

Topic: Illinois Valley Soil & Water Conservation District Meeting

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

Monthly Meeting

Thursday, February 23, 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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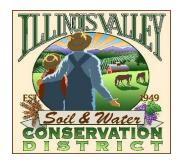
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Illinois Valley Soil and Water Conservation District

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

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

Monthly Board Meeting Agenda February 23, 2023- SWCD Office/ZOOM

I. 6:00 PM: Call to Order

II. 6:05 PM: Acceptance of Minutes

III. 6:15 PM: Acceptance of Financial Reports

IV. 6:20 PM: Old Business

a. White Ditch Update

b. Budget Committee Report (action)

c. Feedback deadline for Director Eligibility (John)

V. 6:45 PM: New Business

a. Coffee and Quail invitation (Cheryl)

VI. 7:00 PM: Staff and Partnering Agency Reports

a. John's report

b. Cheryl's report

c. Arlyse's Report

VII. 7:20 PM Public comments

VIII. 7:30 PM: Adjourn

Meeting Minutes

Meeting called to order January 26, 2022 by Katrina Poydack, Director Zone 4 at 6:03 pm

ATTENDED IN PERSON ATTENDED VIA ZOOM ABSENT

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

SCRIBE

Notes were taken by Arlyse DeLoyola

- Katrina Poydack administered the Oath of Office to newly re-elected directors, Bill Reid, Bob Webb, and Rhett Nelsen
- Chairman and Officers
 - o Bob Schmidt made a motion to re-instate the officers as they were preelection: Bill Reid Chair, Bob Webb Vice-Chair.
 - o Jim Gurley seconded the motion.
 - o The motion passed without dissent.
- **Minutes:** The minutes of the December meeting were presented to the Board for review.
 - o Bob Schmidt made a motion to approve the minutes of the December meeting.
 - Rhett Nelsen seconded the motion.
 - o The motion passed without dissent.
- **Financials:** The financial reports were presented for review by the Board.
 - o Jim Gurley made a motion to accept the Financial Reports as presented.
 - o Bob Schmidt seconded the motion.
 - o The motion passed without dissent.

SPECIAL PRESENTATION

Brittany Mills, of Oregon Department of Agriculture gave a slide presentation regarding Agricultural Drainage Channels and the new legislation recently passed around the program. There was a brief question and answer session following the presentation.

OLD BUSINESS

Thompson Creek Tract: John reported that the new owner of the neighboring property was a friend of Bob Webb and access has been restored.

White Ditch Update: John reported that he and Kevin had met with the Whites and they were willing to pivot to the formation of a Ditch Association and thought they could get something formed by June. He informed the Board that the OWEB portion of grant funding had expired and could not be extended. The OWRD funds were extended but he is waiting to hear whether they are amenable to changing the focus of the project. He will contact the project manager.

Other Old Business: Chairman Reid wished to discuss Associate Directors and whether Watershed Council members should continue to automatically serve as Associate Directors, as has been the policy since formation of the Watershed Council.

- o Bob Webb made a motion to continue the policy of all Watershed Council Members serving as Associate (non-voting) directors of the Soil & Water Conservation District.
- o Rhett Nelsen seconded the motion.
- O Discussion was held and it was noted that this is already a policy, but it was the will of the Board to revisit the policy and either strike or re-affirm it.
- o The motion passed with three Yes votes, two No votes and three abstentions.

NEW BUSINESS

Bank Signers and Check the Checks Person: Arlyse reminded the Board that Umpqua Bank would be represented at the next Council Meeting to re-set signers on the bank accounts. Action is needed by the Board to name those with signatory authority.

- O Jim Gurley made a motion that only elected/appointed District Directors (Those with voting rights) be signatories on the SWCD Accounts with the exception of Katrina Poydack, who will check the bank statements monthly. (Those with voting rights) This includes Bill Reid, Bob Webb, Jim Gurley, Marcy Sowa, Rhett Nelsen, and Bob Schmidt.
- Current signers that will be removed are: Carol Crawford, Don Young, John Gardiner, and Gene Merrill.
- o Marcy Sowa seconded the motion.
- o Discussion was held.
- The motion passed with one abstention.

Rogue Basin Region-Wide Initiative: John reported that he and Kevin had met with Randy White of Jackson SWCD regarding the Basin-wide initiative he presented at our Annual Meeting. He said it was a productive meeting. He was asked to facilitate the Local Area Advisory (LAC) meetings and told Randy he would consider it.

Budget Committee: Arlyse reminded the Board that it is time to hold a budget meeting. A meeting was set for February 13th at 10:00am. The meeting will be posted and notice will be sent to the newspaper.

CONTINUING

Staff Reports:

O John reviewed his written report, noting that there was a Director orientation coming up in Central Point on February 22nd. Bill encouraged directors to attend as it is a good refresher. He also noted that the temperature monitors would be deployed in April for the Water Quality Monitoring Program.

The Stakeholder Engagement Grant is moving forward and we will host a "Coffee and Quail" event March 11 which will have a guest speaker.

John also asked the Board to be considering a 5-year plan for the Thompson Creek tract.

- O Cheryl announced that we were not successful on our application for the AIM (Action, Implementation and Mitigation) grant we recently applied for. She also spoke about the outreach event coming up in March and encouraged attendance.
- O Arlyse had nothing to add to her written report.

GOOD OF THE ORDER

NEXT MEETING		
The next meeting is to be held on February 23rd at 6	5:00pm	-
ADJOURNMENT		
The meeting adjourned at 8:04 pm.		
APPROVED MINUTES:	DATE:	

Register: Checking Account

From 01/01/2023 through 01/31/2023 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
`								_
01/05/2023	21052	Special Districts Insu	Accounts Payable	1-18598	2,754.00	X		48,699.93
01/09/2023			Grants Received	Deposit		X	36,961.50	85,661.43
01/10/2023	11023	VOYA Financial	Accounts Payable		342.88	X		85,318.55
01/10/2023	21053	Cardinal Business Se	Accounts Payable	784581	5,838.36	X		79,480.19
01/11/2023	21054	Amazon Business	Accounts Payable	tables whiteboard	396.55	X		79,083.64
01/13/2023			Grants Received	Deposit		X	22,880.00	101,963.64
01/17/2023	21055	IV DATA CENTER	Accounts Payable	50% Rent	450.00	X		101,513.64
01/17/2023	21056	IV DATA CENTER	Accounts Payable		21.25	X		101,492.39
01/18/2023	21057	Amazon Business	Accounts Payable	storage for WQ	288.99	X		101,203.40
01/18/2023	21058	US Cellular	Accounts Payable	951128871	150.59			101,052.81
01/23/2023	ACH	VOYA Financial	Accounts Payable	Retirement 457	336.73	X		100,716.08
01/23/2023	21059	Cardinal Business Se	Accounts Payable	784581	4,961.49	X		95,754.59
01/24/2023	21060	Pacific Source Healt	Accounts Payable		1,450.00			94,304.59
01/24/2023	21061	Staples	Accounts Payable	LA 1041286	117.98			94,186.61
01/24/2023	21062	Umpqua Bank	Umpqua Credit Card	4798 5100 616	3,694.75			90,491.86
01/26/2023	21063	A+ Storage	Accounts Payable		70.00			90,421.86
01/30/2023	21064	Wells Fargo	Accounts Payable	97345735	67.31			90,354.55
01/31/2023	21065	Staples	Accounts Payable	LA 1041286	24.59			90,329.96
01/31/2023	21066	IV Senior Center	Accounts Payable		500.00			89,829.96
01/31/2023	21067	IV Senior Center	Accounts Payable		75.00			89,754.96

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

January 2023

	Jan 23
Ordinary Income/Expense	
Income	
Grants Received	59,841.50
Total Income	59,841.50
Gross Profit	59,841.50
Expense	
Insurance	
General Liability Insurance	2,754.00
Total Insurance	2,754.00
Internet Services	135.96
Other	
Copier lease	67.31
Payroll Fees	435.55
Rent Expense	1,095.00
Telephone	150.59
Website/Internet fees	21.25
Total Other	1,769.70
Supplies & Materials	911.99
Wages and Salaries	
Employee Contributed 457	0.00
Medical Insurance	
Health Insurance-Employee cont.	-368.90
Medical Insurance - Other	1,450.00
Total Medical Insurance	1,081.10
Retirement Fund Expenses	
Employer Contribution Standard	262.80
Employer Match	102.80
Total Retirement Fund Expenses	365.60
Wages and Salaries - Other	11,047.21
Total Wages and Salaries	12,493.91
Total Expense	18,065.56
Net Ordinary Income	41,775.94
Net Income	41,775.94

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

July 2022 through January 2023

	Jul '22 - Jan 23
Ordinary Income/Expense	
Income Grants Received	159,752.26
Total Income	159,752.26
Gross Profit	159,752.26
Expense	
Accounting Fees Contracted Services	6,000.00 8,525.88
Equipment & Software Insurance	99.99
General Liability Insurance	2,754.00
Total Insurance	2,754.00
Internet Services Licenses & Permits Mileage Other	730.36 450.00 503.16
Advertising	438.79
Copier lease Dues & Subscriptions	503.83 927.02
Food and water	425.15
Payroll Fees Postage/Mailing fees	3,818.80 537.07
Printing & Copying	16.00
Rent Expense	4,090.00
Taxes Government Ethics Assessment Taxes - Other	87.81 165.00
Total Taxes	252.81
Telephone Website/Internet fees	1,081.19 551.25
Total Other	12,641.91
Reconciliation Discrepancies Supplies & Materials	0.00 12,116.49
Training and associated travel Wages and Salaries	2,537.32
Employee Contributed 457 Medical Insurance	719.13
Health Insurance-Employee cont. Medical Insurance - Other	-2,530.41 11,415.57
Total Medical Insurance	8,885.16
Retirement Fund Expenses Employer Contribution Standard Employer Match	1,077.22 545.13
Total Retirement Fund Expenses	1,622.35
Retirement Savings Match	61.21
Wages and Salaries - Other	85,489.51
Total Wages and Salaries	96,777.36
Water Quality Monitoring Mileage Reimbursement /Sampling Water Quality Monitoring - Other	339.38 71.87
Total Water Quality Monitoring	411.25
Total Expense	143,547.72

10:23 AM 02/14/23 Cash Basis

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

July 2022 through January 2023

	Jul '22 - Jan 23
Net Ordinary Income	16,204.54
Other Income/Expense Other Income	
Interest Income	0.01
Refunds	120.00
Total Other Income	120.01
Other Expense Fire protection	1,173.04
Total Other Expense	1,173.04
Net Other Income	-1,053.03
Net Income	15,151.51

10:25 AM 02/14/23 Cash Basis

Illinois Valley Soil & Water Conservation District Balance Sheet

As of January 31, 2023

	Jan 31, 23
ASSETS Current Assets Checking/Savings	
Checking Account	89,754.96
Savings Account - Thompson Crk	231.62
Total Checking/Savings	89,986.58
Total Current Assets	89,986.58
TOTAL ASSETS	89,986.58
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable	45.00
Accounts Payable	-15.68
Total Accounts Payable	-15.68
Credit Cards Umpqua Credit Card	-735.67
Total Credit Cards	-735.67
Total Current Liabilities	-751.35
Total Liabilities	-751.35
Equity Opening Balance Equity Unrestricted Net Assets Net Income	8,402.66 67,183.76 15,151.51
Total Equity	90,737.93
TOTAL LIABILITIES & EQUITY	89,986.58

Illinois Valley Soil & Water Conservation District Budgeting 23-25 Biennium									
						Total	Possible	Anticipated	Other Funding
Grant Name		ODA Capacity 23-25	IVCMFF	WQ Monitoring-ODA	Partnership TA	Funded	Funding	Funding	needed
Expiration Date		June 30,2025	June 1, 2024	June 30, 2024					
Expected 23-25		\$175,813.00	\$54,906.72	\$73,849.00	\$132,844.00				
EXPENSES									
Salaries, Wages & Ber	nefits								
	Total 2 year								
John Bellville	\$154,497.62	\$80,969.39	\$1,875.00	\$5,814.00	\$20,516.00	\$109,174.39		\$135,504.39	
Cheryl Nelson	\$112,518.52		\$41,456.72		\$81,670.00	\$41,456.72	\$81,670.00	\$123,126.72	-\$10,608.20
Arlyse DeLoyola	\$38,191.61	\$30,116.61	\$125.00	\$1,136.00	\$2,839.00	\$34,216.61	\$3,975.00	\$38,191.61	\$0.00
Other Expenses									
Rent	\$11,000.00	\$11,000.00							
Storage	\$1,014.00	\$1,014.00							
Copier	\$1,960.00	\$1,960.00							
Ann. Meeting	\$1,100.00	\$1,100.00							
Zoom	\$425.00	\$425.00							
Adobe	\$1,675.00	\$1,675.00							
Microsoft	\$100.00	\$100.00							
Software/Monday	\$1,440.00	\$1,440.00							
Phones	\$3,760.00	\$3,760.00							
Internet	\$575.00	\$575.00							
Advertising	\$550.00	\$200.00	\$350.00						
Water	\$228.00	\$228.00							
Memberships	\$1,050.00	\$1,050.00							
State Fees	\$600.00	\$600.00							
Fire protection	\$2,800.00	\$2,800.00							
Insurance	\$4,300.00	\$4,300.00							
Supplies/Materials	\$15,799.00	\$5,700.00	\$3,500.00		\$200.00				
Contracted Services	\$80,163.00	\$16,000.00	\$5,600.00	\$58,563.00	\$14,534.00				
Travel/Training	\$10,574.00	\$6,000.00	\$2,000.00	\$2,574.00	\$1,008.00				
Payroll fees	\$4,800.00	\$4,800.00							
Total	\$449,120.75	\$175,813.00	\$54,906.72	\$68,087.00	\$120,767.00				
Balance		\$0.00	\$0.00						
Indirect				\$6,808.70	\$12,077.00				

Employee Current	Hourly	Insurance	Annual leave	Sick leave	Payı Retirement Tax	roll	Annual hours	Effective rate	Annual Payroll	5 months payroll to end FY
John	\$25.00	\$3.35	\$1.25	\$0.75	\$1.54	\$2.77	\$2,080.00	\$34.66	\$72,092.80	\$30,038.67
Cheryl	\$23.04	\$4.18	\$1.15	\$0.69	\$0.00	\$2.55	\$1,664.00	\$31.61	\$52,599.04	\$21,916.27
Arlyse	\$22.00	\$0.00	\$1.10	\$0.66	\$2.20	\$2.43	\$624.00	\$28.39	\$17,715.36	\$7,381.40
COLA CPI 6.2%	¢26.55	ć2.25	ć4 22	ć 0.00	¢4.63	ć2 0.4	¢2.000.00	¢26.50	, ,	\$59,336.33
John	\$26.55	•	-	•	•	-	\$2,080.00	-	•	\$31,711.33
Cheryl	\$24.47	•	•	-	•	\$2.71		•	, ,	\$23,094.93
Arlyse Wage &	\$23.36	\$0.00	\$1.17	\$0.70	\$2.34	\$2.58	\$624.00	\$30.15		\$7,839.00 \$62,645.27
Benefit Sources ODA Capacity IVCMFF	To June 30 2023 \$54,590.76 \$23,094.93									

IV Fire Grant OWEB WQ ? ?

Est wages

AG WQ ODA

\$79,685.69 \$110,145.84 \$62,645.27 \$150,348.00 \$17,040.42 -\$40,202.16

\$9,000.00

\$2,000.00

Coffee & Quail



Guest presenter from Klamath Bird Observatory.

Artwork by Sarah Mayer

FREE EVENT AT IV SENIOR CENTER - COFFEE AND SNACKS!

Learn about Quail, birds and fire, and resources that are available to landowners for wildfire resiliency and habitat restoration work - as well as a use for coffee grounds that may surprise you!

What? Coffee & Quail Time? 10am-12pm Date? Saturday 3/11/23 Where? 520 E River St Cave Junction, OR 97523 Website? www.iv-frog.org Phone? 541-592-3731















February 2023 Staff Report of the IVSWCD

Local Advisory Committee (LAC)

I have agreed to help shepherd the Local Advisory Committee meetings after Randy White retires. I have
not made any promises concerning how long I will be able to commit to this role but see the value in
keeping the LAC moving forward.

• Illinois Valley Water Quality Monitoring

- The amended Sampling Analysis Plan (SAP) is being reviewed.
- Progress Report was submitted to ODA.
- Kevin and I met with Bill Joerger and OWEB funders. We are planning on submitting a proposal to both OWEB and ODA in the interest of growing this program.
- We have spoken with experts, including Bill Meyers (DEQ) and Ivan Medel (Integrated Ecology Research Center), regarding expanding the water quality monitoring program as well as incorporating passive monitoring into the program.
- We have been talking to RCC about potentially partnering. We would like to hire students as seasonal sampling technicians.

• Stakeholder Engagement Project

- We completed some promotional materials (business return mailer and poster) for the Coffee &
 Quail event. The mailers will be sent to approximately 620+ Illinois Valley residents. We hope to
 get a good turnout for the event but also a better idea of who is interested in getting work done
 on their respective properties.
- We are beginning to embark on a strategic planning process with IV-FROG.

• White Ditch

We are in the process of terminating the project. We have talked to both OWEB and ODA. We
are hoping to get a meeting with the White Ditch stakeholders once more before the books on
the project are officially closed.

Grants

- The OWEB Post-Fire Recovery submission was recommended for funding (with edits). We are, in return, editing the application in preparation for a final submission within the next week.
- The OWEB Fire Restoration grant was, unfortunately, not recommended for funding. We plan
 to review the grant once we receive the OWEB evaluation and resubmit a revised proposal for
 the next application cycle.
- No news on the resubmitted OWEB Partnership TA or Community Wildfire Defense Grant (CWDG). Staying tuned.

Basin-Wide Stewardship Landscape Level

• Kevin and I have a follow-up meeting scheduled with Randy White on 2/16.

Respectfully submitted,
John Bellville
Conservation Program Manager



STAFF REPORT Cheryl Nelson, Engagement Coordinator

IVFROG/IVFSH

DATE: From Jan. 18 through February 15, 2023

IV-FROG/IVFSH Stakeholder Engagement Progress Report

- Coordinated meeting with NRCS, ODF and IVSWCD CPM, John, for strategic planning matrix development. Draft planning documents were developed and sent out to all IVFROG stakeholders in advance of Wednesday's Meeting. Agenda includes presentation of planning matrix as a rampup to IVFROG March meeting's goal of prioritizing the project areas and identifying resources and capacity for fuels reduction/ecological forestry work (Takilma, Selma, O'Brien, Cave Junction, Kerby).
- Attended a Zoom Conference with ODF and John regarding BLM Community Assistance Grant.
 IVFROG was approached about doing local outreach in the event the grant is funded to accomplish
 roadside brushing and defensible space on 400 acres in specific areas of the Illinois Valley (BLMadjacent).
- Received a favorable review of OWEB Slater Post-Fire Recovery Grant, grant agreement is currently pending minor edits John and I are cooperatively addressing. Project implementation is difficult to assess due to Governor's proposed reduction in budget and timeline for completing work before end of biennium (6/2023). More to come following March 2023 legislative committee session (extension granted?). John intends to strategize with the Jackson SWCD, who are also under the same expend-funds-by constraints on their post-fire recovery grant after the Obenchain Fire. Supportive of contact with legislative representatives by six affected landowners if prudent to do so prior to session.
- FAC Net DEIJ Visioning participation going smoothly. Please know that this DEIJ Visioning
 emphasizes environmental justice specific to the Fire Adapted Community Network's community
 engagement offerings. My participation in this equity work at a national level equips me to better
 integrate diverse perspectives into the wildfire resiliency work in which IV-FROG engages locally. I
 am available to discuss in more detail with any interested Stream Team Directors.
- Reached out to Confederated Tribes of Siletz (CTSI) for potential consultation on project work in
 Takilma and began a dialog with the Educational & Cultural Programs Director regarding fire's
 good effects and how we might reach youth in this community with that educational piece to
 include tribal burning practices. Also sent inquiry to CTSI Natural Resources Personnel with copy of
 Post-Fire Recovery grant attached to seek potential for consultation per OWEB.

Stakeholder Engagement Enrichment Work Report

<u>Indigenous People's Burning Network Beginners Workshop</u> -First of 12 Sessions on 2/7. Neighboring watershed/fireshed's have employed tribal burning to good effect. The introduction of these traditional ecological knowledge pathways to our local land stewards is a passion of mine.

March Assignment: presentation to the group on 'Name of Indigenous nation; Maps – ancestral territory compared to current land jurisdiction; Basic cultural foundations – traditional and current lifeways; When colonized and by whom; Treaties –; A federal government statute or policy that had a big impact (e.g., in the US: the Dawes Act); recent events that are either challenges or successes (e.g., mining, nuclear sites, new legislation).

<u>Leadership Training</u> – Great course offered by CAJ Leadership Consulting. I have completed the coursework which identifies my personal values and have deep appreciation for the way these qualities help/hinder my ability to help lead the two cohorts to succeed. A humbling but thoroughly exciting seat to sit in for the time being. Thanks for the opportunity!

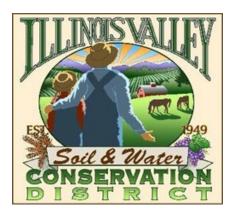
T.E.L.E. Report

- -Continued T.E.L.E. message development includes mailing list creation working with OSU and 'Coffee & Quail' Business Reply Mailer co-design with John.
- -Event planning: Secure venue, speaker, media requirements, coffee donation, snacks, décor, hang posters, and napkins/plates/coffee cups.
- -Placed PSA about "Coffee & Quail" event with KXCJ community radio station. Will post to facebook page(s).
- -Liaised with IV Garden Club President Mark Sudyka to extend invite to via monthly e-newsletter.
- -Priced ad space in IV News and in IV Senior Center newsletter. Will pursue both.

Administrative Stuff

- -Ongoing: Answer phones, emails, interact with office staff and meet semi-regularly to strategize as schedules allow. If desirable, Board Members can obtain copies of the weekly staff meeting notes from Arlyse.
- -Met with John to discuss the Employee Performance Evaluation for the District. I shared a new format which gives both the employer and employee added input to increase the expectation for bilateral growth and development. John plans to conduct these annually.
- -Suffered a debilitating email issue. Big kudos to Arlyse and Board Member Jim G. for their diligence in resolving the technical setback.
- -Requested incremental salary increase/cost of living adjustment (If by the time of the next regularly scheduled monthly meeting I have been approved for the \$1.00/hr raise in pay, thank you all for the 'egg money'!).

I think IV-QUAIL has a nice Ring to It!



Staff Report Office Manager Arlyse DeLoyola February 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 January and filed once they were reviewed.
- Emails

It's probably time to get back to work on the Employee Handbook. I will attempt another go at it as soon as possible. I didn't get any feedback from committee members on the draft I sent out last fall, but John provided some useful suggestions.

The budget committee met this week and will report at this meeting. John and I worked together to project budgeting for the next biennium, which will be upon us before we know it.

Jim G. has been doing some troubleshooting on our computers. We really appreciate his expertise and willingness to help us out.

Jackson SWCD will host the ODA's new Director Training next week. Hopefully some of you will be able to attend with John.

See you Thursday night!

Arlyse