



North Coast Watershed Association Board of Directors Meeting

July 28th, 4:00 PM - 5:30 PM (In person and via Zoom)

Board Members Present: Carla Cole, Jason Smith (arrived at 4:30pm), Ty Williams, and Melissa Reich.

Staff Present: Graham Klagg, Jenn Rasmussen

Public Present: None

Carla Called the meeting to order at 4:04pm

Introductions and Announcements. None.

Approval of Minutes from Previous Board Meetings: No quorum, meeting minutes will be approved next month.

NCWA Council Reports

- Coastal Council – Still looking for chair.
- River Council – No report given.

Executive Updates (Carla and Graham)

- Coastal Weed Management Area – Graham would like support to fill the chairperson position on this board. Suggesting that it would serve as a springboard for NCWA to collaborate better in this area.
 - Next Meeting: Decision by quorum of the board, Carla's motion: Move that the board support Graham to chair the CWMA for up to one year at which time he will check back in with the NCWA board to ensure this opportunity is still aligned with NCWA's mission. This motion was seconded by Melissa and will be distributed via email to the remaining board members for a vote prior to August 9th.
- NCWA ESRI Account Activated. Graham let the board know that the account is active now.
- Dropbox Account upgraded for new NCWA Server / Review of Records Retention Policy.
 - Graham let the board know that the Dropbox account has been upgraded with capability of five access users. There is a cost of \$750/year that the board will need to approve if there is agreement.
- Lewis and Clark Bank – Back up debit card account for board. Graham let the board know that a backup debit card is needed for business continuity purposes. Currently it is in Carla's name.
- ED technology request to board
 - Graham let the board know that he is looking for approval to purchase an android tablet. Graham is also requesting a NCWA cell phone, which would be a FY22 budget request.
- RREDDs SAP swag, landowner outreach, and watershed event updates

- Graham let the board know that they has been working with Jenn on the Chum strategic action plan to update maps and get the document and content aligned. Graham said they are working on several shirt ideas and would like the board to weigh in on what they would prefer the t-shirts look like. Carla showed an option for the t-shirt color, and two separate back of t-shirt options: one with the outline of the State of Oregon, one without. Melissa liked it without the state of Oregon. Graham asked about whether the board was interested in having several slogans/options or keep it to Return of the Redds. Carla thought it would be great to have a few options available. Ty is open to whatever options. The first batch of swag are more geared towards landowner/outreach giveaways and are relatively budget friendly, whereas “nicer” merchandise are still to come.
- Landowner outreach. Graham let the board know that Wendi has received the voice text recorder to assist with oral history. He also let the board know that the mailers have come back from the landowner permission sheets. To date, about a half dozen folks so far have responded, but it is ramping up and Graham is following up to get the oral history component as well. They are building more contacts and working with Misty to gain a better understanding of what is going on in the Big Creek area. Additionally, they have been working to develop a landowner form to keep track of who has and hasn’t received a mailer. Graham again mentioned that this is where a tablet would be handy.
- The conversation transitioned to discussing the watershed event series. Graham has commitment form the Big O on the 8th. Jim Brick to talk at the first event, and he has folks lined up to speak at the other events. Regarding other venues, Reach Break is an option that hasn’t been finalized yet, and Hondo’s is open to have their space as an option. Graham said that Wendi had suggested the events could be outside, which would be more group friendly. Carla asked Graham if we had settled on a schedule of this event series? Graham responded that they envision it occurring every two weeks from the start of August to the middle of November. Carla asked about Curtis Roegner and the ocean portion of the series, stating that he is more in tune with the juvenile life cycle and the ocean may be better suited for someone else. Jason agreed that Curtis is better suited for the estuary portion of the series. Graham is looking into the Cabana de Raya as another potential venue, stating that it is a good option but hasn’t been nailed down yet. Graham let the board know that he met with LCEP to discuss and learn about the education materials they use that could further benefit our event series. LCEP has a sandbox watershed model they would be willing to let NCWA use. Graham suggested we use it along with a 360 camera to capture projects. Graham suggested that it could be used for channel sinuosity, a fun hands-on activity for an event that could help show watershed processes. Ty suggested that Graham reaches out to Mike Seppa to confirm his availability for the Big O event, stating that as a community member in that area he may provide some benefit. Carla suggested that we also reach out to Dave Gasquine, a local dairy farmland manager, as well other local farmers out in that area. Graham also

let the board know that LCEP is willing to let NCWA use their list serve to help with RoR outreach.

- Rose Foundation Columbia River Fund
 - Graham updated the board on the Rose Foundation CR Fund, its background, and its potential uses. Graham said that these funds could help strengthen the NCWA's role in education, such as teaching folks about the importance of WQ monitoring program. Adopt a logger came up, as well as the need/value in chum outreach. The Rose foundation is interested in funding community-based efforts in water quality that also have an environmental justice component. Graham thinks it would be a good opportunity to work with Blackberry Bog, particularly getting school groups out to the site and using LCEP's staff, who are already funded. Salary is not an issue for LCEP, funding for buses and getting students to the sites are a larger constraint for LCEP. Looking for more areas to bring people in and talk about water quality issues and provide a great educational opportunity. Carla asked for some clarification on the Rose Foundation grant ask. Graham said it is a grant through rose, to get more estuary partnership outings, as well as more of the native coastal seed partnership opportunities and plant propagation being part of that as well. Blackberry bog needs assistance with their plant propagation, and Graham sees lots of opportunities to assist Blackberry bog as well as a means to bring in applied ecology for a seed source and bring these partnerships together and bring in Scott as the landowner. Carla mentioned that it seems like there is a lot of possibilities exist around the rose foundation, and that it seems like Graham just needs to focus on our goals and how they fit within the application. Graham said that they have specific criteria, and that we still need to narrow in on what we want to go for, but mostly wants to focus on using Scott as the landowner and rallying point for all of this. Graham will share this with the board, but largely wanted to bring this up to the board since he is unsure about how to get board approval for this, or if there needs to be a committee to work on with this. Carla said that if Graham has questions about the Coastline or Sea Partnership and how that works, and how it could work with Scott she could set up a meeting to discuss it further. Carla reminded the board know that the NCWA has applied for and received Rose Foundation funds in the past.
- NCWA and RREDDs tabling at Astoria's Sunday Farmers Market for September and October
 - Graham talked with the board about the value of having a table at the Farmers Market. Once the NCWA has RREDDs outreach in full effect, a table would be great at the market. NCWA does not have to pay for a booth because we are a non-profit. Ty suggested that this might be a great opportunity to sell upgraded hats and other merch to help make funds to purchase those and get additional outreach for the other councils. Carla asked Graham if the table spot has been secured yet? Graham said that he had not secured the spot at the Farmers Market because he was waiting for approval from the board. Unanimously approved.
- OWEB – North Klaskanine River Fish Passage Project = Recommended for funding #5 rank.

- Graham let the board know that this project was recommended for funding for the roughened channel portion of the project on the NNK. While it had been recommended for funding, the decision to fund has not yet been made. Graham said the meeting was occurring today, so we should find out the funding status very soon. Carla added, there was no concerns and the project was very well received. Number 5 rank does not mean that 4 other projects were better, the others just may have seemed more urgent. Graham, because of the hatchery they were concerned that it would be a deal killer, but that doesn't appear to be the case.
- Pacific Lamprey Conservation Initiative – North Klaskanine River Fish Passage Project – In review.
 - Graham let the board know that this is another grant that was submitted that is buffer funding for this project as well as funding to work with Meet inc. to develop a Lamprey brand, much like we have done with chum love and RREDDs, but in this case NCWA wouldn't have to do as broad of reach about messaging because they already have some of those details ironed out. In addition to the roughened channel funds NCWA would get about 8k to develop a branding campaign to integrate lamprey into restoration projects. The goal would be to keep messaging consistent. Because the project is a direct benefit for lamprey and coastal cutthroat it has extra funds.
- Lewis and Clark River stream gauge update
 - Graham let the board know that there has been turnover with the City of Warrenton, we don't have anybody to talk to yet. Kelli has done a lot of the outreach, but there really isn't anyone to talk to at this point. There is some work to do to get their personnel all planning together. As a result, NCWA will likely need to push this to a spring funding request for an OWEB grant because we need to do a fish passage project that also encompasses flow. The flow piece also will help us understand how much water is above the dam for fish. Carla mentioned the Wild Salmon Center, and how it is worth reaching out to them, specifically about municipalities having water rights above and beyond what streams contain. Clatsop County is not on their radar and it would be good to get Clatsop County on there. Carla mentioned that we could see if they would want to get into the flow measurement game. Graham let us know that Kelli has reached out and is starting to cultivate that.
- Creative collaboration opportunities with the NWC, UNWC, and LNWC
 - Graham let the board know that Maggie has taken the interim position for the Necanicum. One month from now there will be a conversation about NCWA being at the table to talk about the Necanicum as well as the Upper and Lower Nehalem and looking at the bigger picture and how we can all collaborate. Graham will be at the meeting with OWEB and talked about the potential value for other board members to be there. Ty asked if it is a virtual meeting, Graham said it is. Carla said to clarify, this is a conversation with OWEB that Maggie from the Upper Nehalem Watershed Council is setting up, with her wanting to talk to OWEB about all those watershed councils and NCWA and how we all could work together. Graham trying to figure out the best place for him to be, a collaborative convo and looking at the needs of the other councils that may not have enough hours to go around. Ty said Maggie's hours are way down, so this

may be an opportunity to have these conversations. Graham said he is trying to determine his role and be there as an advocate. Carla said that if she is available she will attend. Ty suggested Graham send out an invite to the board. Ty mentioned that the Lower Nehalem is very active and they do a good job with grants and they do bigger projects, and likely don't need as much guidance/assistance, whereas the Upper Nehalem which encompasses a lot of Clatsop County could possibly need more assistance. Graham suggested he could potentially assist with the ESRI account he could provide cartographer.

- Setting a date for board retreat
 - The board decided to table this conversation until the next board meeting. Ty suggested sending out a doodle poll soon.

NCWA Administrative Report (Jenn and Graham)

- Jenn- Financial Statements –
 - Jenn started with an overview of the Balance Sheet, a statement of financial position. Jenn stated that the NCWA wrapped up the fiscal year so these are year-end financial statements. NCWA is in really good standing. Cashflow is good, PPP loan has been forgiven, they have adjusted time off liability, and the unrestricted funds are looking very good. Jenn let the board know that it has been a strong year for the organization.
 - Jenn moved on to the Income statement. Jenn let the board know that this statement shows last fiscal year compared to the prior total income and total spending money spent for contracted services. Overall, more money coming in equals more money going out, which implies that the organization is growing.
 - Operating Budget – Wraps up the full year. Jenn described that the Year-to-date column for the capacity grant and project grant, those numbers are what are essentially spent on those grants in the fiscal year. The funding on those becomes unrestricted as you spend it and go along. The actual numbers are what was actually spent on the capacity grant and project grants during the fiscal year. Jenn let the board know that we are not earning as much interest as what was budgeted because the rates went down. Expenses overall was 10k underspent compared to the budget, which was because there were not in person meetings or travel expenses, printing budget didn't get used as much and pushed into the next fiscal year, etc. Other things getting pushed back like landowner outreach and capacity grant got pushed back because of a slow year due to COVID. Jenn said that these are the major items that jump out. Ty asked for a clarification for the net ordinary income, the year-to-date actual bottom line. Jenn provided a clarification to the board that the budget was suggesting we would earn for our reserves 13k above what we needed to spend, and instead NCWA earned 22k above what we needed to spend last year. A big chunk of that is part of projects that have gotten pushed back into the next fiscal year and then a lot of it is the PPP grant, and unbudgeted donations from businesses and individuals. Ty said it is important to break down how those funds look

and what those mean for the board members so they can feel comfortable when approving expenditures. Jenn asked if Graham has talked to the board about the future fiscal year budget, and Graham asked if he could shelve it until the next meeting due to the board not having a quorum. Ty said in the future its always best if we get the budget approved prior to July 1, and next year we will make sure we do that. Jenn said that they have been working diligently and Graham is showing a vested interest in gaining an understanding of the financials.

- Project statuses and timeline, Upper Big Creek. Graham has two contractors who came out to bid the project. One of those is Graham Trask, who said he would bring it in at the budget NCWA has from the grant and complete the job within this year's in water work window. BCI is the other interested contractor who has asked about the projects permit status so they could provide a bid, but Graham Klagg would like Graham Trask to have the job because he has the most familiarity with the project since he scoped it and provided the budget numbers for the OWEB grant and has recently stated that he can complete it withing the work window. Graham Trask clearly has the most background with the project, whereas BCI is just learning about it. Both BCI and Trask are interested, but as of now we only know that one of them, Graham Trask, can do it at cost. Jason provided a bit of background on BCI based on his recent experience working with them on a large restoration project in Multnomah County. BCI typically takes on much larger projects and has a busy workload this summer. They are definitely capable and qualified to do the job, but past experience with their bids they typically come in a bit over budget. Ty asked if the project is going to happen this summer? Graham said yes, and Ty said that we should get it in writing that whoever gets the job that they can do it within the in-water work window. Ty asked if you have to follow federal contracting guidelines? Graham said no we can sole source the job because we are a non-profit. Graham talked about a training he has taken about contracts and it explained/laid out the appropriate contracting guidelines, which he is following. Graham reminded the board that the whole reason he is managing the project is because Hampton backed out, had Hampton just stuck to the grant. Ty asked if Hampton is going to be involved going forward, and Graham said no, but they have already had the trees for the project, built the roads, and put in a permit for that work but Graham will be administering the project going forward. Ty reiterated that we try to pin whoever gets the job to doing it in the IWWW. Graham has been doing the permits himself and learning a lot. Carla suggested that Graham definitely ask the board for opinions and advice, but normally the director gets grants and runs the projects, and that the director doesn't have to ask the board which contractors to go with. Ty jumped in and said that the board has given the director approval to purchase anything under 1k, and that the Directors job is to manage the budget and the board approves the budget. Ty talked about the roles and responsibilities and what needs to be run by the board. Graham thanked the board and circled back stating that NCWA is still on course with the Upper Big Creek project, and he just wanted the board to be aware of some of the challenges he has been facing.

- Ecola Creek Blind Slough – Graham let the board know that Blind slough on course. NCWA has the federal funding/accounting work dealt with because we were out of date/behind on some of those items. Graham also let the board know that the project might not happen until next summer due to the federal permitting nexus that is triggered. Ecola/Beaver Creek, Graham was supposed to meet with the city last week but the city canceled, because someone was sick, now there is a meeting on the 3rd, we are basically doing the data gathering, so we will have a meeting with the technical team, the community group that we have been working with on that. Carla asked, has the beaver expert been selected? Graham said yes, they have selected John Runyan. Graham also let the board know that Troy Laws retired. He also let the board know that Wendi is doing great with the chum work getting Instagram and other social medias working, getting outreach and Big O set up, she is also getting more contacts in the LC valley, NCWA is really trying to get that outreach going for the fall so that outreach is important.
- Staff Update - Kelli and Graham have been trying to plot out the L&C stream gauge stuff. They are trying to migrate WQ monitoring data to an ESRI app, build one within survey 123 for her to have. All staff are working well and getting Graham everything he needs.

Public Comment. No members of the public were in attendance.

Good of the Order. None

Adjournment: Carla adjourned the meeting at 5:32pm