



Topic: Illinois Valley Soil & Water Conservation District Meeting

331 E Cottage Park Drive Suite 1B Cave Junction OR 97523

Monthly Meeting

Thursday, May 25 2023, 6:00 PM PDT

Join Zoom Meeting <https://zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbnFUdz09>

Meeting ID: 954 3509 9861

Passcode: Conserve

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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 May 25, 2023- *SWCD Office/ZOOM*

- I.** 6:00 PM: Call to Order
- II.** 6:05 PM: Acceptance of Minutes
- III.** 6:10 PM: Acceptance of Financial Reports
- IV.** 6:15 PM: Old Business
 - a.** Water Quality Monitoring Report
- V.** 6:25 PM: New Business
 - a.** To Be Announced
- VI.** 7:00 PM: Staff Reports
 - a.** John's report
 - b.** Cheryl's report
 - c.** Arlyse's Report
- VII.** 7:20 PM Partnering Agency Reports/Public comments
- VIII.** 7:30 PM: Adjourn

Illinois Valley Soil & Water Conservation District
Regular Monthly Meeting
331 E Cottage Park Drive Suite 1B, Cave Junction, OR 97523/ZOOM

Meeting Minutes

Meeting called to order April 27, 2023 by William Reid, Chairman at 6:00 pm

ATTENDED IN PERSON ATTENDED VIA ZOOM ABSENT

William Reid	Jim Gurley	Gene Merrill (WC)
Katrina Poydack	Cheryl Nelson Staff	Joy McEwen (WC)
Bob Schmidt	Kevin O'Brien (WC)	Patty Downing (WC)
Bob Webb	Rhett Nelsen	
Don Young (WC)	Marcy Sowa	
Janice Denney (WC)		
Carol Crawford (WC)		
Arlyse DeLoyola Staff		
John Bellville Staff		

SCRIBE

Notes were taken by Arlyse DeLoyola

The meeting was called to order at 6:01 pm.

Kelpie Wilson was introduced and gave a talk on the benefits of Bio-Char. She showed a power point and answered the board's questions.

- **Minutes:** The minutes of the March meeting were presented to the Board for review.
 - **Bob Schmidt made a motion to approve the minutes of the March meeting.**
 - **Bob Webb seconded the motion.**
 - **The motion passed without dissent.**

- **Financials:** The financial reports were presented for review by the Board.
 - **Bob Schmidt made a motion to accept the Financial Reports as presented.**
 - **Bob Webb seconded the motion.**
 - **The motion passed without dissent.**

OLD BUSINESS

- **Water Quality Monitoring:**

John Bellville announced that a team was in the process of being hired, and one had already been sampling this go-around. Janice suggested that the Youth Conservation Corps might be a good source for samplers. John noted that one of the techs would be working with the data input specifically.

NEW BUSINESS

- **Possible change of Payroll Platform:**

Arlyse stated that the District might be in a good position to move to the same Payroll Platform as the Council moved to on January 1st. She explained that SDAO was partnering with SAIF to provide members Worker's Comp. Insurance rates as of July 1st, which coincides with the new biennium and would be a logical time to make a change. This platform would save the District approximately \$1200 annually, but does mean that funds are taken directly from the bank for payroll, rather than a check being written and mailed later.

- **Rhett Nelsen made a motion to change to the same platform for payroll as the IV Watershed Council has.**
- **Bob Schmidt seconded the motion.**
- **Discussion was held.**
- **The motion passed without dissent.**

- **Other New Business:**

- Bob Webb asked how much it would cost to add testing for aluminum to our water quality monitoring. John said he would check and get back to him.
- Kevin O'Brien asked if the District would provide a Letter of Support for the Council's Water Quality Monitoring Grant
- **Katrina Poydack made a motion to provide the letter of support for Water Quality Monitoring by the IV Watershed Council.**
- **Bob Schmidt seconded the motion.**
- **The motion passed without dissent.**

CONTINUING

- **Staff Reports:**

- John reviewed his report and announced that he would be scheduling a Local Advisory Committee (LAC) in the near future. He also has completed the preliminary coursework for the NRCS Conservation Planner Course.
He noted that the April sampling was complete and the tech he trained would be able to train others for future sampling.
For Stakeholder engagement he has scheduled bi-weekly updates with the Project manager at OWEB. IVFROG is doing strategic planning.
We did not get funded for the partnership TA Grant which would have linked with the Stakeholder Engagement grant. It was approved, but was just below the funding line.
He is working on the grant agreement for the Community Wildfire Resiliency Grant and hopes to begin on the ground work in the fall.
John made note of the fact that the IV Watershed Council had asked the Four Way Foundation for a grant to purchase a media production drone. This drone would be below the required size to be permitted and licensed. It will be of use in making project videos and other promotional uses.
The next grant deadline is for ODA Water Quality, as well as OWEB's Water Quality Grant. The district is seeking the ODA grant to continue the current program of grab sampling and analysis, and the Council will submit a grant to OWEB for passive sampling. The District and Council are working on the grants together and have hired Christopher MacKay to assist on both submissions. Those grants are due May 1st and 3rd. Once that is clear, the Capacity Grant deadline is May 31st for the 23-25 Biennium.
- Cheryl reviewed her report via ZOOM. She wanted to thank Kelpie for her presentation. She noted that it may be too late in the fire season to plan a BBQ and Bio-Char event, but that was an idea they had for another engagement event.

- Arlyse reviewed her report and noted that the edits had come in from SDAO and HR Answers on the Employee Handbook and she would be going through them as soon as possible.
- **Public Comment:**
 - Kevin O'Brien noted that this agenda item used to include Partnering Agencies along with Public Comment. The board agreed this should be included and it will be fixed.

NEXT MEETING

The next meeting is to be held on May 25th at 6:00pm

ADJOURNMENT

The meeting adjourned at 7:55 pm.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Soil & Water Conservation District

5/16/2023 2:37 PM

Register: Checking Account

From 04/01/2023 through 04/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/03/2023	21101	Amazon Business	Accounts Payable	Owl III, cables,...	705.90	X		94,465.40
04/04/2023			Grants Received	Deposit		X	18,480.75	112,946.15
04/05/2023	21102	Lutes Advertising	Accounts Payable		5,385.10	X		107,561.05
04/06/2023	ach	VOYA Financial	Accounts Payable		307.08	X		107,253.97
04/06/2023	21103	Cardinal Business Se...	Accounts Payable	784581	5,713.50	X		101,540.47
04/10/2023	21104	Bigfoot Print and Copy	Accounts Payable		16.00	X		101,524.47
04/10/2023	21105	Illinois Valley Water...	Accounts Payable		588.44	X		100,936.03
04/11/2023	21106	American Steel Mast...	Accounts Payable		220.00	X		100,716.03
04/11/2023	21107	Sights and Sounds U...	Accounts Payable		500.00			100,216.03
04/11/2023	21108	Staples	Accounts Payable	LA 1041286	19.99	X		100,196.04
04/12/2023	21109	Cheryl Azevedo John...	Accounts Payable		600.00	X		99,596.04
04/17/2023	21110	Christopher MacKay	Accounts Payable		1,209.59	X		98,386.45
04/18/2023	21111	Grants Pass Water Lab	Accounts Payable		4,599.00	X		93,787.45
04/18/2023	21112	IV DATA CENTER	Accounts Payable	50% may	21.25	X		93,766.20
04/19/2023	21113	US Cellular	Accounts Payable	951128871	150.06	X		93,616.14
04/19/2023	21114	Illinois Valley Water...	Accounts Payable	Retirement con...	78.27	X		93,537.87
04/24/2023	ACH	VOYA Financial	Accounts Payable		239.62	X		93,298.25
04/24/2023	21115	Benchwood LLC	Accounts Payable		22,280.00			71,018.25
04/24/2023	21116	Cardinal Business Se...	Accounts Payable	784581	4,972.16			66,046.09
04/24/2023	21117	Umpqua Bank	Umpqua Credit Card	4798 5100 616...	2,624.80			63,421.29
04/25/2023	21118	Pacific Source Healt...	Accounts Payable		1,219.00			62,202.29
04/25/2023	21119	Illinois Valley Water...	Accounts Payable	K O'Brien 80 h...	2,452.54	X		59,749.75
04/25/2023	21120	IV DATA CENTER	Accounts Payable		450.00			59,299.75
04/27/2023	21121	Wells Fargo	Accounts Payable	97345735	70.68			59,229.07
04/27/2023	21122	Garmin Services, Inc	Accounts Payable		36.93			59,192.14
04/27/2023	21123	Maelagh Baker	Accounts Payable	Mileage for Ap...	211.57			58,980.57
04/28/2023			Grants Received	Deposit		X	22,568.76	81,549.33

2:36 PM

Illinois Valley Soil & Water Conservation District

05/16/23

Balance Sheet

Cash Basis

As of April 30, 2023

	<u>Apr 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	81,549.33
Savings Account - Thompson Crk	231.63
Total Checking/Savings	<u>81,780.96</u>
Total Current Assets	<u>81,780.96</u>
TOTAL ASSETS	<u>81,780.96</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-15.68
Total Accounts Payable	<u>-15.68</u>
Credit Cards	
Umpqua Credit Card	-247.85
Total Credit Cards	<u>-247.85</u>
Total Current Liabilities	<u>-263.53</u>
Total Liabilities	-263.53
Equity	
Opening Balance Equity	8,402.66
Unrestricted Net Assets	67,183.76
Net Income	6,458.07
Total Equity	<u>82,044.49</u>
TOTAL LIABILITIES & EQUITY	<u>81,780.96</u>

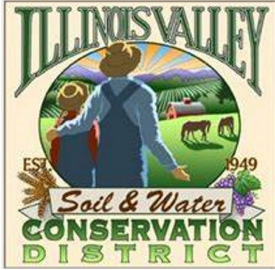
Illinois Valley Soil & Water Conservation District
Profit & Loss
 April 2023

	Apr 23
Ordinary Income/Expense	
Income	
Grants Received	41,049.51
Total Income	41,049.51
Gross Profit	41,049.51
Expense	
Contracted Services	36,892.95
Equipment & Software	36.93
Internet Services	135.96
Other	
Copier lease	70.68
Payroll Fees	439.31
Printing & Copying	16.00
Rent Expense	450.00
Telephone	150.06
Website/Internet fees	21.25
Total Other	1,147.30
Supplies & Materials	2,837.12
Training and associated travel	600.00
Wages and Salaries	
Employee Contributed 457	0.00
Medical Insurance	
Health Insurance-Employee cont.	-290.00
Medical Insurance - Other	1,219.00
Total Medical Insurance	929.00
Retirement Fund Expenses	
Employer Contribution Standard	70.96
Employer Match	70.96
Total Retirement Fund Expenses	141.92
Wages and Salaries - Other	10,941.13
Total Wages and Salaries	12,012.05
Water Quality Monitoring	
Mileage Reimbursement /Sampling	211.57
Total Water Quality Monitoring	211.57
Total Expense	53,873.88
Net Ordinary Income	-12,824.37
Net Income	-12,824.37

**Illinois Valley Soil & Water Conservation District
 Profit & Loss**

July 2022 through April 2023

	<u>Jul '22 - Apr 23</u>
Ordinary Income/Expense	
Income	
Grants Received	246,703.86
Total Income	<u>246,703.86</u>
Gross Profit	246,703.86
Expense	
Accounting Fees	6,000.00
Contracted Services	52,076.23
Equipment & Software	736.92
Insurance	
General Liability Insurance	2,754.00
Total Insurance	<u>2,754.00</u>
Internet Services	866.32
Licenses & Permits	450.00
Mileage	529.36
Other	
Advertising	568.79
Copier lease	709.14
Dues & Subscriptions	1,062.98
Food and water	539.38
Payroll Fees	5,065.08
Postage/Mailing fees	617.81
Printing & Copying	479.36
Rent Expense	5,693.50
Taxes	
Government Ethics Assessment	87.81
Taxes - Other	165.00
Total Taxes	<u>252.81</u>
Telephone	1,532.43
Website/Internet fees	615.00
Total Other	<u>17,136.28</u>
Reconciliation Discrepancies	0.00
Supplies & Materials	22,728.03
Training and associated travel	3,247.36
Wages and Salaries	
Employee Contributed 457	719.14
Medical Insurance	
Health Insurance-Employee cont.	-3,400.41
Medical Insurance - Other	15,534.57
Total Medical Insurance	<u>12,134.16</u>
Retirement Fund Expenses	
Employer Contribution Standard	1,405.42
Employer Match	778.33
Total Retirement Fund Expenses	<u>2,183.75</u>
Retirement Savings Match	61.21
Wages and Salaries - Other	117,118.41
Total Wages and Salaries	<u>132,216.67</u>
Water Quality Monitoring	
Mileage Reimbursement /Sampling	550.95
Water Quality Monitoring - Other	71.87
Total Water Quality Monitoring	<u>622.82</u>
Total Expense	<u>239,363.99</u>
Net Ordinary Income	7,339.87
Other Income/Expense	
Other Income	
Interest Income	0.02
Refunds	291.22
Total Other Income	<u>291.24</u>
Other Expense	
Fire protection	1,173.04
Total Other Expense	<u>1,173.04</u>
Net Other Income	<u>-881.80</u>
Net Income	<u><u>6,458.07</u></u>

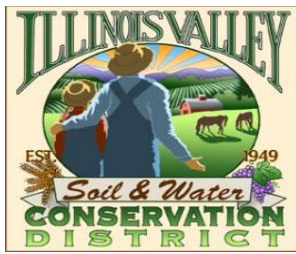


May 2023 Conservation Program Manager Staff Report

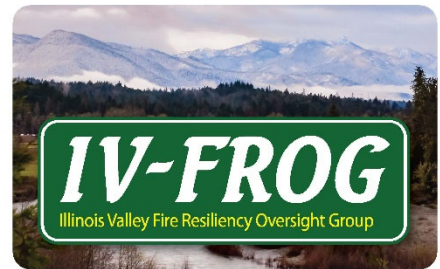
- **Schedule Change**
 - I will be planning to begin working a four-day-a-week schedule (Monday-Thursday) come mid-June contingent on approval by the Board of Directors.
- **Local Advisory Committee (LAC)**
 - Bob Niedermeyer and I are scheduled to talk on Wednesday 5/17.
- **Crooks Creek Project**
 - I went out on a site visit for the Crooks Creek project and was able to meet a couple of the landowners involved in the project, as well as the primary contractors who will be implementing the work. I will be acting project manager for Crooks Creek while Kevin is on vacation.
- **Illinois Valley Water Quality Monitoring**
 - Our sampling team is doing a great job out there in the field – kudos to Maelagh, David, Carolyn, and Elishua.
 - We got a pH meter and will, going forward, be testing for pH at all the sites.
 - In the process of scheduling 3 public meetings in mid-June to talk about the water quality program.
- **Stakeholder Engagement Project**
 - Cheryl is doing a great job getting out there and engaging landowners. She will soon be tabling at the Farmer's Market 1-2 times per month.
 - IVFROG continues to meet on the 3rd Wednesday of the month at IVFIRE.
- **Josephine County**
 - Kevin and I are in the process of following up with the Commissioners regarding developing a technical assistance process for abandoned cannabis site cleanup in the Illinois Valley. We are hoping to schedule a meeting with them within the next month and put those Coronavirus State & Local Recovery Funds to good use!
- **Training**
 - I am continuing with NRCS Conservation Planner Training.
 - I am taking some courses in public procurement and contract administration.
- **Grants**
 - IVSWCD and IVWC successfully submitted both water quality monitoring proposals.
 - We are working on the ODA SOW District Capacity Grant (deadline 5/31).
 - Post-Fire Recovery
 - Still waiting on White Ditch final report approval to proceed with Post-Fire Recovery.
 - Community Wildfire Defense Grant (CWDG)
 - The Grant Agreement will be ready to sign closer to August. This will put us right on track for a September start to the project.

Respectfully submitted,

John Bellville, Conservation Program Manager
Illinois Valley Soil & Water Conservation District



IVSWCD STAFF REPORT
Cheryl Nelson,
Engagement Coordinator



DATES: April 21 thru May 17, 2023

IVFROG – What’s HOP-nin’?

IVFROG Partner Open House – IVCanDO

Attended celebration of IVCanDO accomplishments and milestones: LED lighting for downtown businesses in partnership with Energy Trust; FEMA grant for fuels reduction and metal roofing at a 75% discount for IV residents in the WUI; recognition of community members for their service.

IVFROG Event Planning

The planning for a Biochar and BBQ event was put on hold, contributing factors included workload as well as unseasonably hot weather and likelihood of fire season being called early. New direction to plan an IVFROG community event re-issued. Potential speakers include John Roth, retired Chief of Resources at Oregon Caves, Siskiyou Native Plant Society or Pollinator Project Rogue Valley. Venue options: Grange on Holland Loop; Cedar Bloom?

IVFROG Monthly Meeting

Attended April’s meeting remotely. ODF’s Kelly Foster and Alex Cunha offered to help facilitate. Caught attendees up on proposed IVFROG signage, ODF 20-year Landscape Resiliency Strategy meeting, and EPA letter from IVFROG addressing need for exceptions to proposed Air Quality particulate matter constraints which allow for prescribed/cultural burn ops. Inducted Josephine County Emergency Management’s Firewise Program Coordinator, Mike McLaughlin into IVFROG. During a recent fuels reduction effort in partnership with Team Rubicon, 20.6 tons of vegetation removal was accomplished. May IVFROG meeting is on site at landowners in Takilma who worked with NRCS on fuels reduction. IVFROG Certificate of Appreciation will be presented to Aaron Howard.

Stakeholder Engagement Equity Work

Attended Indigenous People’s Burning Network (IPBN) Beginner Workshop ... facilitated by The Nature Conservancy. 4th of 12 Monthly Sessions. <https://nativephilanthropy.candid.org/native-101/>

Attended informational webinar on stereotypes and ageism that minimize older adults’ contributions to wildfire resiliency and post-fire recovery. <https://www.youtube.com/watch?v=D1FdU5WSR0g>

T.E.L.E. Implementation

- Web and fb updates: May is Wildfire Awareness Month.
- IVFROG fliers out at several local businesses and organizations.
- List of landowners interested in fuels reduction project work is growing steadily.
- Working with Station Mgr at KXCJ to create a jingle for IV Frog.
- Finalizing IVFROG logo with addition of Siskiyou Mountains skyline prior to printing signs/posters.



Staff Report
Office Manager
Arlyse DeLoyola
May 2023

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 March.
- Emails/Voicemail/US Mail

We continue taking steps toward the transition to the new payroll platform, which should begin on July 1st with the new biennium.

John and I had a TEAMS meeting with Beth Pietrzak of ODA regarding the Capacity Grant funding and application process. She was extremely helpful to both of us and obviously wants to set us up for success for the coming biennium. I appreciated her willingness to teach us and I will head into this fiscal year with a better understanding of what expenses go where.

I will be out of the office most of the week of Memorial Day. Also, the June meeting is during the week my kids will be in town, so I plan to make the meeting but may not work many hours before. I will try to have everything covered in the meeting packet.

See you soon!

Arlyse