

**Long Tom Watershed Council**  
**Board of Directors AGENDA**  
**Thursday, March 3, 2016. 5:30 p.m.**  
**Willamette Office (15 E. 27<sup>th</sup> Ave, Eugene)**

*Chair Charles Ruff*

**5:15 Dinner ready & cake**

**5:30 Introductions – welcome new board member Shelly Miller**

**5:45 Business**

A. Minutes: **Decision**: approve minutes from Feb. Board Meeting

- Update on Secretary role from Rob
- FY2016 Quarter 2 Budget vs. Actual Report
- Action Items Report

B. Financial Reports: **Decision**: review & approve Dec 2015 & Jan 2016 Treasurer's Reports – *Treasurer Brinkley*

C. Committee Reports (5) <sup>3</sup> - *Clinton*

- Resource Development
- Nominating Committee

D. Employee Health Insurance Plan Update (10) **Decision**: approve adding 20% family member coverage - *Rob*

E. Paperwork moment: submit your volunteer hours, and break for cake!

**6:20 Program Topics**

F. Project slideshow: goals and impact of treating invasive Ludwigia (20) <sup>2</sup> – *Christer*

G. Monthly Fundraising Update & Messaging, Part 2 (30) <sup>1</sup> - *Clinton*

H. Check in on Staff Leadership Structure <sup>3</sup> (10) - *all*

I. Public Meetings (5) <sup>2</sup> – *Rob*

- March 29<sup>th</sup> Public Meeting – board hosts needed
- Debrief Jan 26 in Veneta

**7:25 Reports & Announcements**

J. Staff Reports 1. Ag PSP Mtg update; 2. Hiring Update

K. Liaison Reports

L. Action Items Report

**7:30 Adjourn**

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**Board Themes for Year**

- *Community Connections & Fundraising* <sup>1</sup>
- *Board Development & Storytelling* <sup>2</sup>
- *Advancing LTWC's Work* <sup>3</sup>

*Next Board Meeting: Thurs, April 7, 5:30 pm. Wetlands Office.*

*Next Public Meeting – Tues, March 29, 6 p.m., Hilyard Community Center, Eugene (new location)*

## March 3, 2016 Board of Directors Meeting Background

### Introductions

Tonight we welcome Shelly Miller to the LTWC Board of Directors! Shelly is representing the Amazon geography. We'll take a few moments at the beginning of the meeting to go around and introduce ourselves to each other. Welcome to our amazing team, Shelly!

### Business

- A. Meeting Minutes** – Board will receive comments and corrections at the meeting and ask for approval of February's minutes. Action items will be briefly reviewed.

At the moment, we don't have an official Secretary with Therese rotating off the board and Mike filling in as interim Treasurer (*note that Chair and Treasurer are the two officer roles required by law*). Mike is the Secretary "elect," and will take on that role when he ends his role as interim Treasurer. **In the meantime, we're asking that board members volunteer to rotate the Secretary duty of reviewing the minutes, taking turns each month until Mike is able to take on Secretarial duties.** How it works is that Rob will send a draft of the minutes out about two weeks prior to the board packet being sent out, and the person acting as secretary adds a second pair of eyes to check for content and help catch typos. **We'll ask board members to volunteer tonight as action items.** Please feel free to pay particular attention to the attached February board minutes, and remember that you're welcome to voice any comments or corrections before we move to approve them at the meeting.

**B. Treasurer's Reports & Fiscal Announcements**

1. **Treasurer's Reports:** Treasurer Brinkley will present the reports for both December 2015 and January 2016. Note that the December reports were tabled at the February meeting to allow for some adjusted journal entries to be corrected in our books as part of the fiscal review process.
2. **Budget vs. Actual for Quarter 2:** Heidi is preparing a BvA report for Fiscal Year 2016 Quarter 2 (Oct 1 – Dec 31, 2015). The report will be presented as a handout at the meeting, and Rob will walk through items of note and explain any variances of over \$1,000 or 10%.
3. **Update on 2015 taxes / fiscal review** – Our CPA firm, Mueller Yuva Osterman Powers, LLP has indicated they will be finished with the 2015 review and tax filing this month.

**C. Committee Reports** – Any relevant updates will be provided orally.

1. **Resource Development**
2. **Nominating Committee**

#### **D. Employee Health Insurance Plan Update:**

**Decision Requested: That the Board continue the LTWC contribution to the employees' health/dental/vision benefit premium at 75%, and add dependents at 20%, effective March 1, 2016.**

##### *Background:*

LTWC has a history of caring for its staff and guarding against unnecessary turnover. This includes offering competitive benefits packages that meet employees' needs. Competition in LTWC's case includes the public sector as our staff are highly competitive for those jobs, and often pursued. LTWC has always paid for 75% of employee premiums, and 0% for dependents (spouses and children) although they could be added to the plan at employee expense. These are percentages the Board sets.

Last year employees requested LTWC contribute to dependent coverage on our health benefits package, and even those without dependents agreed on the priority of this benefit. Dana and Jim ran the numbers and tried their best, however, given that year's budget and the premium rates, it wasn't the right time to implement.

This year LTWC's renewal premiums decreased and provided a big cost savings and we thought the added coverage would be a way to pass those savings on to employees. At last month's Board Meeting, Rob and Dana announced they would research adding family member coverage to LTWC's group plan and sharing the results of that research with Charles so that we could make the decision necessary by the required deadline of March 1, in addition to one week lead time for employees to make any related decisions about their dependents.

***Due to premium savings from the cost reduction and from younger employees, we are able to add 20% premium coverage for any employee family members enrolled in LTWC's health and dental plan, at no additional cost to LTWC. This also means we are still within the estimated personnel costs approved for the FY2016 budget.***

This is a timely move as it may be significant enough for several of our staff to influence employee retention in the near term. Next year we will be on the lookout for any such opportunities even more in advance so the Board has an additional chance to deliberate with all the answers at hand.

- E. Paperwork moment** – Do your part for administrivia... Please be ready to record your volunteer hours/travel for the last month, or more if you missed a Board meeting.

#### **Program Topics**

- F. Project slideshow: goals and impact of treating invasive Ludwigia** – Christer will present a slideshow last summer's project to treat Ludwigia, an aggressive aquatic invasive weed, in Amazon Creek and the Lower Long Tom River. We recently found out that we've been funded by the Oregon Department of Agriculture for Phase 2 Ludwigia treatment this summer!

- G. Fundraising & Spring Campaign Update** - Clinton will provide an update on the fundraising progress from the last month and on the planning for the Spring Campaign.

In January, Clinton talked through ideas and questions surrounding the refinement of clear, consistent and concise messages. Last month, Clinton introduced his plan for a Spring Fundraising Campaign. At this month's board meeting, Clinton will delve into the refined messaging for the spring campaign, give updates on timeline and volunteer recruitment progress and articulate next steps.

**Remember that our goal is to get to 100% board giving for this fiscal year!** It makes a big difference not only for our credibility in asking for individual donations, but it's an eligibility requirement for some foundation grants. We're already over half way there – we just need 5 more gifts! Help us get the rest of the way there! **If you haven't given yet this fiscal year, please bring your check!** Rob will know the date and amount of your last gift, so feel free to ask him if you're unsure.

- H. Staff Leadership Update** – In October, Dana, Rob & Clinton presented a strategy for shared leadership roles, a shared Leadership Team for decisions, and an organizational diagram for a shared office of the Executive Director. The Board requested an update in March on how that was working and any next steps.

As a reminder, the goals of the shared leadership roles are to distribute the duties of the E.D. amongst the three directors under a shared Office of the Executive Director. This was done in recognition that LTWC has grown such that the responsibilities of the ED could be better allocated across multiple director positions, and secondly, it allowed Dana a necessary transition to fewer hours. By June 2016, we'll want to evaluate how things have worked and look at implementing the next phase of the leadership structure.

While there is a *shared* Office of the ED, there are *separate* roles and decisions we make individually, but as Charles advised, there are some decisions where we're at our best when we make them together. We have been using a Leadership Team to make executive decisions in the interim so we can see which roles and decisions seem to go together, and which decisions seem to benefit from more involvement. We also recently added Jed Kaul so the Leadership Team can benefit from first-hand organizational development ideas from the Habitat Team.

**For the anticipated formal transition of the Executive Director role, we'd like the Board to convene an ad-hoc "Personnel & Organizational Development" Team**, made up of board members with personnel and/or strategic experience, to help us think through the best approach. **Charles and the Leadership Team will be looking at the skills profile we have for the Board and reaching out to possible members.** This group would be discussing and advising on multiple questions, including but not limited to: staff director roles, succession and ideas for smooth transitions, work load distribution, position descriptions, decision-making in teams, staff retreats. **If you know of any folks outside the Board that are skilled in this area, please give us their names to consider.**

## I. Public Meetings

1. **March 29 public meeting** – This month’s meeting is will be focused on our latest pesticide data and recent urban project accomplishments. Sarah just presented the latest pesticide data as part of our PSP program to local agricultural and industrial business owners yesterday at SureCrop Farm Services, and now that information will be shared with the broader community. We’re inviting a couple west Eugene businesses (Essex General Construction and Mountain Rose Herbs) to participate in the event and share their perspective on working with LTWC on the installation of low impact development stormwater landscaping facilities on their property. Time & Location: Tuesday, March 29<sup>th</sup>, 6 p.m., at the Hilyard Community Center in Eugene.

**We need 1-2 board members to help host the event, and more people to attend and welcome folks are always appreciated.** Key hosting duties include starting the meeting, introducing the topic and speakers, and talking briefly about the mission of the Council.

2. **January 26 public meeting debrief** – This update will be provided orally, with feedback from board members who attended the presentations on native amphibians and how to improve their habitat on working lands in wet prairie and wetland areas. Approximately 45 people attended!

## Reports & Announcements

### J. Staff Reports

1. **PSP Ag Meeting** – As part of a Pesticide Stewardship Partnership grant, LTWC has been collecting data on pesticides for 5 years now from 5 sampling sites in Amazon Creek that represent the different land use signatures of the creek (commercial, residential, industrial, agriculture). The Oregon DEQ has sent us data recently that has allowed us to share 5 years of pesticide data, including new data from 2015 that points to increased impairment of the A1 channel. Sarah just presented this data to local agricultural and industrial business owners on March 2. The event was hosted by our partners at SureCrop Farm Services.
2. **Hiring Update** – We’ve officially hired our Operations & Database Assistant! **Melanie Giangreco** (pronounced “Jon-grec-o”), will be joining us for this board meeting to help with logistics and taking notes. She began on February 12. The week of March 1<sup>st</sup> is her first week of regular hours, which is approximately 12 hours per week at LTWC and 8 hours at the McKenzie. Melanie has a great deal of prior experience with databases, websites, newsletters, volunteer coordination, and office administration. We’re excited to welcome Melanie to the team!
3. **New Contractor Agreements**
  - Contract with Heritage Seedlings, Inc. to grow 70,000 Willamette Daisy plugs for the South Marsh project as part of the effort to propagate and reintroduce daisy to the site. The amount is not to exceed \$70,000 (70 cents per plant). We’re off the hook for any plants that do not grow.

**Long Tom Watershed Council**  
**DRAFT Board of Directors Meeting**  
**Thursday, February 4, 2016**  
**751 S. Danebo Ave.**  
**Eugene, OR 97402**

Present: Mike Brinkley, Alan Dickman, Steve Horning, Lindsay Reaves, John Reerslev, Charles Ruff, Deborah Saunders Evans, David Turner, Therese Walch (9)

Absent: Cary Hart, Jim Pendergrass (2)

Staff: Clinton Begley, Dana Dedrick, Rob Hoshaw

Meeting called to order at 5:35 p.m. by Chair Charles Ruff

**Business**

**A. Approve January 2016 Board Minutes –*Secretary Walch***

Calls for comments or questions. Rob will correct the motion to approve the minutes to the correct month (November 2015 instead of January 2016).

**MOTION TO APPROVE January 2016 Board of Directors Meeting Minutes by A. Dickman, seconded by D. Saunders Evans. J. Reerslev abstains. Motion passes.**

**B. December 2015 Financial Reports – *Treasurer Brinkley***

This item was tabled until February to allow Heidi an opportunity to correct some adjusted journal entries as a result of the fiscal review. The adjusted journal entries are part of the normal process of the fiscal review.

**C. Committee Reports – Nominating Committee – *Clinton***

**Shelly Miller** is the Ecological Services Team Supervisor for the City of Eugene Parks & Open Space Division. Shelly has a background in natural resources. Previously, she's worked worked in Virginia and West Virginia. She feels connected to LTWC and our mission, and she's willing to commit to a 4-year board term. Shelly comes recommended by Therese, Craig Carnegy, and Michelle Cahill. Therese feels she'll complement the other board members well, and she notes that Shelly is plugged into what's happening with the Stormwater Management Team, which relates well to Urban Waters & Wildlife Program. Proactive. Shelly will step into the Amazon geographical representation.

**MOTION TO APPOINT Shelly Miller as incoming member of the board. By David T, seconded by L. Reaves. Approved unanimously.**

**Ginny Grilley** is another potential board candidate. She has indicated her enthusiasm for board service. She is currently volunteering with OSU Extension and knows Lindsay & Cary. She used to work as the District Manager of Eugene District Bureau of Land Management. She would fill an at At-Large position. Dana inquires if another board member would like to join her and Clinton in sitting down to talk with Ginney about board service.

**Action Item: M. Brinkley is interested in meeting Ginney Grilley to talk about board service with Dana and Clinton.**

**Jonathan Powell** is also potentially interested in board service. He's currently in the middle of tax season. The goal is for him to observe our board meetings starting in May, with the hope that he will agree to come on and be voted in during Annual Celebration. He's the CPA at Kurnutt Stokes and is part of a four generation farming family.

Dana and Clinton also intend to send a board interest letter to Paula Lafferty at SnoTemp. Dana clarifies that LTWC must have equal geographic representation from Amazon, Upper and Lower Long Tom. She explains that if we have 3 representatives from each of the geographies, we may have 3 from At Large in addition to 2 additional At Large positions per our bylaws.

**Action Item: Staff will email the board candidates and members matrix to board members.**

**D. Paperwork Moment** Board members turned in their monthly volunteer match hours.

## **Program Topics**

### **E. Board Themes for 2016 – Rob**

Rob spent some time going over the board themes for 2016 in more detail, which were first introduced at the January Board Meeting, but there wasn't sufficient time to go into adequate detail. Each board member has a copy of the Board Themes document in his/her packet.

It was suggested that LTWC create a Venn diagram to capture the different relationships of the council and how they're connected. Alan knows of software that would help illustrate those relationships.

Charles adds a few key summary comments, including that the themes document is a representation for where we're at as an organization, and the themes present a prime opportunity to focus on what broader topics need to be zeroed in on given where we're at as an organization. He sees the three themes as the following overarching themes:

1. Community Connections and Fundraising – think of this as the social and fiscal capital of the organization
2. Advancing LTWC's work – really focuses on the "operations" of our work, and by extension, the collaborations that are specific to helping drive that work forward.
3. Board Development & Storytelling – the goal of development is to become more familiar with our work and be the best ambassadors and cheerleaders for LTWC. This theme focuses on storytelling, including why the story matters, what the "heart" of the story is, and finally, how to get each person to a level of comfort in telling that story.

Comments from board members on the themes:

- The project slideshows were brought up as something important to connect to, and that's difficult to do that if there presentation is too brief.
- It was asked if there would be an opportunity to have a project tour for the board. It was suggested that we invite the BLM staff leads to come out with the board on the tour, as well as other key higher ups such as the county commissioners, and major donors as well. Dana asks if board members would be willing to do a board tour that's separate from the standing board meeting (we have one month planned as a board tour, but it will be difficult to schedule more than one tour during the standing meeting). Several board members indicated they would be interested, and there was a suggested to have a tour earlier in the week (e.g. Monday or Tuesday).

#### **F. Monthly Fundraising Update** – *Clinton*

- Total donations for January was \$30, which was a down month coming just after the December Appeal.
- Goal for fiscal is \$70,000, and while we're a bit behind that goal, we're at a better position this time of year than we have been before. Notes that we're also before the start of the actual campaign as well.
- Reminds board members about the Wildcraft Cider Community Apple Drive release. LTWC will receive \$1 for every pint sold on Feb 6 in addition to the 10% of proceeds from the 1,200 bottles.
- Alan mentioned that Jessica Jones was a great volunteer at Taste the Watershed.



- It was asked if staff could send out a list of places where the cider will be sold.
- Reminder of upcoming Taste the Watershed event dates and locations
- Suggested that Taste the Watershed explore wineries and some rural locations in Junction City/Monroe, including: Walnut Ridge (by Pfeiffer's), Bennett Vineyards (Cheshire), High Pass Winery (David knows Dieter Boehm), and Benton-Lane. It was noted that Pfeiffer Winery is fairly popular for events.

#### **G. Spring Fundraising Campaign – Clinton**

- Foundation utilizes a distributed fundraising model (Volunteers who are also donors asking other people to give)
- 6 week campaign
- Fairly limited involvement for volunteers: ask 3 people per week.
- Success is defined as “making the ask” itself.
- Volunteer – need passion & time; Clinton will help to remove barriers and reticence
- Idea is to identify one essential need that people can fundraise around, which is easier, and probably more successful, than trying to articulate the full complexity of the council's work.
- Volunteer criteria: must be a donor, commit to full 6 weeks (2 hrs / week), must be willing to contribute prospect names. Each volunteer will need to contribute 3 prospects
- Infusion of new prospects through volunteers
- Plateau of giving could have been due to having a smaller number of people asking
- Will have a detailed orientation process for volunteers.
- Need about 17 volunteers (board & community members)
- Idea is to set an attainable target goal from the get go.
- Assuming a 25% success rate. Need 312 prospects to get 78 yeses (for \$35k) per the pyramid. Same formula could come up with \$50k depending on how much people give.
- Core of campaign. The target timeline is Feb 20 – Apr 1
- Mechanics for volunteers: Mail a letter/postcard -> email-> phone call
- Volunteers won't be making lead asks
- Question – how do we vet the volunteers so that there is a consistent message? Need to trust the volunteers; trust is all through the selection process and training.
- One of the board members mentioned that we had previously avoided having a “hook” because we didn't want people to think they're money was going to a specific thing. Clinton answers that we'll need to craft the way

we talk about the hook, and emphasizes that that we're seeking restricted funding or specific thing.

- Campaign balances near-term need for funding with long-term plan for sustainable, model-based approach
- Board suggested having a bit of a longer timeline.
- One concern raised is if people won't want to give twice if they've already given recently or they may not give again in Dec. Clinton responds that the people who are most likely to give are those who've already given – it's paramount to get them excited about new campaign. It's a new reason to give, and he feels people don't mind being asked and are excited to be a part of something new.
- Potential volunteers: award recipients, board alumni, contractors (other business relationships)

**Action Item: Dave will join committee**

**Action Item: Clinton asks the board to think of people who would potentially be good volunteers. Email or call Clinton with ideas or suggestions.**

- Hook: needs to be both urgent and important. Needs to be singular in focus (has been a big challenge). Needs to have an ability to connect with urban audience, but at the same time doesn't have to, nor should it necessarily, encapsulate entire mission of council. For example, a possible hook could be that we're working to bring cutthroat trout up into Amazon Creek.
- Another example of a hook that was suggested is trying to reduce the amount of impervious surface in the urban area below a threshold of an attainable goal.
- Another hook idea: Focus on the Urban Waters program. (LTWC is doing things other organizations aren't doing. Rural residents receive some of that pollution and it matters to them too in that we're looking to improve where a good percentage of the pollution is coming from. We also have visual success stories to show in several urban projects with local businesses.) The board connected to this idea, and this idea seemed to garner more support. The idea is that LTWC is working towards the metric of creating water quality conditions that are sufficient for wildlife and fish (including cutthroat trout or any number of species that people connect to). It was suggested to frame this idea as "can you imagine a time when Amazon Creek may be able to support trout?" In order for that to happen, we need to improve the conditions such that the creek can support them.
- Certain people resonate with different fish and wildlife (trout, otter, heron, kingfisher) – suggestion to bring in full ecosystem perspective

- It was suggested that there's nothing wrong with pointing out that Amazon Creek it is a managed-channel, but there's nothing wrong with wanting to improve the quality of a managed channel to help become part of the solution for this community asset.
- The hook should have a sense of urgency & importance. For example, framing it as asking people if they realize how much flood water this creek offsets for Eugene.

**Action Item: Clinton will invite board members to make comments on his draft of the campaign theme (via Google Docs). For those board members who may not have access to use Google Docs, they're welcome to send Clinton an email for him to incorporate into the shared Google document.**

- In general, the board agrees on going in the direction of the Urban Waters concept for a campaign theme.
- It was also brought up that many people in Eugene often don't know that they're in the Long Tom watershed.
- It was mentioned that the Junction City Water Control District receives all water from Eugene. Eugene Stormwater fee only pays for the part within the city limits, but the Junction City Water Control District receives and handles that water. Dana mentions that Sarah Whitney would be interested in talking with John about how the industries outside urban growth boundary manage water.

**H. January 26 Public Meeting debrief - Rob**  
(Skipped due to a lack of time)

**Reports & Announcements**

**I. Staff Reports**

Ballot measure – Lane County Extension is asking for commercial agriculture agent in support for a nutrition education program in urban & rural locations. Ginney Grilley, who volunteers at OSU Extension, contacted Rob and Dana about the possibility of us having someone present for 5-10 minutes as one our public meetings or having a table with information that people can visit after the public meeting. Since LTWC doesn't typically comment on ballot measures, this would be more of an educational opportunity, and sometimes the council brings education forward to make people aware of an issue. Measure would provide support services for master forester.

The board expressed reticence about having this information at our public meetings and questioned whether those events are the best place to have those discussions. There was some willingness to have a table after the event rather than the presentation, or perhaps a blurb in newsletter without a stance taken. The board seems ok with the newsletter option if we include a website link for more information and don't take a stance. Several board members voiced that the newsletter route had the least potential to do something to damage our neutral reputation, and it was also recommended that we make a concerted effort to solicit for other community topics to post in the newsletter in addition to the ballot measure.

Rob also mentioned he and Dana had been reviewing staff benefits packages. He noted that some staff articulated to Dana that assistance with dependent insurance premiums would be a major help, as LTWC doesn't currently offer to pay for any percentage of family members' premiums. We've run the numbers, and with the savings in health insurance premiums for last year, Rob and Dana would like to consider passing that savings along to the staff.

**Action Item – Charles will look over the health insurance numbers that calculate the costs of offering dependent coverage.**

**J. Liaison Reports**

None given.

**K. Action Items Report:**

- Staff will email the board candidates and members matrix to board members.
- M. Brinkley is interested in meeting Ginney Grilley to talk about board service with Dana and Clinton.
- Clinton asks the board to think of people who would potentially be good volunteers. Email or call Clinton with ideas or suggestions.
- Dave will join committee
- Clinton will invite board members to make comments on his draft of the campaign theme (via Google Docs). For those board members who may not have access to use Google Docs, they're welcome to send Clinton an email for him to incorporate into the shared Google document.
- Charles will look over the health insurance numbers that calculate the costs of offering dependent coverage.

Meeting adjourned at 7:50 p.m. by Chair Charles Ruff

	Dec 31, 15	Nov 30, 15
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
	Money Market (PCB)	4,380.96      4,380.85
*	Checking (PCB)	353,850.07      404,697.54
	Petty Cash	200.00      200.00
	<b>Total Checking/Savings</b>	<b>358,431.03      409,278.39</b>
Accounts Receivable		
	Accounts Receivable	77,566.96      71,333.66
**	<b>Total Accounts Receivable</b>	<b>77,566.96      71,333.66</b>
	<b>Total Current Assets</b>	<b>435,997.99      480,612.05</b>
<b>TOTAL ASSETS</b>		
	<b>435,997.99</b>	<b>480,612.05</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
	Accounts Payable	4,556.58      (1,201.32)
**	<b>Total Accounts Payable</b>	<b>4,556.58      (1,201.32)</b>
Credit Cards		
	PCB Credit Card	3,717.50      4,505.06
**	<b>Total Credit Cards</b>	<b>3,717.50      4,505.06</b>
Other Current Liabilities		
**	Deferred Revenue	163,124.55      163,124.55
Payroll Liabilities		
	401K	(20.14)      (20.14)
	Health Insurance	502.28      502.28
	FWT	96.07      96.07
	Medicare	(0.86)      (0.86)
	Soc Sec	(3.72)      (3.72)
	SUI	1,192.96      1,192.96
	SWT	309.30      309.30
	WBF	5.53      5.53
	Payroll Liabilities - Other	34.43      34.43
**	<b>Total Payroll Liabilities</b>	<b>2,115.85      2,115.85</b>
Accrued payroll expenses		
	Accrued wages	(9,185.43)      (9,185.43)
	Accrued payroll expenses - Other	6,452.00      6,452.00
	<b>Total Accrued payroll expenses</b>	<b>(2,733.43)      (2,733.43)</b>
	<b>Total Other Current Liabilities</b>	<b>162,506.97      162,506.97</b>
	<b>Total Current Liabilities</b>	<b>170,781.05      165,810.71</b>
**	<b>Total Liabilities</b>	<b>170,781.05      165,810.71</b>
Equity		
	Opening Fund Balance	861.91      861.91
	Retained Earnings	438,004.28      438,004.28
**	Net Income	(173,649.25)      (124,064.85)
**	<b>Total Equity</b>	<b>265,216.94      314,801.34</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		
	<b>435,997.99</b>	<b>480,612.05</b>

\* Voided a \$30 check for City of Veneta for key deposit for Veneta Community Center  
 \* And voided \$5,739.21 debit balance for Card Service Center as part of credit card cleanup  
 \*\* Adjustments made from CPA's 2014 Fiscal Year End Review

Long Tom Watershed Council  
Statement of Cash Flows  
December 2015

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	Dec 15
OPERATING ACTIVITIES	
Net Income	(49,584.40)
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	(6,233.30)
Accounts Payable	5,757.90
PCB Credit Card	(787.56)
Net cash provided by Operating Activities	(50,847.36)
Net cash increase for period	(50,847.36)
Cash at beginning of period	409,278.39
Cash at end of period	<u>358,431.03</u>

	Dec 15
Ordinary Income/Expense	
Income	
Grants & Contracts	5,233.30
Donations	
Business League	1,000.00
Total Donations	1,000.00
Interest	0.11
Total Income	6,233.41
Gross Profit	6,233.41
Expense	
Office Supplies	
Willamette Office	17.40
Total Office Supplies	17.40
Working Meals	14.50
Contracted Services	
Technical	1,607.98
Construction	400.00
Crews	8,892.39
Contracted Services - Other	7,341.30
Total Contracted Services	18,241.67
Equip-Project	
Purchase	260.05
Total Equip-Project	260.05
Education & Involvement	107.94
Materials & Services	819.35
Payroll Expenses	
Salaries & Wages	26,929.10
Employee Benefits	5,078.27
Payroll Tax Expense	2,091.13
Payroll Expenses - Other	113.96
Total Payroll Expenses	34,212.46
Travel/mileage	
Meals & Lodging	389.65
Mileage	974.00
Total Travel/mileage	1,363.65
Equip-Office	
Purchase	23.99
Rent/repair	25.00
Total Equip-Office	48.99
Occupancy	
Willamette Office	541.80
Telephone	60.00
Total Occupancy	601.80

	Dec 15
Dues & Subscriptions	130.00
Total Expense	55,817.81
Net Ordinary Income	(49,584.40)
Net Income	<u>(49,584.40)</u>



	Jan 31, 16	Dec 31, 15
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Money Market (PCB)	4,381.07	4,380.96
Checking (PCB)	319,150.54	353,850.07
Petty Cash	200.00	200.00
Total Checking/Savings	<u>323,731.61</u>	<u>358,431.03</u>
Accounts Receivable		
Accounts Receivable	87,126.23	77,566.96
Total Accounts Receivable	<u>87,126.23</u>	<u>77,566.96</u>
Total Current Assets	<u>410,857.84</u>	<u>435,997.99</u>
<b>TOTAL ASSETS</b>	<u><u>410,857.84</u></u>	<u><u>435,997.99</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	37,781.25	4,556.58
Total Accounts Payable	<u>37,781.25</u>	<u>4,556.58</u>
Credit Cards		
PCB Credit Card	4,293.80	3,717.50
Total Credit Cards	<u>4,293.80</u>	<u>3,717.50</u>
Other Current Liabilities		
Deferred Revenue	163,124.55	163,124.55
Payroll Liabilities		
401K	183.86	(20.14)
Health Insurance	1,053.58	502.28
FWT	248.07	96.07
Medicare	54.24	(0.86)
Soc Sec	231.90	(3.72)
SUI	1,223.37	1,192.96
SWT	421.30	309.30
WBF	9.33	5.53
Payroll Liabilities - Other	(142.26)	34.43
Total Payroll Liabilities	<u>3,283.39</u>	<u>2,115.85</u>
Accrued payroll expenses		
Accrued wages	(9,185.43)	(9,185.43)
Accrued payroll expenses - Other	6,452.00	6,452.00
Total Accrued payroll expenses	<u>(2,733.43)</u>	<u>(2,733.43)</u>
Total Other Current Liabilities	<u>163,674.51</u>	<u>162,506.97</u>
Total Current Liabilities	<u>205,749.56</u>	<u>170,781.05</u>
Total Liabilities	205,749.56	170,781.05
Equity		
Opening Fund Balance	861.91	861.91
Retained Earnings	438,004.28	438,004.28
Net Income	(233,757.91)	(173,649.25)
Total Equity	<u>205,108.28</u>	<u>265,216.94</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>410,857.84</u></u>	<u><u>435,997.99</u></u>

Long Tom Watershed Council  
Statement of Cash Flows  
January 2016

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	Jan 16
OPERATING ACTIVITIES	
Net Income	(60,108.66)
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	(9,559.27)
Accounts Payable	33,224.67
PCB Credit Card	576.30
Payroll Liabilities	(176.69)
Payroll Liabilities:401K	204.00
Payroll Liabilities:Health Insurance	551.30
Payroll Liabilities:FWT	152.00
Payroll Liabilities:Medicare	55.10
Payroll Liabilities:Soc Sec	235.62
Payroll Liabilities:SUI	30.41
Payroll Liabilities:SWT	112.00
Payroll Liabilities:WBF	3.80
Net cash provided by Operating Activities	(34,699.42)
Net cash increase for period	(34,699.42)
Cash at beginning of period	358,431.03
Cash at end of period	<u>323,731.61</u>

	Jan 16
Ordinary Income/Expense	
Income	
Fee For Service	1,150.00
Grants & Contracts	16,575.50
Donations	
Individual Donation	17,890.00
Total Donations	17,890.00
Events	
LTWC Merchandise	
Hats	18.00
Total LTWC Merchandise	18.00
Total Events	18.00
Interest	0.11
Total Income	35,633.61
Gross Profit	35,633.61
Expense	
Office Supplies	
Willamette Office	16.48
Office Supplies - Other	48.43
Total Office Supplies	64.91
Working Meals	72.44
Contracted Services	
Website/Computer Services	18.34
Technical	4,826.90
Crews	36,570.16
Total Contracted Services	41,415.40
Education & Involvement	32.02
Materials & Services	95.39
Events and Meetings Expense	193.33
Payroll Expenses	
Comm Payroll Exp Allocation	434.00
Salaries & Wages	34,186.46
Employee Benefits	6,304.31
Payroll Tax Expense	3,039.18
Work Comp	421.85
Payroll Expenses - Other	113.96
Total Payroll Expenses	44,499.76
Training/Conferences	125.00
Travel/mileage	
Meals & Lodging	8.75
Mileage	616.13
Total Travel/mileage	624.88

	Jan 16
Equip-Office	
Purchase	345.09
Rent/repair	79.63
Total Equip-Office	424.72
Risk Management	420.80
Occupancy	
Willamette Office	1,532.48
Internet	135.18
Telephone	90.00
Total Occupancy	1,757.66
Dues & Subscriptions	529.50
Corporate fees	4,700.00
Bank Fee	52.42
Postage	734.04
Total Expense	95,742.27
Net Ordinary Income	(60,108.66)
Net Income	<u>(60,108.66)</u>