



08/09/2022

To: Left Hand Watershed Center Board of Directors

From: Jessie Olson, Executive Director

RE: August board meeting update

Meeting Minutes

Draft meeting minutes for June are attached (attachment 1) for review and approval. Due to COVID, the strategic planning meeting was postponed until September. There was also no meeting in July.

Board/Organizational Items

- The Strategic Planning meeting is set for September 20th at Izaak Walton Clubhouse, from 8:45 AM-4:00 PM.
- Q2 2022 Financial report is available for review and approval (attachment 2).
- Scott Greibling with St. Vrain and Left Hand Water Conservancy District will provide an update at the board meeting on Weather Modification, or cloud seeding, which is a process of artificially increasing the amount and type of precipitation that falls during storm events. Weather modification programs operate across the western United States to increase snowpack and alleviate drought. This presentation will provide a general overview of weather modification, the weather modification currently operating in Colorado, and the District's plan to conduct a pilot scale weather modification program this coming winter.
- CDPHE and EPA will also provide presentation on Captain Jack updates during August BOD meeting.
- We expect to sign a lease with the Fire Department this month for additional office space. Staff will be split between the Left Hand Water District and Fire District. Many will continue working hybrid (office and home).
- We also continue to work with the City of Longmont on next steps to renovate the Montgomery Farm House and pursue that as a longer-term office space option.
- I updated our COVID memo to provide guidance for staff working from the office and in the public (attachment 3).

Fundraising

- Our SVP consultation for fundraising wrapped up last month. We're continuing to work on setting up a new donor database, and on-line giving platform.
- We're continuing to schedule follow up meetings following our March fundraising event in Boulder.
- We received \$30,000 from Boulder County for work on the SVFHP.
- We're gearing up for a busy fall grant season with applications due to USFS, St. Vrain Left Hand Water Conservancy District, Argosy, CWCB and more. We are also writing a grant on behalf of the Ditch Company on a fee for service basis.
- We were notified that we did not receive the NOAA grant for improving climate literacy that we applied for this spring. Reviews were very positive and the competition was very high.

Project updates

1. Stewardship

- Staff are continuing annual stewardship patrols to ID weeds and allocate resources for stewardship actions.
- Weed treatments are underway throughout the watershed with a hired contractor.

2. Adaptive Management at Scale

- Staff conducted monitoring at AM at Scale sites across the basin. June/July efforts focused on vegetation monitoring in forest and riparian areas.
- Staff continued refining plans, protocols, and permits for monitoring aquatic habitat and BMI in late summer/early fall.
- Staff participated in BMI monitoring with CPW and Regis University at Marshall Fire Sites.
- Staff continued developing plans for long-term forest monitoring sites via SVFHP Science Team.
- Staff scheduled a kickoff meeting partnership with NEON Thriving Earth Exchange partnership in October.
- Staff scheduled partner check in meeting for early October.
- Staff completed draft State of the Watershed Report, sent to reviewers, and are finalizing for September distribution.

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

- We are in the close out process on this grant and will submit the final report in September.

4. Mines, Water Quality Monitoring & Analysis

- Watershed Center staff/BOD submitted Five Year Review responses in May 2022
- Staff and Joe Ryan (TAG Advisor) continued to review monthly progress reports from MineWater contractor
- Staff met with CDPHE and EPA in July 2022 to discuss Captain Jack updates
 - May Boardman (CDPHE) has new position and was replaced with a new Project Manager, Jen Charles
 - CDPHE and EPA will provide presentation on Captain Jack updates during August BOD meeting

5. Fish Passage Feasibility Study and Education Initiative

- Staff are nearing completion on the final draft of the “Fish Passage Playbook” with Boulder County, City of Longmont and St. Vrain Left Hand Water Conservancy District.

6. Fire recovery

- We are implementing weed control throughout the Cal-Wood burn footprint as well as follow up erosion control BMPs. Contractors from Frontier Environmental will install additional hay bale check dams at Cal-Wood following in the next couple of months to reduce additional erosion potential and repair issues caused by monsoon rains this past month.

7. St. Vrain Forest Health Partnership

- We’ve hosted two more community planning meetings this past month (Tahosa Valley and Raymond/Riverside). Three final meetings over the next month will wrap up this effort. Then we will turn to processing all the information learned, updating the BOCO focus area map, and beginning to develop priority area management plans. The meetings have resulted in hundreds of new community member contacts.
- We submitted comments on the USFS NEPA project.

- We're working with a videographer to develop a film highlighting SVFHP, Jamestown project and St. Vrain Left Hand Water Conservancy District.
- Staff are also continuing to finalize the SVFHP Adaptive Management Plan.

8. Jamestown Fire Mitigation Project

- Jamestown project contracting is complete with Left Hand Fire Protection District and we've issued a limited notice to proceed for the properties that have completed final walk throughs and have signed implementation participation agreements. We expect the Fire District to begin work in the next couple weeks. They are currently wrapping up another project related to fire recovery.

9. Camp St. Malo

- Camp St. Malo design project is underway with the Watershed Science and Design team. We expect to review draft alternative schematics in late August and plan to apply to the CWCB Watershed Restoration grant for implementation funding.

10. Watershed Education & Outreach

- We sent out an email with information on the Watershed Days event and a request for volunteers. Contact Maria if you can help!
- We will host a table at Yellow Bar Farm Fest on August 20th.
- We will be at the Lyon's Farmette Farm dinner on August 31st.

Attachments:

1. BOD June Meeting Minutes
2. Q2 2022 Financial report

Attachment 1
Board meeting minutes



Board Minutes – June 20, 2022

Attendees

1. Jessie Olson
2. Chris Smith
3. Barbara Luneau
4. Kathy Peterson (with proxy for Sue Schauffler)
5. Jenny McCarthy
6. Yana Sorokin
7. Ken Lenarcic
8. Darren Beck
9. Monica Bortolini

Welcome and Introductions

- Chris called the meeting to order at 9:00 AM and went through introductions.

Actions on Amendment and Resolution for the Jamestown Fire Mitigation Project

- Staff described Jamestown contract and need to approve signatory authority for Kathy.
- **Motion:** Barbara moved, Monica seconded, to approve Kathy Peterson’s signatory authority for Amendment 1 on the Jamestown Fire Mitigation Project with St. Vrain and Left Hand Water Conservancy District; Chris, Jenny, and Sue recused themselves from the vote; the motion carried unanimously.
- Staff described resolution 2022-01 as well as insurance concerns and questions.
 - Barbara asked about time sensitivity and Jessie noted that tree removal needs to start in July.
 - Staff shared suggested edits to participation agreement from legal counsel. Chris noted that edits are standard due to government immunity act which limits certain liabilities but not gross negligence or admission.
 - Staff and board members agreed that concerns regarding liability and insurance must be satisfied before contracting takes place. All agreed that Kathy and staff can work with legal counsel to ensure concerns are addressed and resolved. All also agreed that additional vote may take place via e-mail if needed.
- **Motion:** Barbara moved, Darren seconded, to approve to approve contracting with Lefthand Fire Protection District in the amount of \$103,500 with the conditional on satisfying insurance concerns and any other concerns that the executive committee and

the executive director have related to the participation agreement and contract; Chris, Jenny, Sue, and Ken recused themselves from the vote; the motion carried unanimously.

- **Motion:** Kathy moved, Monica seconded, to approve Resolution 2022-01; Chris, Jenny, Sue, and Ken recused themselves from the vote; the motion carried unanimously.
- Ken noted that Watershed Center's liability insurance could be modified for one project and Board Members discussed options

Approval of Minutes

- Barbara moved, Kathy seconded, to approve minutes from the May 17, 2022 Board Meeting; the motion carried unanimously.

Adjournment

The meeting was adjourned at 9:45 AM.

Attachment 2
Q2 2022 Financial Report



08/03/2022

To: Watershed Center Board of Directors

From: Jessie Olson, Watershed Center Executive Director

RE: 2022 Q2 Financial Report

The purpose of this memo is to provide a brief narrative on the Q2 2022 financial report, which requires board approval. Key aspects of the Q2 2022 Financial report are described below:

- Values in this financial report reflect the un-audited financial report, and are subject to change after the 2022 audit process.
- **Board Partner (unrestricted)** include revenue contributions from the City of Longmont and Left Hand Water District and is tracking at 88%. This is above 50% because partners provide contributions at the beginning of the year.
- **Donations unrestricted** include a portion of our 2021 Colorado Gives Day donations that were deposited into our accounts in 2022, and individual and corporate donations made in the first half of 2022. We are tracking at 88% and expect to exceed the budgeted value by year-end.
- **Program revenue** is tracking at 44% of budget.
- **Total revenue** is tracking at 47% of budget at the halfway point of the year.
- **Personnel Expenses** are tracking at 42% due to the timing of hiring new staff and length of part-time vs. full time employment. We expect to finish the year close to 100%.
- **Operations Expenses** are also tracking at 42%, slightly lower than 50%, due to timing/need of trainings, purchases, and office expenses. We expect this to fluctuate over the year and to finish the year close to 100%.
- **Contractors/Consultants/Supplies** are tracking at 13%. This category is expected to increase in summer/fall months as project activities increase.
- **Total Expenses** are tracking at 30% due to the reasons mentioned above.
- **Balance Carryforward** is higher than budget early in the year because we have local partner funding sources that pay in advance. This is expected to go down as we incur additional expenses throughout the year.

- **Available Unrestricted Carryover funds** is higher than budget early in the year because we have local partner funding sources that pay in advance. This is expected to go down as we incur additional expenses throughout the year.

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.

- **Stewardship Campaign (LWOG Adaptive Management) \$32,183**
 - Net carryover from prior year revenue (minus expenses from this year).
 - Expenses in 2022 include personnel, field supplies and volunteer event supplies.
 - No revenue thus far in 2022.
- **WC-Fish passage Playbook, Fish Passage Feasibility Study & Education Initiative \$17,683**
 - Net carryover from prior year revenue, plus revenue from this year, minus expenses in 2022. \$10,000 is obligated as match for WSRF grant.
 - Fish Passage playbook funding was paid in advance and is expected to be spent down in 2022.
 - 2022 Revenue includes \$13,239 from City of Longmont, St. Vrain and Left Hand Water Conservancy District and Boulder County.
- **WC-Adaptive Management at Scale \$145,000**
 - Net carryover from prior year & current year revenue (minus expenses), obligated as match for Adaptive Management at Scale project.
 - Revenue includes \$15,000 from Boulder County. No expenses thus far in 2022.
- **River Restoration Campaign (WC-SVSSE) \$29,861**
 - Net carryover from prior year, \$25,000 is obligated as match for CWCB-SVSSE grant.
 - No revenue or expenses thus far in 2022.
- **WC-Watershed Days \$7,229**
 - Net carryover from prior year, \$4,000 remaining in match obligations for CWCB-Watershed Days grant.

- No revenue thus far in 2022. 2022 expenses related to staff time for prep for Watershed Days 2022.
- **WC-SVFHP \$25,251**
 - Net carryover from prior year (minus expenses). Obligated as match for CWCB-SVFHP grant.
 - No revenue thus far in 2022. 2022 expenses related to staff time and meeting expenses for SVFHP coordination.
- **Argosy-SVFHP \$10,095**
 - New category in 2021. Argosy Foundation funding for St. Vrain Forest Health Partnership in advance of 2022 project. Spending down \$25,000 contribution, which we expect to complete by October 2022.
 - 2022 expenses include personnel and direct expenses related to community outreach and cross-boundary planning.
- **WC-Wildfire Recovery & Adaptive Management \$192,181**
 - New category in 2021. St. Vrain and Left Hand Water Conservancy District and City of Longmont funding for Calwood Wildfire Adaptive Management paid in lump sum in 2021 and 2022. Value represents the net carryover from current year revenue minus expenses.
 - 2022 revenue includes \$122,186 from the City of Longmont. Expenses in 2022 include personnel and project expenses related to wildfire recovery and adaptive management.
- **CFBC-Wildfire Recovery \$0**
 - Grant expired in February 2022 and all funds are spent.
- **JBF-SVFHP \$29,985**
 - New category in 2022. Two year grant for planning cross-boundary forest restoration projects.
- **Operating Reserves: \$75,003**
 - The category of “Operating reserves” was added in 2021 year after the board passed a new reserve fund policy in 2021.
 - Q2 2022 includes a \$7,500 transfer from net equity unrestricted accounts to this reserve fund, in pursuit of reaching the goal of raising \$90,000 by end of 2022, and ultimately allocating 3 months of operating funds (\$130,000) into this account by end of 2023.

Attachments

- Q2 2022 Financial Report, Summary Page

2022 Q2 Financial Report
Summary

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	Actual through 6/30/2022	% of budget
<u>Carryover from Prior Year</u>									
Total Carryover	\$160,794	\$160,794	\$149,146	\$149,146	\$310,815	\$310,815	\$635,104	\$635,104	100%
<u>Revenue Sources</u>									
CDBG-DR Cap Grant (06/2018)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A
CDBG-DR Cap Grant (06/2019)	\$45,000	\$42,493	\$0	\$0	\$0	\$0	\$0	\$0	N/A
CWCB Fundraising Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Board Partners (Unrestricted)	\$42,500	\$37,500	\$47,500	\$47,500	\$47,500	\$45,500	\$45,500	\$40,000	88%
Donations (Unrestricted)	\$50,000	\$11,983	\$25,000	\$13,566	\$10,000	\$21,501	\$20,000	\$17,631	88%
Rent (LHWD- In Kind)	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$16,054	50%
Program Revenue (Grants & Donations)	\$1,808,202	\$1,374,730	\$999,258	\$932,351	\$758,572	\$999,868	\$955,754	\$419,478	44%
Total Revenue	\$1,977,810	\$1,498,814	\$1,103,866	\$1,025,524	\$848,180	\$1,098,977	\$1,053,362	\$493,163	47%
<u>Expenses</u>									
Personnel- Fundraising	\$20,902	\$9,070	\$8,803	\$1,760	\$4,832	\$5,309	\$8,000	\$650	8%
Personnel- Operations	\$52,312	\$47,889	\$11,284	\$13,799	\$26,483	\$17,824	\$27,000	\$3,376	13%
Personnel- Projects/Programs	\$188,297	\$172,940	\$356,916	\$240,981	\$364,865	\$326,587	\$461,500	\$204,396	44%
Personnel Subtotal	\$261,511	\$229,899	\$377,003	\$256,540	\$396,180	\$349,720	\$496,500	\$208,422	42%
Operations-Fundraising	\$1,000	\$894	\$1,000	\$75	\$1,000	\$242	\$5,000	\$150	3%
Operations-Other	\$87,741	\$58,992	\$94,641	\$59,540	\$78,558	\$78,457	\$105,233	\$46,057	44%
Operations Subtotal	\$88,741	\$59,886	\$95,641	\$59,615	\$79,558	\$78,699	\$110,233	\$46,207	42%
Contractors/Consultants/Supplies	\$1,611,650	\$1,220,677	\$625,576	\$547,700	\$288,707	\$346,268	\$424,250	\$56,532	13%
Total Expenses	\$1,961,902	\$1,510,462	\$1,098,220	\$863,855	\$764,445	\$774,688	\$1,030,983	\$311,161	30%
Balance Carryforward	\$176,702	\$149,146	\$154,793	\$310,815	\$394,550	\$635,104	\$657,483	\$817,107	

2022 Q2 Financial Report
Summary

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	Actual through 6/30/2022	% of budget
Board Designated Reserve Funds									
Stewardship Campaign (LWOG Adaptive Management)	\$58,475	\$50,826	\$50,826	\$45,920	\$45,590	\$42,206	\$26,206	\$32,183	
WC-Fish Passage Feasibility Study & Education Initiative & Passage Playbook	\$0	\$11,472	\$1,393	\$11,323	\$6,430	\$9,659	\$8,159	\$13,360	
Community Science	\$22,753	\$16,795	\$13,386	\$0	\$0	\$0	\$0	\$0	
WC-Adaptive Management at Scale	\$0	\$0	\$0	\$70,000	\$125,000	\$130,000	\$160,000	\$144,369	
River Restoration Campaign (WC-SVSSE)	\$0	\$0	\$0	\$15,000	\$25,000	\$29,861	\$28,861	\$29,861	
WC-Watershed Days	\$0	\$2,120	\$2,120	\$2,934	\$3,747	\$7,969	\$2,969	\$7,229	
WC-SV Forest Health Partnership	\$0	\$0	\$0	\$4,043	\$37,500	\$27,067	\$77,067	\$25,251	
Argosy-SVFHP	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000	\$10,095	
WC-Fire Recovery & Adaptive Management	\$0	\$0	\$0	\$0	\$0	\$113,297	\$51,801	\$192,181	
CFBC- Wildfire Recovery	\$0	\$0	\$0	\$0	\$0	\$10,203	\$0	\$0	
JBF-SVFHP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,985	
Operating Reserves	\$0	\$0	\$0	\$0	\$0	\$60,000	\$90,000	\$75,003	
Reserve Funds Subtotal	\$81,228	\$81,212	\$67,725	\$149,219	\$243,267	\$455,261	\$470,062	\$559,516	
AVAILABLE UNRESTRICTED CARRYOVER FUNDS	\$95,474	\$67,934	\$87,068	\$161,596	\$151,283	\$179,843	\$187,421	\$257,591	

Attachment 3
COVID Memo