



Topic: Illinois Valley Soil & Water Conservation District Meeting

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

Monthly Meeting- Following IV Watershed Council Meeting

Thursday, November 17, 7:10 PM PDT (approx.)

Join Zoom Meeting

<https://us06web.zoom.us/j/4738236869?pwd=Z1ZxVlkyYUtWUkprMVVLL3BwdzdoZz09>

Meeting ID: 473 823 6869

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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 17, 2022- *SWCD Office/ZOOM*

- I.** 7:10 PM: Call to Order
- II.** 7:15PM: Acceptance of Minutes
- III.** 7:18PM: Acceptance of Financial Reports
- IV.** 7:20 PM: Old Business
 - a.** Thompson Creek Tract

- V.** 7:40 PM: New Business
 - a.** T.B.A.

- VI.** 7:50 PM: Staff and Partnering Agency Reports
 - a.** John's report
 - b.** Cheryl's report
 - c.** Arlyse's Report

- VII.** Public comments

- VIII.** 8:45 PM: Adjourn

Meeting Minutes

Meeting Called to Order Thursday October 27, 2022, by Bill Reid, Chairman at 6:00 pm

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

SCRIBE

Notes were taken by Arlyse DeLoyola

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

- **Financials:** The Financial Reports from September 2022 and July- September 2022 were presented to the Board for review.
 - **Bob Schmidt made a motion to accept the financial reports.**
 - **Bob Webb seconded that motion.**
 - **The motion carried without dissent.**

OLD BUSINESS

- **Payroll Services:**
 - Jim Gurley asked Arlyse to check with Cardinal about our current rate structure.

- **Thompson Creek Tract**
 - Bill asked if any progress had been made on getting the lock taken off the gate to our property. Bob Webb has been unable to connect with his contact but will keep trying. John also volunteered to call if needed.

NEW BUSINESS

- **Annual Meeting Resolution**

The date of the annual meeting was discussed, and a resolution was proposed by the chairman and passed by the board for December 15, 2022. John Bellville has arranged for a guest speaker.

- **Restoration Grant Update**

John reported on the progress of the grant proposal. They will be working through the weekend to finish it by deadline. The ask would be \$135,000 for restoration and \$30,000 administrative. Discussion was held.

- **Other New Business**

Discussion had held regarding the Oregon Association of Conservation Districts (OACD's) upcoming meeting and the subject of director requirements to own/manage land. There has been talk of changing the requirements. John Bellville will attend the meeting and report back.

John also gave a report on the ODA Ag Water Quality Assistance Grant that was awarded. He explained what we would be testing for, and what equipment had been ordered. Discussion was held.

CONTINUING

- **Staff Reports:**

John reviewed his report

Cheryl reviewed her report adding that she had found a marketing consultant to facilitate message development for T.E.L.E. (Tools for Effective Landowner Engagement)

Arlyse amended her written report. We are NOT late filing with the Secretary of State. They sent the letter out assuming we would not have a full review, but this year we will- which means we have until December 31,2022 to file.

NEXT MEETING

The next meeting is to be held on November 17, 2022, following the IV Watershed Council meeting at the Illinois Valley SWCD Office and via ZOOM.

ADJOURNMENT

The meeting was adjourned at 6:50 pm.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Soil & Water Conservation District
Profit & Loss
October 2022

	<u>Oct 22</u>
Ordinary Income/Expense	
Expense	
Internet Services	50.97
Other	
Dues & Subscriptions	340.00
Payroll Fees	579.19
Rent Expense	520.00
Telephone	154.89
Website/Internet fees	21.25
Total Other	1,615.33
Retirement Fund Expenses	
Employer Contribution Standard	65.22
Employer Match	65.22
Total Retirement Fund Expenses	130.44
Supplies & Materials	6,620.63
Wages and Salaries	
Employee Contributed 457	0.00
Medical Insurance	1,279.27
Wages and Salaries - Other	14,055.18
Total Wages and Salaries	15,334.45
Total Expense	23,751.82
Net Ordinary Income	-23,751.82
Net Income	<u><u>-23,751.82</u></u>

Illinois Valley Soil & Water Conservation District
Profit & Loss
 July through October 2022

	<u>Jul - Oct 22</u>
Ordinary Income/Expense	
Income	
Grants Received	41,755.63
Total Income	<u>41,755.63</u>
Gross Profit	41,755.63
Expense	
Contracted Services	3,647.00
Equipment & Software	99.99
Internet Services	203.88
Licenses & Permits	450.00
Mileage	451.59
Other	
Advertising	438.79
Copier lease	213.42
Dues & Subscriptions	791.06
Food and water	124.25
Payroll Fees	2,248.19
Postage/Mailing fees	215.97
Printing & Copying	16.00
Rent Expense	1,980.00
Taxes	15.00
Telephone	630.02
Website/Internet fees	<u>487.50</u>
Total Other	7,160.20
Retirement Fund Expenses	
Employer Contribution Standard	258.31
Employer Match	<u>258.30</u>
Total Retirement Fund Expenses	516.61
Supplies & Materials	8,184.79
Training and associated travel	2,564.66
Wages and Salaries	
Employee Contributed 457	719.13
Medical Insurance	5,758.00
Wages and Salaries - Other	<u>47,124.13</u>
Total Wages and Salaries	53,601.26
Water Quality Monitoring	
Mileage Reimbursement /Sampling	127.51
Water Quality Monitoring - Other	<u>71.87</u>
Total Water Quality Monitoring	199.38
Total Expense	<u>77,079.36</u>
Net Ordinary Income	-35,323.73
Other Income/Expense	
Other Income	
Refunds	<u>120.00</u>
Total Other Income	<u>120.00</u>
Net Other Income	120.00
Net Income	<u><u>-35,203.73</u></u>

Illinois Valley Soil & Water Conservation District
Balance Sheet
As of October 31, 2022

	<u>Oct 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	45,843.02
Savings Account - Thompson Crk	231.61
Total Checking/Savings	<u>46,074.63</u>
Total Current Assets	<u>46,074.63</u>
TOTAL ASSETS	<u>46,074.63</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-15.68
Total Accounts Payable	<u>-15.68</u>
Credit Cards	
Umpqua Credit Card	
Umpqua Bank Credit Card	414.70
Umpqua Credit Card - Other	5,281.75
Total Umpqua Credit Card	<u>5,696.45</u>
Total Credit Cards	<u>5,696.45</u>
Total Current Liabilities	<u>5,680.77</u>
Total Liabilities	5,680.77
Equity	
Opening Balance Equity	8,402.66
Unrestricted Net Assets	67,194.93
Net Income	-35,203.73
Total Equity	<u>40,393.86</u>
TOTAL LIABILITIES & EQUITY	<u>46,074.63</u>

Illinois Valley Soil & Water Conservation District

11/8/2022 11:38 AM

Register: Checking Account

From 09/01/2022 through 10/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/01/2022	20984	Amazon Business	Accounts Payable		106.97	X		88,822.57
09/01/2022	20985	Amazon Business	Accounts Payable		313.30	X		88,509.27
09/01/2022	To Print	VOYA Financial	Accounts Payable		219.45	X		88,289.82
09/09/2022	20986	Staples	Accounts Payable	LA 1041286	41.73	X		88,248.09
09/09/2022	20987	Cardinal Business Se...	Accounts Payable	784581	8,368.89	X		79,879.20
09/09/2022	To Print	VOYA Financial	Accounts Payable		239.23	X		79,639.97
09/12/2022	20988	Amazon Business	Accounts Payable		11.98	X		79,627.99
09/19/2022	20989	IV DATA CENTER	Accounts Payable	50% October i...	21.25	X		79,606.74
09/19/2022	20990	Kelley Connect	Accounts Payable		402.50	X		79,204.24
09/19/2022	20991	William Joerger, WQ...	Accounts Payable	Fall sampling s...	199.38	X		79,004.86
09/20/2022	20992	US Cellular	Accounts Payable	951128871	147.62	X		78,857.24
09/26/2022	20993	Cardinal Business Se...	Accounts Payable	784581	7,438.73	X		71,418.51
09/26/2022	20994	Pacific Source Healt...	Accounts Payable		725.00	X		70,693.51
09/26/2022	20995	Umpqua Bank	Umpqua Credit Card	4798 5100 616...	1,054.21	X		69,639.30
09/26/2022	20996	Pacific Source Healt...	Accounts Payable		725.73	X		68,913.57
09/27/2022	20997	IV DATA CENTER	Accounts Payable	rent	450.00	X		68,463.57
09/27/2022	20998	Staples	Accounts Payable	LA 1041286	40.80	X		68,422.77
09/27/2022	20999	Umpqua Bank	Accounts Payable	VOID: 4798 51...		X		68,422.77
09/27/2022	21000	Wells Fargo	Accounts Payable	97345735	78.79	X		68,343.98
09/27/2022	21002	A+ Storage	Accounts Payable		70.00	X		68,273.98
09/28/2022	ACH	VOYA Financial	Accounts Payable		313.50	X		67,960.48
09/29/2022	21003	Cheryl Nelson	Accounts Payable		266.25	X		67,694.23
09/29/2022	21004	John Bellville	Accounts Payable		32.50			67,661.73
10/17/2022	21005	Amazon Business	Accounts Payable	waders, numbe...	107.97	X		67,553.76
10/17/2022	21006	Cardinal Business Se...	Accounts Payable	784581	7,730.46	X		59,823.30
10/17/2022	21007	NACD	Accounts Payable		100.00	X		59,723.30
10/18/2022	ach	VOYA Financial	Accounts Payable		232.94	X		59,490.36
10/20/2022	21008	IV DATA CENTER	Accounts Payable		21.25	X		59,469.11
10/20/2022	21009	US Cellular	Accounts Payable	951128871	154.89			59,314.22
10/24/2022	21010	A+ Storage	Accounts Payable	storage Unit rent	70.00			59,244.22
10/24/2022	21011	Cardinal Business Se...	Accounts Payable	784581	6,538.11	X		52,706.11
10/24/2022	21012	IV DATA CENTER	Accounts Payable		475.00	X		52,231.11
10/24/2022	21013	Pacific Source Healt...	Accounts Payable		1,340.42	X		50,890.69
10/24/2022	21014	SDAO	Accounts Payable		140.00			50,750.69
10/24/2022	To Print	Umpqua Bank	Accounts Payable	4798 5100 616...	735.67			50,015.02
10/25/2022	ach	VOYA Financial	Accounts Payable		202.15	X		49,812.87
10/25/2022	21015	Umpqua Bank	Umpqua Credit Card	4798 5100 616...	3,539.46			46,273.41
10/25/2022	21016	Staples	Accounts Payable	LA 1041286	430.39			45,843.02

Illinois Valley Soil & Water Conservation District

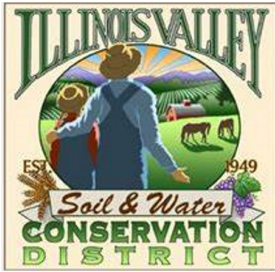
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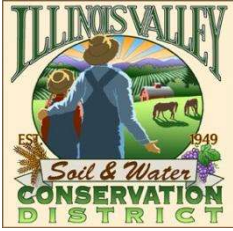
November 2022 Staff Report of the IVSWCD

1. **Illinois Valley Water Quality Monitoring** We are preparing for a November freshet sampling which will take place at 21 sites between November 16-22. We now have the conductivity logger and turbidimeter. The temperature loggers are nearly ready to deploy. We are consulting with Nick Haxton-Evans at the DEQ
2. **Fire Restoration Grant** We, after a bit of a final-stretch slog, successfully submitted a complete fire restoration proposal early in the afternoon on 10/31. If successful, the grant will fund a total of 100 acres of fuels reduction work on private properties in priority areas.
3. **Stakeholder Engagement Project** I gave a brief presentation at the Fuels Reduction and Prescribed Fire Meeting at the Medford Interagency Office on 11/1 IVFROG in Cheryl's absence. We are now beginning work on outreach materials and planning to spend some time focusing on strategic outreach planning with the NRCS and ODF. We have been signing up landowners interested in fuels reduction work with the NRCS over the past week.
4. **White Ditch** Still awaiting response.
5. **Thompson Creek** Still working on it. We will plan to get the issue resolved when Kevin is back at the office.
6. **Welcome back!** Arlyse and Cheryl have returned safely from their leaves. Happy to have them back.

Best regards,

John Bellville

Conservation Program Manager



STAFF REPORT

Cheryl Nelson,
Engagement Coordinator

IVFROG/IVF+SH

DATE: Between Oct. 21 and Nov. 10, 2022

OWEB Stakeholder Engagement Grant (IVCMFF)

- Developed the agenda and sent out invites for IVFROG & IVF+SH November 16th meeting.
- John and I have met and joined forces to tackle tasks ID'd in Stakeholder Engagement Scope of Work.
- Attended Fire Adapted Community (FAC) Network DEIJ Webinar 11-9.
- Training Scheduled with CAJ Leadership Consulting.
- Missed the Cedarbook HOA/Grants Pass Fire Firewise Rep meeting.
- Facilitated communication between State Office and SWO ODF to clarify CWDG in-kind match.
- Submitted 50k A.I.M. Grant prior to deadline.
- Liaised with OSFM Fire Risk Reduction Specialist to look into pump slip-on units.
- Drafted/Solicited Letters of Support from Stakeholders for OWEB Restoration Grant.

T.E.L.E. (Tools for Engaging Landowners Effectively)

-Decision pending on budgeting marketing consultant to facilitate T.E.L.E. message development.

TELE Message development is mobilized/look for beta-testing in late November.

-Still plan on working with (OSU) on Direct Mail pieces for use in conjunction with cohesive marketing strategy. Kara will address this and the P4S at Dec. IV-FROG Meeting.

-Still need an invoice from Jes Webb to get a check cut for video shorts.

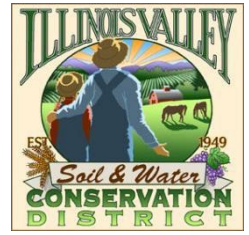
November's Casual Observations: No less than three Board Members happened into the “undergoing-renovation” version of the IVSWCD office on Nov. 9th. – each witnessed a true testimony to teamwork. It really does make the dream work! Thanks to Arlyse, Ted and John for the heavy lifting to get our digs in better shape than they’ve probably ever been!

Personal Note: I traveled last week in the company of our daughter, Rika, and 3 year-old granddaughter, Olive, to visit my mom in Ohio. I feel fortunate that we could convene four generations of womenfolk. 4 Cheers!





Arlyse DeLoyola
Office Manager
Combined Staff Report



November 2022 ~ IVWC & IVSWCD

GENERAL ADMIN

- Payroll submitted –(last payroll individually submitted, due to leave)
- 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.
- Voicemails, email and phone calls.

IV Soil & Water Conservation District- It was a very short turn-around for this report due to having a week off right after last meeting and cutting the span by a week, but here we are again! We are still awaiting payment on Goff, Capacity (Q. 6) and the IV Collective Mobilization Grants, but I do expect them any day.

IV Watershed Council: Quarter six funds request has been received. We are all set on the Council 401K through Cardinal and it will begin November 15th.

Both: Though I brought back the flu with me from my convention in Reno, I was able to rest up for a few days before I had to return to work. Once here we began the process of moving the ZOOM Station out to the outer office for better meeting facilitation. Hopefully we will have that all wrapped up by meeting time and it will be much more enjoyable for everyone. John put together Kevin's new desk for his little office and he should have a great surprise when he returns from Elk Camp. Thanks to Bob Webb for hauling off the old one for us.

We began having scanner issues the evening of the last meeting. As yet, we have not figured out the problem after two tries with Ricoh. They are quite certain it is an issue with our email server, so I have contacted Kelley and they have not responded as of this writing. I have tried to find a company to replace them as our "IT" help. I do have one offer from another company and would love someone from the board to sit in on a meeting with them sometime soon. We do not have a computer scientist on staff....we lack the knowledge to fix issues like this that absolutely cripple us when they occur.

Arlyse