



## AGENDA

The Watershed Center  
BOARD MEETING  
2:00-4:00 pm, June 20, 2023

### **Hybrid Meeting**

In person at Left Hand Water District  
6800 Nimbus Road, Longmont 80503

OR zoom

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

Welcome & Introductions	All	2:00 PM
Board Minute approval (May)	Christopher Smith	2:10 PM
Approval of Annual Audit	Christopher Smith	2:15 PM
New Policies	Jessie & Yana	2:20 PM
Transition Planning	Yana & Chris	2:45 PM
Board Meeting Schedule- July & August	Yana & Chris	3:15 PM
Adjourn to Executive Session		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.



06/14/2023

To: The Watershed Center Board of Directors

From: The Watershed Center Executive Director

RE: June board meeting update

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## Meeting Minutes

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

## Board/Organizational Items

- As you all know by now, after eight wonderful years of serving as the Executive Director of The Watershed Center, I am moving onto the next chapter of my career. With the support of this incredible board of directors and talented staff, I feel proud of what we've accomplished together over the years. From jumping into the position to lead over 9 million dollars of flood recovery projects, to building diverse funding partnerships and organizational financial stability, to building our staff capacity and programs to meet the needs of the community and watershed. I know that I am leaving the organization in a great place and that the talented staff and board will continue to meet the needs of the community well into the future.

As for my next chapter, I will be moving into a consulting position, working for the company Environmental Management and Planning Solutions (EMPSi). There I will be able to apply myself on projects in diverse landscapes that include the Colorado River, Alaska, and the Pacific Northwest. They are also supportive of me continuing to pursue work and projects locally to continue to support partners in the basin and beyond. I hope to have the opportunity to continue to work with you all in the future!

- At the board meeting, we will be discussing transition tasks that have taken place over the past month and Yana and Chris will discuss the next steps. The board will also go into executive session to discuss the appointment of a new Executive Director.
- We will also update the board on two new organizational policies that are required by our funders and identified via audit process. The draft fixed asset policy is attached (attachment 1) and we will send out a second new draft policy via email before the board meeting.
- We received our final audit with no substantial changes since the CLA presentation last month.

## Fundraising

- We are currently working on a second application for Wildfire Ready Watersheds for the Camp St. Malo project.
- We received notice that we will be awarded funding from the National Forest Foundation's (NFF) capacity grant. NFF is administrating USFS funds as a pass through to coalitions and partners participating in the Northern Colorado Fireshed. We also expect to receive a \$100,000 modification

to our existing USFS agreement. NFF has asked to work with us to determine the total award value over the next couple of months.

- We are still in the contracting phase for Boulder County 1A non-profit capacity funding. We expect to be under contract in June.

## Project and Program updates

### 1. Stewardship

- Staff continue to complete weed treatments on project sites in Apple Valley, Cal-Wood burn footprint, Left Hand Creek restoration sites and Apple Valley.

### 2. Science Program/Adaptive Management at Scale

- Staff continued discussions with Boulder County and City of Boulder and the Boulder County Fireshed regarding grassland monitoring and state of the science for grassland management and worked on developing an outreach tool.
- Staff are continuing to develop a Collaborative NZMS Monitoring and Management Map in partnership with Boulder County, City of Boulder, City of Longmont, and Colorado Parks and Wildlife.
- Staff completed a draft of the annual state of the watershed report and it was sent out to the board.

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

- Monitoring
  - Monthly water quality data collection in upper Left Hand Watershed continues. Staff continue to assess options to add sites to ensure we have complete coverage of water quality sampling in Jamestown area.
  - Staff began pre-project monitoring at Old St. Vrain Reach project downstream of the Lyons Quarry. This monitoring includes water quality and bi-monthly bird surveys in partnership with Boulder Audubon Chapter. Staff will be completing bird surveys this July.
  - Staff and partners introduced 150 northern leopard frog at the Legacy 1 Stage 0 project area and expect to release 150 more this month. This is the first introduction in the area and staff are supporting monitoring the success.
  - Staff tested and are awaiting on results from Camp St. Malo property for feasibility of reintroducing Boreal Toad.
- Community Science
  - Staff and TU are overseeing the first monitoring units for Continuous Water Quality Monitoring at the James Creek and South St. Vrain (Hall) locations. Data is broadcasted live at the Hall site here: [South Saint Vrain - Hall Meadows \(S. St Vrain - Hall\) \(monitormywatershed.org\)](https://monitormywatershed.org).
  - Staff and TU anticipate remaining units will be installed after peak runoff.
- Oversight
  - Staff are in contact with DRMS regarding the Gold Hill Mill application and are awaiting notice of a final decision
  - Staff continue oversight of Captain Jack and are working with TAG advisor to review monthly progress reports.
  - Staff are in contact with CDPHE and EPA regarding status of the Captain Jack treatability study. Staff learned that the past couple months of high precipitation have resulted in elevated mine pool levels and MineWater has had to treat more at the interim water treatment plant. Treatment has been successful and highlights the importance of the facility remaining on site for the time being.

#### **4. Fire recovery**

- Staff are continuing to implement post-project adaptive management and monitoring tasks in the burn footprint.

#### **5. Forest Program/St. Vrain Forest Health Partnership**

- Staff continue to develop projects in the Raymond Riverside area.
- Staff updated SVFHP adaptive management/guidance document and hosted a SVFHP Science Team meeting. Staff are currently working on updating the SVFHP charter.

#### **6. Jamestown Fire Mitigation Project**

- Jamestown project implementation is wrapping up and in the final properties.

#### **7. River Program**

- We continue to refine the funding plan for the Camp St. Malo project. We are currently planning to submit an application to Wildfire Ready Watersheds to complete design and permitting work for the project. Following completion of that, we will pursue implementation funding. Cost estimates for this project came in at 1 million dollars.
- Staff are still working to prepare the RFP to hire a design-build team for the South St. Vrain project. Staff continue to have meetings with project stakeholders and landowners about the project and the next steps. Staff posted the RFP, and hosted a bid tour this week. The RFPs are due in July and staff will bring the recommendation for hiring to the board in July or August.

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

- Staff continue to work on outreach and planning tasks for the new EPA grant we recently received, including setting up grant agreements with new and existing partners at schools.

#### **9. Yampa Project**

- Staff wrapped up the project this month.

#### **Attachments:**

1. BOD May Meeting Minutes
2. Fixed Asset Policy

**Attachment 1**  
Board meeting minutes



# Board Minutes

## May 23, 2023

### Attendees

- Jessie Olson
- Maria Pezza
- Matt Bitters
- Cat McIntyre
- Paul Niedermuller
- Roger Loving (Director)
- Monica Bortolini (Secretary, Director)
- Kevin Peterson
- Jenny McCarty (Director)
- Kathy Peterson (Treasurer, Director)
- Tyler Scott
- Sue Schaffler (Vice President, Director)
- Chris Smith (President, Director)
- Roger Loving (Director)
- Darren Beck (joined about 2:30)

### Welcome and Introductions

Chris called the meeting to order at 2:04 PM. Jessie noted that currently there are five voting board members and a quorum is five voting board members. All attending gave personal introductions.

### Board Minute Approval

Board noted several edits needed in third paragraph of “Bylaws Amendment” section of April minutes.

- Should be clarified that the new conference center discussed is planned for Gold Lake, not Jamestown
- Instead of “two sites in the city” (final sentence in paragraph), minutes should say “one site in Jamestown and one for the new conference center in Gold Lake”
- Should say “Watershed Center” instead of “Water Center” (mid-paragraph)
- Jamestown should be referred to as a town instead of a city

*Motion: Kathy moved to approve the minutes as corrected, Monica seconded; the motion carried unanimously.*

## Presentation of Annual Audit

Paul shared a draft copy of the audit with the Board and reviewed the audit process. Paul then answered questions from Board members about the audit and audit process, and Board decided to wait until the audit is final before voting to approve.

Chris asked about investment restrictions; Paul advised an investment plan.

Jenny asked if we could choose any bank and any type of savings account. Chris clarified and Paul supported this would be according to internal decision.

Sue asked if we should have money in different banks or just different accounts in one bank. Paul clarified that we could use separate banks to help maximize the FDIC insurance limits.

Jessie asked about Leasing section on page 11. Per Paul, any type of leasing arrangement has to be shown on the books as either a liability or asset. Jessie will follow up with bookkeeper to ensure we're doing this correctly.

Jenny asked about a recommended savings amount. Jessie and Chris clarified that we keep an operating reserve of three months' expenses.

Jessie mentioned we will need an Asset Policy for the truck. Staff will work on drafting that and bring it to the Board at the June meeting.

## Q1 2023 Financial Report

Jessie gave updates on Q1 financial report provided in Board packet. She note that Unrestricted Donations are where we would expect for this time of year; we will be ramping up to do more fundraising this summer and usually receive most of our contributions around CO Gives Day. Jessie noted that Contractors/Consultants/Supplies will increase significantly as we prepare our RFP for the SSV project.

Jessie noted that "vacation accrual" line was new to help bookkeeper better track this liability. Jenny asked if there was a cap to vacation accrual; Jessie clarified that employee's stop accruing at 120 hours.

Board discussed designation of "WC" labeled funds as match funds for otherwise awarded grants.

*Motion: Kathy moved to approve Q1 financials, which includes a \$17,500 transfer from net equity, unrestricted account to operating reserves. Jenny seconded; the motion carried unanimously.*

## State of the Watershed Report

Matt Bitters provided an update on the 2023 State of the Watershed Report (see PowerPoint slides for details).

Chris asked if there was an eradication method for NZMS – Matt clarified that there is not, but we can prevent the transfer through decontamination and stream closures, though CPW is not currently recommending that City of Longmont close any reaches of the St. Vrain

Sue asked how many samples went into Hall Meadows metrics, and Matt clarified that only one sample is taken each fall. Sue noted that to use any single sample is not very valuable. Matt noted that to look at only one year is not highly useful, but while we only take one sample at each site, we have multiple comparison sites that we can reference. Jessie added that we could take double samples, although samples are about \$800/each to process and we now have over 30 sites.

Jenny inquired about BMI sampling methods. Matt clarified that we use a kick net, and sampling methods are detailed in the report. We choose riffles and about halfway between stream midpoint and the shore; we mark sampling sites with GPS and sample in the same place every year.

Monica asked whether we know if we're getting more erosion downstream as a result of starving the stream of sediment at our Stage 0 site. Matt clarified that these scores are only calibrated for canyons and foothills sites, but we could ask for these scores for downstream sites to help understand.

Chris suggested providing NZMS info to ditch companies to get buy-in to build decontamination requirements into their contracts. Cat clarified that City of Boulder has guidelines for machinery (from CPW).

Monica asked about justification for ending of discrete post-fire Cal-Wood monitoring; Matt and Jessie clarified that if the data shows recovery, it is unnecessary to continue monitoring and we can save this capacity for other discrete efforts as they come up

Chris inquired about bird counts and expressed desire to see the results of those surveys in a future board packet.

## Program Updates

Jessie provided project update on South St. Vrain project RFP preparation – will be posted June 1<sup>st</sup> and be in contract phase in August. This is a mini Stage 0 project and starts just upstream of bridge on Old St. Vrain Road. Jessie also updated on planned reintroduction of northern leopard frogs in pond at the Left Hand Stage 0 site.

Monica asked about admin FTE. Jessie clarified that this position would help with lots of the organizational operations and admin tasks as well as give more support for marketing. Jessie added that depending on above person's skillset and needs, we might also need a temporary fundraising employee for the summer.



## Partner Updates

Kevin shared that Boulder County would be interested in partnering on a field trip to a mushroom inoculation project. Jessie stated she would let Deb know.

## Adjourn

Chris adjourned the meeting at 3:49 PM

**Attachment 2**  
Fixed Asset Policy



## Fixed Asset Policy & Procedures

Adopted by The Watershed Center Board of Directors on **XXX**.

**Definition:**

Capital Assets are defined by The Watershed Center as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are valued at acquisition cost or estimated acquisition cost if actual acquisition cost is not available. Donated capital assets are valued at their estimated acquisition cost on the date donated. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset’s life are expensed when incurred. Depreciation of capital assets is charged as an expense against operations. Depreciation has been provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

Description	Estimated Lives
Facilities (currently N/A)	10-40 years
Vehicles and Equipment	5 years
Furniture and Equipment	5 years

**Purpose:**

To standardize and control the Watershed Center’s asset acquisitions and disposals to ensure accurate and complete records. To calculate and record depreciation on a monthly basis.

**Policy:**

The Watershed Center will maintain a detailed fixed asset record for each individual asset in a spreadsheet. This record becomes the foundation for tracking assets by location and assigned number, preparing insurance reports, calculating depreciation and determining general ledger accuracy.

**Practice:**

Responsibility -----	Action -----
<b>Executive Director</b>	<ol style="list-style-type: none"> <li>1. Determine need for Capitalized item</li> <li>2. Follow procurement methods as outlined in procurement policy, including obtaining board approval as necessary.</li> <li>3. Process received goods/invoice per accounting policies and procedures.</li> </ol>
<b>Bookkeeper</b>	<ol style="list-style-type: none"> <li>1. Copy invoice, note fixed asset item (vehicle, equipment)</li> <li>2. Input Asset information into a spreadsheet               <ol style="list-style-type: none"> <li>a. New Asset Number</li> </ol> </li> </ol>

- b. Description
  - c. Purchase Price
  - d. Life (as shown above)
  - e. Acquired By
3. Utilizing a straight-line depreciation method, the bookkeeper will prepare the monthly depreciation schedule for the asset based on the purchase price and life (e.g. \$40,000/5 years/12 months).
  4. Prepare Depreciation journal entry monthly and post depreciation amount into accounting software.

**Disposing of assets:**

Staff can recommend to the board to sell or dispose of an asset. Board approval is required to sell and dispose of the asset. Asset can be disposed via sale or donation depending on value of the asset at time of disposal. Documentation includes bill of sale, bank deposit or trade in value. Bookkeeper will determine the final value of the asset utilizing depreciation schedule above for the final journal entry to dispose of the asset. Bookkeeper will post value into accounting software and asset spreadsheet.