC report to be distributed to the Clatsop, Columbia, etc commissioners.
 - d. Hyla Woods completion report in progress.
 - e. Anchor habitat report in final progress.

- f. Riparian report is in progress.
 - g. Grants are submitted, OWEB, BLM for Nehalem Natural Nursery, RAC with school superintendent will be presenting. ODFW/ODOT grant agreement being revised.
 - h. NRCS Galassy(sp) wetland project possible agreement in December on project in Mist.
 - i. Riparian led by Mark Hall. Shade our streams, renewed riparian plan.
 - j. Nehalem Native Nursery, planting by high school worksource volunteer has been doing a good job.
 - k. Salmon Anchor Habitat, large wood and BDA's. Log jams settled in, with beaver active in areas.
 - l. Current operation under limited hours is keeping up with reports and business.
2. **Treasurer Report:**
- a. Treasurer report reviewed and tabled for approval with a quorum.
3. **Education and Outreach:**
- a. Shade our Streams, Corrie is updating website with the new information. Steve Trask beaver video, and under project the Shade our Streams has been sketched out with tree planting promotion with Clackamas River Basin Council as a model. Meeting with CRBC on December 14 possibly asking NRCS for input.

Unfinished Business

- 1. Fishhawk Lake Update: no new updates.
- 2. Secretary/Scribe position: currently looking for scribe/secretary position

New Business

No new business at this time.

For the Good of the Order

The next board meeting is on Thursday, January 28th, from 5:30 – 7:30 pm via Zoom video meeting. Sye will be Scribe next month.

Adjournment

- 1. Meeting adjourned at 6:32 pm. Fare thee well!

9:52 AM

01/26/21

Accrual Basis

Upper Nehalem Watershed Council
Profit & Loss
December 2020

Dec 20

Ordinary Income/Expense		
Income		
4500 · Revenue From Grants		5,092.71
5310 · Interest Income		0.30
5490 · Miscellaneous Income		105.00
		<hr/>
Total Income		5,198.01
		<hr/>
Gross Profit		5,198.01
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		93.57
7260 · Employer - Medicare Tax		21.89
7270 · Employer - State WBF		0.71
7280 · SUTA		3.02
7290 · Workers Comp		1.66
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Total 7200 · Payroll Expenses		1,259.61
7220 · Wages		
7225 · Wages - Executive Director		1,077.20
7226 · Wages - Office Administrator		432.00
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Total 7220 · Wages		1,509.20
7500 · Professional Fees		
7530 · Payroll Service		12.00
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Total 7500 · Professional Fees		12.00
7550 · Contract Services		
8110 · Supplies & Materials		399.00
8112 · Office Supplies		241.25
8117 · Software		450.00
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Total 8110 · Supplies & Materials		691.25
8210 · Rent - Office Space		
8530 · Dues and Fees		
8570 · Marketing/Website Development		
8592 · Bank Service Charges		
		<hr/>
Total Expense		550.00
		<hr/>
Net Ordinary Income		200.00
		<hr/>
Other Income/Expense		
Other Expense		
8900 · Covid-19 Expense		0.00
		<hr/>
Total Other Expense		0.00
		<hr/>
Net Other Income		0.00
		<hr/>
Net Income		238.98
		<hr/>

10:26 AM

01/26/21

Accrual Basis

**Upper Nehalem Watershed Council
Profit & Loss
October through December 2020**

Oct - Dec 20

Ordinary Income/Expense	
Income	
4500 · Revenue From Grants	5,092.71
5310 · Interest Income	0.70
5490 · Miscellaneous Income	105.00
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Total Income	5,198.41
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Gross Profit	5,198.41
Expense	
7200 · Payroll Expenses	
7240 · Health/Dntl Insurance-Director	1,764.40
7245 · Health Savings Account-Director	325.00
7246 · Retirement Benefit - Director	757.50
7250 · Employer - Social Security	218.36
7260 · Employer - Medicare Tax	51.08
7270 · Employer - State WBF	1.70
7280 · SUTA	8.06
7290 · Workers Comp	3.89
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Total 7200 · Payroll Expenses	3,129.99
7220 · Wages	
7225 · Wages - Executive Director	2,369.84
7226 · Wages - Office Administrator	1,152.00
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Total 7220 · Wages	3,521.84
7500 · Professional Fees	
7530 · Payroll Service	34.00
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Total 7500 · Professional Fees	34.00
7550 · Contract Services	
8110 · Supplies & Materials	10,052.05
8112 · Office Supplies	305.94
8115 · Project Supplies	764.63
8117 · Software	450.00
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Total 8110 · Supplies & Materials	1,520.57
8140 · Postage and Delivery	
8210 · Rent - Office Space	
8265 · Equipment & Software - Project	
8520 · Liability Insurance	
8530 · Dues and Fees	
8570 · Marketing/Website Development	
8592 · Bank Service Charges	
	33.00
	1,100.00
	374.10
	483.50
	200.00
	1,511.16
	82.75
	<hr/>
Total Expense	22,042.96
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Net Ordinary Income	-16,844.55
Other Income/Expense	
Other Expense	
8900 · Covid-19 Expense	0.00
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Total Other Expense	0.00
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Net Other Income	0.00
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Net Income	-16,844.55

3:59 PM

01/26/21

Accrual Basis

Upper Nehalem Watershed Council

Balance Sheet

As of December 31, 2020

Dec 31, 20

ASSETS

Current Assets

Checking/Savings	8,275.09
1010 · Wauna Credit Union - Checking	5.00
1020 · Wauna Credit Union - Savings	4,140.58
1050 · US Bank - Checking	795.43
1070 · US Bank - Savings Account	3,300.00
Monitor - Rock Creek 215-1002	2,400.00
Monitor - Deep Creek 218-1027	3,000.00
Monitor - Oak Ranch 217-1023	601.00
Monitor - Upper Beaver 218-1018	1,082.93
Monitor - Younger 02-16-005	1,800.00
Monitor - Oak Ranch 215-1002	-0.45
Monitor - ODA/SIA 216-8010-141	1,718.40
Payroll Taxes	469.00
Restricted Funds-Fishhawk Lake	500.00
Restricted Funds-NN Nursery	267.74
Restricted Funds-Salmon Anchor	
1070 · US Bank - Savings Account - Other	15,934.05
Total 1070 · US Bank - Savings Account	28,354.72
Total Checking/Savings	
Accounts Receivable	307,348.29
1240 · Grants Receivable	
Total Accounts Receivable	307,348.29
Other Current Assets	
1640 · Furniture, Fixtures & Equipment	224.99
Total Other Current Assets	224.99
Total Current Assets	335,928.00
TOTAL ASSETS	335,928.00

LIABILITIES & EQUITY

Liabilities

Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	77.00
2130 · Employee - Federal Withholding	93.57
2131 · Employee - Social Security	21.89
2132 · Employee - Medicare	91.00
2133 · Employee - State Tax	2.94
2134 · Employee - State WBF	-9.06
2135 · Employee - State Transit Tax	756.22
2150 · Employer - Social Security	176.86
2151 · Employer - Medicare	2.94
2152 · Employer - State WBF	3.04
2153 · Employer - SUTA	
Total 2100 · Payroll Liabilities	1,216.40
2154 · Health/Den Insurance - Director	16.05
2156 · Workers Comp	-94.61
Total Other Current Liabilities	1,137.84
Total Current Liabilities	1,137.84
Total Liabilities	1,137.84
Equity	351,634.77
3030 · Retained Earnings	-16,844.61
Net Income	334,790.16
Total Equity	334,790.16
TOTAL LIABILITIES & EQUITY	335,928.00

OPERATING BUDGET FY 19-20 10/01/2020 - 09/30/2021				
	Annual Budget FY 20-21	Expenditures to Date 10/1/20-12/31/20	Budget Remaining	% Budget Remaining
ESTIMATED EXPENDITURES:				
PERSONNEL:				
Executive Director Salary	56,000	2,370	53,630	96%
Office Administrator	17,280	1,152	16,128	93%
Watershed Tech Salary	13,968		13,968	100%
TOTAL SALARIES	87,248	3,522	83,726	96%
PAYROLL EXPENSE				
Payroll Taxes	7,554	279	7,275	96%
Workers Compensation	1,000		1,000	100%
TOTAL PAYROLL EXPENSE	8,554	279	8,275	97%
FRINGE BENEFITS				
Medical/Dental Insurance	8,789	2,089	6,700	76%
Health Savings Account	1,560	325	1,235	79%
Retirement	3,636	758	2,879	79%
TOTAL FRINGE BENEFITS	13,985	3,172	10,813	77%
TOTAL PERSONNEL:	109,787	6,973	102,814	94%
OPERATIONS:				
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	1,100	5,500	83%
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	2,117	13,020	86%
RISK MANAGEMENT:				
General Liability	1,887	484	1,404	74%
Directors & Officers Liability	1,131		1,131	100%
TOTAL RISK MANAGEMENT:	3,018	484	2,535	84%
OTHER:				
Dues & Fees	400	283	117	29%
Staff Development & Education	1,200		1,200	100%
Outreach/Events/Marketing	4,200	1,511	2,689	64%
State Revenue Fees	500		500	100%
TOTAL OTHER	6,300	1,794	4,506	72%
TOTAL BUDGET:	134,242	11,367	122,875	92%

UNWC STATEMENT OF CASH FLOWS

FY 20-21

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

UNWC STATEMENT OF CASH FLOWS

FY 20-21

SAVINGS ACCOUNTS RECONCILIATION

12/31/2020

		Original Monitor Amount
General Savings	\$ 267.74	
Fishhawk Lake - Restricted	\$ 1,718.40	
Nehalem Native Nursery - Restricted	\$ 469.00	
Salmon Anchor Habitat - Restricted	\$ 500.00	
Payroll Taxes - Restricted	\$ (0.45)	
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
TOTAL	\$ 15,934.05	\$ 14,260.00

OPERATING BUDGET FY 20-21 10/01/2020 - 09/30/2021				
	Annual Budget FY 20-21	Expenditures to Date 10/1/20-10/31/20	Budget Remaining	% Budget Remaining
(Corrected 1.26.21)				
ESTIMATED EXPENDITURES:				
PERSONNEL:				
Executive Director Salary	56,000	431	55,569	99%
Office Administrator	6,912	144	6,768	98%
Watershed Tech Salary	0	0	0	0%
TOTAL SALARIES	62,912	575	62,337	99%
PAYROLL EXPENSE				
Payroll Taxes	5,286	45	5,241	99%
Workers Compensation	500		500	100%
TOTAL PAYROLL EXPENSE	5,786	45	5,741	99%
FRINGE BENEFITS				
Medical/Dental Insurance	8,789	353	8,436	96%
Health Savings Account	1,560	65	1,495	96%
Retirement	3,636	152	3,485	96%
TOTAL FRINGE BENEFITS	13,985	569	13,416	96%
TOTAL PERSONNEL:	82,683	1,190	81,493	99%
OPERATIONS:				
Accounting	550		550	100%
Payroll Service	250	10	240	96%
Consultant	250		250	100%
Supplies	800	39	761	95%
Postage	75		75	100%
Rent (utilities included)	6,050	550	5,500	91%
Web Hosting	300		300	100%
Equipment	0	0	0	0%
Repairs	500		500	100%
Mileage - Director	500		500	100%
Conferences & Conventions	0	0	0	0%
TOTAL OPERATIONS:	9,275	599	8,676	94%
RISK MANAGEMENT:				
General Liability	1,887	484	1,404	74%
Directors & Officers Liability	1,131		1,131	100%
TOTAL RISK MANAGEMENT:	3,018	484	2,535	84%
OTHER:				
Dues & Fees	500	28.05	472	94%
Staff Development & Education	0	0	0	0%
Outreach/Events/Marketing	3,600	320	3,280	91%
State Revenue Fees	300	200	100	33%
TOTAL OTHER	4,400	548	3,852	88%
TOTAL BUDGET:	99,376	2,820	96,556	97%

OPERATING BUDGET FY 20-21 10/01/2020 - 09/30/2021				
(Corrected 1.26.21)	Annual Budget FY 20-21	Expenditures to Date 10/1/20-11/30/20	Budget Remaining	% Budget Remaining
ESTIMATED EXPENDITURES:				
PERSONNEL:				
Executive Director Salary	56,000	1,293	54,707	98%
Office Administrator	6,912	720	6,192	90%
Watershed Tech Salary	0	0	0	0%
TOTAL SALARIES	62,912	2,013	60,899	97%
PAYROLL EXPENSE				
Payroll Taxes	5,286	160	5,126	97%
Workers Compensation	500		500	100%
TOTAL PAYROLL EXPENSE	5,786	160	5,626	97%
FRINGE BENEFITS				
Medical/Dental Insurance	8,789	1,059	7,730	88%
Health Savings Account	1,560	195	1,365	88%
Retirement	3,636	455	3,182	88%
TOTAL FRINGE BENEFITS	13,985	1,708	12,277	88%
TOTAL PERSONNEL:	82,683	3,881	78,802	95%
OPERATIONS:				
Accounting	550		550	100%
Payroll Service	250	10	240	96%
Consultant	250		250	100%
Supplies	800	65	735	92%
Postage	75	33	42	56%
Rent (utilities included)	6,050	550	5,500	91%
Web Hosting	300	228	72	24%
Equipment	0	0	0	0%
Repairs	500		500	100%
Mileage - Director	500		500	100%
Conferences & Conventions	0	0	0	0%
TOTAL OPERATIONS:	9,275	886	8,389	90%
RISK MANAGEMENT:				
General Liability	1,887	484	1,404	74%
Directors & Officers Liability	1,131		1,131	100%
TOTAL RISK MANAGEMENT:	3,018	484	2,535	84%
OTHER:				
Dues & Fees	500	255	245	49%
Staff Development & Education	0	0	0	0%
Outreach/Events/Marketing	3,600	661	2,939	82%
State Revenue Fees	300		300	100%
TOTAL OTHER	4,400	916	3,484	79%
TOTAL BUDGET:	99,376	6,166	93,210	94%