



## AGENDA

Left Hand Watershed Center  
BOARD MEETING  
2:00-4:00 pm, February 15, 2022  
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
Ex-officio Board member renewal	Christopher Smith	2:05 PM
Board minute approval (January)	Christopher Smith	2:15 PM
Strategic Planning Process & Committee	Jessie Olson	2:20 PM
Grant/Fundraising/SVP Update	Jessie Olson	2:40 PM
Q4 2021 Financial Report	Jessie Olson	3:00 PM
Project/Program Update	Jessie Olson	3:15 PM
Adjourn	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.



02/09/2022

To: Left Hand Watershed Center Board of Directors

From: Jessie Olson, Executive Director

RE: February board meeting agenda items

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## Meeting Minutes

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

## Board/Organizational Items

- As requested by the board last month, I checked with the ex-officio board members to ask whether or not they wanted to continue to serve as board members. I heard back that the following would like to stay on as ex-officio board members:
  - Erica Crosby
  - Joe Ryan
  - Lauren Duncan
- If you haven't already done so, please send me your annual signed policy documents.
- Q4 2022 financial reports are attached.
- Strategic plan process. We will begin updating the strategic plan and prepping for a facilitated strategic planning meeting, currently scheduled for June 21<sup>st</sup>. I will confirm the meeting date at the meeting this month and ask for volunteer committee members. In terms of process, I proposed the following:
  - Form a small committee of board members and staff. (Feb/March)
  - Review 2017-2021 Strategic plan & notes/outcomes from 2018 Strategic Plan (March/April)
  - Begin draft strategic plan, develop questions/topic areas for strategic planning meeting (April/May)
  - Finalize Strategic Plan Meeting Packet (June)
  - Host Strategic Plan meeting (June)
  - Document outcomes from meeting, update plan (July-September)
  - Present updated draft to Board (October)
  - Final draft to board (November)

## Fundraising

- One of our donors is hosting a fundraising and outreach event for us with her friends in Boulder this month. Watershed Center staff will give a presentation and ask guests for donations at the event.
- We've been working with SVP on several tasks including developing our fundraising plan, setting up a new donor database and on-line giving platform. I will give an update at the board meeting.
- We were invited to submit a full proposal to the [NOAA Environmental Literacy grant](#), which is due March 17 and focuses on supporting community-driven climate/hazard resilience. We will give an overview of the proposal at the board meeting.

- We were invited to submit a proposal to an individual donor interested in funding our climate resiliency work. I'll give an update at the board meeting.
- We've updated the donation page on our website to highlight a new campaign for climate resiliency investors.

## Project updates

### 1. Adaptive Management, Stewardship & Monitoring

- Staff developed stewardship report to document our stewardship activities over the years as we closed out our very first CWCB grant this month. We will be highlighting the accomplishments in social media/newsletter in the coming months.
- Data collection and analysis is underway in preparation for the annual State of the Watershed report.

### 2. Adaptive Management at Scale

- Staff hosted a large-group meeting in mid-January.
- Staff hosted discrete monitoring discussions related to Marshall Fire.
- Staff updating plan to develop additional content related to water resources and forest/grassland desired conditions
- Staff is incorporating edits into plan/framework and following up with partners as needed.
- Staff is following up with Joe Ryan and EPA/CDPHE related to mine inputs in Left Hand as discrete monitoring effort.

### 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 finalized two draft conceptual designs working with Biohabitats.

### 4. Mines, Water Quality Monitoring & Analysis

- Monthly water quality sampling continues.

### 5. Fish Passage Feasibility Study and Education Initiative

- Staff are meeting with Terry Plummer and Left Hand Ditch Company regarding the draft conceptual designs for two barriers on Left Hand Creek.
- Staff drafted an outline of the "Fish Passage Playbook" with Boulder County, City of Longmont and St. Vrain Left Hand Water Conservancy District.

### 6. Fire recovery

- Fire recovery projects are in the adaptive management phase. We are continuing data entry and analysis tasks from the 2021 field season and planning for 2022.

### 7. St. Vrain Forest Health Partnership

- We hosted a full partnership meeting this past month and have several upcoming meetings in the next month including Science Team and Communications Team meetings, a meeting to help determine the best location for a new state funding program, and another full partnership meeting. Chiara has been sending out regular updates to the partnership members. If you are not already on that email list and you would like to be added, let me know.
- We also still have pending funding requests for 2022 to help fund our role in coordinating the

partnership from Boulder County.

## **8. Watershed Education & Outreach**

- I gave a presentation on our annual impact report at the Ditch Company annual meeting this last week. I also participated in a film on wildfires and wildfire mitigation being produced by Nametag Films, which was organized by the USFS.
- Chiara is actively developing Watershed Science curriculum for Lyons Middle Senior school grades 6-8, which will be taught this spring by Watershed Center & Lyons Middle Senior students.

## **Attachments:**

1. BOD January Meeting Minutes
2. Q4 2021 Financial Report

**Attachment 1**  
Board meeting minutes



## Board Minutes – January 18, 2022

### **Attendees**

1. Jessie Olson
2. Eric Smith
3. Ken Lenarcic
4. Kathy Peterson
5. Barbara Luneau
6. Sue Schaffler
7. Roger Loving
8. Christopher Smith
9. Mark Schueneman
10. Steve Oncley
11. Bill Ellis
12. Sean Cronin
13. Lauren Duncan
14. Monica Bortolini
15. Yana Sorokin

### **Welcome and Introductions**

- Chris S called the meeting to order at 2:04 and went through introductions.

### **Marshall and Middle Fork Fire Reflection and Discussion**

- Jessie offered opportunity for feedback and reflections from board members about Marshall and Middle Fork fires. Thoughts are summarized:
  - Cross-district partnerships are helping with fire response in terms of shared resources. Left Hand Fire District is part of an automatic aid agreement which means that for certain fires, other districts will send trucks automatically with no need to called.
  - Events changed the idea of risk for many after seeing developed subdivisions being impacted.
  - Considerations about grassland management and fire-safe building materials may help inform future discussions.

- Building and landscape codes may need to be re-thought if we continue to have winds like what happened during the fires. Recent Fire District's Meeting recommended that this could go through County Assessor's office to work with folks outside of unincorporated Boulder County.
- Using ditch systems as a water source could potentially help stop fire. Wetlands helped slow the fire down during the Middle Fork fire.
- Depowering overhead lines during high winds could be considered, as well as more buried power lines. SVFHP is working to add power companies to the partnership. There are many implications that need to be considered (e.g. for water systems, emergency services access, etc.) and will further be discussed at the upcoming IMA meeting.
- Many noted that the wind conditions make it challenging to draw conclusions.
- Future planning is underway to consider approaches and more recourses in regards to home protection to address home ignition problem.

### **Board Member Renewal**

- Chris reviewed the board bylaws which state that that we must have a minimum of eight and maximum of thirteen board members. Currently we have 9 voting board members.
- Chris reviewed the entities/agency board member positions as required by the by-laws:
  - Christopher Smith, President (Left Hand Water District Representative)
  - Ken Lenarcic and Roger Loving (Jamestown Representative)
  - Monica Bortolini, Secretary (City of Longmont Representative)
  - Vacant (Town of Ward Representative)
  - Vacant (James Creek Watershed Initiative Representative)
  - Sean Cronin (St. Vrain and Left Hand Water Conservancy District Representative)
  - Terry Plummer (Left Hand Ditch Company Representative )
  - Vacant (Audrey recently left her position at the County) (Boulder County Representative)
- Jessie and other board members are following up on the current vacancies.
- Chris reviewed four additional voting members and asked if they were comfortable to continue serving in these positions. All agreed to stay in their positions.
  - Sue Schaufler, Vice President (Other Representative)
  - Kathy Peterson, Treasurer (Other Representative)
  - Mark Schueneman (Other Representative)
  - Barbara Luneau (Other Representative)
  - Vacant (Chuck resigned)
- Sue confirmed Steve's interest in joining the Board as the JCWI representative.
- Roger expressed interest in getting more representation on the board from landowners on the creek. Chris echoed that strategic planning will help us think through what types of additional or new expertise are needed on the board of directors. Barbara added that strategic planning could help ensure that the board make-up reflects an expansion of the Watershed Center's work. Chris added that there are also considerations to think through about how to balance housekeeping items so they do not take up too much time with an expanded board. Monica noted that having more St. Vrain representation would be good.

- Sean moved, Monica seconded, to maintain and re-appoint the four additional voting members to the Left Hand Watershed Center Board of Directors. The motion carried unanimously.
- Chris S reviewed the current list of ex-officio members and asked to confirm they were still comfortable serving this role. Lauren was at the meeting and confirmed her interest. Jessie will follow up with the other Ex-Officio members to find out their interest. Vote was deferred till more information was gathered from existing ex-officio members.
  - Chris Carroll
  - Erica Crosby
  - Gabe Tuerk
  - Joe Ryan
  - Lauren Duncan
- Chris S. reviewed the current slate of officers and asked if they were comfortable to continue serving in these positions.
  - President: Christopher Smith
  - Vice-President: Sue Schauffler
  - Treasurer: Kathy Peterson
  - Secretary: Monica Bortolini
- Roger moved, Barbara seconded, to re-appoint the officers to the Left Hand Watershed Center Board of Directors. The motion carried unanimously.

### **Approval of Minutes**

- Kathy moved, Mark seconded, to approve the minutes from the December 14 meeting; the motion carried unanimously.

### **2022 Annual Work Plan**

- Jessie reviewed the work plan and answered questions.
  - Chris emphasized the importance of the assessment and restoration of legacy mine sites subtask, especially given the impacts the Left Hand Water District is seeing at their intake. Discussion ensued:
    - Chris noted that working to identify locations, funding, and meaningful project plans is a priority and could be Watershed Center’s role.
    - Lauren noted that this is underway but it is a slow process through it helps to know where impacts are being seen (e.g. which intakes). Added that DRMS is currently working near Yellow Girl and there’s also discussion about monitoring with Ballarat. Currently monitoring is specific for metals but let her know about other contaminants.
    - Yana explained how this is integrated into the AM Process and it is currently included as a topic for collaborative prioritization planned for the next AM at Scale meeting. Boulder County also noted that they are interested in how to prioritize legacy mine restoration work but want to see this as a comprehensive prioritization process.





**Attachment 2**  
Q4 Financial Report



02/10/2022

To: Watershed Center Board of Directors

From: Jessie Olson, Watershed Center Executive Director

RE: 2021 Q4 Financial Report

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The purpose of this memo is to provide a brief narrative on the Q4 2021 financial report, which requires board approval. Key aspects of the Q4 2021 Financial report are described below:

- Values in this financial report reflect the un-audited financial report, and are subject to change after the audit process.
- **Donations unrestricted** ended at \$21,501, 215% above the budget value. In addition, a portion of the pledged donations from last year were deposited in Q1 2022 thus will show up on the Q1 2022 financial report.
- **Program revenue** ended higher than budget due to Cal-Wood Fire recovery project which was not originally anticipated in the 2021 budget.
- **Personnel Expenses** ended lower than budget due to the timing of hiring new staff and length of part-time vs. full time employment.
- **Operations Expenses** ended on target with budgeted values.
- **Contractors/Consultants/Supplies** ended higher than budget due to Cal-Wood Fire Recovery project.
- **Total Expenses** ended on target with budget values.
- **Balance Carryforward** ended higher than the budget values because of the new board designated reserve fund categories described below.
- **Available Unrestricted Carryover funds** ended higher than the budget values.

### **Board Designated Reserve Funds**

Board Designated Reserve Funds include revenue for multi-year projects/programs and is often used as match for grants. When approving the financial report, the board also approves the allocation of funds in each category of the Board Designated Reserve fund. The following allocation is recommended by staff for the 2021 fiscal year (Q4 2021 Financial Report):

- **Stewardship Campaign (LWOG Adaptive Management) \$42,206**

- Carryover from prior year revenue. Match obligations for CWCB-Adaptive Management are fulfilled. Remaining funding will be used for on-going adaptive management tasks in the watershed.
- **WC-Fish Passage Feasibility Study & Education Initiative \$9,659**
  - Net carryover from prior year revenue (minus expenses), obligated as match for WSRF grant.
- **WC-Adaptive Management at Scale \$130,000**
  - Net carryover from prior year & current year revenue (minus expenses), obligated as match for Adaptive Management at Scale project.
- **River Restoration Campaign (WC-SVSSE) \$29,861**
  - Net carryover from prior year & current year revenue (minus expenses), \$25,000 is obligated as match for CWCB-SVSSE grant.
  - \$5,000 transferred from net equity unrestricted accounts to this reserve fund as part of Colorado Gives Day fundraising campaign.
- **WC-Watershed Days \$7,969**
  - Net carryover from prior year & current year revenue (minus expenses), \$4,000 remaining in match obligations for CWCB-Watershed Days grant.
  - \$3,000 transferred from net equity unrestricted accounts to this reserve fund to ensure match obligations are fulfilled in 2022.
- **WC-SVFHP \$27,067**
  - Net carryover from prior year & current year revenue (minus expenses). Obligated as match for CWCB-SVFHP grant.
- **Argosy-SVFHP \$25,000**
  - New category in 2021. Argosy Foundation funding for St. Vrain Forest Health Partnership in advance of 2022 project.
- **WC-Wildfire Recovery & Adaptive Management \$113,297**
  - New category in 2021. St. Vrain and Left Hand Water Conservancy District funding for Calwood Wildfire Adaptive Management paid in lump sum in 2021. Value represents the net carryover from current year revenue minus expenses.
- **CFBC-Wildfire Recovery \$10,203**

- New category in 2021. Community Foundation Boulder County funding for Calwood Wildfire Recovery paid in lump sum in 2021. Value represents the net carryover from 2021 minus expenses. Remaining funds will be used for stewardship activities (tree planting contract & materials) by the end of February 2022.
- **Operating Reserves: \$60,000**
  - The new category of “Operating reserves” was added this year after the board passed a new reserve fund policy in 2021.
  - \$60,000 transferred from net equity unrestricted accounts to this reserve fund to begin saving to reach the goal of raising 3 months of operating funds (\$130,000).

2021 Q4 Financial Report  
Summary

	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 Actual Thru 12/31/2021	% of Budget	2022 Budget
<b><u>Carryover from Prior Year</u></b>										
<b>Total Carryover</b>	\$70,089	\$69,632	\$160,794	\$160,794	\$149,146	\$149,146	\$310,815	\$310,815	100%	\$635,104
<b><u>Revenue Sources</u></b>										
CDBG-DR Cap Grant (06/2018)	\$129,758	\$109,803	\$0	\$0	\$0	\$0	\$0	\$0	N/A	\$0
CDBG-DR Cap Grant (06/2019)	\$15,000	\$27,495	\$45,000	\$42,493	\$0	\$0	\$0	\$0	N/A	\$0
CWCB Fundraising Grant	\$18,867	\$17,023	\$0	\$0	\$0	\$0	\$0	\$0	N/A	\$0
Board Partners (Unrestricted)	\$38,500	\$30,500	\$42,500	\$37,500	\$47,500	\$47,500	\$47,500	\$45,500	96%	\$45,500
Donations (Unrestricted)	\$30,000	\$3,990	\$50,000	\$11,983	\$25,000	\$13,566	\$10,000	\$21,501	215%	\$20,000
Rent (LHWD- In Kind)	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	100%	\$32,108
Program Revenue (Grants & Donations)	\$1,493,300	\$951,920	\$1,808,202	\$1,374,730	\$999,258	\$932,351	\$758,572	\$999,868	132%	\$1,025,583
<b>Total Revenue</b>	<b>\$1,757,533</b>	<b>\$1,172,840</b>	<b>\$1,977,810</b>	<b>\$1,498,814</b>	<b>\$1,103,866</b>	<b>\$1,025,524</b>	<b>\$848,180</b>	<b>\$1,098,977</b>	<b>130%</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	\$5,309	110%	\$8,000
Personnel- Operations	\$151,969	\$101,255	\$52,312	\$47,889	\$11,284	\$13,799	\$26,483	\$17,824	67%	\$27,000
Personnel- Projects/Programs	\$68,000	\$100,446	\$188,297	\$172,940	\$356,916	\$240,981	\$364,865	\$326,587	90%	\$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>\$256,540</b>	<b>\$396,180</b>	<b>\$349,720</b>	<b>88%</b>	<b>\$491,500</b>
Operations-Fundraising	\$2,500	\$1,764	\$1,000	\$894	\$1,000	\$75	\$1,000	\$242	24%	\$5,000
Operations-Other	\$85,597	\$84,089	\$87,741	\$58,992	\$94,641	\$59,540	\$78,558	\$78,457	100%	\$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>\$59,615</b>	<b>\$79,558</b>	<b>\$78,699</b>	<b>99%</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	\$346,268	120%	\$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>\$863,855</b>	<b>\$764,445</b>	<b>\$774,688</b>	<b>101%</b>	<b>\$1,025,983</b>
<b>Balance Carryforward</b>	<b>\$100,129</b>	<b>\$160,794</b>	<b>\$176,702</b>	<b>\$149,146</b>	<b>\$154,793</b>	<b>\$310,815</b>	<b>\$394,550</b>	<b>\$635,104</b>	<b>161%</b>	<b>\$732,312</b>

2021 Q4 Financial Report  
Summary

	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 Actual Thru 12/31/2021	% of Budget	2022 Budget
<b>Board Designated Reserve Funds</b>										
Stewardship Campaign (LWOG Adaptive Management)	\$35,000	\$51,455	\$58,475	\$50,826	\$50,826	\$45,920	\$45,590	\$42,206	93%	\$26,206
WC-Fish Passage Feasibility Study & Education Initiative	\$0	\$6,579	\$0	\$11,472	\$1,393	\$11,323	\$6,430	\$9,659	150%	\$8,159
Community Science	\$0	\$42,500	\$22,753	\$16,795	\$13,386	\$0	\$0	\$0	N/A	\$0
WC-Adaptive Management at Scale	\$0	\$0	\$0	\$0	\$0	\$70,000	\$125,000	\$130,000	104%	\$160,000
River Restoration Campaign (WC-SVSSE)	\$0	\$0	\$0	\$0	\$0	\$15,000	\$25,000	\$29,861	119%	\$39,861
WC-Watershed Days	\$0	\$0	\$0	\$2,120	\$2,120	\$2,934	\$3,747	\$7,969	213%	\$2,969
WC-SV Forest Health Partnership	\$0	\$0	\$0	\$0	\$0	\$4,043	\$37,500	\$27,067	72%	\$81,067
Argosy-SVFHP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	N/A	\$25,000
WC-Fire Recovery & Adaptive Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$113,297	N/A	\$111,630
CFBC- Wildfire Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,203	N/A	\$203
Operating Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	N/A	\$90,000
<b>Reserve Funds Subtotal</b>	<b>\$35,000</b>	<b>\$100,534</b>	<b>\$81,228</b>	<b>\$81,212</b>	<b>\$67,725</b>	<b>\$149,219</b>	<b>\$243,267</b>	<b>\$455,261</b>	<b>187%</b>	<b>\$545,094</b>
<b>AVAILABLE UNRESTRICTED CARRYOVER FUNDS</b>	<b>\$65,129</b>	<b>\$60,260</b>	<b>\$95,474</b>	<b>\$67,934</b>	<b>\$87,068</b>	<b>\$161,596</b>	<b>\$151,283</b>	<b>\$179,843</b>	<b>119%</b>	<b>\$187,218</b>