



Topic: Illinois Valley Soil & Water Conservation District Meeting

331 E Cottage Park Drive Suite 1 Cave Junction OR 97523

Monthly Meeting- December 2024

Thursday, December 19, 2024 6:00 PM

[Join Zoom Meeting https://zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbnFUdz09](https://zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbnFUdz09)

Meeting ID: 954 3509 9861

Passcode: Conserve

One tap mobile

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Find your local number: <https://zoom.us/u/ab7y7ctjWv>



Illinois Valley Soil and Water Conservation District

331 E Cottage Park Dr Suite 1B - P.O. Box 352

Cave Junction, OR 97523 Phone: 541-592-3731

Monthly Board Meeting Agenda December 19, 2024- *SWCD Office/ZOOM*

- I. 6:00 PM: Call to Order
- II. 6:01 PM: Acceptance of Minutes
- III. 6:05 PM: Acceptance of Financial Reports
- IV. 6:08 PM: Old Business
 - a. Intergovernmental Agreement with Two Rivers SWCD
 - b. MOU with Community Wildfire Resiliency Coalition
- V. 6:18 PM: New Business
 - a. At-Large 2 appointment- Discussion/Action
 - b. Resolution for Annual Meeting

6:25 PM: Staff and Partnering Agency Reports

 - c. John's report
 - d. Arlyse's Report
 - e. Partnering Agency Reports
- VI. 6:30 PM Public comments
- VII. 6:31 PM: Adjourn to Holiday Party



Meeting Minutes

Meeting Called to Order Thursday November 21, 2024, by Bob Webb, Chairman at 6:01 pm, following the Annual Meeting presentation of the Annual Financial Review and Annual Report.

LIVE ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Bob Webb	Marcy Sowa	Gene Merrill (IVWC)
Jim Gurley	Kevin O'Brien (IVWC Staff)	Carol Crawford (IVWC)
Rhett Nelsen		
Bob Schmidt		
Janice Denney (IVWC)		
Katrina Poydack		
Arlyse DeLoyola, Staff		
John Bellville, Staff		
Zachary Robinson- Guest		
Matthew Robinson- Guest		
Bill Joerger-Guest		
Lydia Robinson- Guest		

SCRIBE

Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes from the October meeting were presented to the Board for review.
 - **Rhett Nelsen made a motion to approve the minutes for October.**
 - **Jim Gurley seconded the motion.**
 - **The motion carried.**

- **Financials:** The Financial Reports from October 2024 were presented to the Board for review.
 - **Jim Gurley made a motion to accept the financial reports.**
 - **Bob Schmidt seconded that motion.**
 - **The motion carried without dissent.**

OLD BUSINESS

- Old Business was moved on the agenda to after New Business

NEW BUSINESS

- **Garden Club Award**
 Janice presented the district with a Certificate of Appreciation from the Illinois Valley Garden Club for supporting their 2024-2025 Yearbook. Arlyse noted that thanks are due Janice, as she paid for the ad.
- **Election of Vice Chair**
 With the resignation of Chairman Reid, Vice-Chair Bob Webb moves to his position, leaving the Vice-Chair position vacant. Discussion was held.
 - **Bob Webb made a motion to appoint Rhett Nelsen as Vice-Chair for the remainder of the year.**
 - **Jim Gurley seconded the motion.**
 - **The motion passed without dissent.**

- **Discussion of Vacant Position**

Arlyse explained that the ODA requires a self-attestation document be filed for anyone desiring appointment to the vacant director position. The form was made available and will be reviewed by ODA if/when presented.

- **Appointment of Contract Officer**

John Noted that with the resignation of Bill Reid, we need to appoint a new Contract Officer. Duties were reviewed.

- **Rhett Nelsen made a motion to appoint the Chairman as the Contract Officer for the District.**
- **Jim Gurley seconded the motion.**
- **The motion passed unanimously.**

- **December Meeting Planning**

Discussion was held regarding the December meeting. Staff agreed to handle the preparations and it will be a Christmas Party and White Elephant Gift Exchange with a Pot-Luck. The main dish will be provided by the District.

OLD BUSINESS

- **Water Quality Monitoring Update**

Maelagh Baker reported the status of the Water Quality Monitoring Program. The 2024 Grant has been exhausted as have the two donations which allowed the sampling to continue for a few weeks longer. She encouraged the Board to seek further donations, noting that one round of sampling and testing can be completed with approximately \$2500.

The OSU SONDE Contract was also discussed. Staff are contracting with OSU to install, maintain and take readings from this equipment which is analyzing the effect of wildfire on drinking water supply.

Also discussed was the AG Water Quality grant for the coming year, which will include passive monitoring.

- **Bio-Char Kilns**

John has sought advice from Special Districts Association of Oregon regarding the use of our kilns by the public. SDAO cited liability risk factors in the loaning of this equipment. The board asked John to investigate how other Districts handle this. IVFROG has also expressed interest in using the kilns.

The matter was tabled to the January meeting.

CONTINUING

- **Staff Reports:**

John reviewed his report.

Arlyse reviewed her written report- noting also that the election results are not yet official and that ODA will contact her when they have been certified by the County Clerk.

- **Partnering Agency Reports:**

IV Watershed Council Executive Director Kevin O'Brien reported that he has resubmitted the grant for continuation of the work on Crooks Creek. He will be sending Requests for proposals out soon on the Horse Creek project which IVWC is managing for the US Forest Service. He noted that IVWC and the US Forest Service Wild Rivers Ranger District have a new master agreement.

Bill Joerger has been accepted to the IV Watershed Council board.

Public Comment: There were no public comments.

NEXT MEETING

The next monthly meeting is to be held on December 19th at 6:00 pm at the Illinois Valley SWCD Office and via ZOOM. There will be a pot-luck meal and white elephant gift exchange.

ADJOURNMENT

The meeting was adjourned at 7:10 pm.

APPROVED MINUTES: _____ DATE: _____

Illinois Valley Soil & Water Conservation District
Profit & Loss
 November 2024

	Nov 24
Ordinary Income/Expense	
Expense	
Contracted Services	
Mileage SONDE	13.78
Total Contracted Services	13.78
Other	
Copier lease	65.75
Dues & Subscriptions	
Membership Dues	151.00
Total Dues & Subscriptions	151.00
Payroll Fees	100.00
Power and Electric	37.08
Printing & Copying	16.22
Rent Expense	552.00
Telephone	155.77
Website/Internet fees	21.25
Total Other	1,099.07
Software Subscription	110.99
Training and associated travel	666.98
Wages and Salaries	
Employee Paid Taxes	780.69
Employer Paid Taxes	1,070.05
Medical Insurance	554.00
Retirement Fund Expenses	
Employee Contributed 457	127.34
Employer Contribution Stand...	502.32
Employer Match	199.64
Total Retirement Fund Expenses	829.30
Wages and Salaries - Other	9,656.51
Total Wages and Salaries	12,890.55
Water Quality Monitoring	
Contracted Laboratory Analysis	2,140.00
Mileage Reimbursement /Samp...	85.38
Total Water Quality Monitoring	2,225.38
Total Expense	17,006.75
Net Ordinary Income	-17,006.75
Other Income/Expense	
Other Expense	
Fire protection	1,395.54
Total Other Expense	1,395.54
Net Other Income	-1,395.54
Net Income	-18,402.29

Illinois Valley Soil & Water Conservation District
Profit & Loss
 July through November 2024

	Jul - Nov 24
Ordinary Income/Expense	
Income	
Donations	5,500.00
Grants Received	90,817.00
Total Income	96,317.00
Gross Profit	96,317.00
Expense	
Bank Fees	1.64
Contracted Services	
Mileage SONDE	13.78
Contracted Services - Other	211,905.05
Total Contracted Services	211,918.83
Director Expense	75.00
Meeting Expense	
Food and water	101.98
Total Meeting Expense	101.98
Mileage	200.33
Other	
Advertising	126.00
Copier lease	314.39
Dues & Subscriptions	
Membership Dues	996.49
Dues & Subscriptions - Other	50.00
Total Dues & Subscriptions	1,046.49
Payroll Fees	400.00
Power and Electric	175.01
Printing & Copying	67.08
Rent Expense	3,312.00
Taxes	
Government Ethics Assessment	567.41
Total Taxes	567.41
Telephone	778.85
Website/Internet fees	106.25
Total Other	6,893.48
Software Subscription	382.67
Supplies & Materials	2,307.17
Training and associated travel	
Lodging	586.94
Training and associated travel - O...	1,593.28
Total Training and associated travel	2,180.22
Wages and Salaries	46,352.62
Water Quality Monitoring	
Contracted Laboratory Analysis	11,320.00
Mileage Reimbursement /Sampling	402.50
Shipping Samples	160.54
Total Water Quality Monitoring	11,883.04
Total Expense	282,296.98
Net Ordinary Income	-185,979.98

Illinois Valley Soil & Water Conservation District
Profit & Loss
July through November 2024

	<u>Jul - Nov 24</u>
Other Income/Expense	
Other Expense	
Fire protection	1,395.54
Total Other Expense	<u>1,395.54</u>
Net Other Income	<u>-1,395.54</u>
Net Income	<u><u>-187,375.52</u></u>

Illinois Valley Soil & Water Conservation District

Balance Sheet

As of November 30, 2024

	<u>Nov 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	49,850.74
Savings Account - Thompson Crk	231.67
Total Checking/Savings	<u>50,082.41</u>
Total Current Assets	<u>50,082.41</u>
TOTAL ASSETS	<u>50,082.41</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	237,457.93
Net Income	-187,375.52
Total Equity	<u>50,082.41</u>
TOTAL LIABILITIES & EQUITY	<u>50,082.41</u>

Illinois Valley Soil & Water Conservation District

12/10/2024 3:16 PM

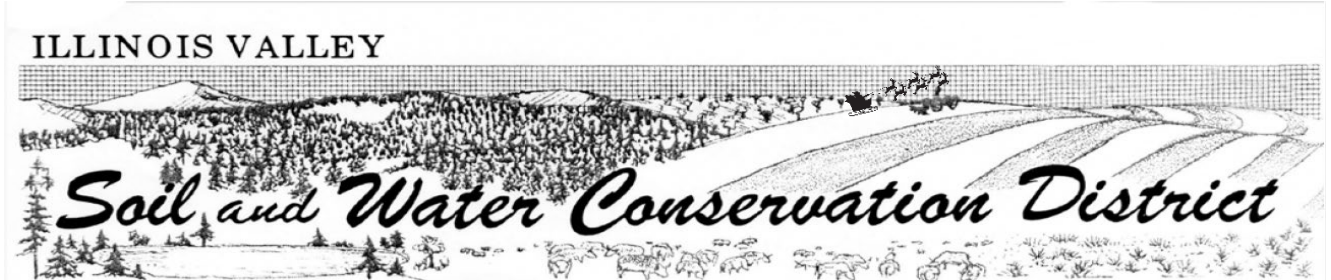
Register: Checking Account

From 11/01/2024 through 11/30/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/04/2024	ACH	Cardinal Business Se...	Accounts Payable	784581	50.00	X		68,789.97
11/04/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		2,190.96	X		66,599.01
11/04/2024	ACH	Cardinal Tax Impound	Accounts Payable		1,148.75	X		65,450.26
11/04/2024	ACH	VOYA Financial	Accounts Payable	Retirement	376.87	X		65,073.39
11/04/2024	21504	Pacific Power	Accounts Payable		37.08	X		65,036.31
11/04/2024	21505	POA Medford Division	Accounts Payable		4.22	X		65,032.09
11/04/2024	21506	Maelagh Baker	Accounts Payable		99.16	X		64,932.93
11/05/2024	21507	Oregon Department ...	Accounts Payable	Thompson Creek Fire Protection	1,395.54	X		63,537.39
11/05/2024	21508	Pacific Office Autom...	Accounts Payable		65.75	X		63,471.64
11/05/2024	21509	Grants Pass Water Lab	Accounts Payable	Sample Analysis	385.00	X		63,086.64
11/05/2024	21510	IEH Laboratories & ...	Accounts Payable	Sample Analysis	1,755.00	X		61,331.64
11/07/2024	21511	SDAO	Accounts Payable	Membership	151.00	X		61,180.64
11/11/2024	ACH	Cardinal Tax Impound	Accounts Payable		1,288.23	X		59,892.41
11/11/2024	21513	Cardinal Business Se...	Accounts Payable	VOID: 784581		X		59,892.41
11/11/2024	21514	Cardinal Net-To-Bank	Accounts Payable	VOID:		X		59,892.41
11/12/2024	ACH	VOYA Financial	Accounts Payable	Retirement	407.24	X		59,485.17
11/13/2024	21512	John Bellville	Accounts Payable		666.98	X		58,818.19
11/25/2024	ACH	Cardinal Business Se...	Accounts Payable	784581	50.00	X		58,768.19
11/25/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		2,474.25	X		56,293.94
11/25/2024	21515	IV DATA CENTER	Accounts Payable		21.25			56,272.69
11/25/2024	21516	US Cellular	Accounts Payable	951128871	155.77			56,116.92
11/25/2024	21517	Elan Financial Services	Umpqua Credit Card		697.93			55,418.99
11/26/2024	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		55,368.99
11/26/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		2,122.74	X		53,246.25
11/26/2024	ACH	Cardinal Tax Impound	Accounts Payable		1,077.70	X		52,168.55
11/26/2024	ACH	VOYA Financial	Accounts Payable		315.59	X		51,852.96
11/26/2024	1008	Cardinal Net-To-Bank	Accounts Payable		347.81	X		51,505.15
11/26/2024	1009	Cardinal Net-To-Bank	Accounts Payable		272.67	X		51,232.48
11/26/2024	1010	Cardinal Net-To-Bank	Accounts Payable		125.24			51,107.24
11/26/2024	21518	A+ Storage	Accounts Payable		102.00			51,005.24
11/26/2024	21519	Stilton LLC	Accounts Payable	Office Rent	450.00			50,555.24
11/26/2024	21520	Pacific Source Healt...	Accounts Payable	Health Ins- John	692.50			49,862.74
11/27/2024	21521	POA Medford Division	Accounts Payable	Extra Copies	12.00			49,850.74

December 2024 District Manager Staff Report



- **ODA 2024 Strategic Implementation Area (SIA)**
 - Awaiting comments from ODA.
- **Two Rivers SWCD**
 - Arlyse and I continue to assist TRSWCD with administrative support.
 - East Fork Williams Exclusion Fencing (OWEB #06-22-008) final report was submitted.
- **Cannabis Cleanup**
 - We are in the beginning stages of working with a landowner to assess and potentially remediate an abandoned cannabis site in O'Brien.
- **Smith River Complex Weed Surveying and Seed Collection**
 - Nothing to report.
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
 - Sean Hendrix and I plan to meet in the coming weeks and fine tune details for the replanting aspect of the project.
- **Illinois Valley Water Quality Monitoring Program**
 - We have received another donation of \$2,500 which has allowed us to complete the final round of sampling for 2024. Thank you again to our wonderful donors!
 - We now have a bilateral contract with Oregon State University.
 - I am working on revising the Sampling & Analysis Plan. It is a requirement for the IV WQM 2024-6 grant.
 - If you know of anyone who may be interested in donating, please direct them to:
<https://www.ivswcd.org/donate>
- **Community Wildfire Defense Grant (CWDG) – Kerby Fuels Reduction Project**
 - Nothing to report.
- **OWEB Small Grant Team Region 06**
 - Cycle 6 grant application window opened on 12/2 and will be closing on 12/16.
- **OCEAN Connect: Education and Engagement Track Committee**
 - I am helping plan the Education and Engagement Track for the OCEAN Connect conference which will occur April 8-10 in Florence.
- **Training**
 - I will have finished the OSHA HAZWOPER 40 training at the time of the December meeting.
 - I am coordinating with the new NRCS District Conservationist, Bradley Stokes, on the Conservation Planner III certificate.
- **Grants**
 - I interviewed on the Jefferson Exchange (JPR; 89.1 FM) on 12/5 with the intent of amplifying the Oregon Community Food Systems Network's Farmer and Rancher Disaster Resilience Grant Program. The link to the interview is available on the IVSWCD website under the 'Illinois Valley SWCD: In The Media' tab.
 - I am revising the CWDG: Thompson Creek grant for resubmittal by the 2/28/2025 deadline.

Happy Holidays,
John Bellville, District Manager
Illinois Valley Soil & Water Conservation District



Staff Report

Office Manager - Arlyse DeLoyola

December 2024

GENERAL ADMIN

- Payroll submitted.
- Payroll accrual tracked.
- Grant specific expense tracking in QuickBooks and Excel.
- Preparations for board meeting (pre-meeting packet assembly, QB reporting, coordinating agenda, minutes).
- Kept up with partnering agencies' newsletters and memos.
- Reconciled QB accounts for November.
- Emails/Voicemail/US Mail

Hi all-

This month's meeting will be our annual Christmas Party, so be sure to bring that White Elephant gift you've been planning for all year. Please note that this will NOT be our Annual Meeting, but just a brief monthly business meeting plus the food and fellowship part. We're hoping everyone can be here in person.

The election results have been finalized by the County Clerk. Our incoming board members are as follows:

- o Zone 1- Katherine Mechling
- o Zone 4- Katrina Poydack
- o Zone 5- Zachary Robinson
- o At Large 1- Matthew Robinson

We do have an applicant for the vacant At Large 2 position in Janice Denney. Her paperwork has been filed with ODA, and we will have this as an agenda item for this month. I am in contact with Eric Nusbaum and Sandi Hiatt to be certain we take every step properly.

We'll see you on Thursday-

Arlyse

Happy Holidays!

