

UNWC BOARD MEETING 3.25.2021 AGENDA

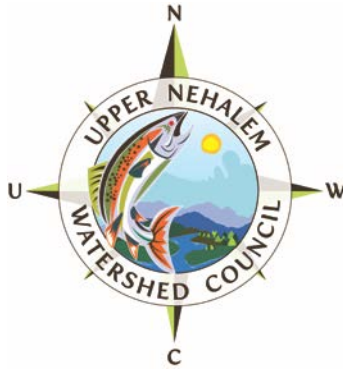
5:30 - Call to order. Today's scribe is: ytbd

- **Welcome and Introductions**
- **Public Comment**
- **Announcements** – Volunteer Tree Plant – April 4th 10am-2pm
- **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 Calhoun - 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, April 22nd, 2021

7:30 - Adjourn – Be well!



Upper Nehalem Watershed Council Meeting Minutes 2/25/2021

Call to Order

A meeting of the Upper Nehalem Watershed Council was held via Zoom video and audio conference on Thursday, February 25th and called to order by Jeff Walton at 5:30 pm.

Attendees included: Maggie Peyton, Rick Osborne, Jeff Walton, Corrie Aiuto, Susan Schmidlin, Jim Crawford, Sye Laird, and Michael Calhoun.

Absent: Brenda Lisle, Wade Bullier, Kraig Kirkpatrick, and Susan Spicer Pond.

Public Comment

No public comments at this time.

Announcements

- Jim is working with a client that has agreed to partner with UNWC and contribute cash. More details to come.
- Sye informs that the Scappoose Bay plant sale will be in April and the Columbia County Small Woodlot sale has been cancelled.
- Some discussion about the Nehalem Native Nursery, Maggie says it's currently empty but a dedicated volunteer has been working to prep for spring. Jim says Olympic Resource Management will donate trees in about 3 weeks. Maggie mentions the RAC grant funds have not come yet.

Minutes

January minutes read with one correction to Stephanie Beall's organization acronym. It is listed as DOF and should be changed to ODF (Oregon Department of Forestry).

Sye motions to approve, Susan seconds, all ayes, motion carries.

Reports

1. Maggie Director Report:

- a. OWEB has approved and fully funded 2 out of 3 grant applications, one for Clear Creek technical engineering, the other for restoration project in priority reaches. The Council Capacity application is due soon, Maggie plans to clone last year's application and she asks the board to describe some challenges and how they are being addressed. Board responds:
 - i. One challenge is recruiting board members from our small community and the action taken includes networking one-on-one. Another action to pursue is focus recruitment through the school district.
 - ii. A second challenge is fundraising. We currently do not have much activity around fundraising. (Corrie's internet went out at this point, board needs to amend minutes to reflect discussion on fundraising action items.)
- b. Maggie also plans to apply to OWEB for more BDA pilot monitoring funds in hopes of funding a full 10 years of monitoring on the project.
- c. The FIP application deadline appears to be this fall and the MOU has been sent out. Maggie, Zac, Susan S.P. and others continue to work diligently to make our application as enticing and professional as possible.
- d. The Board Assessment for OWEB is due every biennium and the deadline is June 30th. The board agrees to fill out and return the assessment tool/document by the next meeting on March 25th. Corrie sent out the assessment tool/document to each board member for review and completion.

2. Treasurer Report:

- a. Jim reports that not much has changed, financials still look rough. One potential positive is that the Outreach line item might last longer than expected with Corrie going on maternity leave and may be available for some "post-COVID" events.

3. Education and Outreach:

- a. Corrie is wrapping up some last minute tasks before maternity leave including:
 - i. Drafting the Social Media Policy
 - ii. Updating the UNWC board member profile page to include Jim and Michael. She asks them for a short bio and picture to include on the site.

Unfinished Business

1. Fishhawk Lake Update: A recent article in The Astorian highlighted the incident at Fishhawk and cited 30,000 fish killed and a nearly half million dollar fine from the Oregon DEQ. Rick updates that the decision is being appealed and that mitigation could lower that amount. ODFW and DOJ also still have decisions to make, so things are far from over. One downside of the DEQ's decision is that the spillway and fishladder project is pushed out by a year or more.
2. Secretary/Scribe position: currently looking for scribe/secretary position. Scribing duty rotates in alphabetical order by first name. If the scribe for the current meeting is not present, the next person on the list assumes the responsibility and the absent person fills in next time. The order of folks:
 - Brenda
 - Corrie (scribing Feb 2021 in Brenda's absence)
 - Jeff (will not be in rotation while he facilitates Zoom)
 - Jim
 - Michael
 - Rick (scribed Dec 2020)
 - Susan Schmidlin
 - Sye (scribed Jan 2021)
 - Wade

New Business

1. Land Acknowledgement on Website – Michael Calhoun
 - Michael presents the idea of drafting a land acknowledgement statement and putting it on the UNWC website. This is a statement acknowledging the Indigenous People who lived here before white settlers, the historical context that we all live in, and that that land we live and work on was stolen from them. Many conservation groups are adding this type of statement to their marketing in an attempt to simply acknowledge past injustices. Such statements require diligent research and wise word-smithing to ensure they are done well and can include historical information about local tribes and links to those tribes and their activities.

- After some discussion it is decided that Maggie will supply some documents with historical info that Michael and Sye can use to create a proposal. When ready, the board can review and vote on the proposal.
- 2. The 2019-2021 Strategic Action Plan needs a final edit and the draft will be sent out for review and approval.

For the Good of the Order

The next board meeting is on Thursday, March 25th, from 5:30 – 7:30 pm via Zoom video meeting. Brenda is Scribe next month.

Adjournment

1. Meeting adjourned at 6:45 pm. Fare thee well!

3:02 PM

03/08/21

Accrual Basis

Upper Nehalem Watershed Council

Profit & Loss

February 2021

	Feb 21
Ordinary Income/Expense	
Income	
5310 · Interest Income	0.51
Total Income	0.51
Gross Profit	0.51
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	95.56
7260 · Employer - Medicare Tax	22.34
7270 · Employer - State WBF	0.78
7280 · SUTA	18.47
7290 · Workers Comp	1.71
Total 7200 · Payroll Expenses	1,261.62
7220 · Wages	
7225 · Wages - Executive Director	861.76
7226 · Wages - Office Administrator	679.50
Total 7220 · Wages	1,541.26
7500 · Professional Fees	
7530 · Payroll Service	10.00
Total 7500 · Professional Fees	10.00
7550 · Contract Services	625.00
8110 · Supplies & Materials	
8112 · Office Supplies	399.98
8115 · Project Supplies	517.10
Total 8110 · Supplies & Materials	917.08
8210 · Rent - Office Space	550.00
8520 · Liability Insurance	299.30
8570 · Marketing/Website Development	861.25
8592 · Bank Service Charges	26.65
Total Expense	6,092.16
Net Ordinary Income	-6,091.65
Other Income/Expense	
Other Expense	
8900 · Covid-19 Expense	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	-6,091.65

3:05 PM

03/08/21

Accrual Basis

Upper Nehalem Watershed Council

Profit & Loss

October 2020 through February 2021

	Oct '20 - Feb 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	1.78
5490 · Miscellaneous Income	105.00
Total Income	28,507.99
Gross Profit	28,507.99
Expense	
7200 · Payroll Expenses	3,127.86
7240 · Health/Dntl Insurance-Director	585.00
7245 · Health Savings Account-Director	1,363.50
7246 · Retirement Benefit - Director	395.81
7250 · Employer - Social Security	92.58
7260 · Employer - Medicare Tax	3.12
7270 · Employer - State WBF	42.38
7280 · SUTA	7.05
7290 · Workers Comp	
Total 7200 · Payroll Expenses	5,617.30
7220 · Wages	4,093.36
7225 · Wages - Executive Director	2,290.50
7226 · Wages - Office Administrator	
Total 7220 · Wages	6,383.86
7500 · Professional Fees	44.00
7530 · Payroll Service	
Total 7500 · Professional Fees	44.00
7550 · Contract Services	10,753.05
8110 · Supplies & Materials	800.87
8112 · Office Supplies	1,281.73
8115 · Project Supplies	450.00
8117 · Software	1,399.99
8110 · Supplies & Materials - Other	
Total 8110 · Supplies & Materials	3,932.59
8140 · Postage and Delivery	33.00
8210 · Rent - Office Space	2,200.00
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	136.77
8595 · Reconciliation Discrepancies	-0.06
8670 · Licenses and Permits	50.00
Total Expense	33,370.32
Net Ordinary Income	-4,862.33
Other Income/Expense	
Other Expense	0.00
8900 · Covid-19 Expense	
Total Other Expense	0.00
Net Other Income	0.00
Net Income	-4,862.33

Upper Nehalem Watershed Council

Balance Sheet

As of February 28, 2021

	Feb 28, 21
ASSETS	
Current Assets	
Checking/Savings	
1010 · Wauna Credit Union - Checking	4,047.53
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	21,980.96
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
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	252.22
Total 1070 · US Bank - Savings Account	15,918.98
Total Checking/Savings	65,260.97
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	347,925.51
TOTAL ASSETS	347,925.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2134 · Employee - State WBF	1.21
2135 · Employee - State Transit Tax	-10.57
2150 · Employer - Social Security	662.65
2151 · Employer - Medicare	154.97
2152 · Employer - State WBF	2.46
Total 2100 · Payroll Liabilities	810.72
2154 · Health/Den Insurance - Director	0.01
2155 · HSA - Director	130.00
2156 · Workers Comp	-91.45
2160 · Employer - Retirement Benefit	303.00
Total Other Current Liabilities	1,152.28
Total Current Liabilities	1,152.28
Total Liabilities	1,152.28
Equity	
3030 · Retained Earnings	351,635.56
Net Income	-4,862.33
Total Equity	346,773.23
TOTAL LIABILITIES & EQUITY	347,925.51

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

	Annual Budget FY 20-21	Expenditures to Date 10/1/20- 2/28/21	Budget Remaining	% Budget Remaining
ESTIMATED EXPENDITURES:				
PERSONNEL:				
Executive Director Salary	56,000	4,093	51,907	93%
Office Administrator	17,280	2,291	14,990	87%
Watershed Tech Salary	13,968		13,968	100%
TOTAL SALARIES	87,248	6,384	80,864	93%
PAYROLL EXPENSE				
Payroll Taxes	7,554	534	7,020	93%
Workers Compensation	1,000		1,000	100%
TOTAL PAYROLL EXPENSE	8,554	534	8,020	94%
FRINGE BENEFITS				
Medical/Dental Insurance	8,789	3,128	5,661	64%
Health Savings Account	1,560	585	975	63%
Retirement	3,636	1,364	2,273	63%
TOTAL FRINGE BENEFITS	13,985	5,076	8,909	64%
TOTAL PERSONNEL:	109,787	11,994	97,793	89%
OPERATIONS:				
Accounting	550		550	100%
Payroll Service	512	44	468	91%
Consultant	1,200		1,200	100%
Supplies	1,500	1,251	249	17%
Postage	75	33	42	56%
Rent (utilities included)	6,600	2,200	4,400	67%
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	3,712	11,425	75%
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	2,144	2,056	49%
State Revenue Fees	500		500	100%
TOTAL OTHER	6,300	2,531	3,769	60%
TOTAL BUDGET:	134,242	19,510	114,732	85%

FY 20-21

[illegible]

SAVINGS ACCOUNTS RECONCILIATION

US Bank

2/28/2021/2021

SAVINGS ACCOUNTS RECONCILIATION

Wauna Credit Union

2/28/2021

2/28/2021

			Balance	Original Monitor Amount				Balance	Original Grant Amount
General Savings			\$ 252.22		General Savings			\$ 5.00	
Fishhawk Lake - Restricted			\$ 1,718.40		Fishhawk Lake Ladder - Restricted			\$ 19,500.00	\$ 19,500.00
Nehalem Native Nursery - Restricted			\$ 469.00		Columbia Co. Covid Grant			\$ 3,808.50	\$ 3,808.50
Salmon Anchor Habitat - Restricted			\$ 500.00						
Payroll Taxes - Restricted			\$ -						
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			\$ 15,918.98	\$ 14,260.00	TOTAL			\$ 23,313.50	\$ 23,308.50