



Topic: Illinois Valley Soil & Water Conservation District Meeting

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

Monthly Meeting

Thursday, November 16, 2023 6:00 PM PDT

[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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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 16, 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.** To Be Announced

- V.** 6:30 PM: New Business
 - a.** Annual Meeting Planning

- VI.** 7:10 PM: Staff and Partnering Agency Reports
 - a.** John's report
 - b.** Cheryl's report
 - c.** Arlyse's Report (written only)
 - d.** Watershed Council Partner Report
 - e.** Other Partnering Agency Reports

- VII.** 7:20 PM Public comments

- VIII.** 7:30 PM: Adjourn

Meeting Minutes

Meeting called to order October 26, 2023, by Bob Webb, Vice- Chair at 6:03pm.

ATTENDED IN PERSON ATTENDED VIA ZOOM ABSENT

Robert Webb	James Gurley	William Reid
Katrina Poydack	Marcy Sowa	Gene Merrill (WC)
Don Young (WC)	Kevin O'Brien (WC)	Janice Denney (WC)
John Bellville- Staff	Rhett Nelsen	Patricia Downing (WC)
Cheryl Nelson- Staff		Robert Schmidt
Arlyse DeLoyola- Staff		Carol Crawford
Maelagh Baker- Contractor		
David Ferguson- NRCS		

SCRIBE

Notes were taken by: Arlyse DeLoyola

The minutes of the previous meeting were presented for review.

- **A motion to accept the minutes for August was made by Jim Gurley.**
- **The motion was seconded by Katrina Poydack.**
- **The motion passed without dissent.**

The financial reports were presented for review.

- **Marcy Sowa moved to accept the financial reports.**
- **Jim Gurley seconded the motion.**
- **The motion passed without dissent.**

OLD BUSINESS

Water Quality Monitoring Report:

- Maelagh Baker and John Bellville gave a presentation on the Ag. Water Quality Monitoring program. They relayed data and reviewed the things they have learned over the past year of sampling.

Thompson Creek Tract:

- David Ferguson showed photos and shared data from his visits to our 171.78 acres tract of land on Thompson Creek. He gave suggestions for how to proceed with the tract.
- John is in the process of writing a grant to begin thinning and making the property more fire resilient.
- The board discussed options.

NEW BUSINESS

Substitute Note-Taker:

- A substitute note-taker will be needed for the November 16th meeting. Bob Webb will take care of it.

Other business:

- Janice Denney relayed that the Garden Club was very pleased with the presentations that John and Cheryl have made to them.

CONTINUING

Staff Reports:

John Bellville reviewed his report:

The OACD meeting he attended was excellent. He made a lot of connections and learned that Ag. Producers may be moving to electric and hydrogen powered equipment in the near future.

He and Kevin will meet with Alex Lopez of DOGAMI to begin the process of creating guidelines for property owners/managers for illegal cannabis site clean-up and rehabilitation.

He has one more signature to get before beginning on the ground work on the Post-Fire Recovery Grant.

Cheryl reviewed her report and encouraged everyone to attend one of two upcoming Workshops on “Burn piles, biochar and fire ecology” a flyer was included in the meeting packet. Registration is online. She also spoke about her recent DEIJ training experience in partnership with Southern Oregon Land Conservancy.

Arlyse reviewed her report, adding that in an effort to free up space for everyone’s migrating emails on her computer, some of her QuickBooks files were accidentally removed. She was able to buy a piece of software to restore lost files and will be working on that next week. The migration to Business 365 is still hampered by the lack of information on who’s in charge of our DNS.

Partnering Agency reports:

IV Watershed Council: Kevin O’Brien gave a report congratulating the SWCD on a great meeting. He relayed that he is working to get several grants in by next week’s deadline for OWEB.

NEXT MEETING

The next meeting is to be held on November 16, 2023 at 6:00 pm

ADJOURNMENT

The meeting adjourned at 7:44 pm.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Soil & Water Conservation District

11/8/2023 11:25 AM

Register: Checking Account

From 10/01/2023 through 10/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/03/2023		Amazon Business	Accounts Payable		31.98	X		27,338.01
10/03/2023	21259	John Bellville	Accounts Payable		339.29	X		26,998.72
10/03/2023	21260	Pacific Office Autom...	Accounts Payable	Agreement 231...	99.53	X		26,899.19
10/03/2023	21261	John Bellville	Accounts Payable		6.55	X		26,892.64
10/05/2023	21263	Illinois Valley News	Accounts Payable		90.00	X		26,802.64
10/05/2023	21265	Confident Staffing	Accounts Payable		1,209.98	X		25,592.66
10/06/2023	ACH	Cardinal Net-To-Bank	Accounts Payable	PP end 9/30/20...	3,304.82	X		22,287.84
10/10/2023			Grants Received	Deposit		X	36,164.50	58,452.34
10/10/2023	ACH	Cardinal Business Se...	Accounts Payable	784581	75.00	X		58,377.34
10/10/2023	ACH	Cardinal Tax Impound	Accounts Payable	Payroll tax	1,538.18	X		56,839.16
10/16/2023	21266	Bigfoot Print and Copy	Accounts Payable	VOID: fire		X		56,839.16
10/16/2023	21267	Carolyn Taormina	Accounts Payable		89.54			56,749.62
10/16/2023	21268	ELISHUA FERDON	Accounts Payable		58.95			56,690.67
10/16/2023	21269	NACD	Accounts Payable		100.00	X		56,590.67
10/16/2023	21270	Stacey Williams	Accounts Payable		47.82	X		56,542.85
10/16/2023	21271	Wells Fargo	Accounts Payable	97345735	33.67	X		56,509.18
10/17/2023	ACH	VOYA Financial	Accounts Payable	PP ending 9/30...	348.91	X		56,160.27
10/17/2023	21272	IV DATA CENTER	Accounts Payable		21.25	X		56,139.02
10/17/2023	21273	Amazon Business	Accounts Payable		114.12	X		56,024.90
10/17/2023	21274	Fed-Ex	Accounts Payable	Account # 201...	25.66	X		55,999.24
10/17/2023	21275	Grants Pass Water Lab	Accounts Payable		2,310.00			53,689.24
10/23/2023	21278	Umpqua Bank	Umpqua Credit Card	4798 5100 616...	847.21	X		52,842.03
10/24/2023			Grants Received	Deposit		X	18,480.75	71,322.78
10/25/2023	ACH	VOYA Financial	Accounts Payable		389.24	X		70,933.54
10/30/2023			Grants Received	Deposit		X	22,500.00	93,433.54
10/31/2023	ACH	Cardinal Business Se...	Accounts Payable	784581	75.00	X		93,358.54
10/31/2023	ACH	Cardinal Net-To-Bank	Accounts Payable		3,067.62	X		90,290.92
10/31/2023	ACH	Cardinal Tax Impound	Accounts Payable		1,404.14	X		88,886.78
10/31/2023	ACH	Confident Staffing	Accounts Payable		1,325.22	X		87,561.56
10/31/2023	21276	Secretary of State	Accounts Payable		150.00			87,411.56
10/31/2023	21277	US Cellular	Accounts Payable	951128871	150.71			87,260.85
10/31/2023	21279	Pacific Source Healt...	Accounts Payable		1,219.00	X		86,041.85
10/31/2023	21280	IEH Laboratories & ...	Accounts Payable		1,800.00			84,241.85
10/31/2023	21281	A+ Storage	Accounts Payable		84.50			84,157.35
10/31/2023	21282	IV DATA CENTER	Accounts Payable		450.00			83,707.35
10/31/2023	21283	ELISHUA FERDON	Accounts Payable		55.02			83,652.33
10/31/2023	21284	Maclagh Baker	Accounts Payable		113.32			83,539.01
10/31/2023	21285	Stacey Williams	Accounts Payable		55.68			83,483.33
10/31/2023	21286	John Bellville	Accounts Payable		386.82			83,096.51

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

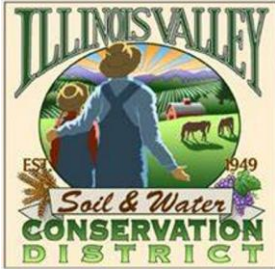
	Oct 23
Ordinary Income/Expense	
Income	
Grants Received	77,145.25
Total Income	77,145.25
Gross Profit	77,145.25
Expense	
Internet Services	156.96
Mileage	152.61
Other	
Advertising	90.00
Copier lease	133.20
Dues & Subscriptions	200.00
Payroll Fees	75.00
Rent Expense	534.50
Taxes	150.00
Telephone	150.71
Website/Internet fees	21.25
Total Other	1,354.66
Software	12.02
Supplies & Materials	185.26
Training and associated travel	435.82
Wages and Salaries	
Employee Contributed 457	0.00
Employee Paid Taxes	0.00
Employer Paid Taxes	861.11
Medical Insurance	
Health Insurance-Employee cont.	-243.80
Medical Insurance - Other	1,219.00
Total Medical Insurance	975.20
Retirement Fund Expenses	
Employer Contribution Standard	362.51
Employer Match	118.91
Total Retirement Fund Expenses	481.42
Wages and Salaries - Other	9,029.18
Total Wages and Salaries	11,346.91
Water Quality Monitoring	
Contract Water Quality Staff	2,535.20
Contracted Laboratory Analysis	4,110.00
Mileage Reimbursement /Sampling	613.56
Shipping Samples	25.66
Total Water Quality Monitoring	7,284.42
Total Expense	20,928.66
Net Ordinary Income	56,216.59
Net Income	56,216.59

Illinois Valley Soil & Water Conservation District
Profit & Loss
 July through October 2023

	<u>Jul - Oct 23</u>
Ordinary Income/Expense	
Income	
Grants Received	189,947.97
Total Income	<u>189,947.97</u>
Gross Profit	189,947.97
Expense	
Contracted Services	58,382.07
Internet Services	449.88
Meeting Expense	
Food and water	187.24
Total Meeting Expense	<u>187.24</u>
Mileage	532.90
Other	
Advertising	110.00
Copier lease	2,277.19
Dues & Subscriptions	495.00
Payroll Fees	500.11
Printing & Copying	438.00
Rent Expense	2,138.00
Taxes	150.00
Telephone	613.71
Website/Internet fees	<u>85.00</u>
Total Other	6,807.01
Software	135.18
Supplies & Materials	9,305.12
Training and associated travel	784.32
Wages and Salaries	
Employee Contributed 457	-256.62
Employee Paid Taxes	10.10
Employer Paid Taxes	3,247.59
Medical Insurance	
Health Insurance-Employee cont.	-27.68
Medical Insurance - Other	<u>4,202.15</u>
Total Medical Insurance	4,174.47
Retirement Fund Expenses	
Employer Contribution Standard	1,324.73
Employer Match	<u>627.33</u>
Total Retirement Fund Expenses	1,952.06
Unemployment Insurance	303.43
Wages and Salaries - Other	<u>38,131.33</u>
Total Wages and Salaries	47,562.36
Water Quality Monitoring	
Contract Water Quality Staff	6,078.70
Contracted Laboratory Analysis	17,521.76
Mileage Reimbursement /Sampling	1,438.75
Shipping Samples	<u>118.40</u>
Total Water Quality Monitoring	25,157.61
Total Expense	<u>149,303.69</u>
Net Ordinary Income	40,644.28
Other Income/Expense	
Other Income	
Interest Income	0.01
Reimbursement	1,647.38
Total Other Income	<u>1,647.39</u>
Net Other Income	1,647.39
Net Income	<u><u>42,291.67</u></u>

Illinois Valley Soil & Water Conservation District
Balance Sheet
As of October 31, 2023

	<u>Oct 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	83,096.51
Savings Account - Thompson Crk	231.66
Total Checking/Savings	<u>83,328.17</u>
Total Current Assets	<u>83,328.17</u>
TOTAL ASSETS	<u>83,328.17</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Umpqua Credit Card	-72.92
Total Credit Cards	<u>-72.92</u>
Total Current Liabilities	<u>-72.92</u>
Total Liabilities	-72.92
Equity	
Unrestricted Net Assets	41,109.42
Net Income	42,291.67
Total Equity	<u>83,401.09</u>
TOTAL LIABILITIES & EQUITY	<u>83,328.17</u>



November 2023 District Manager Staff Report

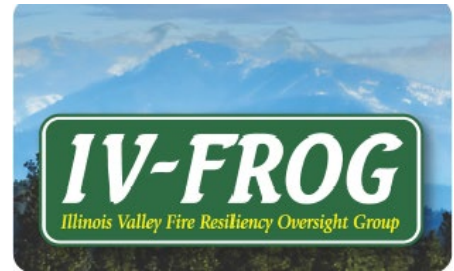
- **Inland Rogue Local Advisory Committee (LAC)**
 - Beth Pietrzak, Bob Niedermeyer, and I met on Thursday 11/2 to discuss the next LAC planning meeting.
 - It was decided that late January/early February would be a good time to schedule this meeting (once we are clear of the holidays). The plan is to tentatively meet at either Fort Vannoy Farms or Rusted Gate Farm.
- **Cannabis Cleanup (SFLRF)**
 - Kevin O'Brien and I will be meeting again with Alex Lopez (DOGAMI) on Monday 11/13 to talk over specifications on a Cannabis Cleanup Assessment guide. We will, after this meeting, plan to hire a qualified individual to build an assessment guide to be completed by February 20.
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
 - All landowner agreements are in. I am beginning the process of moving into the project design phase before putting the project out for bid.
- **Illinois Valley Water Quality Monitoring Program**
 - The last round of sampling will occur the week of 11/27-30.
 - We have two more weeks of sampling scheduled for 2023. We will resume sampling in April 2024.
- **Community Wildfire Defense Grant (CWDG)**
 - The process of ranking project properties will be delayed – likely occurring during the January or February meeting.
 - We will send out a mailer to qualifying landowners and give them 30 days to respond before the ranking process begins.
- **OWEB Small Grant Team – Region 06**
 - The SGT has signed the documentation for the Team Award.
 - The first SGT application window will open in December. The applications will be reviewed in early January.
- **Training**
 - I am continuing with Conservation Planner Training and taking some refresher courses in ArcGIS.
- **Grants**
 - The Community Wildfire Defense Grant (CWDG) for the Thompson Creek Tract has been submitted. We will find out whether we are funded in March 2024.
 - I am in the early stages of seeking additional funding to extend the water quality monitoring program.
 - The IVSWCD will plan to submit a small grant application for the installation of a beaver dam analog in O'Brien.

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



IVSWCD STAFF REPORT
Cheryl Nelson,
Engagement Coordinator

DATES: Oct. 18th - Nov. 8th, 2023



IVFROG – Illinois Valley Collective Mobilization for Fish and Fire Grant

Oregon Landscape Resiliency Summit

By invitation from ODF State Forester, Carl Mukumoto, IVFROG was represented at ODF's inaugural 20-Year Landscape Resiliency Summit held November 1st & 2nd in Hood River, OR. Federal and state agency leaders, including Senator Wyden, Senator Merkley and Governor Kotek, convened to demonstrate commitment and alignment to increase the pace and scale of landscape scale resiliency statewide.

IVFROG participated in a Capacity Assessment earlier this year. Out of that exercise arose this opportunity for networking with several Agency Coordination and Implementation Group (ACIG) panelists representing NRCS, ODFW, BLM, OWEB, USFS as well as ODF.

I was proud to represent our local wildfire resiliency collaborative and continue to work at fostering relationships with partners at the state and federal level.

OSU Pile Burn and Biochar Workshops

On Saturday, November 4th a successful community-led wildfire resiliency project took place in Takilma. The event was organized by Chris Adlam, Fire Specialist OSU Southern Oregon Research Extension Center and Kelpie Wilson of Wilson Biochar. The participating landowner had worked with NRCS on a fuels reduction project with Grayback Forestry as the contractor. The Understory Initiative is making native plant seed available to plant in pile footprints. [The Understory Initiative](#)

IVFROG Monthly Meeting

The November Monthly Meeting will be held on Wednesday, November 15th at the IV Fire Station. Topics slated for the meeting agenda include debriefs from the two significant inaugural meetings at which IVFROG stakeholders were represented (RALRF and Oregon Landscape Resiliency Summit); addressing options available to sustain the IVFROG collaborative's good works beyond the life of the OWEB Stakeholder Engagement Grant (deadline Feb/2024); IVFROG collaboration on the recently submitted Thompson Creek tract CWDG (USFS Community Wildfire Defense Grant).

Stakeholder Engagement Equity Work

-Indigenous Peoples Burning Network (IPBN) Beginners Workshop (ongoing) via The Nature Conservancy and Fire Adapted Networks.

-Fire Adapted Community Network (FACNet) Book Club – Getting to the Heart of Scientific Communication -*A Guide to Effective Engagement* by Faith Kearns (Copy owned by District)

T.E.L.E. Implementation

- Pile Burning/Biochar/Forest Ecology Workshop 11/19 (OSU/Wilson BioChar/The Understory Initiative) PSA on KXCJ with Posters advertising around the valley.
- IV-FROG signage. Still working on Bat signage with Dan, our new volunteer.
- Social Media/Website updates.
- 'I Fuel Break for Quail' stickers (with IVFROG contact info affixed on reverse side) well-received by Summit attendees.





Staff Report

Office Manager Arlyse DeLoyola

November 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 October.
- Emails/Voicemail/US Mail

The Microsoft Migration continues.... I was able to isolate Kelley Connect as our Domain reseller, so we are on the track to actually accessing DNS records to make the move. Kelley is notoriously unresponsive, but we can hope. Meanwhile, I'm to the point today of having to use webmail to communicate, which has many limitations. I cannot wait for this to be in the rear-view mirror. Our Microsoft tech faithfully calls daily.

I was able to re-build the QuickBooks files and they are functional. The day is coming that we will have to upgrade. Meanwhile, I will commit to more frequent back-ups "just-in-case"! I may look at some training for the Online version to see if maybe it is better now that when I tried it in 2021.

Your staff will meet later this week to begin planning the annual meeting, so if you have special requests, please let us know.

That's all I have for this month! Have a successful meeting and Happy Thanksgiving!

Arlyse

