



## Topic: Illinois Valley Soil & Water Conservation District Meeting

331 E Cottage Park Drive Suite 1 Cave Junction OR 97523

Annual Meeting FY 2024

### Monthly Meeting- November 2024

Thursday, November 21, 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 November 21, 2024- SWCD Office/ZOOM** ***(Preceded by Annual Meeting)***

- I. 6:05 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- Maelagh**
- V. 6:30 PM: New Business**
  - a. Election of Vice-Chair**
  - b. Discussion on vacant position**
  - c. Appointment of Contract Officer**
  - d. December Meeting Planning**
- VI. 6:55 PM: Staff and Partnering Agency Reports**
  - a. John's report**
  - b. Arlyse's Report**
  - c. Partnering Agency Reports**
- VII. 7:25 PM Public comments**
- VIII. 7:30 PM: Adjourn**

## Meeting Minutes

Meeting Called to Order Thursday October 24, 2024, by Bill Reid, Chairman at 6:01 pm.

LIVE ATTENDEES	ZOOM ATTENDEES	ABSENTEES
<b>Bill Reid</b>	<b>John Bellville, Staff</b>	<b>Bob Webb</b>
<b>Jim Gurley</b>	<b>Marcy Sowa</b>	<b>Carol Crawford (IVWC)</b>
<b>Rhett Nelsen</b>	<b>Katrina Poydack</b>	<b>Gene Merrill (IVWC)</b>
<b>Bob Schmidt</b>		<b>Kevin O'Brien (IVWC Staff)</b>
<b>Janice Denney (IVWC)</b>		
<b>Arlyse DeLoyola, Staff</b>		
<b>Bill Joerger</b>		

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### SCRIBE

Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes from the September meeting were presented to the Board for review.
  - **Jim Gurley made a motion to approve the minutes for September.**
  - **Rhett Nelsen seconded the motion.**
  - **The motion carried.**
  
- **Financials:** The Financial Reports from September 2024 were presented to the Board for review.
  - **Jim Gurley made a motion to accept the financial reports.**
  - **Rhett Nelsen seconded that motion.**
  - **The motion carried without dissent.**

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### OLD BUSINESS

- **Annual Meeting Re-Do**  
 The required second notification was not printed in the IV News, so the rescheduled Annual meeting had to be postponed. An emergency meeting was called for October 13, 2024 and a resolution passed to move the meeting to November 21 at 6:00 pm.
- **Bio-Char Kiln Move Update**  
 Still working on logistics. CWDG will get on the ground this month and might need their use. Janice will retrieve one.
- **District Manager Training Update**  
 John updated the board that he is still working on the HAZWOPER training and that the recent conference attendance was an excellent networking and educational event.
- **Community Wildfire Resiliency Coalition MOU**  
 John emphasized this is not urgent but is laying the foundation for working with this group in the future. Discussion was held/no action.
- **Clear Creek Lab Lease**  
 A meeting was held this Tuesday between Chairman Reid, the property owners and the SWCD employees. It was decided that we are not at a point that we need to have laboratory space. Staff will begin removing our equipment from the property as soon as possible.

## NEW BUSINESS

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- **Budget Committee Recommendations**

The committee presented its recommendations as approved at their meeting Tuesday. The first was a draft capacity budget for 2025-2027.

- **Rhett Nelsen made a motion to approve the capacity budget for 2025-2027.**
- **Bob Schmidt seconded the motion.**
- **Discussion followed.**
- **The motion passed without dissent**

The second recommendation was to approve a 25% raise for regular staff (John/Arlyse) effective January 1, 2025. Budgeting charts were presented with the recommendation.

- **Rhett Nelsen made a motion to approve the Budget Committee Recommendation for a Wage Increase January 1<sup>st</sup>, 2025.**
- **Bob Schmidt seconded the motion.**
- **Discussion was held.**
- **The motion passed unanimously.**

- **Proposed Public Meeting Policy**

Arlyse explained that SWCD's are required to have a Public Meeting Policy on file and presented one for board approval.

- **Rhett Nelsen made a motion to approve the Public Meeting Policy as presented.**
- **Jim Gurley seconded the motion.**
- **The motion passed without dissent.**

- **Chairman Resignation- (addition to agenda)**

Chairman Reid presented a letter of resignation from the IVSWCD Board, effective November 15, 2024 due to his upcoming relocation. Members of the board and staff expressed their thanks for his many years of service and sadness to see him leave.

## CONTINUING

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- **Staff Reports:**

**John** reviewed his report. The SIA sampling plan is being worked on. John and Arlyse met with Shannon Clark of Two Rivers earlier today to share ideas for the future of the districts coordinating efforts.  
**Arlyse**- no additions to her written report.

- **Partnering Agency Reports:**

There were no partnering agencies present.

**Public Comment:** There was discussion on well and surface testing, initiated by William Joerger. Janice Denney noted that the Garden Club would like to do "Project Specific" funding, and asked if that might be possible. Water Quality Monitoring was suggested.

## NEXT MEETING

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**Annual Meeting for 2023 will be held November 21st at 6:00pm**

The next monthly meeting is to be held on November 21<sup>st</sup> at 6:10 pm at the Illinois Valley SWCD Office and via ZOOM.

## ADJOURNMENT

The meeting was adjourned at 7:44 pm.

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APPROVED MINUTES: \_\_\_\_\_ DATE: \_\_\_\_\_

Illinois Valley Soil & Water Conservation District

11/12/2024 10:16 AM

Register: Checking Account

From 10/01/2024 through 10/31/2024

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
10/01/2024	21485	Amazon Business	Accounts Payable		25.98	X		49,137.02
10/01/2024	21486	Carolyn Taormina	Accounts Payable		63.65			49,073.37
10/01/2024	21487	David Stone	Accounts Payable		53.60			49,019.77
10/01/2024	21488	Maelagh Baker	Accounts Payable		19.43	X		49,000.34
10/04/2024			Grants Received	Deposit		X	42,500.00	91,500.34
10/07/2024	21489	Government Ethics C...	Accounts Payable		567.41	X		90,932.93
10/07/2024	21490	Illinois Valley News	Accounts Payable		98.00	X		90,834.93
10/07/2024	21491	Pacific Office Autom...	Accounts Payable		65.75	X		90,769.18
10/07/2024	21492	Grayback Forestry	Accounts Payable		40,000.00	X		50,769.18
10/10/2024	ACH	Cardinal Business Se...	Accounts Payable	784581	50.00	X		50,719.18
10/10/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		2,265.74	X		48,453.44
10/10/2024	ACH	Cardinal Tax Impound	Accounts Payable		1,193.64	X		47,259.80
10/10/2024	ACH	VOYA Financial	Accounts Payable		373.64	X		46,886.16
10/15/2024			Grants Received	Deposit		X	24,158.50	71,044.66
10/15/2024	21493	John Bellville	Accounts Payable		200.33	X		70,844.33
10/15/2024	21494	Refugium Consulting...	Accounts Payable		1,800.00			69,044.33
10/16/2024	21495	Fed-Ex	Accounts Payable		71.21			68,973.12
10/16/2024	21496	Grants Pass Water Lab	Accounts Payable		1,540.00	X		67,433.12
10/21/2024			Undeposited Funds	Deposit		X	3,000.00	70,433.12
10/21/2024	21497	Crystal Fresh	Accounts Payable	123731	19.00			70,414.12
10/21/2024	21498	IV DATA CENTER	Accounts Payable		21.25	X		70,392.87
10/21/2024	21499	US Cellular	Accounts Payable	951128871	155.77			70,237.10
10/23/2024	21500	Elan Financial Services	Umpqua Credit Card	4798 5100 616...	152.63			70,084.47
10/23/2024	21501	Pacific Source Healt...	Accounts Payable		692.50	X		69,391.97
10/24/2024	21502	A+ Storage	Accounts Payable		102.00			69,289.97
10/24/2024	21503	Stilton LLC	Accounts Payable		450.00			68,839.97

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

	Jul - Oct 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Donations	5,500.00
Grants Received	90,817.00
<b>Total Income</b>	96,317.00
<b>Gross Profit</b>	96,317.00
<b>Expense</b>	
Bank Fees	1.64
Contracted Services	211,905.05
Director Expense	75.00
Meeting Expense	
Food and water	101.98
<b>Total Meeting Expense</b>	101.98
Mileage	200.33
<b>Other</b>	
Advertising	126.00
Copier lease	248.64
<b>Dues &amp; Subscriptions</b>	
Membership Dues	845.49
Dues & Subscriptions - Other	50.00
<b>Total Dues &amp; Subscriptions</b>	895.49
Payroll Fees	300.00
Power and Electric	137.93
Printing & Copying	50.86
Rent Expense	2,760.00
<b>Taxes</b>	
Government Ethics Assessment	567.41
<b>Total Taxes</b>	567.41
Telephone	623.08
Website/Internet fees	85.00
<b>Total Other</b>	5,794.41
Software Subscription	271.68
Supplies & Materials	2,434.87
<b>Training and associated travel</b>	
Lodging	304.42
Training and associated travel - O...	926.30
<b>Total Training and associated travel</b>	1,230.72
Wages and Salaries	33,462.07
<b>Water Quality Monitoring</b>	
Contracted Laboratory Analysis	9,180.00
Mileage Reimbursement /Sampling	317.12
Shipping Samples	160.54
<b>Total Water Quality Monitoring</b>	9,657.66
<b>Total Expense</b>	265,135.41
<b>Net Ordinary Income</b>	-168,818.41
<b>Net Income</b>	-168,818.41

**Illinois Valley Soil & Water Conservation District**  
**Profit & Loss**  
 October 2024

	<u>Oct 24</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Donations	3,000.00
Grants Received	66,658.50
<b>Total Income</b>	<u>69,658.50</u>
<b>Gross Profit</b>	69,658.50
<b>Expense</b>	
Contracted Services	41,800.00
<b>Meeting Expense</b>	
Food and water	19.00
<b>Total Meeting Expense</b>	<u>19.00</u>
Mileage	200.33
<b>Other</b>	
Advertising	48.00
Copier lease	65.75
Dues & Subscriptions	50.00
Payroll Fees	50.00
Rent Expense	552.00
<b>Taxes</b>	
Government Ethics Assessm...	567.41
<b>Total Taxes</b>	567.41
Telephone	155.77
Website/Internet fees	21.25
<b>Total Other</b>	<u>1,510.18</u>
Software Subscription	42.02
Supplies & Materials	25.98
Training and associated travel	
Lodging	304.42
<b>Total Training and associated tra...</b>	<u>304.42</u>
Wages and Salaries	4,525.52
<b>Water Quality Monitoring</b>	
Contracted Laboratory Analysis	1,540.00
Mileage Reimbursement /Samp...	136.68
Shipping Samples	71.21
<b>Total Water Quality Monitoring</b>	<u>1,747.89</u>
<b>Total Expense</b>	<u>50,175.34</u>
<b>Net Ordinary Income</b>	<u>19,483.16</u>
<b>Net Income</b>	<u><u>19,483.16</u></u>

Illinois Valley Soil & Water Conservation District  
**Balance Sheet**  
As of October 31, 2024

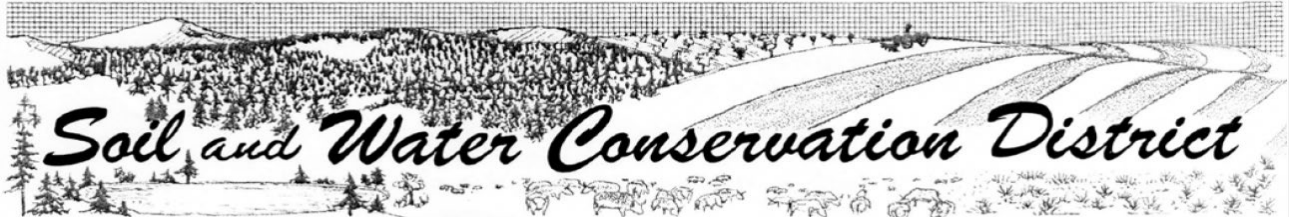
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	<u>Oct 31, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking Account	68,839.97
Savings Account - Thompson Crk	231.67
<b>Total Checking/Savings</b>	<u>69,071.64</u>
<b>Total Current Assets</b>	<u>69,071.64</u>
<b>TOTAL ASSETS</b>	<b><u>69,071.64</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Umpqua Credit Card	432.12
<b>Total Credit Cards</b>	<u>432.12</u>
<b>Total Current Liabilities</b>	<u>432.12</u>
<b>Total Liabilities</b>	432.12
Equity	
Unrestricted Net Assets	237,457.93
Net Income	-168,818.41
<b>Total Equity</b>	<u>68,639.52</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>69,071.64</u></b>



# November 2024 District Manager Staff Report

## ILLINOIS VALLEY



- **ODA 2024 Strategic Implementation Area (SIA)**
  - I am attending the SIA Field Evaluation with ODA staff on 11/13.
- **Two Rivers SWCD**
  - Arlyse and I continue to assist TRSWCD with administrative support.
  - I will be working on a closing on an open TRSWCD small grant: East Fork Williams Exclusion Fencing (OWEB #06-22-008). I have a site visit scheduled with the landowner on 11/18 in Williams.
- **Cannabis Cleanup**
  - The abandoned cannabis site cleanup flow chart and assessment guide has been completed by Refugium Consulting and Facilitation Services. Drafts of both documents are included in the packet.
- **Smith River Complex Weed Surveying and Seed Collection**
  - IVWC is working out the final details with the USFS regarding the Master Stewardship Agreements (MSAS) with Supplemental Project Agreements (SPAS).
  - IVWC will administer these projects and IVSWCD will manage these projects as a contractor.
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
  - Nothing to report.
- **Illinois Valley Water Quality Monitoring Program**
  - Thank you to our wonderful donors! Because of you, we were able to extend the grab sampling project by a full month!
  - 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**
  - Still in contract phase of the Kerby Fuels Reduction Project.
- **OWEB Small Grant Team Region 06**
  - Cycle 6 grant application window will be held 12/2-16.
- **Training**
  - Maelagh and I are drafting a press release for the IV WQM 2024-6 project that I plan to send out on Friday 11/15.
- **Training**
  - I am still working on OSHA HAZWOPER 40 training (slow going, I know). I plan to expedite the training once the SIA grant has been submitted.
- **Grants**
  - We will find out whether the OWRD WPGL: Sweet Cron Irrigation Modernization Grant has been funded by mid-December.
  - The Waldo Road Beaver Exclusion Device Project has been submitted to the ODFW Oregon Conservation & Recreation Fund program.

Respectfully submitted,  
John Bellville, District Manager  
Illinois Valley Soil & Water Conservation District



## **Staff Report**

**Office Manager - Arlyse DeLoyola**

**November 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 September.
- Emails/Voicemail/US Mail

Hi all-

Last month's meeting was very productive, but also very sad.

The retirement of Bill Reid as our Chairman this month leaves us all a bit lost, without our steady beacon of leadership. Bill has been Chairman since before I came to the District and has done a great job keeping us in line. He will be missed!

Let's all give Bob Webb our support as he steps into his new role as our Chair.

The election results are in and we will have more change coming in January. With all of these changes will come the dreaded bank signatory process. Please be prepared to re-do your signature cards and think about any changes we may need to make for the coming term. We will also need to be thinking about filling that empty seat left by Bill.

I am sending the packet out early because I am leaving for the 3-Day in San Diego on Wednesday afternoon. I will be back in time for the meeting-hopefully all in one piece with no injuries.

Arlyse

