



## AGENDA

Left Hand Watershed Center  
BOARD MEETING  
2:00-4:00 pm, January 19, 2021  
Via ZOOM call  
Join Zoom Meeting  
<https://us02web.zoom.us/j/6688242485>  
Meeting ID: 668 824 2485

|   |                   |         |
|---|-------------------|---------|
| Welcome and Introductions                   | Christopher Smith | 2:00 PM |
| Left Hand Watershed News                    | All               | 2:10 PM |
| Approval of Minutes: December               | Christopher Smith | 2:20 PM |
| Board Member and Officer Renewal/Election   | Christopher Smith | 2:25 PM |
| 2020 Q4 Financial Report                    | Jessie Olson      | 2:40 PM |
| Adaptive Management at Scale Project Update | Yana Sorokin      | 3:00 PM |
| Draft Annual Work Plan                      | Jessie Olson      | 3:30 PM |
| Adjourn                                     | Christopher Smith | 4:00 PM |

NOTE: The Watershed Center will make reasonable accommodation for individuals with known disabilities at meeting and events per our non-discrimination notice. Visitors needing accommodation are encouraged to contact any staff member to request such accommodation 48 hours in advance of such event.



01/13/2021

To: Left Hand Watershed Center Board of Directors

From: Jessie Olson, Executive Director

RE: January board meeting agenda items

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## Meeting Minutes

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

## Board Items

- The year-end 2020 financials have been prepared for your review and approval (attachment 2).
- We've invited Glenn to the board meeting this month so you can wish him farewell as he departs on the next chapter of his life- retirement!
- We've invited Colleen to the February board meeting to present the watershed stewardship award.
- This month, at our "annual meeting", we have the officer and board member renewal, where the board will need to vote to renew (or appoint new) officer and board appointments for 2021. The board (and staff) will also need to re-sign all conflict of interest, confidentiality and whistleblower statements for the New Year, which I will send electronically.

## Project updates

### 1. Adaptive Management, Stewardship & Monitoring

- Staff are completing the data analysis and reporting phase of our adaptive management process. Over the next few months we will be entering data, analyzing data, and compiling results into our annual state of the watershed report.

### 2. Adaptive Management at Scale

- Yana will give an update on this project at the board meeting. Please see project charter attached (attachment 3).

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

- The project 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. This past month we've continued to meet with partners and continue partnership building.

### 4. Community Science

- We continue to distribute monthly e-newsletters.
- We are beginning to undertake more detailed work planning for the community science program, including assessing resource and staffing needs for our upcoming spring and summer community science activities and events.

## **5. Mines, Water Quality Monitoring & Analysis**

- The Pinyon and Ryan McKnight team is preparing to provide an update on their work related to Captain Jack mine at the February board meeting.
- Staff are working with hiring a CU student in Joe Ryan's lab to work as a contractor to complete River Watch monitoring now that Glenn is moving onto new adventures.

## **6. Fish Passage Feasibility Study and Education Initiative**

Staff are planning and undertaking several outreach tasks related to the fish passage feasibility study including meetings with CPW, Boulder County, Left Hand Water District, Left Hand Ditch Company, St. Vrain and Left Hand Water Conservation District, and Haldi Ditch Company. Staff are preparing an RFP to hire a consultant to complete the conceptual restoration designs for priority structures, and this is expected to be posted in late February.

## **7. SVCC & St. Vrain Partnerships**

- We're continuing to work through permit requirements with Boulder County on the Apple Valley repair project. The Hazard mitigation application was submitted in December and individual floodplain development permit models are currently under review. We plan to construct the project in March 2021.
- We continue to assist the SVCC in flood recovery oversight and administrative tasks. The SVCC board met this week and discussed potentially dissolving the organization in June 2021, once EWP obligations are complete.

## **8. Forest Health**

- We continue to assist with fire recovery efforts, attending stakeholder meetings, and field visits. I've also been conducting outreach to landowners in the Left Hand burn area, in order to assess needs. Further, I continue to advocate for landowner and stakeholder needs within discussions regarding restoration treatments, unmet needs, and future grant opportunities.
- We also continue to lead the St. Vrain Forest Health Partnership, where this past month we've held small group committee meetings to discuss desired future conditions statement process and outreach strategies.

## **Other Items**

- We've drafted the 2021 workplan (attachment 4) and will discuss at the board meeting. Depending on the level of comments the board can vote to approve the plan at the January or February meeting.

## **Attachments:**

1. BOD December Meeting Minutes
2. 2020 Q4 Financial Report
3. Adaptive Management at Scale project charter
4. 2021 Work Plan

**Attachment 1**  
Board meeting minutes



## Board Minutes – December 15, 2020

### **Attendees**

1. Chris Smith
2. Terry Plummer
3. Sue Schaffler
4. Barbara Luneau
5. Erica Crosby
6. Sean Cronin (with proxy for Audrey Butler)
7. Chuck Oppermann
8. Kenneth Lenarcic
9. Monica Bortolini
10. Jeremy Reineke
11. Kathy Peterson
12. Eric Smith
13. Jessie Olson
14. Deb Hummel
15. Yana Sorokin
16. Lauren Duncan
17. Joe Ryan

### **Welcome and Introductions**

- Chris S called the meeting to order at 2:05.

### **Left Hand Watershed News**

- Monica mentioned City of Longmont watershed meeting and importance of collaboration.

### **DRMS Update**

- Erica provided an update about DRMS, described an organization chart and provided program overview. >23,000 abandoned mines in the state. 1,300 miles of impacted stream. Described types of projects. Showed map of known mines in the state and county. Described safeguarding process to finding, recording, and addressing abandoned mines. It's a three-year process. Described construction done in 2020 – James Creek Emergency, Cold Springs, and Yellow Girl.
- James Creek Mines was an emergency closure, people we exploring. DRMS closed it.
- Cold Springs was results of fire near Nederland. Backfilled the mine and closed it.

- Yellow Girl above Jamestown. Joint water sampling with EPA and EPA did soil analysis. Backfilled the shaft and added terraces with straw wattles and planted 250 trees to help stabilize the slope. Also did hand seeding and more hydroseeding is planned.
- For 2021 they are planning to do rehab at Captain Jack and at Upper Fairday Mine. Captain Jack project work will include rehabilitation of existing ground support including removal and replacement of loose cribbing, replacement of mine entrance doors, and installation of rock bolts, mine straps, and welded wire mesh. At Upper Fairday they identified medium risk of radiation at the site and moving forward their goal is to keep people out of the area.
- Future projects include Jamestown (54 mine openings), BEC (33 openings), Licksillet (49 mine openings), and Lost Mule (39 mine openings). Some of these occur in the fire footprint.
- Sue asked about if there are draining adits at Licksillet. Erica noted that she hasn't seen them but they could be there.
- Ken asked about how they access the Upper Fairday. Erica responded that landowners provides access from above via a gate.
- Lauren Duncan provided summary of concerns related to mines at Brooks property. Noted water quality and potential restoration needs. See memo for details. Jessie added that current highway 7 project was planning to avoid work near the mine adit.
- Erica asked about how recent fires are impacting work at the mines. Lauren responded that it emphasizes the priority for work there but they need help with access at Ballarat.

#### **Approval of Minutes**

- Sue moved, Monica seconded, to approve the minutes from the Nov 17 meeting; the motion carried unanimously with correction noted by Monica.

#### **Sick Time Carryover**

- Kathy moved, Ken seconded, to approve carry-over of additional 20 sick time hours for 2021 and until the situation changes with respect to COVID.

#### **2021 Budget**

- Jessie showed the draft budget, noted that she added pending budget sources and that, if awarded, this might result in opportunity to increase staff capacity.
- Jessie reviewed the summary page line-by-line, noted changes from last meeting.
- Sean asked about the office space budget and Chris provided clarification about the amount.
- Sean asked about the board designated reserve related to adaptive management at scale. Jessie explained that it's restricted funding that has been received, carries over into future years, and needs to be reserved for a specific use.
- Sue provided update on the fire district office.
- Barbara asked about if BOD has considered creating financial reserve with annual target. Chris suggested that BOD starts considering this Feb 2021 to develop policy statement and target.
- Monica moved, Barbara seconded to adopt the 2021 budget; the motion carried unanimously.

#### **Fire Recovery and SV Forest Health Partnership Update**

- Jessie provided update, describing table that outlines next steps, partners, funders, etc. Noted landownership is simpler than anticipated and most of the ownership is on county property. Also noted that informal models show a significant potential flow increase predicated for Geer Canyon (from 40 cfs to 400 cfs). Discussion ensued about implications.

- Jessie noted that St. Vrain Forest Health Partnership is developing desired future condition statements and made good progress through two highly collaborative stakeholder and community meetings.

#### **Watershed Stewardship Award**

- Kathy explained Colleen's nomination for the award.
- Sean moved, Sue seconded to give Colleen Watershed Stewardship Award; the motion carried unanimously.
- Discussion ensued about the award. Jessie and Sean will work together on it.

#### **Adjournment**

The meeting adjourned to executive session for the annual executive director performance review at 3:30 pm.

**Attachment 2**  
2020 Q4 Financial Report

Year End 2020 Financial Report  
Summary

|   | 2018<br>Budget     | 2018<br>Actual     | 2019<br>Budget     | 2019<br>Actual     | 2020<br>Budget     | 2020<br>Actual<br>Thru<br>12/31/20 | 2021<br>Budget   |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|------------------------------------|------------------|
| <b><u>Carryover from Prior Year</u></b>               |                    |                    |                    |                    |                    |                                    |                  |
| <b>Total Carryover</b>                                | \$70,089           | \$69,632           | \$160,794          | \$160,794          | \$163,320          | \$163,320                          | \$307,178        |
| <b><u>Revenue Sources</u></b>                         |                    |                    |                    |                    |                    |                                    |                  |
| CDBG-DR Cap Grant (06/2018)                           | \$129,758          | \$109,803          | \$0                | \$0                | \$0                | \$0                                | \$0              |
| CDBG-DR Cap Grant (06/2019)                           | \$15,000           | \$27,495           | \$45,000           | \$42,493           | \$0                | \$0                                | \$0              |
| CWCB Fundraising Grant                                | \$18,867           | \$17,023           | \$0                | \$0                | \$0                | \$0                                | \$0              |
| Board Partners (Unrestricted)                         | \$38,500           | \$30,500           | \$42,500           | \$37,500           | \$47,500           | \$47,500                           | \$47,500         |
| Donations (Unrestricted)                              | \$30,000           | \$3,990            | \$50,000           | \$11,983           | \$25,000           | \$13,566                           | \$10,000         |
| Rent (LHWD- In Kind)                                  | \$32,108           | \$32,108           | \$32,108           | \$32,108           | \$32,108           | \$32,108                           | \$32,108         |
| Program Revenue (Indirect)                            | \$0                | \$1,449            | \$0                | \$10,472           | \$0                | \$55,886                           | \$30,000         |
| Program Revenue (Restricted)                          | \$1,493,300        | \$950,471          | \$1,808,202        | \$1,378,433        | \$999,258          | \$858,721                          | \$736,196        |
| <b>Total Revenue</b>                                  | <b>\$1,757,533</b> | <b>\$1,172,840</b> | <b>\$1,977,810</b> | <b>\$1,512,988</b> | <b>\$1,103,866</b> | <b>\$1,007,781</b>                 | <b>\$855,804</b> |
| <b><u>Expenses</u></b>                                |                    |                    |                    |                    |                    |                                    |                  |
| Personnel- Fundraising                                | \$24,127           | \$16,338           | \$20,902           | \$9,070            | \$8,803            | \$1,760                            | \$4,760          |
| Personnel- (Unrestricted)                             | \$151,969          | \$101,255          | \$52,312           | \$47,889           | \$11,284           | \$13,766                           | \$26,258         |
| Personnel- (Restricted)                               | \$68,000           | \$100,446          | \$188,297          | \$172,940          | \$356,916          | \$240,981                          | \$363,865        |
| <b>Personnel Subtotal</b>                             | <b>\$244,096</b>   | <b>\$218,039</b>   | <b>\$261,511</b>   | <b>\$229,899</b>   | <b>\$377,003</b>   | <b>\$256,507</b>                   | <b>\$394,883</b> |
| Operations-Fundraising                                | \$2,500            | \$1,764            | \$1,000            | \$894              | \$1,000            | \$75                               | \$1,000          |
| Operations-Other                                      | \$85,597           | \$84,089           | \$87,741           | \$58,992           | \$94,641           | \$59,641                           | \$78,558         |
| <b>Operations Subtotal</b>                            | <b>\$88,097</b>    | <b>\$85,852</b>    | <b>\$88,741</b>    | <b>\$59,886</b>    | <b>\$95,641</b>    | <b>\$59,716</b>                    | <b>\$79,558</b>  |
| Contractors/Consultants/Supplie                       | \$1,395,300        | \$777,786          | \$1,611,650        | \$1,220,677        | \$625,576          | \$547,700                          | \$297,331        |
| <b>Total Expenses</b>                                 | <b>\$1,727,493</b> | <b>\$1,081,678</b> | <b>\$1,961,902</b> | <b>\$1,510,462</b> | <b>\$1,098,220</b> | <b>\$863,923</b>                   | <b>\$771,772</b> |
| <b>Balance Carryforward</b>                           | <b>\$100,129</b>   | <b>\$160,794</b>   | <b>\$176,702</b>   | <b>\$163,320</b>   | <b>\$168,967</b>   | <b>\$307,178</b>                   | <b>\$391,210</b> |
| <b>Board Designated Reserve Funds</b>                 |                    |                    |                    |                    |                    |                                    |                  |
| Stewardship Campaign (M&M/Adaptive Management)        | \$35,000           | \$58,659           | \$58,475           | \$58,833           | \$58,833           | \$55,590                           | \$45,590         |
| Fish Passage Feasibility Study & Education Initiative | \$0                | \$6,579            | \$0                | \$11,579           | \$1,500            | \$11,430                           | \$6,430          |
| Community Science                                     | \$0                | \$42,500           | \$22,753           | \$16,795           | \$13,386           | \$0                                | \$0              |
| Adaptive Management at Scale                          | \$0                | \$0                | \$0                | \$0                | \$0                | \$70,000                           | \$125,000        |
| St Vrain Science, Stewardship and Education           | \$0                | \$0                | \$0                | \$0                | \$0                | \$15,000                           | \$25,000         |
| Watershed Days  | \$0                | \$0                | \$0                | \$2,120            | \$2,120            | \$2,934                            | \$2,934          |
| SV Forest Health Partnership                          | \$0                | \$0                | \$0                | \$0                | \$0                | \$4,043                            | \$29,043         |
| <b>Reserve Funds Subtotal</b>                         | <b>\$35,000</b>    | <b>\$107,738</b>   | <b>\$81,228</b>    | <b>\$89,326</b>    | <b>\$75,838</b>    | <b>\$158,996</b>                   | <b>\$233,996</b> |
| <b>AVAILABLE UNRESTRICTED CARRYOVER FUNDS</b>         | <b>\$65,129</b>    | <b>\$53,056</b>    | <b>\$95,474</b>    | <b>\$73,995</b>    | <b>\$93,129</b>    | <b>\$148,181</b>                   | <b>\$157,213</b> |

Year End 2020 Financial Report  
Details

|  | 2018 Budget | 2018 Actual | 2019 Budget | 2019 Actual | 2020 Budget | 2020 Actual Thru 12/31/20 | 2021 Budget | Notes   |
|--|-------------|-------------|-------------|-------------|-------------|---------------------------|-------------|---|
| <b>Carryover from Prior Year</b>             |             |             |             |             |             |                           |             |   |
| <b>Total Carryover</b>                       | \$70,089    | \$69,632    | \$160,794   | \$160,794   | \$163,320   | \$163,320                 | \$307,178   |   |
| <b>Revenue Sources</b>                       |             |             |             |             |             |                           |             |   |
| CDBG-DR Cap Grant (Through June 2018)        | \$129,758   | \$109,803   | \$0         | \$0         | \$0         | \$0                       | \$0         | Closed 6/30/2018  |
| CDBG-DR Cap Grant (Through July 2019)        | \$15,000    | \$27,495    | \$45,000    | \$42,493    | \$0         | \$0                       | \$0         | Expired 6/30/19   |
| CWCB Fundraising Grant                       | \$18,867    | \$17,023    | \$0         | \$0         | \$0         | \$0                       | \$0         | Expires December 2018   |
| Board Partners (Unrestricted)                | \$38,500    | \$30,500    | \$42,500    | \$37,500    | \$47,500    | \$47,500                  | \$47,500    |   |
| Donations (Unrestricted)                     | \$30,000    | \$3,990     | \$50,000    | \$11,983    | \$25,000    | \$13,566                  | \$10,000    |   |
| Rent (LHWD- In Kind)                         | \$32,108    | \$32,108    | \$32,108    | \$32,108    | \$32,108    | \$32,108                  | \$32,108    |   |
| Project or Program Revenue (Indirect)        | \$0         | \$1,449     | \$0         | \$10,472    | \$0         | \$55,886                  | \$30,000    | Includes indirect revenue for projects that closed out in 2020 (Gates, DRMS, City of Longmont WQ analysis) and indirect project revenue for on-going project work 01/01/20- 9/30/2020. Prior to 2019, indirect project revenue was included in carryover. |
| <b>Project or Program Revenue (Direct)</b>   |             |             |             |             |             |                           |             |   |
| (1) DOLA CDBG-DR Legacy Project              | \$924,800   | \$312,907   | \$1,597,192 | \$1,170,895 | \$330,000   | \$524,198                 | \$0         | Closed 5/30/2020  |
| (2) DOLA CDBG-DR 63rd Street Ex.             | \$375,000   | \$359,475   | \$0         | \$0         | \$0         | \$0                       | \$0         | Closed 7/31/18  |
| (3A) DOLA CDBG-DR Three Reaches              | \$80,000    | \$119,679   | \$0         | \$0         | \$0         | \$0                       | \$0         | Closed 7/31/18  |
| (3B) DOLA CDBG-DR Hinman                     | \$0         | \$4,690     | \$0         | \$0         | \$0         | \$0                       | \$0         | Closed 7/31/18  |
| (4) CDBG-DR Stewardship HB & Citizen Science | \$46,500    | \$52,360    | \$45,000    | \$59,286    | \$0         | \$0                       | \$0         | Expired 6/30/19   |
| (5) CWCB ADM                                 | \$20,000    | \$1,873     | \$41,771    | \$25,743    | \$85,000    | \$59,785                  | \$53,893    | Expires in 2022, \$176,000 budget total   |
| (6) LWOOG Adaptive Management                | \$35,000    | \$28,124    | \$10,000    | \$2,600     | \$10,000    | \$196                     | \$0         | Individuals, corporations, partner donations. On-going funding campaign for stewardship program (and match for CWCB grant).   |
| (7) CWCB CSP                                 | \$0         | \$4,329     | \$10,672    | \$6,356     | \$18,644    | \$11,858                  | \$9,993     | Water plan grant 35K total. Expires in 2021   |
| (8) Community Science Program GATES          | \$0         | \$42,500    | \$10,000    | \$0         | \$10,000    | -\$4,154                  | \$25,000    | Gates FF (received entire grant in 2019). 25K TBD   |
| (9) OSMP Monitoring                          | \$0         | \$3,555     | \$5,600     | \$6,739     | \$5,600     | \$5,792                   | \$0         | Annual grant runs 4/01-3/31 each year   |
| (10) LHWD Fee for Service                    | \$7,000     | \$5,486     | \$0         | \$0         | \$0         | \$4,380                   | \$0         | As needed water quality monitoring  |
| (11) CWCB WSRF Fish Passage                  | \$0         | \$851       | \$31,336    | \$5,311     | \$44,689    | \$9,953                   | \$30,291    | 50K grant, expires 11/09/23   |
| (12) LWOOG Fish Passage Donations            | \$0         | \$6,579     | \$5,000     | \$5,000     | \$0         | \$0                       | \$0         | 5K individual donations; 5K from SVLHWCD.   |
| (13) SVLH Stream Management Plan             | \$0         | \$3,012     | \$5,352     | \$509       | \$0         | \$0                       | \$0         | Expired 12/31/2019  |
| (14) DRMS Water Quality Monitoring           | \$5,000     | \$4,650     | \$4,999     | \$4,095     | \$4,999     | \$4,010                   | \$4,900     | Assume annually renewed runs 7/01-6/30 each year  |
| (15A) CWCB ARUS                              | \$0         | \$0         | \$21,380    | \$21,896    | \$58,000    | \$31,206                  | \$33,521    | Expires 2024 Total grant \$146,934  |
| (15B) CWCB WMP                               | \$0         | \$0         | \$10,000    | \$7,612     | \$30,000    | \$3,759                   | \$14,556    | Expires 2024 Total grant \$69,478   |
| (16A) SVCC Fee for Service                   | \$0         | \$401       | \$4,950     | \$5,270     | \$4,076     | \$1,834                   | \$5,000     | Expires Dec 2021  |
| (16B) CWCB- SVCC                             | \$0         | \$0         | \$4,950     | \$4,023     | \$0         | \$0                       | \$0         | Expired 6/30/2019   |
| (17) City of Longmont Fee for Service        | \$0         | \$0         | \$0         | \$9,853     | \$5,000     | \$2,237                   | \$0         | Assuming they would like to contract with us again.   |
| (18A) Watershed Days Sponsorships            | \$0         | \$0         | \$0         | \$8,000     | \$8,000     | \$3,000                   | \$8,000     | Assume same sponsorship levels in 2019  |

Year End 2020 Financial Report  
Details

|   | 2018 Budget        | 2018 Actual        | 2019 Budget        | 2019 Actual        | 2020 Budget        | 2020 Actual Thru 12/31/20 | 2021 Budget      | Notes   |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------------|------------------|---|
| (18B) CWCB WD (Watershed Days)                                | \$0                | \$0                | \$0                | \$0                | \$21,250           | \$11,245                  | \$21,516         | Grant total is \$42,500                                       |
| (19) CWCB SVAM (St Vrain Adaptive Management)                 | \$0                | \$0                | \$0                | \$32,746           | \$0                | \$0                       | \$0              | Grant Expired in 2019   |
| (20A) CWCB SVSSE (St. Vrain Science, Stewardship & Education) | \$0                | \$0                | \$0                | \$0                | \$142,000          | \$45,211                  | \$130,758        | Contracted June 2020. Expires 2023. \$377,241 Total           |
| (20B) WC-SVSSE Partner Contributions St. Vrain AM             | \$0                | \$0                | \$0                | \$2,500            | \$25,000           | \$15,000                  | \$10,000         | Committed via support letters.                                |
| (21A) CWCB AM at Scale  | \$0                | \$0                | \$0                | \$0                | \$100,000          | \$19,869                  | \$116,002        | Contracted June 2020. Expires 2023. \$382,320 Total           |
| (21B) WC-AM at Scale (Partner Contribution)                   | \$0                | \$0                | \$0                | \$0                | \$60,000           | \$70,000                  | \$55,000         | Partners collectively committed \$60,000 Annually for 3 years |
| (21C) USBOR   | \$0                | \$0                | \$0                | \$0                | \$28,000           | \$7,801                   | \$46,188         | Contract expected July 2020. Expires 2022. \$100,000 Total    |
| (22) CPRW Fireshed  | \$0                | \$0                | \$0                | \$0                | \$9,000            | \$11,977                  | \$22,032         | Expires December 2021.  |
| (23) EPA Tag Grant  | \$0                | \$0                | \$0                | \$0                | \$0                | \$15,523                  | \$24,547         | New Contract exected June 2020. 50K distributed over 2 years. |
| (24A) WC-SV Forest Health Partnership                         | \$0                | \$0                | \$0                | \$0                | \$0                | \$4,043                   | \$80,000         | Partner/Corporate/Foundation Contributions                    |
| (24B) CWCB-SV Forest Health Partnership                       | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                       | \$45,000         | Pending CWCB Water Plan grant                                 |
| <b>Total Revenue</b>  | <b>\$1,757,533</b> | <b>\$1,172,840</b> | <b>\$1,977,810</b> | <b>\$1,512,988</b> | <b>\$1,103,866</b> | <b>\$1,007,781</b>        | <b>\$855,804</b> |   |
| <b>Expenses</b>   |                    |                    |                    |                    |                    |                           |                  |   |
| CDBG-DR Cap Grant (Through July 2018)                         |                    |                    |                    |                    |                    |                           |                  |   |
| Personnel   | \$96,969           | \$67,593           | \$0                | \$0                | \$0                | \$0                       | \$0              | Closed 6/30/18  |
| Operations  | \$32,789           | \$42,210           | \$0                | \$0                | \$0                | \$0                       | \$0              | Closed 6/30/18  |
| CDBG-DR Cap Grant (Through July 2019)                         |                    |                    |                    |                    |                    |                           |                  |   |
| Personnel   | \$15,000           | \$27,495           | \$45,000           | \$42,493           | \$0                | \$0                       | \$0              | Closed July 2019  |
| CWCB Fundraising Grant  |                    |                    |                    |                    |                    |                           |                  |   |
| Personnel   | \$16,367           | \$15,714           | \$0                | \$0                | \$0                | \$0                       | \$0              | Closed 2018   |
| Operations  | \$2,500            | \$1,310            | \$0                | \$0                | \$0                | \$0                       | \$0              |   |
| <b>General Fund- Personnel</b>                                |                    |                    |                    |                    |                    |                           |                  |   |
| Personnel- Fundraising  | \$7,760            | \$624              | \$20,902           | \$9,070            | \$8,803            | \$1,760                   | \$4,760          |   |
| Personnel- Other  | \$40,000           | \$6,166            | \$7,312            | \$5,396            | \$11,284           | \$13,766                  | \$26,258         |   |
| <b>Subtotal Programs</b>                                      | <b>\$211,385</b>   | <b>\$161,112</b>   | <b>\$73,214</b>    | <b>\$56,959</b>    | <b>\$20,087</b>    | <b>\$15,526</b>           | <b>\$31,018</b>  |   |
| <b>Operating Expenses</b>                                     |                    |                    |                    |                    |                    |                           |                  |   |
| Bookkeeping   | \$7,000            | \$2,783            | \$20,000           | \$6,587            | \$12,000           | \$10,259                  | \$12,000         |   |
| Tax Prep  | \$2,500            | \$0                | \$2,500            | \$0                | \$2,500            | \$2,717                   | \$3,000          |   |
| Bank fees   | \$0                | \$209              | \$250              | \$178              | \$250              | \$138                     | \$250            |   |
| Audit   | \$0                | \$0                | \$14,000           | \$8,552            | \$9,000            | \$3,406                   | \$8,700          | Quote from CLA for 2021 (no single audit needed)              |
| Phone   | \$600              | \$951              | \$2,580            | \$2,314            | \$2,580            | \$2,408                   | \$3,000          |   |
| Mileage   | \$1,400            | \$471              | \$1,500            | \$660              | \$1,000            | \$68                      | \$500            |   |
| Trainings and Conferences                                     | \$1,000            | \$543              | \$2,000            | \$1,228            | \$2,000            | \$600                     | \$2,000          |   |
| Field Supplies  | \$500              | \$0                | \$1,000            | \$0                | \$0                | \$0                       | \$0              |   |
| Misc. Supplies & Service                                      | \$1,000            | \$2,584            | \$2,303            | \$1,153            | \$2,303            | \$3,259                   | \$3,500          |   |
| Insurance   | \$1,000            | \$538              | \$4,000            | \$1,604            | \$4,000            | \$2,487                   | \$2,500          |   |
| Website   | \$300              | \$180              | \$500              | \$1,847            | \$2,000            | \$1,119                   | \$2,000          |   |
| Software & Computer supplies & IT                             | \$500              | \$569              | \$1,000            | \$270              | \$5,000            | \$532                     | \$5,000          |   |
| Postage and Shipping  | \$450              | \$291              | \$700              | \$189              | \$700              | \$245                     | \$700            |   |
| Printing & Marketing Materials                                | \$500              | \$69               | \$1,000            | \$1,554            | \$2,500            | \$0                       | \$1,500          |   |
| Meeting Materials and Supplies                                | \$750              | \$517              | \$1,000            | \$639              | \$1,000            | \$200                     | \$500            |   |
| Event Expenses  | \$200              | \$66               | \$300              | \$0                | \$300              | \$0                       | \$300            |   |
| Legal Review and Assistance                                   | \$3,000            | \$0                | \$1,000            | \$110              | \$1,000            | \$96                      | \$1,000          |   |
| Fundraising Expenses  | \$0                | \$454              | \$1,000            | \$894              | \$1,000            | \$75                      | \$1,000          |   |
| Rent (LHWD- In Kind)  | \$32,108           | \$32,108           | \$32,108           | \$32,108           | \$32,108           | \$32,108                  | \$32,108         |   |
| Rent (not in Kind)  | \$0                | \$0                | \$0                | \$0                | \$14,400           | \$0                       | \$0              |   |
| <b>Subtotal Operations</b>                                    | <b>\$52,808</b>    | <b>\$42,333</b>    | <b>\$88,741</b>    | <b>\$59,886</b>    | <b>\$95,641</b>    | <b>\$59,716</b>           | <b>\$79,558</b>  |   |

Year End 2020 Financial Report  
Details

|  | 2018 Budget | 2018 Actual | 2019 Budget | 2019 Actual | 2020 Budget | 2020 Actual Thru 12/31/20 | 2021 Budget | Notes                      |
|--|-------------|-------------|-------------|-------------|-------------|---------------------------|-------------|----------------------------|
| <b>Project Expenses</b>                      |             |             |             |             |             |                           |             |                            |
| (1) DOLA CDBG-DR Legacy Project              |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$35,000    | \$54,772    | \$84,192    | \$84,524    | \$40,000    | \$35,596                  | \$0         |                            |
| Other (Contractors/Consultants/Materials)    | \$889,800   | \$258,135   | \$1,500,000 | \$1,086,371 | \$290,000   | \$488,602                 | \$0         | includes mileage           |
| (2) DOLA CDBG-DR 63rd Street Ex.             | \$375,000   | \$359,475   | \$0         | \$0         | \$0         | \$0                       | \$0         |                            |
| (3a) DOLA CDBG-DR Three Reaches              |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$20,000    | \$25,485    | \$0         | \$0         | \$0         | \$0                       | \$0         |                            |
| Other (Contractors/Consultants/Materials)    | \$60,000    | \$94,194    | \$0         | \$0         | \$0         | \$0                       | \$0         |                            |
| (3b) DOLA CDBG-DR Hinman (Contractor)        | \$0         | \$4,690     | \$0         | \$0         | \$0         | \$0                       | \$0         |                            |
| (4) CDBG-DR Stewardship HB & Citizen Science | \$46,500    | \$52,360    | \$45,000    | \$59,286    | \$0         | \$0                       | \$0         |                            |
| (5) CWCB ADM                                 |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$0         | \$83        | \$28,883    | \$8,332     | \$65,000    | \$47,559                  | \$28,893    |                            |
| Other (Contractors/Consultants/Materials)    | \$20,000    | \$1,790     | \$10,000    | \$17,411    | \$15,000    | \$12,226                  | \$25,000    |                            |
| (6) LWOG Adaptive Management                 |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$10,000    | \$3,182     | \$0         | \$803       | \$8,000     | \$189                     | \$0         |                            |
| Other (Contractors/Consultants/Materials)    | \$0         | \$430       | \$3,000     | \$2,426     | \$2,000     | \$3,249                   | \$10,000    |                            |
| (7) CWCB CSP                                 |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$0         | \$4,329     | \$9,247     | \$6,185     | \$16,869    | \$11,858                  | \$9,993     |                            |
| Other (Contractors/Consultants/Materials)    | \$0         | \$0         | \$500       | \$170       | \$0         | \$0                       | \$0         |                            |
| (8) Community Science GATES                  |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$0         | \$606       | \$9,247     | \$20,446    | \$9,409     | \$7,524                   | \$25,000    |                            |
| Other (Contractors/Consultants/Materials)    | \$0         | \$2,780     | \$15,000    | \$5,259     | \$4,000     | \$1,730                   | \$0         |                            |
| (9) OSMP Monitoring                          |             |             |             |             |             |                           |             | 4/01-3/31 each year        |
| Personnel                                    | \$0         | \$3,437     | \$5,090     | \$4,627     | \$5,040     | \$5,180                   | \$0         |                            |
| Other (Contractors/Consultants/Materials)    | \$0         | \$279       | \$0         | \$490       | \$0         | \$480                     | \$0         |                            |
| (10) LHWD Fee for Service                    |             |             |             |             |             |                           |             | Metals & Captain Jack      |
| Personnel                                    | \$3,000     | \$2,555     | \$0         | \$0         | \$0         | \$2,440                   | \$0         |                            |
| Other (Contractors/Consultants/Materials)    | \$4,000     | \$3,228     | \$0         | \$0         | \$0         | \$1,939                   | \$0         |                            |
| (11) CWCB WSRF Fish Passage                  |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$0         | \$851       | \$10,361    | \$3,055     | \$40,220    | \$9,953                   | \$15,291    |                            |
| Other (Contractors/Consultants/Materials)    | \$0         | \$0         | \$20,000    | \$2,257     | \$0         | \$0                       | \$15,000    |                            |
| (12) LWOG Fish Passage                       |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$0         | \$0         | \$10,079    | \$0         | \$10,079    | \$149                     | \$5,000     |                            |
| Other (Contractors/Consultants/Materials)    | \$0         | \$0         | \$0         | \$107       | \$0         | \$0                       | \$0         |                            |
| (13) SVLH Stream Management Plan             |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$0         | \$2,107     | \$4,816     | \$1,060     | \$0         | \$0                       | \$0         |                            |
| Other (Contractors/Consultants/Materials)    | \$0         | \$307       | \$150       | \$47        | \$0         | \$0                       | \$0         |                            |
| (14) DRMS Water Quality Monitoring           |             |             |             |             |             |                           |             | runs 7/01 - 6/30 each year |
| Personnel                                    | \$0         | \$2,639     | \$4,999     | \$3,036     | \$4,499     | \$5,710                   | \$2,693     |                            |
| Other (Contractors/Consultants/Materials)    | \$0         | \$118       | \$0         | \$444       | \$0         | \$1,449                   | \$2,207     |                            |
| (15A) CWCB ARUS                              |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$0         | \$0         | \$9,000     | \$9,325     | \$32,200    | \$28,527                  | \$23,521    |                            |
| Other (Contractors/Consultants/Materials)    | \$0         | \$0         | \$13,000    | \$12,571    | \$20,000    | \$2,680                   | \$10,000    |                            |
| (15B) CWCB WMP                               |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$0         | \$0         | \$2,483     | \$4,412     | \$17,000    | \$3,759                   | \$9,556     |                            |
| Other (Contractors/Consultants/Materials)    | \$0         | \$0         | \$5,000     | \$3,200     | \$10,000    | \$0                       | \$5,000     |                            |
| (16A) SVCC Fee for Service                   |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$0         | \$401       | \$4,950     | \$2,395     | \$0         | \$1,586                   | \$2,500     |                            |
| Other (Contractors/Consultants/Materials)    | \$0         | \$0         | \$0         | \$2,875     | \$4,076     | \$247                     | \$2,500     |                            |
| (16B) CWCB SVCC                              |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$0         | \$0         | \$4,950     | \$3,770     | \$0         | \$0                       | \$0         |                            |
| Other (Contractors/Consultants/Materials)    | \$0         | \$0         | \$0         | \$253       | \$0         | \$0                       | \$0         |                            |
| (17) COL Fee for Service                     |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$0         | \$0         | \$0         | \$2,485     | \$4,500     | \$2,237                   | \$0         |                            |
| Other (Contractors/Consultants/Materials)    | \$0         | \$0         | \$0         | \$7,368     | \$0         | \$0                       | \$0         |                            |
| (18A) Watershed Days Sponsors                |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$0         | \$0         | \$0         | \$0         | \$0         | \$82                      | \$0         |                            |
| Other (Contractors/Consultants/Materials)    | \$0         | \$0         | \$0         | \$5,880     | \$8,000     | \$2,104                   | \$8,000     |                            |
| (18B) CWCB WD (Watershed Days )              |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$0         | \$0         | \$0         | \$0         | \$10,000    | \$10,835                  | \$13,516    |                            |
| Other (Contractors/Consultants/Materials)    | \$0         | \$0         | \$0         | \$0         | \$10,000    | \$409                     | \$8,000     |                            |
| (19) CWCB St Vrain Adaptive Management       |             |             |             |             |             |                           |             |                            |
| Personnel                                    | \$0         | \$0         | \$0         | \$18,485    | \$0         | \$0                       | \$0         |                            |

Year End 2020 Financial Report  
Details

|  | 2018 Budget        | 2018 Actual        | 2019 Budget        | 2019 Actual        | 2020 Budget        | 2020 Actual Thru 12/31/20 | 2021 Budget      | Notes   |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------------|------------------|---|
| Other (Contractors/Consultants/Materials)                      | \$0                | \$0                | \$0                | \$14,260           | \$0                | \$0                       | \$0              |   |
| (20A) CWCB SVSSE St. Vrain Science, Stewardship, and Education |                    |                    |                    |                    |                    |                           |                  |   |
| Personnel  | \$0                | \$0                | \$0                | \$0                | \$16,000           | \$23,835                  | \$34,134         |   |
| Other (Contractors/Consultants/Materials)                      | \$0                | \$0                | \$0                | \$0                | \$125,000          | \$21,376                  | \$96,624         |   |
| (20B) SV Partner Contributions                                 |                    |                    |                    |                    |                    |                           |                  |   |
| Personnel  | \$0                | \$0                | \$0                | \$0                | \$15,000           | \$0                       | \$0              |   |
| Other (Contractors/Consultants/Materials)                      | \$0                | \$0                | \$0                | \$0                | \$10,000           | \$0                       | \$0              |   |
| (21A) CWCB Adaptive Management at Scale                        |                    |                    |                    |                    |                    |                           |                  |   |
| Personnel  | \$0                | \$0                | \$0                | \$0                | \$27,000           | \$19,869                  | \$86,002         |   |
| Other (Contractors/Consultants/Materials)                      | \$0                | \$0                | \$0                | \$0                | \$70,000           | \$0                       | \$30,000         |   |
| (21B) Partner Contributions AM at Scale                        |                    |                    |                    |                    |                    |                           |                  |   |
| Personnel  | \$0                | \$0                | \$0                | \$0                | \$5,000            | \$0                       | \$0              |   |
| Other (Contractors/Consultants/Materials)                      | \$0                | \$0                | \$0                | \$0                | \$55,000           | \$0                       | \$0              |   |
| (21C) USBOR  |                    |                    |                    |                    |                    |                           |                  |   |
| Personnel  | \$0                | \$0                | \$0                | \$0                | \$25,200           | \$7,801                   | \$21,188         |   |
| Other (Contractors/Consultants/Materials)                      | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                       | \$25,000         |   |
| (22) CPRW Fireshed   |                    |                    |                    |                    |                    |                           |                  |   |
| Personnel  | \$0                | \$0                | \$0                | \$0                | \$5,900            | \$11,468                  | \$17,032         |   |
| Other (Contractors/Consultants/Materials)                      | \$0                | \$0                | \$0                | \$0                | \$2,500            | \$509                     | \$5,000          |   |
| (23) EPA TAG Grant   |                    |                    |                    |                    |                    |                           |                  |   |
| Personnel  | \$0                | \$0                | \$0                | \$0                | \$0                | \$4,823                   | \$4,547          |   |
| Other (Contractors/Consultants/Materials)                      | \$0                | \$0                | \$0                | \$0                | \$0                | \$10,700                  | \$20,000         |   |
| (24A) WC-SV Forest Health Partnership                          |                    |                    |                    |                    |                    |                           |                  |   |
| Personnel  | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                       | \$40,000         |   |
| Other (Contractors/Consultants/Materials)                      | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                       | \$15,000         |   |
| (24B) CWCB-SV Forest Health Partnership                        |                    |                    |                    |                    |                    |                           |                  |   |
| Personnel  | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                       | \$25,000         |   |
| Other (Contractors/Consultants/Materials)                      | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                       | \$20,000         |   |
|  |                    |                    |                    |                    |                    |                           |                  |   |
| <b>Projects Subtotal</b>                                       | <b>\$1,463,300</b> | <b>\$878,233</b>   | <b>\$1,799,947</b> | <b>\$1,393,616</b> | <b>\$982,492</b>   | <b>\$788,682</b>          | <b>\$661,196</b> |   |
|  |                    |                    |                    |                    |                    |                           |                  |   |
| <b>TOTAL EXPENSES</b>  | <b>\$1,727,493</b> | <b>\$1,081,678</b> | <b>\$1,961,902</b> | <b>\$1,510,462</b> | <b>\$1,098,220</b> | <b>\$863,923</b>          | <b>\$771,772</b> |   |
|  |                    |                    |                    |                    |                    |                           |                  |   |
| <b>BALANCE CARRYFORWARD</b>                                    | <b>\$100,129</b>   | <b>\$160,794</b>   | <b>\$176,702</b>   | <b>\$163,320</b>   | <b>\$168,967</b>   | <b>\$307,178</b>          | <b>\$391,210</b> | This number correlates with total equity on quickbooks balance sheet. |
|  |                    |                    |                    |                    |                    |                           |                  |   |
| <b>Board Designated Reserve Funds</b>                          |                    |                    |                    |                    |                    |                           |                  |   |
| Stewardship Campaign (M&M/Adaptive Management)                 | \$35,000           | \$58,659           | \$58,475           | \$58,833           | \$58,833           | \$55,590                  | \$45,590         | Corporations, Partners, & Individual donations                        |
| Fish Passage Feasibility Study & Education Initiative          | \$0                | \$6,579            | \$0                | \$11,579           | \$1,500            | \$11,430                  | \$6,430          | SVLHWCD donation, Individual donations                                |
| Community Science  | \$0                | \$42,500           | \$22,753           | \$16,795           | \$13,386           | \$0                       | \$0              | Gates Family Foundation   |
| AM at Scale  | \$0                | \$0                | \$0                | \$0                | \$0                | \$70,000                  | \$125,000        | 60K partner contributions estimated annually for 3 years              |
| St Vrain Science, Stewardship and Education                    | \$0                | \$0                | \$0                | \$0                | \$0                | \$15,000                  | \$25,000         |   |
| Watershed Days   | \$0                | \$0                | \$0                | \$2,120            | \$2,120            | \$2,934                   | \$2,934          |   |
| SV Forest Health Partnership                                   | \$0                | \$0                | \$0                | \$0                | \$0                | \$4,043                   | \$29,043         |   |
| <b>Reserve Funds Subtotal</b>                                  | <b>\$35,000</b>    | <b>\$107,738</b>   | <b>\$81,228</b>    | <b>\$89,326</b>    | <b>\$75,838</b>    | <b>\$158,996</b>          | <b>\$233,996</b> |   |
|  |                    |                    |                    |                    |                    |                           |                  |   |
| <b>AVAILABLE UNRESTRICTED CARRYOVER FUNDS</b>                  | <b>\$65,129</b>    | <b>\$53,056</b>    | <b>\$95,474</b>    | <b>\$73,995</b>    | <b>\$93,129</b>    | <b>\$148,181</b>          | <b>\$157,213</b> |   |

### **Attachment 3**

Adaptive Management at Scale Project Charter

# Adaptive Management at Scale

## Project Charter

DRAFT October 2020

### 1. Introduction

#### Project Goal

The purpose of this project is to develop and implement a shared adaptive management framework for assessing watershed health in the St. Vrain Basin, including Left Hand Creek and Boulder Creek. We will develop the shared framework collaboratively, with input from diverse entities that currently manage and monitor watershed health throughout the basin. Our goal is to create a framework that will help us make more informed management decisions as a basin and better track broad progress towards basin-wide watershed health goals. We envision that this framework will be used as part of an ongoing (e.g. annual) on-the-ground basin-scale adaptive management process.

#### Project Background

Left Hand Watershed Center (the Center) brought partners (see “Roles and Responsibilities” section for definition) together in 2019 to collaborate on developing and implementing a basin-scale adaptive management framework. Having used an adaptive management framework to track watershed health in Left Hand Creek Watershed, the Center saw opportunity to scale our approach up to the basin by leveraging existing partner efforts. Partners agreed about the need and value of a shared framework that integrates and complements existing management and monitoring efforts. Acknowledging that numerous entities manage and monitor watershed health in the St. Vrain Basin, all agreed about the importance of incorporating diverse stakeholders (“Roles and Responsibilities” section for definition) in the framework development process. Today, the Center is leading the effort to create a shared adaptive management framework with project partners to accommodate the needs of project partners and the basin through a collaborative learning process.

### 2. Framework Context

#### Key Language

The language below describes key elements are foundational to the framework and the framework development process. An example framework is provides in Table 1 to help interpret each definition.

- **Adaptive Management Framework:** A monitoring approach that helps maintain a watershed’s trajectory towards pre-defined watershed health goals by tying together watershed health indicators to performance thresholds and suggested actions.
- **Basin Zone:** A landscape unit with similar eco-geomorphology, land-use, goals, and concerns that allows basin-scale assessment of watershed health. Examples include Plains – Urban, Plains – Agricultural, or Canyons. Reporting of watershed health will focus on indicators and thresholds at the basin zone scale. This definition will be re-visited and updated through focused discussions with individual entities.
- **Attribute:** A characteristic or inherent part of a watershed such as water quality, riparian condition, or forest health that, if altered, will influence watershed health. Attributes are specific to basin zones and

have associated indicators. For example, relative percent native species composition is an indicator of riparian condition.

- **Watershed Health Indicator:** A specific quantitative measure of watershed health such as relative percent native species composition, percent pool habitat, or MMI score. Different watershed indicators may be appropriate/informative for different basin zones or sites/locations. For example, *E. Coli* may be an informative indicator in a Plains – Urban Basin Zone but not in the Alpine/Sub-Alpine Zone.
- **Performance Threshold:** A specific range or tolerance of performance for each watershed health indicator that falls within what is acceptable for a healthy watershed. Different thresholds may be appropriate/informative for different basin zones or sites/locations. For example, 30% or greater pool habitat may be appropriate in an Alpine/Sub-Alpine Basin Zone while 15% or greater may be appropriate in a Plains – Urban Basin Zone.
- **Suggested Action:** Management or monitoring actions that could help explain or correct the problem when a performance indicator is not being met. For example, weed control or additional data collection through a focused experiment may be suggested actions.
- **Representative Area:** Specific sites or reaches within each basin zone that offer a good representation of basin zone conditions and will be used to build a better understanding of how to define watershed health (via indicators and thresholds) and how to build the framework to accommodate a diversity of site/locations. Representative areas may include a range of high and low functioning site examples.
- **Site/Location:** Specific site or reach within the basin zone where data is or will be collected.

### Defining Watershed Health

Defining watershed health is inherent to tracking our progress towards watershed health goals using this framework. For the purpose of this project we are defining watershed health as a function of information contained in the framework, notably performance indicators and thresholds. As such, a basin zone will meet watershed health goals when indicators are within their respective performance thresholds. As described in the definitions above, indicators and performance thresholds will vary by basin zone. Consequently, this approach offers flexibility to define watershed health based on criteria and considerations specific to each basin zone. Additionally, when needed, we plan to consider indicators and thresholds that may be unique to a specific site/location and incorporate them as needed. For example, this scenario is likely to occur in transport vs. depositional reaches within basin zones. Finally, as part of our approach for defining watershed health (selecting indicators and thresholds), we plan to identify and visit Representative Areas within each basin zone to facilitate deeper thinking and discussion about watershed health goals for each basin zone.

Table 1: Example framework with hypothetical data to support definitions above.

| <b>Basin Zone: Plains Agricultural</b> |                          |   |  |
|--|--------------------------|---|--|
| <b>Attribute: Vegetative Condition</b> |                          |   |  |
| <b>Indicator</b>                       | <b>Methods</b>           | <b>Performance Threshold</b>                              | <b>Suggested Actions</b>   |
| % Native veg cover                     | Transect                 | Greater than 45%  | <ul style="list-style-type: none"> <li>- Continue monitoring and assess for increase over time</li> <li>- Apply stewardship activities: overseeding, weed removal</li> </ul>     |
| Crop Yield                             | Annual Production Survey | Meets or exceeds County Average                           | <ul style="list-style-type: none"> <li>- Continue monitoring to assess for increase over time</li> <li>- Investigate drivers eg. Water supply, soil, etc.</li> </ul>             |
| <b>Attribute: Water Quality</b>        |                          |   |  |
| <b>Indicator</b>                       | <b>Methods</b>           | <b>Performance Threshold</b>                              | <b>Suggested Actions</b>   |
| MMI Score                              | Kick sample              | Greater than CO State Biotype 2 Attainment Threshold, 50. | <ul style="list-style-type: none"> <li>- Continue monitoring and assess for increase over time.</li> <li>- Study water chemistry</li> </ul>                                      |
| N Concentration                        | Monthly Grab Sample      | Less than toxicity threshold for Aquatic Life.            | <ul style="list-style-type: none"> <li>- Continue monitoring and assess for decrease over time</li> <li>- Increase monitoring locally to investigate possible sources</li> </ul> |
| <b>Basin Zone: Canyons</b>             |                          |   |  |
| <b>Attribute: Vegetative Condition</b> |                          |   |  |
| <b>Indicator</b>                       | <b>Methods</b>           | <b>Performance Threshold</b>                              | <b>Suggested Actions</b>   |
| % Native veg cover                     | Transect                 | Greater than 50%  | <ul style="list-style-type: none"> <li>- Continue monitoring and assess for increase over time.</li> <li>- Apply stewardship activities: overseeding, weed removal.</li> </ul>   |
| Diversity of woody age classes         | Plot Samples             | Greater than 2.0  | <ul style="list-style-type: none"> <li>- Continue monitoring to assess for increase over time</li> <li>- Investigate drivers</li> </ul>  |
| <b>Attribute: Water Quality</b>        |                          |   |  |
| <b>Indicator</b>                       | <b>Methods</b>           | <b>Performance Threshold</b>                              | <b>Suggested Actions</b>   |
| MMI Score                              | Kick sample              | Greater than CO State Biotype 1 Attainment Threshold, 52. | <ul style="list-style-type: none"> <li>- Continue monitoring and assess for increase over time</li> <li>- Study water chemistry</li> </ul>                                       |
| Copper Concentration                   | Monthly Grab Samples     | Less than acute toxicity threshold for aquatic life.      | <ul style="list-style-type: none"> <li>- Continue monitoring and assess for decrease over time</li> <li>- Increase monitoring locally to investigate possible sources</li> </ul> |

### 3. Approach, Deliverables, and Timeline

#### Approach

The following four steps explain the general approach we will use to meet our project goal. Additional details are outlined in the “Project Process” section.

1. Center staff will work with partners and stakeholders to assess watershed health data collection efforts throughout the basin in order to understand what is collected, where there is overlap, and where there are gaps;
2. Center staff will work with partners and stakeholders to document, research, and refine location-specific watershed health indicators and thresholds;
3. Center staff will work with partners and stakeholders to develop a shared framework for adaptive management that compliments existing data collection efforts and integrates existing watershed management plans and tools; and
4. Center staff will work with partners and stakeholders to implement the framework, report results in a “State of the Watershed” report, and iterate the adaptive management process by updating the framework based on what is learned.

#### Deliverables

The project includes the following deliverables. Additional details are outlined in the “Project Process” section.

- 1. Adaptive management framework, as part of Watershed Health and Restoration Plan:**
  - This key deliverable which will be developed as part of a Plan the described supporting information pertaining to the framework, potentially including some project prioritization.
- 2. Extensive outreach resulting in map:**
  - Outreach will target stakeholders who manage and monitor watershed health in basin.
  - Map will show who is collecting what watershed health data and where, and will help place data in the context of other data.
- 3. One year of framework implementation (data collection):**
  - Data collection will include any new data that is not already being collected by partners or stakeholders.
- 4. Results reported in a “State of the Watershed” report:**
  - Report will include all data that contribute to the shared framework.
  - Data will be presented in a holistic context focused on basin-scale watershed health and suggested action in response to issues.
  - Report development will involve two to three drafts for partner review and approval.
- 5. Conceptual designs for two to four priority restoration or management projects:**
  - Secondary deliverable which may be considered as an option at any time during that project.

## Timeline

The general timeline is below with additional details provided in the “Project Process” section.

|  | YEAR 1 |     |     |     |     |     |      |     |     |     |     |     | YEAR 2 |     |     |     |     |     |      |     |     |     |     |     | YEAR 3 |     |     |     |     |     |     |     |     |     |     |     |
|--|--------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|--------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|  | 2020   |     |     |     |     |     | 2021 |     |     |     |     |     | 2022   |     |     |     |     |     | 2023 |     |     |     |     |     |        |     |     |     |     |     |     |     |     |     |     |     |
|  | Jun    | Jul | Aug | Sep | Oct | Nov | Dec  | Jan | Feb | Mar | Apr | May | Jun    | Jul | Aug | Sep | Oct | Nov | Dec  | Jan | Feb | Mar | Apr | May | Jun    | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
| <b>Outreach</b>  | █      | █   | █   | █   | █   | █   | █    | █   | █   | █   | █   | █   | █      | █   | █   | █   | █   | █   | █    | █   | █   | █   | █   | █   | █      | █   | █   | █   | █   | █   | █   | █   | █   | █   | █   | █   |
| <b>Data Assessment, Framework Development, Watershed Health and Restoration Plan</b> |        |     | █   | █   | █   | █   | █    | █   | █   | █   | █   | █   | █      | █   | █   | █   | █   | █   | █    | █   | █   | █   | █   | █   |        |     |     |     |     |     |     |     |     |     |     |     |
| <b>Project Prioritization and Develop Conceptual Plans</b>                           |        |     |     |     |     |     |      |     |     |     |     |     |        |     |     |     |     |     |      |     |     |     |     |     |        |     |     |     |     |     | █   | █   | █   | █   | █   | █   |
| <b>Collect data and Develop State of the Watershed Report</b>                        |        |     |     |     |     |     |      |     |     |     |     |     |        |     |     |     |     |     |      |     |     |     |     |     | █      | █   | █   | █   | █   | █   | █   | █   | █   | █   | █   | █   |

## 4. Guiding Considerations

This section includes a list of considerations that will help guide the project and will be updated periodically as the project progresses and we learn through trial and error.

- We will use the Project Process (see below) to maintain collaboration so that project entities can learn from each other to achieve a greater level of broad consensus regarding watershed health and resilience, as well as the role of adaptive management in helping achieve these goals.
- We will complement and integrate existing efforts and plans without duplicating, recreating, or replacing other efforts.
- We will select performance thresholds and indicators that are relevant and informative for assessing watershed health at the “basin zone” scale, but will maintain enough flexibility in the framework for site/location-specific indicators and thresholds when needed.
- Center staff will provide partners/stakeholders with sufficient time for review and feedback. Generally, we plan to target four weeks for substantial documents (e.g. draft report), two weeks for smaller review requests, and one week for minor questions. We appreciate the effort of each Partner to help maintain project momentum by providing timely responses.
- For the purpose of this project, data sharing means sharing only data that has been previously discussed and agreed upon through a collaborative process with each Partner or Stakeholder. While the purpose of the map is to show which data is collected in the basin (not make the data available), we will work with Partners and Stakeholders to select specific data sets that are appropriate and allowable for integrating into the framework and reporting in the State of the Watershed Report.

## 5. Roles and Responsibilities

The core project team is made up of the Center and the Project Partners. A key project task involves outreach to Stakeholders. Each category is described below.

### **Left Hand Watershed Center**

- Lead entity responsible for project scope and deliverables.
- Comprised of project managers and scientists with experience developing and implementing adaptive management frameworks.
- Received funding via Colorado Water Conservation Board, Bureau of Land Management, and partners.
- Manage funding and grant administration, ensuring that funding criteria are met and project is complete within scope and budget.
- Main point of contact for all partners and stakeholders.
- Keep partners in the loop on project progress and timeline.
- Strive for open and transparent communication between all partners and stakeholders.
- Facilitate discussions among partners and stakeholders as appropriate or needed.

### **Partners**

- Current participating entities that manage and monitor watershed health in the St Vrain Basin, and contributed project funding:
  - Mile High Flood District,
  - City of Boulder,
  - City of Longmont,
  - St. Vrain and Left Hand Water Conservancy District,
  - Keep It Clean Partnership, and
  - Boulder County.
- Support the Center's efforts to develop and implement a shared adaptive management framework development by:
  - Providing technical expertise in relevant disciplines;
  - Helping Center staff understand and integrate their goals and data;
  - Participating in meetings/calls/surveys, responding to questions, and reviewing/commenting on draft documents in accordance with each step in the "Project Process" section;
- Assist in keeping the project on schedule by being responsive.
- Communicate information and obtain feedback from respective entities as appropriate.
- Communicate questions and concerns to Center's project manager.

### **Stakeholders**

- Potential future partners;
- Represent additional entities that collect data related to watershed health in the St. Vrain Basin which could potentially be incorporated into the framework;
- Will be identified and contacted throughout the project process based on recommendations from project partners (see [initial list](#)); This is a draft, we need partner feedback on this list.
- Following outreach, may support the Center's efforts to develop and implement a shared adaptive management framework similarly to partners;
- Further role refinement will occur following outreach.

## 6. Project Process

The table below describes our anticipated project process. The Step numbers are included for reference, and do not reflect a sequential process. We expect many steps will be completed concurrently.

| Step | Description of Step and Watershed Center Role  | Partner Role  | Outcome   | Target Timeline     |
|------|--|---|---|---------------------|
| 1    | <p><b>Kickoff:</b><br/>Watershed staff conduct all-partner Kickoff meeting, leading discussion on:</p> <ul style="list-style-type: none"> <li>a. Project Charter</li> <li>b. Framework Blueprint</li> <li>c. Defining Watershed Health</li> </ul>  | Participate in Kickoff meeting and provide feedback on topics discussed.  | Updated Project Charter<br>Updated Framework Blueprint  | Oct 2020            |
| 2    | <p><b>Watershed Center/Partner Meeting 1:</b><br/>Watershed staff conduct individual meetings with each partner entity (or department) to discuss:</p> <ul style="list-style-type: none"> <li>a. Recommendations for framework blueprint, if not already covered at kickoff;</li> <li>b. Individual watershed health goals and priorities;</li> <li>c. Additional information for basin map about indicators and site/locations, building off of survey results;</li> <li>d. Consideration about basin zones (eco-geomorphology and land use) for grouping site/locations and common pressures.</li> <li>e. Discussing and potentially visiting representative areas within each zone that are high/low functioning to inform</li> </ul> | At the meeting Partners will work with Watershed Center staff to help explain their goals, priorities, monitoring locations, methods/protocols, and which indicators they think would be most appropriate for the framework. Also will discuss considerations and potential visits to representatives, offering ideas for sites that may be most informative. | Improved understanding and documentation about: <ul style="list-style-type: none"> <li>a. What data Partners collect and where;</li> <li>b. How each Partner defines and measures watershed health;</li> <li>c. What are the priority basin zones;</li> <li>d. How do representative areas align with or reflect conditions in the larger basin zones; and</li> <li>e. What are the most informative indicators at representative areas and which can be used at the basin zone scale?</li> </ul> | Oct 2020 – Mar 2021 |

| Step | Description of Step and Watershed Center Role  | Partner Role  | Outcome  | Target Timeline   |
|------|--|---|--|---|
|      | <p>selection of zone-specific indicators.</p> <p>Watershed Center staff will review each entity's plan(s) ahead of this meeting, tracking information related to watershed health goals, watershed health indicators, monitoring locations, and methods.</p>   |   |  |   |
| 4    | <p><b>Map Table:</b><br/>Watershed Center staff use information from Step #3 to develop a table showing all watershed health data collected throughout the basin.</p>  | Respond to follow-up requests related to table development, building off of meetings described in Step #3. Review information as requested.   | Table of information that will directly inform development of map described in Step #6. Example columns include: Indicator, Metric, Location, Frequency, and Method. Others will be added. | Oct 2020 – Mar 2021   |
| 3    | <p><b>Stakeholder Outreach:</b><br/>Watershed Center staff conduct outreach to other stakeholders who collect data in the basin.</p> <ul style="list-style-type: none"> <li>a. Outreach efforts will be prioritized by tiers, starting with those who collect a lot of data (Tier 1) followed by those who collect less data (Tiers 2 and 3)</li> <li>b. Outreach efforts will be conducted using standard project presentation/materials to explain the project.</li> </ul> | Provide feedback on which Stakeholders to reach out to and how to prioritize tiers. Also provide suggestions about timeframes or approaches that may work best for specific stakeholders. Partners are also welcome to participate in outreach as desired/needed. | Stakeholders understand the project and are prepared to participate in data integration as appropriate.  | Tier 1: Oct 2020 – Mar 2021<br>Tiers 2,3: Jan 2021 – Jun 2021 |
| 5    | <p><b>Stakeholder Meetings:</b><br/>Watershed Center staff conduct meetings with each Stakeholder to discuss data that they collect and their</p>  | Partners are welcome to participate in meetings as desired/needed.  | Improved understanding and documentation about: <ul style="list-style-type: none"> <li>a. What data Stakeholders collect and where;</li> </ul>   | Nov 2020 – Jun 2021   |

| Step | Description of Step and Watershed Center Role   | Partner Role   | Outcome   | Target Timeline     |
|------|---|--|---|---------------------|
|      | watershed health goals. Follow similar format to Partner meeting described in Step #2.  |  | <ul style="list-style-type: none"> <li>b. How each Stakeholder defines and measures watershed health;</li> <li>c. Additional recommendations the framework.</li> </ul>  |                     |
| 6    | <b>Map Deliverable:</b><br>Watershed Center staff hire and work with consultant to create an interactive map that can be differentiated based on table described in Step #4.  | Offer suggestions on firms/individuals you would recommend to create a digital map. Also review drafts and provide feedback about the map. | Interactive Map (Project Deliverable)   | Dec 2020 – Apr 2021 |
| 7    | <b>Framework:</b><br>Watershed Center staff works to develop draft Indicator vs. Basin Zone table based on blueprint and information from Steps #2 and #5 in preparation for a second round of meetings with Partners and Stakeholders.   | Provide feedback and clarification as requested.   | Indicator vs. Basin Zone table (Draft 1) filled in with relevant information from steps #2 and #5. This draft will show Sites/Locations sorted into Basin Zones and Indicators grouped by Attributes.                 | Mar 2021 – May 2021 |
| 8    | <b>Watershed Center/Partner or Stakeholder Meeting 2A:</b><br>Watershed staff conduct individual meetings with each entity (or department if that makes more sense) to discuss: <ul style="list-style-type: none"> <li>a. Updated framework (table described in Step #7);</li> <li>b. Development of decision tree for selecting locations and indicators;</li> <li>c. Considerations about each indicator (e.g. relevance and practicality, partner priorities,</li> </ul> | At the meeting Partners or Stakeholders will work with Watershed Center staff to review and update the framework and decision tree.        | Draft questions for decision tree and a more improved understand of which locations and indicators are of highest priority in the context of all collected data and considering things like methods, thresholds, etc. | May 2021 – Aug 2021 |

| Step | Description of Step and Watershed Center Role  | Partner Role   | Outcome   | Target Timeline     |
|------|--|--|---|---------------------|
|      | difficulty of methods, data usefulness, etc.).   |  |   |                     |
| 9    | <b>Monitoring Design:</b><br>Watershed Center staff work to develop a draft monitoring design from information collected in Step #8 and the map. Potentially recruit university partner or hire consultant to help with this effort.   | Review drafts, provide feedback, and/or potentially participate in a working group focused on this task.   | 2-3 draft monitoring designs.   | May 2021 – Oct 2021 |
| 10   | <b>Decision Tree:</b><br>Watershed center staff develop a decision tree for refining/filtering indicators and locations.   | Review drafts, provide feedback, and respond to questions.   | 2-3 draft trees, and final tree.  | Aug 2021 – Oct 2021 |
| 11   | <b>Framework:</b><br>Watershed Center staff create draft framework incorporating Decision Tree and information learned from Step #8.   | Provide feedback and respond to questions as needed.   | Draft framework (Draft 1), as part of Watershed Health and Restoration Plan (Project Deliverable)         | Oct 2021 – Dec 2021 |
| 12   | <b>Watershed Center/Partner or Stakeholder Meeting 2B:</b><br>Watershed staff conduct individual meetings with each entity (or department) to integrate their data into the framework considering all prior discussions. This includes finalizing indicators and selecting associated methods, performance thresholds, management triggers, and suggested actions. | At the meeting Partners or Stakeholders will work with Watershed Center staff to help finalize indicators and integrate their data as appropriate. If needed, participate in additional indicator-specific or basin zone-specific working groups to select and refine the framework. | Collect information needed to finalize framework and monitoring design.                                   | Jan 2022 – Mar 2022 |
| 13   | <b>Watershed Health and Restoration Plan:</b>  | Review, provide feedback, and respond to questions as needed.  | Updated draft framework (Draft 2), as part of Watershed Health and Restoration Plan (Project Deliverable) | Mar 2022 – May 2022 |

| Step | Description of Step and Watershed Center Role  | Partner Role   | Outcome   | Target Timeline                                       |
|------|--|--|---|---|
|      | Watershed Center staff develop report describing watershed indicators considered and selected.   |  |   |   |
| 13   | <b>Conceptual Designs:</b><br>Watershed Center staff work with partners to identify and develop designs for two to four priority restoration or management projects, and develop project designs.  | Provide project suggestions and recommendations if available. Additional details will be decided depending on the projects selected. | Conceptual Designs (Project Deliverable) for 2-4 projects.  | Jan 2022 – May 2022 & Jan 2023 – May 2023             |
| 14   | <b>Framework Implementation:</b><br>Collect data and analyze data <ul style="list-style-type: none"> <li>a. Planning Phase: Watershed Center staff work with each entity to coordinate data collection efforts related to the shared framework.</li> <li>b. Field Work Phase: As needed, hire consultants to help with data collection.</li> </ul>                             | Provide data that is approved for use as part of the framework.  | Database  | a. Mar 2022 – May 2022<br><br>b. June 2022 – Nov 2022 |
| 17   | <b>Reporting:</b><br>Watershed Center staff develop a State of the Watershed Report <ul style="list-style-type: none"> <li>a. Focus report on overall context of watershed health and what could be done to improve our basin’s trajectory within each zone.</li> <li>b. Include updates to adaptive management framework based on what’s learned (next iteration).</li> </ul> | Review, provide feedback, and respond to questions as needed.  | State of the Watershed Report (Project Deliverable), provided as two to three drafts of the report for partner review and approval. | Jan 2022 – Apr 2023                                   |

| Step | Description of Step and Watershed Center Role   | Partner Role  | Outcome  | Target Timeline      |
|------|---|---|--|----------------------|
| 18   | <p><b>Continuation:</b><br/>Watershed Center staff work with partners to develop MOUs and write grants to support future iterations of the framework.</p> | Review, provide feedback, and respond to questions as needed. | Continued implementation of on-the-ground data collection and reporting into the future. | June 2022 – May 2023 |

**Attachment 4**  
2021 Draft Work Plan

# 2021 Work Plan Left Hand Watershed Center DRAFT 01-13-2021

## Purpose

The purpose of this work plan is to outline and define the staff and organizational priorities for Left Hand Watershed Center for 2021. The tasks outlined below aim to meet the organizational goals and the mission of the Watershed Center:

*The mission of Left Hand Watershed Center is to assess, protect, and restore Left Hand Creek Watershed, and to serve as a resource for other watersheds using a collaborative and science-based approach.*

## Goals

As identified in the Watershed Center's strategic plan, the goals for the organization and include:

1. **Understand the State of the Watershed:** Assess and monitor conditions in the watershed, in order to identify, prioritize, and facilitate the remediation of threats to water quality and watershed health. *[Via our Adaptive Management, River, and Forest Services]*
2. **Plan and Implement Projects:** Facilitate and lead watershed planning and implementation projects, consistent with applicable laws, property rights, water rights, local policies and procedures, management plans, and master plan guidance, in order to enhance water quality, ecological function, flood resilience, and the natural character of the watershed. *[Via our Adaptive Management, River, and Forest Services.]*
3. **Promote a Strong Stewardship Ethic:** Communicate water quality and watershed-related information that increases the awareness of the public, property owners, stakeholders and local decision makers and promotes a stewardship ethic that improves the overall stream quality and long-term resilience within the watershed. *[Via our Stewardship, Community Science, Forest, and Outreach Services]*
4. **Facilitate Stakeholder Collaboration:** Build and maintain an effective watershed protection program that fosters open communication and cooperation among stakeholders, and serves the needs of landowners and other stakeholders, with strong public and financial support. *[Via all Services]*

## Tasks

Based on goals above and initiatives identified in the 5-year strategic plan, the following tasks are included in this annual work plan.

### Task 1: Adaptively Manage Watersheds (46% of Staff time)

Subtask 1.1 Implement Annual Adaptive Management Process: Annual Data collection, Analysis, and Reporting and Adjustments

- Collect, enter, and analyze data annually in the Left Hand & St. Vrain Watersheds as part of our Adaptive Management Plan.
- Maintain a database with all data collected, including all associated metadata such as location and timing information. Develop procedures and work flow that allows data to be easily distributed and shared with others.

- Develop and implement QA/QC procedures for monitoring data collection, entry, and analysis.
- Develop annual state of the watershed report.
- Continue updating our Adaptive Management Plan as needed, including potential updates to our conceptual model, key monitoring parameters, protocols, and triggers for management action.
- ID and pursue funding for unmet needs as identified through adaptive management process.
- Oversee hired contractors or field staff as needed in data collection.

#### Subtask 1.2 Adaptive Management at Scale Project

- Implement tasks as outlined in the Adaptive Management at Scale project charter, working with partners to develop a shared adaptive management framework for the St. Vrain Basin.
- Complete grant reporting tasks as outlined in the grant agreement.

#### Subtask 1.3 Water Quality Monitoring

- Continue River water monitoring efforts utilizing DRMS funding and in collaboration with CU Boulder.
- Implement Water Quality Detection Team project as defined by our CWCB water plan grant.

#### Subtask 1.4 Assessment and Restoration of Legacy Mining Sites

- Carryout and administer a technical assistance grant (TAG) to better understand Captain Jack mine remediation efforts, and impacts to water quality and watershed health.
- Continue to identify and pursue funding to complete a comprehensive assessment of legacy mining sites in Left Hand Watershed, and track partner agency/organization efforts in assessment and remediation of legacy mining sites. Work toward removing Left Hand from impaired list.

### **Task 2: Restore Rivers (16% of Staff Time)**

#### Subtask 2.1 Adaptive Restoration Experiment

- Complete annual monitoring and reporting tasks within our stage zero restoration site as outlined in project monitoring matrix.
- Complete native fish stocking in stage zero site and complete fish monitoring per plan.

#### Subtask 2.2 St. Vrain Structure Repair Project

- Successfully complete St. Vrain structure repair project in Apple Valley North, including completing design, permitting, and construction phases.

#### Subtask 2.3 Fish Passage Feasibility Study and Education Initiative

- Carryout Left Hand fish passage feasibility study and education initiative as defined by grant applications.

#### Subtask 2.4 River Restoration Planning and Collaboration in St. Vrain Basin

- Participate in the Preble's Mouse Recovery Team, working with partners to identify restoration opportunities and conservation strategies that improve habitat while also meeting community and agricultural goals.

- Participate in and/or lead informal and formal river restoration planning committees in the St. Vrain Basin that build off of previous planning efforts (e.g. Stream Management Plan) or initiate new projects or planning initiatives (St. Vrain Fish Passage).
- ID and pursue funding to fund the cost of leading or participating in collaborative efforts described above.

#### Subtask 2.4 Identify Unmet Needs

Plan, identify, and pursue additional and appropriate unmet needs for St. Vrain Basin by working with other regional collaborative planning projects and partners. Pursue fee for service projects and grants as appropriate. (e.g. development of sediment catchment zones, fish passage, etc.)

### **Task 3: Restore Forests (7% of Staff Time)**

#### Subtask 3.1 St. Vrain & Left Hand Forest Health Planning & Collaboration

- Lead coordination for the St. Vrain Forest Health Partnership, implementing tasks as outlined in the project charter. This includes outreach to stakeholders, meeting planning and facilitation, implementation planning and coordination, and more.

#### Subtask 3.2 Regional Forest Collaboration

- Participate in the Northern Colorado Fireshed, Front Range Round Table, Boulder Collaborative MOU group, and Boulder Forest Collaborative.

#### Subtask 3.3 Identify Unmet Needs

Plan, identify, and pursue additional and appropriate unmet needs for the Left and St. Vrain Watershed in order to increase the pace and scale of forest restoration in the St. Vrain Basin by working with other regional collaborative planning projects and partners. Pursue new grants and fee for service projects as appropriate. Consider hiring Forest Program/project Manager as funding allows.

### **Task 4: Stewardship (3% of Staff Time)**

#### Subtask 4.1 Implement Left Hand & St. Vrain Stewardship projects

- Complete necessary post project weed control, seeding, and revegetation tasks on Left Hand and St. Vrain project reaches. Utilize contractors and/or volunteers as appropriate.

#### Subtask 4.2 Weed Control Partnership

- Work with Boulder County on a watershed-wide weed control pilot project as part of our CWCB Watershed Restoration grant.
- Initiate a “Weed Response Team” as part of our CWCB Water Plan grant.

#### Subtask 4.3 Stewardship Tracking

- Develop and maintain database to track work locations, times of treatment, acres, volunteer numbers, costs, etc.

### **Task 5: Community Science (9% of Staff Time)**

### Subtask 5.1 Community Science Plan Implementation

- Continue to implement our Community Science Plan by further prioritizing and planning and fundraising for additional community science projects.
- Leverage community partners at schools and university to further develop project plans and implement community science projects.
- As funding allows, consider hiring part time or seasonal employee to help lead community science and engagement activities and help with community science organizational and administrative tasks in summer months.

### Subtask 5.2 Community Monitoring & Stewardship

- Host 2-5 community monitoring and stewardship volunteer activities over the summer months in order to increase membership and awareness of Left Hand Watershed Center.

### Subtask 5.3 K-12 Community Science Education

- Continue our community science partnership with Lyons schools and expand to other schools as capacity allows.

### Subtask 5.4 Catch the Hatch

- Implement the 3<sup>rd</sup> year of our Catch the Hatch project. Utilize participant surveys and feedback to improve program in 2021.

### Subtask 5.5 Watershed Days

- Implement the 3<sup>rd</sup> year of our Front Range Watershed Days event, working with project partners. Hire event planner as needed.

### Subtask 5.6 Community Science Reporting and Tracking

- Develop annual report of community science activities.
- Develop and maintain database to all trainings/events/activities by type, date, volunteer numbers and more.
- Grant administration and reporting.

## **Task 6: Outreach & Partnership Building (6% of Staff Time)**

### Subtask 6.1 Monthly Newsletters & Social Media

- Utilize Monthly Newsletters & Social media posts to:
  - Boost credibility of Left Hand Watershed Center as a collaborative, science-based non-profit.
  - Highlight Watershed Center projects, tools, resources, and community opportunities.
  - Highlight partner and funder roles in projects and program success.
  - Distribute information about partner organization events, reports and/or news.
- Increase mail chimp subscribers from 825 (2020) to 900 in 2021.

### Subtask 6.2 Develop Marketing Materials

- Keep website content up to date and relevant.

- Develop new brochures and outreach materials as needed.

#### Subtask 6.3 Networking and Partnership Building

- Attend and participate in partner outreach and community events to extend the reach of Left Hand Watershed Center (e.g. CU Boulder Center for Sustainable Communities and Landscapes monthly meetings and outreach events, Trout Unlimited events, and more.)
- ID and pursue additional networking and partnership building opportunities (e.g. Agriculture community events, Boulder Nature-Net events, and more)

#### Subtask 6.4 Conduct Post-Project Surveys

- Conduct post project surveys from all landowner, contractor, and funder partners to gather information about the Watershed Center's project and communication protocols in order to improve effectiveness.
- Regularly present information to the board and community via a transparent process.
- Update project communication protocols as needed.

### **Task 7. Organizational Tasks (8% of Staff Time)**

#### Subtask 7.1 Work Planning & Annual Report

- Quarterly check-ins to assess progress toward goals outlined in this workplan and the 5 year strategic plan.
- Begin planning process for 5-year strategic plan update in 2022.
- Develop annual report to ensure annual accomplishments are documented, recognized, and celebrated.

#### Subtask 7.2 Conduct Board Meetings

- Prepare board materials and report on project progress at monthly board meetings. Organize and host monthly board meetings. Advertise and distribute meeting information to the board of directors and the public one week in advance of the meeting.

#### Subtask 7.3 Administrative, HR tasks, Staff Meetings, Trainings

- Carryout HR activities, complete timesheets, etc.
- Carryout individual staff training plans/goals as outlined in annual review documents and as the annual budget allows.
- Continue weekly staff meetings, monthly one-on-one staff check-ins, 2-4 team building activities/year.
- Update employee handbook and other policies as needed.

#### Subtask 7.4 Financial management

- Develop an annual budget with financial committee.
- Complete quarterly invoices and grant reporting as defined by individual grant agreements.
- Follow and ensure compliance of Watershed Center policies and procedures. Update policies as needed.
- Continue to oversee bookkeeper in preparing quarterly financial reporting and grant pay requests.
- Obtain an annual financial audit and single audit as required.
- Work with a CPA to prepare organizational tax documents.

### Subtask 7.5 Maintain Contacts Database

- Track current information for all landowners, members, funders, interested parties. Information may include:
  - Contact information
  - Donation values
  - Notes on conversations, interests, dislikes, etc.
  - Project survey results

## Task 8. Fundraising & Business Development (5% of Staff Time)

### Subtask 8.1 Donations and Grants

- Increase number of individual donors by 10% (minimum 60 donors).
- Increase number of corporate sponsors by 10% (minimum 12 donors)
- Maintain or increase number (and amount) of agency partner donations (minimum 11 donors and \$107,000).
- Raise a minimum of \$80,000 for St. Vrain Forest Health Partnership in 2021 via new grants, foundation or partner donations.
- Raise a minimum of \$25,000 in new Community Science funding via grants, foundations or partner donations.
- Raise a minimum of \$10,000 in unrestricted donations in 2021.
- Raise a minimum of \$8,000 in sponsorships for Watershed Days.
- Raise a minimum of \$10,000 for match on the CWCB Science, Stewardship and Education in St. Vrain grant.

### Subtask 8.2 Fee For Service

As appropriate, identify and pursue fee for service projects for above services. This could include responding to RFPs for services relating to watershed planning, ecology, water quality data analysis, restoration, adaptive management, citizen science, stewardship, recreation impacts, forestry health, and more. Potential clients include City of Longmont, City of Boulder, Boulder County, USFS, Water Districts, non-profits, Conservation Districts, and more.

### Subtask 8.3 Donor Stewardship

- Develop and implement a donor stewardship plan for corporations, board partners, and individual donors to meet each donor's gift intentions and expectations and to create a long-term, mutually-beneficial relationship.