



## AGENDA

Left Hand Watershed Center  
BOARD MEETING  
2:00-4:30 pm, December 14<sup>th</sup>, 2021  
Via ZOOM call

Join Zoom Meeting

<https://us02web.zoom.us/j/87008781656?pwd=WjhheXNhM2pJVUU2ek54M09YbXpHUT09>

Meeting ID: 870 0878 1656

Passcode: 340150

Welcome and Introductions	Christopher Smith	2:00 PM
Fish Passage Design Update	Biohabitats/Deb Hummel	2:10 PM
Board Vacancies and 2022 Strategic Plan Process	Christopher Smith	2:50 PM
Board minute approval (November)	Christopher Smith	3:10 PM
2022 Budget	Jessie Olson	3:15 PM
Adjourn to Executive Session	Christopher Smith	3:30 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.



12/07/2021

To: Left Hand Watershed Center Board of Directors

From: Jessie Olson, Executive Director

RE: December board meeting agenda items

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## Meeting Minutes

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

## Board & Organizational Items

- In January, we will have our annual meeting which requires renewal of board officer positions. In preparation for that and the upcoming strategic plan process, Chris prepared the attached memo for board consideration (attachment 2). We will discuss this at the board meeting
- Updated version of the 2022 budget is attached (attachment 3). This is an item that needs board vote for approval.
- Staff recently developed a 2021 Impact Report to celebrate our collective accomplishments from the year. We have a lot to celebrate! [https://watershed.center/wp-content/uploads/2021/12/web-Impact-Report-2021\\_compressed.pdf](https://watershed.center/wp-content/uploads/2021/12/web-Impact-Report-2021_compressed.pdf)
- Colorado Gives Day was a success! We raised over \$12,000 and met our goal of increasing individual donors to 60 individuals. THANK YOU to everyone that donated and for helping spread the word!
- We're beginning the process of developing the 2022 work plan which will be presented at the January board meeting.

## Project updates

### 1. Adaptive Management, Stewardship & Monitoring

- We are continuing data entry and analysis tasks from the 2021 field season.

### 2. Adaptive Management at Scale

- Staff completed draft framework and are sending it to Partners in mid-Dec.
- Staff continued developing a monitoring design for the basin that integrates rivers and forests.
- Staff scheduled large group winter meeting for Jan 13.
- Staff continued outreach to new and existing partners (e.g. Niwot Ridge, BCNA, City of Boulder, University of Colorado) to obtain framework feedback and better understand monitoring efforts and protocols.

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

- The project will contribute \$100,000 toward the 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. We've also developed two draft conceptual designs

working with Biohabitats.

#### **4. Community Science**

- We continue to distribute monthly e-newsletters.
- We will be starting work planning for 2022, evaluating how well programs met goals in 2021 and identifying a sustainable approach to stewardship & community science events for 2022.

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

- Monthly water quality sampling continues.

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

- Staff continue to work with hired consultant, Biohabitats to develop conceptual designs for two barriers on Left Hand Creek.
- Watershed Center staff and the Biohabitats consulting team will present the draft Diversion Enhancement/ Fish Passage Concept Alternatives developed under the Fish Passage and Education on Left Hand Creek Project. Materials including memo, concept designs for the Haldi and Left Hand Valley Diversions, key takeaways from the Left Hand Valley Flow Study, and an updated Left Hand Creek Ditch Map can be viewed in this folder [HERE](#).
- Staff are in the contracting phase of the “Fish Passage Playbook” with Boulder County, City of Longmont and St. Vrain Left Hand Water Conservancy District. The contract will be in place by 2022, with work expected to take place entirely in 2022.

#### **7. Fire recovery**

- Fire recovery projects are in the adaptive management phase. We will be starting data entry and analysis tasks from the 2021 field season and begin planning for 2022.
- I gave a presentation to the Longmont City Council this week, giving them an overview of our programs, impact report, and fire recovery funding request. The funding request was approved.

#### **8. St. Vrain Forest Health Partnership**

- We continue to host science team and communications team meetings and have our next large-group meeting scheduled for the end of January.
- We’re continuing to meet with landowners in the watershed to build a list of “projects on the shelf” to prep for upcoming grants and funding opportunities. We also recently met with Boulder Valley and Longmont Conservation District to discuss partnership and ways to best leverage our individual strengths for the greater good of the watershed. We’re considering ways for the Watershed Center to support cross-boundary strategy and outreach in ways that set up BVLCD to execute successful, strategic forest restoration implementation projects.
- We were successful in our Argosy grant application, and we were awarded \$25,000. We unfortunately were not awarded funding from the AIM grant. However, this is a twice per year funding opportunity and we are working with the funder to improve the application for a second try. We also still have pending funding requests for 2022 to help fund our role in coordinating the partnership from Boulder County, and the St. Vrain and Left Hand Water Conservancy District.

#### **9. Watershed Education**

- We’re continuing to develop curriculum for Lyons Elementary school and recently partnered with SVVSD and Cal-Wood on a couple grant applications— NOAA and EPA education focused grant opportunities. We’ve also been working with community members to strategize ways to increase individual donations.

**Attachments:**

1. BOD November Meeting Minutes
2. Board Vacancies
3. 2022 Budget

**Attachment 1**  
Board meeting minutes



## Board Minutes – November 16, 2021

### **Attendees**

1. Chris Smith
2. Ken Lenarcic
3. Mark Schueneman
4. Lauren Duncan
5. Sean Cronin
6. Audrey Butler
7. Andrew Albright
8. Yana Sorokin
9. Jessie Olson
10. Eric Smith
11. Barbara Luneau
12. Julie Trumpler
13. Chuck Oppermann
14. Gabe Tuerk
15. Sue Schaffler (joined at 2:30)

### **Welcome and Introductions**

- Chris S called the meeting to order at 2:00.
- Chris Smith has proxy for Monica Bortolini.
- Sean Cronin has proxy for Kathy Peterson.
- Education programming agenda item will be postponed to another meeting.

### **Approval of Minutes**

- Sean moved, Barbara seconded, to approve the minutes from the October 19 meeting; the motion carried unanimously.

### **Q3 2021 Financial Report**

- Jessie reviewed Q3 financial report
  - Noted new columns
  - Noted goals for Colorado Gives Day
  - Noted caveats with indirect revenue going up and down

- Jessie provided clarifications about how personnel expenses relate to timing of hiring in response to a question. Chris added that funding is multi-year.
- Eric asked for shading of the last column and separation of board designated reserve funds into separate sheet for clearer viewing.
- Eric asked about unrestricted carryover funds and Jessie noted that the goal is three months of operating funds which is reflected under operating reserves.
- Ken moved, Sean seconded, to approve 2021 Q3 Report; the motion carried unanimously.

### **Grants Update**

- Yana provided list of grants that we applied, heard about, and submitted.

### **DRAFT 2022 Budget**

- Jessie shared pie chart of revenue sources and balancing sources.
- Jessie discussed each category.
- Jessie clarified we plan to hire a fundraising advisor to train staff/provide expertise for staff in response to question from Sean.

### **CO Gives Day Goals**

- Jessie thanked all for previous donations to the Watershed Center.
- Noted that our goal is 60 individual donations, and we need 50 more now. Goal is at least \$5,000 in unrestricted donations.
- Goal is 100% participation from the BOD, any amount is meaningful.
- Shared examples of fundraising documents.

### **Project Updates**

- Chris S. provided update that Left Hand Water District and St. Vrain and Left Hand Water Conservancy District finalized a water sharing agreement.
- Sean noted that St. Vrain and Left Hand Water Conservancy District is allocating about \$150K of 7A funding to others (including Left Hand Watershed Center) with return on investment of appx. \$800K. Will share a flier of what is being done with 7A Funding.
- Lauren noted that TU received \$50K in WSRF funding for Ballarat water quality/mine restoration efforts.
- Jessie provided updated on Forest Health Partnership's sub-region operational planning workshops approach (see memo and map).

### **Adjournment**

The meeting was adjourned at 4:05 pm.

**Attachment 2**  
Board Vacancies Memo





12/01/2021

To: Left Hand Watershed Center Board of Directors

From: Christopher Smith, Board President

RE: Board Vacancies

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The following memo summarizes considerations for the upcoming Left Hand Watershed Center Annual Meeting and board election in January 2022.

## Board Vacancies

In January 2022, Left Hand Watershed Center hosts its “annual meeting” with board and officer renewals. Our current Bylaws state that we must have a minimum of eight and maximum of thirteen board members. Six represent agencies (Town of Ward, the Town of Jamestown, the Left Hand Water District, Boulder County, the City of Longmont, and the Saint Vrain and Left Hand Water Conservancy District), two represent entities (James Creek Watershed Initiative and Left Hand Ditch Company), and up to five from other representation (residents or individuals with expertise that would be of value to the Watershed Center). Currently, we have 11 voting board members and two vacancies:

1. Christopher Smith, President (Left Hand Water District Representative)
2. Sue Schaffler, Vice President (Other Representative)
3. Kathy Peterson, Treasurer (Other Representative)
4. Monica Bortolini, Secretary (City of Longmont)
5. Audrey Butler (Boulder County)
6. Ken Lenarcic (Jamestown)
7. Mark Schueneman (Other Representative)
8. Barbara Luneau (Other Representative)
9. Sean Cronin (St. Vrain and Left Hand Water Conservancy District)
10. Terry Plummer (Left Hand Ditch Company)
11. Chuck Oppermann (Other Representative, plans to retire from board at year end)
12. Vacant (Town of Ward)
13. Vacant (James Creek Watershed Initiative)

## Strategic Planning Process

In 2022, we will be working with staff to develop an updated 5-year strategic plan. Part of that process will include evaluating the current board structure and composition. This could include changing the number of voting board seats and/or the structure of board governance.

## Next Steps

Considering the current board consists of more than the minimum number of board members required within our bylaws (eight), and that we are embarking on a new strategic planning process in 2022 that could change the board structure, I am recommending that we do not solicit additional voting members at this time.

**Attachment 3**  
2022 Budget



12/01/2021

To: Watershed Center Board of Directors

From: Jessie Olson, Watershed Center Executive Director

RE: 2022 Budget

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The purpose of this memo is to provide a brief narrative on the proposed 2022 budget for Left Hand Watershed Center (Watershed Center). Draft versions of this budget were reviewed by the Watershed Center finance committee and the Watershed Center bookkeeper. Staff presented the draft budget to the board at the November meeting and the board vote occurs at the December meeting.

## 2022 Budget

The rolled up summary page of the budget, attached, summarizes expected carryover, revenue and expenses per funding source. Revenue is broken up by (1) unrestricted revenue (2) project (restricted) revenue. Expenses are broken up by (1) personnel (broken up by fundraising, program, and project expenses) (2) operations (broken up by fundraising and other) (3) project expenses that are non-personnel. The expected revenues and expenses are summarized by category below:

- **Carryover from Prior Year** includes the net difference between revenue and expenses from the previous year.
- **Revenue sources** are broken up by unrestricted revenue and project specific restricted revenue (See figure 1 for breakdown of expected revenue sources in 2022. Revenue categories include:
  1. **Board Partner revenue (unrestricted).** Includes unrestricted board partner revenue, which several board partners provide annually. Many board partners also contribute restricted revenue, which is included under program revenue (restricted).
  2. **Donations (unrestricted).** Includes unrestricted revenue from corporations, businesses, individuals, and foundations.
  3. **Rent (In-kind).** In-kind revenue for donated office space. This is also accounted for in an equal amount as an operations expense.
  4. **Program Revenue (Grants & Donations)** includes project/program specific grants and donations from board partners, corporations, businesses, individuals, and foundations. Revenue is estimated based on obligations, deliverables, and timelines per project/funding source. Expected personnel revenue per funding source is calculated using established staff billing rates for the year multiplied by estimated hours per person

per project/funding source. Billing rates are calculated by adding salary, benefits, and overhead expenses per person, and dividing by estimated billable hours in a year.

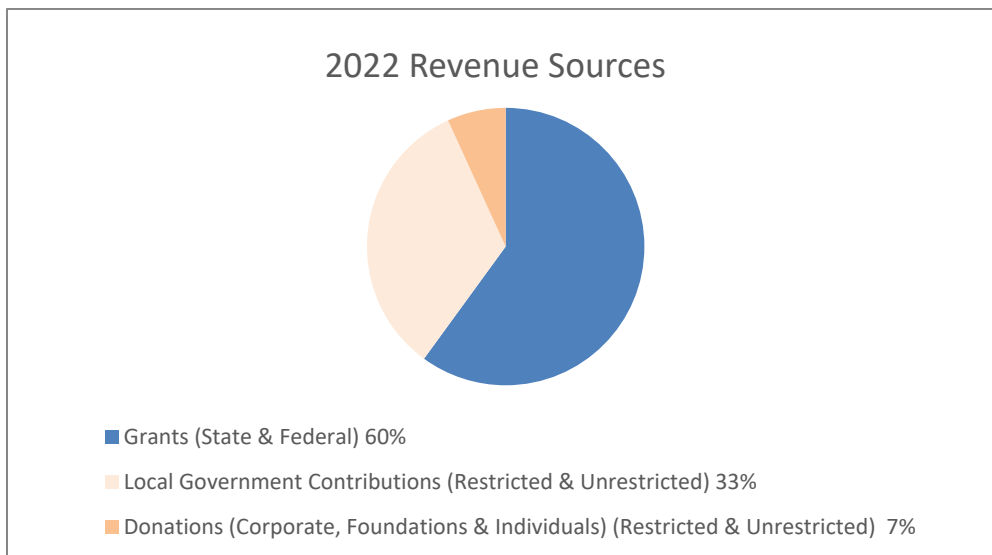
- **Personnel Expenses** includes staff salaries, taxes, unemployment insurance, and benefits. Benefits for full-time staff include an IRA, which is matched by 3% from the Watershed Center and health insurance. Personnel expenses are categorized by project/program specific expenses, fundraising, and operational expenses. These expenses are funded by a combination of project-specific and unrestricted revenue. Total expected expenses for personnel is the equivalent of 5.0 FTE, maintaining our current staff capacity.
- **Operations/Program Expenses** includes supplies, materials, and contract services related to organizational function. This includes bookkeeping, annual tax and audit preparation, phone, trainings and conferences, insurance, website, office/computer supplies, postage, printing, meeting/event expenses, hiring a facilitator for strategic plan development, legal review, and rent. These expenses are funded by the Watershed Center unrestricted revenue and/or the indirect income from grant revenue. Rent was assumed to continue as an in-kind contribution from Left Hand Water District, at a value of \$32,108 annually based on review of comparable rent and utility expenses. In anticipation of an office rental starting at some point in 2022, \$800/month is included as a 2022 expense (using expected Fire District rent as the estimate).
- **Contractors/Consultants/Materials/Supplies Expenses** includes any necessary materials, supplies, permit fees, hiring of contractors, consultants and others. Active projects are listed below, with the funding source denoted in the title:
  1. Community Science (Funded by sponsors, foundations, and individual donors)
  2. Fish Passage & Education Initiative (Funded by CWCB, SVLHWCD, Boulder County, City of Longmont, and private donors)
  3. Watershed Days (Funded by CWCB, sponsors, and individual donors)
  4. Water Quality Monitoring (Funded by DRMS)
  5. Adaptive Restoration & Upland Stewardship (Funded by CWCB)
  6. Watershed Management & Planning (Funded by CWCB)
  7. St Vrain Science, Stewardship, and Education (Funded by CWCB and individual donations)
  8. Adaptive Management at Scale (Funded by CWCB and local government partners)
  9. US Bureau of Reclamation Watershed Management Plan (funded by USBOR)
  10. EPA Technical Assistance Grant (Funded by EPA)
  11. St Vrain Forest Health Partnership (Funded by CWCB, USFS, Boulder County, St. Vrain Left Hand Water Conservancy District, Community Foundation Boulder County, and Agrosy Foundation)

12. Wildfire Recovery & Adaptive Management (Funded by Community Foundation Boulder County, City of Longmont, St. Vrain & Left Hand Water Conservancy District, CWCB)

13. St Vrain Resilience Restoration Projects & Tools (Pending, Funded by CWCB, CDPHE NPS Grant, individual/corporate donations and local government partners)

- **Balance Carryforward** is the net difference between the Carryover, plus the Revenue, minus Expenses.
- **Board Designated Reserve Funds** include Watershed Center generated revenue that is allocated for multi-year projects/programs and used as match for grants. Revenue sources are from corporate donors, individuals, and municipal partners. Current reserve funds include (1) Stewardship campaign (2) the fish passage feasibility study & education initiative, (3) the community science plan & implementation, (4) Adaptive Management at Scale, (5) St. Vrain Science Stewardship and Education, (6) Watershed Days, and (7) St. Vrain Forest Health Partnership (8) Wildfire Recovery & Adaptive Management (9) Operating reserves. The new category of “Operating reserves” was added this year after the board passed a new reserve fund policy in 2021.
- **Available Unrestricted Carryover Funds** is the net difference between the Carryforward funds and Board Designated Reserve Funds. Carryover at year end may be higher or lower than projected in the budget. For example, revenue may be allocated to a board designated reserve fund which would reduce the carryover amount. Additionally, accrued vacation hours could increase this value by up to \$24,000 in a given year. These funds would need to be available to pay out accrued vacation time if an employee completes employment with the Watershed Center prior to taking all vacation owed.

**Figure 1. Expected Revenue Sources, 2022**



## **Attachments**

1. 2022 Budget

2022 Budget  
Summary

	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 Actual Thru 9/30/2021	Proj Year end 2021	2022 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	\$307,178	\$307,178	\$582,900
<b><u>Revenue Sources</u></b>										
CDBG-DR Cap Grant (06/2018)	\$129,758	\$109,803	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CDBG-DR Cap Grant (06/2019)	\$15,000	\$27,495	\$45,000	\$42,493	\$0	\$0	\$0	\$0	\$0	\$0
CWCB Fundraising Grant	\$18,867	\$17,023	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Partners (Unrestricted)	\$38,500	\$30,500	\$42,500	\$37,500	\$47,500	\$47,500	\$47,500	\$45,500	\$45,500	\$45,500
Donations (Unrestricted)	\$30,000	\$3,990	\$50,000	\$11,983	\$25,000	\$13,566	\$10,000	\$7,647	\$12,000	\$20,000
Rent (LHWD- In Kind)	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$24,081	\$32,108	\$32,108
Program Revenue (Grants&Donations)	\$1,493,300	\$951,920	\$1,808,202	\$1,388,904	\$999,258	\$914,607	\$758,572	\$811,570	\$988,364	\$1,025,583
<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>\$848,180</b>	<b>\$888,798</b>	<b>\$1,077,972</b>	<b>\$1,123,191</b>
<b><u>Expenses</u></b>										
Personnel- Fundraising	\$24,127	\$16,338	\$20,902	\$9,070	\$8,803	\$1,760	\$4,832	\$1,463	\$4,832	\$8,000
Personnel- Operations	\$151,969	\$101,255	\$52,312	\$47,889	\$11,284	\$13,766	\$26,483	\$7,317	\$20,000	\$27,000
Personnel- Projects/Programs	\$68,000	\$100,446	\$188,297	\$172,940	\$356,916	\$240,981	\$364,865	\$233,084	\$352,579	\$456,500
<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>\$396,180</b>	<b>\$241,865</b>	<b>\$377,411</b>	<b>\$491,500</b>
Operations-Fundraising	\$2,500	\$1,764	\$1,000	\$894	\$1,000	\$75	\$1,000	\$5	\$5	\$5,000
Operations-Other	\$85,597	\$84,089	\$87,741	\$58,992	\$94,641	\$59,641	\$78,558	\$56,242	\$77,596	\$105,233
<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>	<b>\$56,247</b>	<b>\$77,601</b>	<b>\$110,233</b>
Contractors/Consultants/Supplies	\$1,395,300	\$777,786	\$1,611,650	\$1,220,677	\$625,576	\$547,700	\$288,707	\$281,097	\$347,238	\$424,250
<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>\$764,445</b>	<b>\$579,209</b>	<b>\$802,250</b>	<b>\$1,025,983</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>\$390,913</b>	<b>\$616,766</b>	<b>\$582,900</b>	<b>\$680,108</b>

2022 Budget  
Summary

	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 Actual Thru 9/30/2021	Proj Year end 2021	2022 Budget
<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	\$53,867	\$54,056	\$38,056
Fish Passage Feasibility Study & Education Initiative	\$0	\$6,579	\$0	\$11,579	\$1,500	\$11,430	\$6,430	\$10,875	\$10,875	\$9,375
Community Science	\$0	\$42,500	\$22,753	\$16,795	\$13,386	\$0	\$0	\$0	\$0	\$0
Adaptive Management at Scale	\$0	\$0	\$0	\$0	\$0	\$70,000	\$125,000	\$130,000	\$130,000	\$160,000
River Restoration Campaign (St Vrain Science, Stewardship, and Education)	\$0	\$0	\$0	\$0	\$0	\$15,000	\$25,000	\$25,000	\$40,000	\$50,000
Watershed Days	\$0	\$0	\$0	\$2,120	\$2,120	\$2,934	\$2,934	\$5,326	\$5,326	\$326
SV Forest Health Partnership	\$0	\$0	\$0	\$0	\$0	\$4,043	\$29,043	\$17,559	\$11,537	\$65,537
Fire Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$111,747	\$99,747	\$88,080
Operating Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000	\$90,000
<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>\$414,374</b>	<b>\$411,541</b>	<b>\$501,374</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>\$156,916</b>	<b>\$202,392</b>	<b>\$171,359</b>	<b>\$178,734</b>