

# Upper Nehalem Watershed Council

## Meeting Minutes 5/21/2020

### Call to Order

A meeting of the Upper Nehalem Watershed Council was held via Zoom video and audio conference on Thursday, May 21<sup>st</sup> and called to order by Maggie Peyton at 5:35pm. Due to the COVID-19 pandemic event, most face-to-face contact is restricted to prevent further spread of the disease and future meetings will likely be conducted in the same way.

Attendees included:, Kraig Kirkpatrick, Susan Schmidlin, Sye Laird, Jeff Walton, Jim Crawford, , Corrie Aiuto, Maggie Peyton. Absent: Wade Bullier, and Tom Dee, Brenda Lisle, Rick Osborne and Susan Spicer Pond.

### Public Comment

Sye shared that he has seen beaver activity on a tributary of Rock Creek. He believes it is a non-fish bearing stream and there was some discussion about why.

### Minutes

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

Sye motions to approve April minutes, Jim Crawford seconds, all ayes, motion carries.

### Reports

1. Maggie Financial Report:
  - a. By screen sharing via Zoom Maggie shares that OWEB and NOAA are funded for a time, but due to COVID-19 impacts, grant availability moving forward is unclear. Current grants that have been signed and approved are funded.
  - b. Because there were no grants to allocate time towards in the last couple months, much of Maggie's time and salary had to be put towards the Council Support grant, which caused the budget to be overspent this quarter. Next quarter's Council Support payment will have to be even more carefully managed to avoid any shortfalls. Education and Outreach spending is cut and monitored for now. Summer BDA project funds will help ease the strain on Council Support.

- i. Sye asks if there are any grants to fund Education and Outreach specifically. There are and we should look for them, however time to write the grant may not be reimbursable.
  - ii. Sye asks if there is any flexibility in our grants to reallocate funds where needed due to COVID-19 impacts. Maggie replies no, that our grants are very specific in their allocation and execution.
- 2. Maggie Executive Director Report:
  - a. Monitoring and reporting on various projects is ongoing.
  - b. The Focused Investment Partnership (FIP) application deadline has been pushed out a year. This is both good and bad; it means that potential funding from the FIP is not available right away, but also that our application will be more complete. Work on the UNWC FIP application is ongoing however, to ensure that our bid for the FIP is as solid as possible. 6 years worth of projects must be laid out, partnerships must be strong, and much planning is still to be done.
  - c. Steve Trask and Troy Laws have been out doing recon work for the Nehalem Strategic Action Plan.
  - d. DEQ signed contract for riparian restoration
  - e. The NRCS Galassi project moves forward. One qualified and motivated contractor came to the site meeting and hopefully Maggie will receive a bid from them by the deadline. If so, she can begin the budget process.
  - f. RAC grant for the Nehalem Native Nursery is running out of funding and the BLM has not offered any more funding opportunities. Maggie is unsure how to continue funding the nursery but has hopes that selling vegetable starts for the community might supplement funding.
- 3. Corrie Education and Outreach:
  - a. The creation of a Social Media Policy is needed. Corrie suggests the board work through their workbooks on their own and then submit the completed workbooks to her to compile the information and go from there.
  - b. The “A Word From The Watershed” column in Vernonia’s Voice needs volunteer writers to keep it a monthly offering. Since outreach hours are being cut, Corrie cannot spend as much time on the column but says the outreach through this medium is getting good reviews and needs to continue. Anyone who is willing to write for the column should reach out to Corrie to discuss and schedule.

## Unfinished Business

- 1. Fishhawk Lake Update: unsure if funding for projects will be forthcoming during COVID.
- 2. Sye would like the board to remember the following:
  - a. The Secretary/Scribe position remains unfilled. He feels it is unwise to rely on Corrie to take minutes as it is a board position and the

responsibility of the board. If everyone gets used to a non-board member taking responsibility for that function it would not be wise.

- b. Employee/contractor hours allocation is still something the board would like to see to help understand the day-to-day functions of the UNWC
- c. Comments/suggestions on the UNWC Strategic Action Plan are needed. Please review and submit to Maggie.

### **New Business**

No new business at this time.

### **For the Good of the Order**

The next board meeting is on Thursday, June 25<sup>th</sup>, from 5:30 – 7:30 pm via Zoom video meeting.

### **Adjournment**

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

## **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
- Unfinished Business
  - Fishhawk Lake – update – as provided
- New Business

7:15 – For the good of the Order

- Next meeting – Thursday, June 25th, 2020

7:30 – Adjourn

## Upper Nehalem Watershed Council

06/22/20

## Profit &amp; Loss

Accrual Basis

May 2020

	May 20
Ordinary Income/Expense	
Income	
5310 · Interest Income	0.93
Total Income	0.93
Gross Profit	0.93
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	361.87
7260 · Employer - Medicare Tax	84.62
7270 · Employer - State WBF	2.45
7280 · SUTA	40.85
7290 · Workers Comp	6.41
Total 7200 · Payroll Expenses	1,634.96
7220 · Wages	
7225 · Wages - Executive Director	4,666.66
7226 · Wages - Office Administrator	1,170.00
Total 7220 · Wages	5,836.66
7550 · Contract Services	133.00
8170 · Printing and Reproduction	198.44
8210 · Rent - Office Space	550.00
8520 · Liability Insurance	299.30
8570 · Marketing/Website Development	303.75
8592 · Bank Service Charges	27.35
Total Expense	8,983.46
Net Ordinary Income	-8,982.53
Other Income/Expense	
Other Expense	
8900 · Covid-19 Expense	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	-8,982.53

## Upper Nehalem Watershed Council

## Profit &amp; Loss

October 2019 through May 2020

	Oct '19 - May 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	11.43
Total Income	11,006.81
Gross Profit	11,006.81
Expense	
7200 · Payroll Expenses	
7240 · Health/Dntl Insurance-Director	5,532.91
7245 · Health Savings Account-Director	1,040.00
7246 · Retirement Benefit - Director	2,424.00
7250 · Employer - Social Security	2,899.01
7260 · Employer - Medicare Tax	677.98
7270 · Employer - State WBF	17.59
7280 · SUTA	308.19
7290 · Workers Comp	-118.15
Total 7200 · Payroll Expenses	12,781.53
7220 · Wages	
7225 · Wages - Executive Director	37,166.46
7226 · Wages - Office Administrator	9,599.45
Total 7220 · Wages	46,765.91
7500 · Professional Fees	
7530 · Payroll Service	490.00
Total 7500 · Professional Fees	490.00
7550 · Contract Services	187,786.89
8110 · Supplies & Materials	
8112 · Office Supplies	2,306.89
8115 · Project Supplies	698.85
Total 8110 · Supplies & Materials	3,005.74
8140 · Postage and Delivery	41.70
8170 · Printing and Reproduction	198.44
8210 · Rent - Office Space	4,400.00
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	3,460.25
8590 · Miscellaneous Expense	0.00
8592 · Bank Service Charges	219.50
8595 · Reconciliation Discrepancies	0.00
8670 · Licenses and Permits	107.00
Total Expense	262,206.43
Net Ordinary Income	-251,199.62
Other Income/Expense	
Other Expense	

2:31 PM

06/22/20

Accrual Basis

Upper Nehalem Watershed Council

Profit & Loss

October 2019 through May 2020

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	Oct '19 - May 20
8900 - Covid-19 Expense	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	-251,199.62

## Upper Nehalem Watershed Council

## Balance Sheet

As of May 31, 2020

	May 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · US Bank	9,665.37
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
Restricted Funds-Fishhawk Lake	1,965.07
Restricted Funds-NN Nursery	334.00
Restricted Funds-Salmon Anchor	500.00
1070 · Savings Account - Other	95.89
Total 1070 · Savings Account	16,619.83
Total Checking/Savings	26,285.20
Accounts Receivable	
1240 · Grants Receivable	393,482.44
Total Accounts Receivable	393,482.44
Other Current Assets	
1640 · Furniture, Fixtures & Equipment	224.99
Total Other Current Assets	224.99
Total Current Assets	419,992.63
<b>TOTAL ASSETS</b>	<b>419,992.63</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2130 · Employee - Federal Withholding	624.00
2131 · Employee - Social Security	361.87
2132 · Employee - Medicare	84.62
2133 · Employee - State Tax	377.00
2134 · Employee - State WBF	2.45
2135 · Employee - State Transit Tax	5.83
2150 · Employer - Social Security	361.87
2151 · Employer - Medicare	84.62
2152 · Employer - State WBF	2.45
2153 · Employer - SUTA	40.85
Total 2100 · Payroll Liabilities	1,945.56
2156 · Workers Comp	151.41
Total Other Current Liabilities	2,096.97
Total Current Liabilities	2,096.97
Total Liabilities	2,096.97
Equity	
3030 · Retained Earnings	669,095.93
Net Income	-251,200.27
Total Equity	417,895.66
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>419,992.63</b>



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

	Annual Budget FY 19-20	Expenditures to Date 10/1/19- 5/31/2020	Budget Remaining	% Budget Remaining
<b>ESTIMATED EXPENDITURES:</b>				
<b>PERSONNEL:</b>				
Executive Director Salary	56,000	37,166	18,834	34%
Office Administrator	17,280	9,599	7,681	44%
Watershed Tech Salary	13,968		13,968	100%
<b>TOTAL SALARIES</b>	<b>87,248</b>	<b>46,766</b>	<b>40,482</b>	<b>46%</b>
<b>PAYROLL EXPENSE</b>				
Payroll Taxes	7,554	3,903	3,651	48%
Workers Compensation	1,000	278	722	72%
<b>TOTAL PAYROLL EXPENSE</b>	<b>8,554</b>	<b>4,181</b>	<b>4,373</b>	<b>51%</b>
<b>FRINGE BENEFITS</b>				
Medical/Dental Insurance	8,789	5,533	3,256	37%
Health Savings Account	1,560	1,040	520	33%
Retirement	3,636	2,424	1,212	33%
<b>TOTAL FRINGE BENEFITS</b>	<b>13,985</b>	<b>8,997</b>	<b>4,988</b>	<b>36%</b>
<b>TOTAL PERSONNEL:</b>	<b>109,787</b>	<b>59,944</b>	<b>49,843</b>	<b>45%</b>
<b>OPERATIONS:</b>				
Accounting	550		550	100%
Payroll Service	512	502	10	2%
Consultant	1,200	436	764	64%
Supplies	1,500	2,307	-807	-54%
Postage	75	42	33	44%
Rent (utilities included)	6,600	4,400	2,200	33%
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%
<b>TOTAL OPERATIONS:</b>	<b>15,137</b>	<b>8,278</b>	<b>6,859</b>	<b>45%</b>
<b>RISK MANAGEMENT:</b>				
General Liability	1,887	1,434	453	24%
Directors & Officers Liability	1,131	599	532	47%
<b>TOTAL RISK MANAGEMENT:</b>	<b>3,018</b>	<b>2,033</b>	<b>985</b>	<b>33%</b>
<b>OTHER:</b>				
Dues & Fees	400	192	208	52%
Staff Development & Education	1,200	64	1,136	95%
Outreach/Events/Marketing	4,200	3,460	740	18%
State Revenue Fees	500		500	100%
<b>TOTAL OTHER</b>	<b>6,300</b>	<b>3,716</b>	<b>2,584</b>	<b>41%</b>
<b>TOTAL BUDGET:</b>	<b>134,242</b>	<b>73,970</b>	<b>60,272</b>	<b>45%</b>

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

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



## SAVINGS ACCOUNTS RECONCILIATION

31-May-20

		Original Monitor Amount
General Savings	\$ 95.89	
Fishhawk Lake - Restricted	\$ 1,965.07	
Nehalem Native Nursery - Restricted	\$ 334.00	
Salmon Anchor Habitat - Restricted	\$ 500.00	
Payroll Taxes - Restricted	\$ -	
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
<b>TOTAL</b>	<b>\$ 16,619.83</b>	<b>\$ 14,260.00</b>