



AGENDA

The Watershed Center
BOARD MEETING
2:00-4:00 pm, December 13, 2022

Zoom Meeting

<https://us02web.zoom.us/j/6688242485>

Welcome	All	2:00 PM
Board Minute approval (Nov)	Christopher Smith	2:05 PM
Gives Day & Year End Highlights	Jessie Olson	2:10 PM
2023 Budget	Jessie Olson	2:20 PM
Project and/or Partner Updates (as needed)	All	2:40 PM
January Board meeting	Jessie Olson	2:50 PM
Adjourn to Executive Session	Christopher Smith	3:00 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.



12/05/2022

To: Left Hand Watershed Center Board of Directors

From: Jessie Olson, Executive Director

RE: December board meeting update

Meeting Minutes

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

Board/Organizational Items

- I have updated the 2023 budget (attachment 2). This month the board can vote to adopt to the budget.
- We are currently interviewing Forest Program Manager candidates and will begin interviewing Scientist Program Manager and Forest Project Manager positions in early January.
- We're beginning the annual work planning process and continuing the strategic planning process. As mentioned in the last board meeting, we will work with the Strategic Plan committee in December and January and bring a draft to the board in February.
- Catherine and I are sorting through the new [FAMLI](#) program requirements and determined we are required to take 0.45% of wages for an employee contribution. We will begin these deductions in Jan. 2023 and staff have been notified of the program and benefits.
- We would like to propose skipping the January board meeting since it falls early in the month and there will be limited agenda items. Staff could use the extra time to meet with the strategic plan committee, write the strategic plan and annual work plan, close out the 2022 books, and complete the hiring process for the three new positions. We will discuss further at the board meeting.

Fundraising

- Colorado Gives Day donations are coming in; as of writing this we are at just under \$10,000 in contributions so far. It's great to see the support from our board members!
- Our boomerang database is set up. We will be able to enter all the new CO Gives Day donations into the new system this year. We will also be able to use this platform for our monthly newsletters, web donations, and web-based email sign ups moving forward.

Project updates

1. Stewardship

- Staff are wrapping up stewardship activities for the year and now focused on year-end reporting tasks.

2. Adaptive Management at Scale

- Staff participated in partner planning efforts, e.g. Boulder Source Water Protection Plan Update; BOCO Fireshed Grasslands Working Group, Town of Lyons meeting

- Staff continued outreach to partners, e.g. City of Boulder, City of Louisville, Boulder County
- Staff began outreach to form a new project planning work group for stage zero/sediment catchment restoration areas, and initiated discussions with Boulder Watershed Collective
- Staff kicked off continuous water quality sensor project
- Staff completed drone data collection at five sites.
- Staff complete all monitoring for the 2022 field season and began data entry.

3. Mines, Water Quality Monitoring & Analysis

- Monthly water quality data collection continues
- Staff kicked off our Adopt-a-Site community science program in partnership with Trout Unlimited St. Vrain Anglers. Adopt-a-Site aims to 1. fill in monitoring gaps or priorities across the St. Vrain Basin that inform management actions and 2. engage community in meaningful scientific data collection. The pilot project is continuous water quality monitoring in St. Vrain Watershed using EnviroDIY sensors developed by Stroud Water Research Center. TU and the Watershed Center are currently testing sensors and establishing monitoring locations. Monitoring is slated to begin in spring 2023.

4. Fire recovery

- We are wrapping up post-fire stewardship activities and are now focused on year-end reporting activities.

5. St. Vrain Forest Health Partnership

- We completed our first-annual science workshop earlier this month.
- We solicited feedback from our partners on a draft film highlighting SVFHP, Jamestown project and St. Vrain Left Hand Water Conservancy District. The video will be ready for release by the end of this year.
- We will be sending out an end of the year message highlighting updates and accomplishments made by the SVFHP before the end of the year.

6. Jamestown Fire Mitigation Project

- Jamestown project implementation continues. Weather delays have stalled progress to some extent but we crews are still working as they can.

7. Camp St. Malo

- We are currently working on developing a funding plan for the design-build phase of Camp St. Malo project. Cost estimates for this project came in at 1 million dollars.

8. Watershed Education & Outreach

- Staff gave many presentations and completed a lot of outreach this month in the community! Deb gave a presentation to Trout Unlimited St. Vrain Anglers and CU Boulder class, Maria gave presentations to Colorado Native Plant Society and Niwot HS Eco Club and I gave a presentation to CSU Restoration Ecology class. In addition, we posted numerous posts highlighting our impact report for our CO Gives social media campaign.

9. Yampa Project

- Staff are working on interim deliverables for the Yampa project

Attachments:

1. BOD November Meeting Minutes
2. 2023 Budget

Attachment 1
Board meeting minutes



Board Minutes – November 15th 2022

Attendees

1. Jessie Olson
2. Kathy Peterson with proxy for Chris Smith
3. Barbara Luneau
4. Erica Crosby
5. Kevin Peterson
6. Darren Beck
7. Monica Bortolini
8. Cat McIntyre
9. Roger Loving
10. Yana Sorokin
11. Kenneth Lenarcic

Welcome and Introductions

- Kathy called the meeting to order at 2:05 PM and went through introductions.

Approval of Minutes

- **Motion:** Barbara moved, Monica seconded, to approve minutes from the October 18 Meeting; the motion carried unanimously.

Financial Report

- Jessie reviewed quarterly financials, see packet for details; Focused on percent tracking for expenses. Reviewed unrestricted balance carry forward. Noted that acceptance of the financial report would include the transfer to reserve fund as stated in the financial report memo. Roger asked for clarification on fire recovery tasks and where Jamestown work is shown on the state. Jessie responded to questions.
- **Motion:** Roger moved, Barbara seconded, to accept 2022 Third Quarter Financial Statements; the motion carried unanimously.

2023 Draft Budget

- Kathy introduced 2023 draft budget the Jessie worked on with the Financial Committee.
- Jessie reviewed draft budget details and went through 2023 Budget Columns. Key changes:

- Board partner contributions (unrestricted) increased from 2022 budget.
- Donation unrestricted increased from 2022 budget values
- In-Kind rent total reduced and paid rent increased.
- Program revenue is anticipated to be approx. \$1,000,000 based on restricted grant and project specific revenue.
- 8 FTE is included in the budget based on demand and need in the forest program. Noted that most of the funding sources can be re-occurring sources that are sustainable and ongoing.
- Expenses show increased value and anticipates that some new FTE wouldn't start until part way through the first quarter.
- New positions were advertised this week with staggered due dates.
- Increased anticipated value for fundraising expenses.
- Explained value for "Fundraising" in operations to reflect new software needs.
- Explained value for "Other" in operations to reflect anticipation to buy truck.
- Other anticipated expenses in operations include paying for rent, trainings/conferences and more.
- Noted that no major construction projects are anticipated in 2023, primarily design and planning work which will be done by consultants.
- Increased reserve fund goal for 2023 because of the addition of new staff.
- Barbara asked about checks and balances to related to fundraising personnel time.
- Barbara asked about the reserve funds related to Watershed Days.

Procurement Update

- Jessie provided heads up that she may be requesting e-mail permission for the purchase of a truck. Noted that projected budget analysis shows a large unrestricted carryover this year that can support purchasing a truck in 2022 and that staff has been requesting a truck for monitoring needs. Also noted that mileage and other fees can be paid for through grants. Jessie said that she is still investigating truck costs and potentially including a second truck in the budget for 2023.
- Roger stated that he is generally in favor and suggested looking into leasing.
- Board discussed difficulty of getting vehicles and stated general approval for pursuing truck purchase.
- Jessie will follow up with e-mail for procurement approval.

Grant Update

- Yana provided grant update and responded to questions. Board members will be asked to provide support letter for the grant in mid-December.

Employee Handbook Updates

- Monica asked about capitalizing or lower casing "the" in our name. We will continue to discuss and decide.

- Jessie walked through redline edits in the Employee Handbook (see packet for details).
 - Monica asked about including hazard pay for short term leave in the personnel policy. Kathy noted that this is something to think about and something that we should check with our auditors. Jessie noted that the Board could also take action is an event like this happened to a staff member. Kevin described how the County's policies compare. Barbara noted the Bereavement leave could be extended to other extenuating circumstances.
- **Motion:** Monica moved, Barbara Seconded for the Board to approve red-lined changes in the Staff Policy Handbook; the motion carried unanimously.

Project and Partner Updates

- Jessie provided updated on Jamestown project, noted communication is key.

Adjournment

The meeting was adjourned at 3:34 PM via e-mail (internet connection was lost).

Attachment 2
2023 Budget



12/02/2022

To: Watershed Center Board of Directors

From: Jessie Olson, Watershed Center Executive Director

RE: 2023 Budget

The purpose of this memo is to provide a brief narrative on the proposed 2023 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 and December meetings.

2023 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 2023). 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

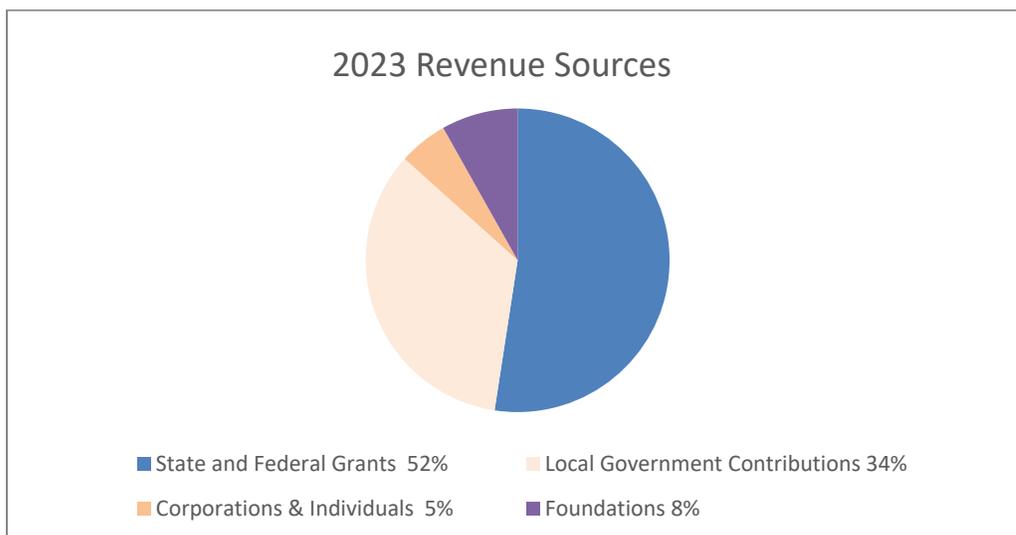
per project/funding source. Billing rates are calculated by adding salary, benefits, and overhead expenses per person, and dividing by estimated billable hours in a year.

- **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 8.0 FTE.
- **Operations/Program Expenses** includes supplies, materials, and contract services related to organizational function. This includes bookkeeping, annual tax and audit preparation, phones, trainings and conferences, insurance, website, IT, office/computer supplies, postage, printing, meeting/event expenses, purchasing a field vehicle, legal review, and rent. These expenses are funded by the Watershed Center unrestricted revenue and/or the indirect income from grant revenue. One office was assumed to continue as an in-kind contribution from Left Hand Water District, at a value of \$16,054 annually based on review of comparable rent and utility expenses. In anticipation of an office rental starting at the Fire District, \$800/month is included as a 2023 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. Fish Passage & Education Initiative (Funded by CWCB, SVLHWCD, Boulder County, City of Longmont, and private donors)
 2. Watershed Days (Funded by CWCB, sponsors, and individual donors)
 3. Adaptive Restoration & Upland Stewardship (Funded by CWCB)
 4. Watershed Management & Planning (Funded by CWCB)
 5. St Vrain Science, Stewardship, and Education (Funded by CWCB and individual donations)
 6. Adaptive Management at Scale (Funded by CWCB and local government partners)
 7. US Bureau of Reclamation Watershed Management Plan (funded by USBOR)
 8. EPA Technical Assistance Grant (Funded by EPA)
 9. St Vrain Forest Health Partnership (Coordination, planning, adaptive management, education and outreach tasks) (Funded by CWCB, USFS, Boulder County, St. Vrain Left Hand Water Conservancy District, Justin Brooks Fischer Foundation, and Agrosy Foundation, Colorado Strategic Wildfire Action Program (COSWAP) grant, a FEMA Building Resilient Infrastructure and Communities “BRIC” grant).

10. Wildfire Recovery & Adaptive Management (Funded by City of Longmont, St. Vrain & Left Hand Water Conservancy District, and CWCB)
11. St Vrain Resilience Restoration Projects (South St. Vrain Design/Build above Lyons) (Funded by CWCB, CDPHE NPS Grant).
12. Camp St. Malo Concept Designs (funded by CWCB)
13. Yampa Project (Funded by Friends of the Yampa/ Walton Family Foundation)

- **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 active reserve funds include (1) Stewardship campaign (2) the fish passage feasibility study & education initiative, (3) Adaptive Management at Scale, (4) St. Vrain Science Stewardship and Education, (5) Watershed Days, and (6) St. Vrain Forest Health Partnership (7) Argosy- SVFHP (8) Wildfire Recovery & Adaptive Management (9) Justin Brooks Fisher Foundation-SVFHP (10) Operating reserves.
- **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, 2023



Attachments

1. 2023 Budget

2023 Budget
Summary

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	Actual through 9/30/2022	Proj. through year end	2023 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	\$635,104	\$759,021
<u>Revenue Sources</u>										
CDBG-DR Cap Grant (06/2019)	\$45,000	\$42,493	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Partners (Unrestricted)	\$42,500	\$37,500	\$47,500	\$47,500	\$47,500	\$45,500	\$45,500	\$70,000	\$70,000	\$100,000
Donations (Unrestricted)	\$50,000	\$11,983	\$25,000	\$13,566	\$10,000	\$21,501	\$20,000	\$33,986	\$40,000	\$50,000
Rent (LHWD- In Kind)	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$24,081	\$32,108	\$16,054
Program Revenue (Grants & Donations)	\$1,808,202	\$1,374,730	\$999,258	\$932,351	\$758,572	\$999,868	\$955,754	\$608,876	\$761,925	\$1,157,000
Total Revenue	\$1,977,810	\$1,498,814	\$1,103,866	\$1,025,524	\$848,180	\$1,098,977	\$1,053,362	\$736,943	\$904,033	\$1,323,054
<u>Expenses</u>										
Personnel- Fundraising	\$20,902	\$9,070	\$8,803	\$1,760	\$4,832	\$5,309	\$8,000	\$650	\$6,000	\$26,000
Personnel- Operations	\$52,312	\$47,889	\$11,284	\$13,799	\$26,483	\$17,824	\$27,000	\$7,249	\$20,000	\$35,000
Personnel- Projects/Programs	\$188,297	\$172,940	\$356,916	\$240,981	\$364,865	\$326,587	\$461,500	\$315,058	\$394,125	\$657,000
Personnel Subtotal	\$261,511	\$229,899	\$377,003	\$256,540	\$396,180	\$349,720	\$496,500	\$322,956	\$420,125	\$718,000
Operations-Fundraising	\$1,000	\$894	\$1,000	\$75	\$1,000	\$242	\$5,000	\$802	\$2,500	\$5,000
Operations-Other	\$87,741	\$58,992	\$94,641	\$59,540	\$78,558	\$78,457	\$105,233	\$82,008	\$137,634	\$152,184
Operations Subtotal	\$88,741	\$59,886	\$95,641	\$59,615	\$79,558	\$78,699	\$110,233	\$82,810	\$140,134	\$157,184
Contractors/Consultants/Supplies	\$1,611,650	\$1,220,677	\$625,576	\$547,700	\$288,707	\$346,268	\$424,250	\$134,863	\$219,857	\$420,000
Total Expenses	\$1,961,902	\$1,510,462	\$1,098,220	\$863,855	\$764,445	\$774,688	\$1,030,983	\$540,630	\$780,116	\$1,295,184
Balance Carryforward	\$176,702	\$149,146	\$154,793	\$310,815	\$394,550	\$635,104	\$657,483	\$831,418	\$759,021	\$786,891

2023 Budget
Summary

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	Actual through 9/30/2022	Proj. through year end	2023 Budget
Board Designated Reserve Funds										
Stewardship Campaign (LWOG Adaptive Management)	\$58,475	\$50,826	\$50,826	\$45,920	\$45,590	\$42,206	\$26,206	\$30,549	\$28,000	\$13,000
WC-Fish Passage Feasibility Study & Education Initiative & Passage Playbook	\$0	\$11,472	\$1,393	\$11,323	\$6,430	\$9,659	\$8,159	\$8,487	\$8,487	\$8,487
Community Science	\$22,753	\$16,795	\$13,386	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WC-Adaptive Management at Scale	\$0	\$0	\$0	\$70,000	\$125,000	\$130,000	\$160,000	\$144,369	\$159,369	\$219,369
River Restoration Campaign (WC-SVSSE)	\$0	\$0	\$0	\$15,000	\$25,000	\$29,861	\$28,861	\$29,861	\$29,861	\$3,861
WC-Watershed Days	\$0	\$2,120	\$2,120	\$2,934	\$3,747	\$7,969	\$2,969	\$4,408	\$4,408	\$0
WC-SV Forest Health Partnership	\$0	\$0	\$0	\$4,043	\$37,500	\$27,067	\$77,067	\$24,133	\$24,133	\$24,133
Argosy-SVFHP	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000	\$0	\$0	\$30,000
WC-Fire Recovery & Adaptive Management	\$0	\$0	\$0	\$0	\$0	\$113,297	\$51,801	\$182,647	\$171,647	\$76,647
CFBC- Wildfire Recovery	\$0	\$0	\$0	\$0	\$0	\$10,203	\$0	\$0	\$0	\$0
JBF-SVFHP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,985	\$29,985	\$29,985
Operating Reserves	\$0	\$0	\$0	\$0	\$0	\$60,000	\$90,000	\$75,003	\$110,000	\$180,000
Reserve Funds Subtotal	\$81,228	\$81,212	\$67,725	\$149,219	\$243,267	\$455,261	\$470,062	\$529,441	\$565,889	\$585,482
AVAILABLE UNRESTRICTED CARRYOVER FUNDS	\$95,474	\$67,934	\$87,068	\$161,596	\$151,283	\$179,843	\$187,421	\$301,977	\$193,132	\$201,410