



06/10/2020

To: Left Hand Watershed Center Board of Directors

From: Jessie Olson, Executive Director

RE: June board meeting agenda items

Meeting Minutes

Draft meeting minutes from May are attached (attachment 1) for review and approval.

Board Items

- Quarterly financial reports will be included at the July or August meeting.
- We're in the process of working with CLA on our 990 Tax form and expect to have it submitted by the end of the month. I will send to Kathy and/or Chris to review prior to submittal.
- We've updated our accounting and procurement policies for clarity (attachments 2 and 3). The Board will need to vote to accept changes.
- In summary, changes in accounting policies include:
 - Making reference to the treasurer as a backup check signer throughout.
 - Clarifying the advance pay request and reimbursement request process based on our process.
 - Clarifying who is required to approve grant pay requests.
- In summary, changes to the procurement policy include:
 - Changing our "small purchase" threshold from \$100,000 to \$150,000 to be in line with DOLA's guidelines and to increase the efficiency in procuring contractors for small projects.

Project updates

1. Adaptive Management, Stewardship & Monitoring

- Spring field season is fully underway. We were able to complete photo monitoring during spring runoff and complete weed assessments at all our project sites. We're currently overseeing contractors completing weed control and seeding. Thus far we've completed 8 acres of weed control and re-seeding in Left Hand and St. Vrain Watersheds.
- We're also preparing for our summer field monitoring season which will start in July. As we've increased the number of sites we monitor, all staff expect to be in the field a large portion of the summer.

2. Adaptive Management at Scale

- We received our executed contract from CWCB for this project at the end of last month.
- We will kick off the project in June or July. At the board meeting, we will spend time discussing the project and the board's vision of where we would like to be as an organization at the end of this project.

- We hosted the new CWCB project manager on a visit to the watershed this week to get oriented to the project and goals.

3. Bureau of Reclamation Water SMART Grant: Watershed Restoration Plan

- We still in the contracting process with the Bureau of Reclamation for the Water SMART grant that will contribute \$100,000 toward development of a Watershed Restoration Plan for the St. Vrain Basin. This project also helps fund organizational development, partnership building and development of conceptual restoration designs.
- We expect to kick off the project in June.

4. Community Science

- We have about 25 volunteers starting the Catch the Hatch project next week. Deb hosted virtual trainings for volunteers and they are set to collect another year's data on Mayfly emergence.
- This month we've submitting an application to the River Network for approximately 12K to help support our community science program, specifically the partnership with Lyons schools.
- We're also beginning preparations to plan for fall community science projects including a Bio-blitz event as part of a modified Watershed Days event.

5. DOLA CDBG-DR Legacy Projects

We have officially closed out our Legacy grant and received our compliance monitoring letter. Congrats to Yana on managing a successful project! We also completed a landowner survey to learn more about how to improve our process on future projects. Results of the survey are attached (Attachment 4).

6. Mines, Water Quality Monitoring & Analysis

We continue monthly water quality monitoring using River Watch.

7. Fish Passage Feasibility Study and Education Initiative

We continue to work on the fish passage assessment and have started planning the education component. We will provide a presentation update to the board at a future board meeting.

8. SVCC & St. Vrain Partnerships

- We've received our fully executed agreement for our CWCB grant agreement for Science, Stewardship, and Education in the St. Vrain Watershed.
- We're working on procuring a contractor for the design-build portion of the grant and hope to bring a recommendation on contractor selection to this month's board meeting.
- We continue to assist the St. Vrain Creek Coalition in organizational, maintenance, and monitoring activities.

9. Forestry Health

- We continue to lead a partnership that focuses on forest health projects in the St. Vrain Basin. We're working on developing an outreach plan to begin community outreach to landowners this summer.
- A draft MOU for collaboration on forest health projects across Boulder County is ready for distribution to partners for signature (attachment 5). This includes the towns of Jamestown, Ward, Allenspark and Lyons.
- We may receive additional funding from the USFS (via our contract with CPRW) to help lead forest health outreach efforts in St. Vrain and Left Hand Watersheds.

Other Items

- Deb is back working at the LHWD office while Yana and I continue to work from home. We continue to use collaboration tools including zoom, MS Teams to check in on daily basis. We've adapted to having all partner meetings on zoom. We also continue to do field work, have field meetings with staff and partners.
- We received \$20,000 match funding from Mile High Flood Control District for our Adaptive Management at scale project. We are also still working on getting Boulder County and Keep it Clean Partnership 2020 match contribution for this project. THANK YOU!
- We're considering skipping our July board meeting again this year since many are on vacation and staff have large field workload. We will confirm at the board meeting.

Attachments:

1. BOD May Meeting Minutes
2. Accounting Policies Updates
3. Procurement Polices Updates
4. Canyons Landowner Survey
5. Boulder County- USFS DRAFT MOU

Attachment 1
May Board meeting minutes

Attachment 2
Accounting Policies and Procedures

Attachment 3
Procurement Policies and Procedures

Attachment 4
Canyons Landowner Survey Results

Attachment 5

Boulder County/USFS DRAFT MOU regarding Forest Health