



Topic: Illinois Valley Soil & Water Conservation District Meeting

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

Monthly Meeting

Thursday, July 27, 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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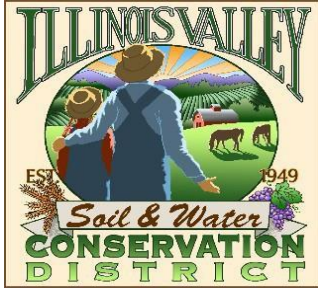
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Illinois Valley Soil and Water Conservation District

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

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

Monthly Board Meeting Agenda July 27, 2023- *SWCD Office/ZOOM*

- I. 6:00 PM: Call to Order
- II. Q&A session with Dan Van Dyke (Rogue District Fish Biologist with ODFW)
- III. 6:30 PM: Acceptance of Minutes
- IV. 6:35 PM: Acceptance of Financial Reports
- V. 6:40 PM: Old Business
 - a. Water Quality Monitoring Report
 - b. Draft Contract Review *Action*
- VI. 7:00 PM: New Business
 - a. To Be Announced
- VII. 7:10 PM: Staff and Partnering Agency Reports
 - a. John's report
 - b. Cheryl's report
 - c. Arlyse's Report
- VIII. 7:20 PM Public comments
- IX. 7:25 Partnering Agency Reports/Comments
- X. 7:30 PM: Adjourn

Meeting Minutes

Meeting called to order June 22, 2023 by Bill Reid, Board Chair at 6:00pm

ATTENDED IN PERSON ATTENDED VIA ZOOM ABSENT

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

SCRIBE

Notes were taken by Bob Webb

OLD BUSINESS

Minutes-

The minutes were presented in the meeting packet.

- **Jim Gurley made a motion to accept the minutes of the May meeting as presented.**
- **Rhett Nelsen seconded the motion.**
- **The motion passed without dissent.**

Financial reports-

The financial reports were presented in the meeting packet.

- **Rhett Nelsen made a motion to accept the financial reports as presented.**
- **Jim Gurley seconded the motion.**
- **The motion passed without dissent.**

Water Quality Report-

John Bellville gave a report on the AG Water Quality program. This was the last week of sampling for the current grant. Everything went very well and we now have data to share with the public. There have been two public meetings and one more is scheduled to share the results.

NEW BUSINESS

Draft Contract Review-

John asked that the board look at the insert provided in the meeting packet. He said he had spoken with Leisl Coleman of Curry SWCD who advised drafting our own set of policies regarding contracting. He spoke also to Larry Putnitz, our former Contract Officer who said we had been using the State of Oregon guidelines, which do not offer as much latitude. Bill Reid suggested that the item be tabled to the next meeting and all board members review the proposed policy.

CONTINUING

Staff & partnering Agency reports-

John Bellville reported that he had met with Jackson SWCD regarding the Local Advisory Committee and they planned to begin meeting again in November.

He informed the board that OSU Extension is offering a free well test for citizens who wish to participate in their study. He passed the information out.

Cheryl Nelson shared her computer screen showing the State Fire Marshall's Defensible Space campaign. They are offering free consultations to landowners interested in protecting their property from wildfire.

May 30th she attended a prescribed burn in O'Brien which was a training by the contractor. She noted that the Farmer's market tabling was "hit and miss" but the Serpentine Soil event was a rousing success. Janice Denney thanked her for an excellent presentation that was well attended.

Discussion was held on how to attract more people to future events.

Arlyse DeLoyola's report was written only as she was not in attendance.

GOOD OF THE ORDER

Public Comments- none

NEXT MEETING

The next meeting is to be held on July 27, 2023 at 6:00pm

ADJOURNMENT

The meeting was adjourned at 7:10 pm.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Soil & Water Conservation District

7/20/2023 12:11 PM

Register: Checking Account

From 06/01/2023 through 06/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/05/2023	ach	Confident Staffing	Accounts Payable		1,402.16	X		73,234.19
06/05/2023	ACH 52	VOYA Financial	Accounts Payable		467.07	X		72,767.12
06/05/2023	21153	Amazon Business	Accounts Payable		677.32	X		72,089.80
06/05/2023	21154	Bigfoot Print and Copy	Accounts Payable		44.00	X		72,045.80
06/05/2023	21155	Cardinal Business Se...	Accounts Payable	784581	5,776.53	X		66,269.27
06/05/2023	21156	Carolyn Taormina	Accounts Payable		24.24			66,245.03
06/05/2023	21157	ELISHUA FERDON	Accounts Payable		123.66	X		66,121.37
06/05/2023	21158	IV DATA CENTER	Accounts Payable		210.00	X		65,911.37
06/05/2023	21159	Maelagh Baker	Accounts Payable		65.50			65,845.87
06/05/2023	21160	Wells Fargo	Accounts Payable	97345735	67.32	X		65,778.55
06/08/2023			Grants Received	Deposit		X	503.66	66,282.21
06/08/2023	21161	Illinois Valley Water...	Accounts Payable		981.29	X		65,300.92
06/09/2023	21162	Cheryl Nelson	Accounts Payable		56.33	X		65,244.59
06/09/2023	21163	Ryan Wargin/WWP	Accounts Payable		625.00	X		64,619.59
06/12/2023	21164	Grants Pass Water Lab	Accounts Payable	May sampling	8,232.00	X		56,387.59
06/12/2023	21165	David Stone	Accounts Payable		207.37			56,180.22
06/12/2023	21166	Southern Oregon Guild	Accounts Payable	Venue rental S...	170.00	X		56,010.22
06/12/2023	21167	Southern Oregon Guild	Accounts Payable	AG WQ Public...	267.98	X		55,742.24
06/14/2023	ACH	Confident Staffing	Accounts Payable	sampling techs ...	1,277.20	X		54,465.04
06/14/2023	21168	John Bellville	Accounts Payable	525 miles	343.88	X		54,121.16
06/14/2023	21169	Walter Gerald	Accounts Payable		1,000.00	X		53,121.16
06/19/2023	21170	IV DATA CENTER	Accounts Payable		21.25	X		53,099.91
06/19/2023	21171	US Cellular	Accounts Payable	951128871	150.06	X		52,949.85
06/19/2023	21172	Illinois Valley News	Accounts Payable		90.00	X		52,859.85
06/20/2023	21173	Cardinal Business Se...	Accounts Payable	784581	6,590.10	X		46,269.75
06/21/2023	ach	VOYA Financial	Accounts Payable		461.16	X		45,808.59
06/21/2023	21174	Umpqua Bank	Umpqua Credit Card	4798 5100 616...	633.96	X		45,174.63
06/21/2023	21175	Apollonia Laskowski	Accounts Payable		143.00	X		45,031.63
06/27/2023	21176	A+ Storage	Accounts Payable		84.50			44,947.13
06/27/2023	21177	Rogue Valley Engrav...	Accounts Payable		55.00			44,892.13
06/27/2023	21178	IV DATA CENTER	Accounts Payable		450.00			44,442.13
06/27/2023	21179	Staples	Accounts Payable	LA 1041286	156.87			44,285.26
06/27/2023	21181	Arlyse DeLoyola	Accounts Payable		58.75	X		44,226.51
06/27/2023	21182	David Stone	Accounts Payable		81.42			44,145.09
06/27/2023	21183	Maelagh Baker	Accounts Payable		57.64			44,087.45
06/27/2023	21184	Stacey Williams	Accounts Payable		102.18			43,985.27
06/27/2023	21185	Kevin O'Brien	Accounts Payable		134.47			43,850.80
06/27/2023	21186	Kevin O'Brien	Accounts Payable		29.44			43,821.36
06/28/2023	ACH	Confident Staffing	Accounts Payable		1,580.22			42,241.14
06/28/2023	21187	Pacific Source Healt...	Accounts Payable		1,219.00			41,022.14
06/30/2023	21188	Crystal Fresh	Accounts Payable	123731	19.00			41,003.14

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

	Jun 23
Ordinary Income/Expense	
Income	
Grants Received	503.66
Total Income	503.66
Gross Profit	503.66
Expense	
Contracted Services	1,625.00
Internet Services	135.96
Meeting Expense	609.50
Mileage	272.01
Other	
Advertising	90.00
Copier lease	67.32
Food and water	298.68
Payroll Fees	529.76
Printing & Copying	44.00
Rent Expense	972.48
Telephone	150.06
Website/Internet fees	231.25
Total Other	2,383.55
Supplies & Materials	1,445.17
Training and associated travel	106.66
Wages and Salaries	
Employee Contributed 457	0.00
Medical Insurance	
Health Insurance-Employee cont.	-182.85
Medical Insurance - Other	609.50
Total Medical Insurance	426.65
Retirement Fund Expenses	
Employer Contribution Standard	331.12
Employer Match	136.85
Total Retirement Fund Expenses	467.97
Wages and Salaries - Other	12,479.98
Total Wages and Salaries	13,374.60
Water Quality Monitoring	
Contract Water Quality Staff	4,259.58
Contracted Laboratory Analysis	8,232.00
Contracted Services	981.29
Mileage Reimbursement /Sampling	975.77
Total Water Quality Monitoring	14,448.64
Total Expense	34,401.09
Net Ordinary Income	-33,897.43
Other Income/Expense	
Other Income	
Interest Income	0.02
Total Other Income	0.02
Net Other Income	0.02
Net Income	-33,897.41

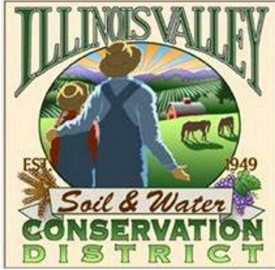
**Illinois Valley Soil & Water Conservation District
Profit & Loss**

July 2022 through June 2023

	Jul '22 - Jun 23
Ordinary Income/Expense	
Income	
Grants Received	277,545.38
Other Revenue	339.00
Total Income	277,884.38
Gross Profit	277,884.38
Expense	
Accounting Fees	12,750.00
Contracted Services	32,276.51
Equipment & Software	736.92
Insurance	
General Liability Insurance	2,754.00
Total Insurance	2,754.00
Internet Services	1,002.28
Licenses & Permits	450.00
Meeting Expense	609.50
Mileage	928.64
Other	
Advertising	658.79
Copier lease	776.46
Dues & Subscriptions	1,266.92
Food and water	857.06
Payroll Fees	5,989.64
Postage/Mailing fees	628.34
Printing & Copying	523.36
Rent Expense	7,200.48
Taxes	
Government Ethics Assessment	87.81
Taxes - Other	165.00
Total Taxes	252.81
Telephone	1,832.55
Website/Internet fees	867.50
Total Other	20,853.91
Reconciliation Discrepancies	0.00
Supplies & Materials	27,095.08
Training and associated travel	4,059.02
Wages and Salaries	
Employee Contributed 457	736.44
Medical Insurance	
Health Insurance-Employee cont.	-3,827.07
Medical Insurance - Other	17,363.07
Total Medical Insurance	13,536.00
Retirement Fund Expenses	
Employer Contribution Standard	1,872.32
Employer Match	979.32
Total Retirement Fund Expenses	2,851.64
Retirement Savings Match	43.61
Wages and Salaries - Other	139,968.81
Total Wages and Salaries	157,136.50
Water Quality Monitoring	
Contract Water Quality Staff	13,826.26
Contracted Laboratory Analysis	29,443.88
Contracted Services	5,347.06
Mileage Reimbursement /Sampling	1,762.91
Water Quality Monitoring - Other	71.87
Total Water Quality Monitoring	50,451.98
Total Expense	311,104.34
Net Ordinary Income	-33,219.96
Other Income/Expense	
Other Income	
Interest Income	0.04
Refunds	370.22
Total Other Income	370.26
Other Expense	
Fire protection	1,173.04
Total Other Expense	1,173.04
Net Other Income	-802.78
Net Income	<u><u>-34,022.74</u></u>

Illinois Valley Soil & Water Conservation District
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	41,003.14
Savings Account - Thompson Crk	231.65
Total Checking/Savings	<u>41,234.79</u>
Total Current Assets	<u>41,234.79</u>
TOTAL ASSETS	<u>41,234.79</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-120.48
Total Accounts Payable	<u>-120.48</u>
Credit Cards	
Umpqua Credit Card	
Umpqua Bank Credit Card	307.46
Umpqua Credit Card - Other	-515.87
Total Umpqua Credit Card	<u>-208.41</u>
Total Credit Cards	<u>-208.41</u>
Total Current Liabilities	<u>-328.89</u>
Total Liabilities	-328.89
Equity	
Opening Balance Equity	8,402.66
Unrestricted Net Assets	67,183.76
Net Income	-34,022.74
Total Equity	<u>41,563.68</u>
TOTAL LIABILITIES & EQUITY	<u>41,234.79</u>



July 2023 Conservation Program Manager Staff Report

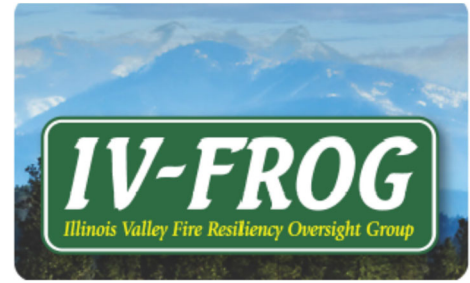
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
 - I have been meeting with project landowners and working on getting landowner agreements signed.
- **Illinois Valley Water Quality Monitoring Program**
 - We are currently waiting on the grant agreement for the second round of the ODA Agricultural Water Quality Support Grant 2023-2025.
 - After multiple meetings with DEQ and ODA representatives, it has been decided that we will need to switch labs to get the test results we need for phosphorus and nitrogen testing. We will be going with IEH Inc. (Seattle, WA) as our main lab and Edge Analytical (Corvallis, OR) for our duplicates.
 - The sampling team, pending the grant agreement being signed, is set to resume sampling on 7/24.
 - We will have the water quality test results posted on the IVSWCD website within the next couple of weeks.
- **Illinois Valley Garden Club: August Meeting**
 - I am looking forward to giving a presentation on water conservation at the Illinois Valley Garden Club meeting on 8/18/23.
- **Stakeholder Engagement**
 - Cheryl has been working diligently to engage local citizens in fire resiliency and watershed restoration work on their properties.
 - This month's IVFROG meeting will feature a presentation by Emma Sloan (Graduate Research Fellow at Oregon State University) on Equity in Wildfire Resilience.
- **OWEB Small Grant Team – Region 06**
 - I had a phone meeting with Brian Barr, Executive Director of the Rogue River Watershed Council. During the meeting, he gave me a detailed lesson on how to lead the OWEB Small Grants Team for this region. I will begin the process of assembling the team for the biennium this week.
- **Training**
 - I am continuing, albeit gradually, with NRCS Conservation Planner Training.
- **Grants**
 - We do not currently have any grant applications in the hopper.

Respectfully submitted,

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



IVSWCD STAFF REPORT
Cheryl Nelson,
Engagement Coordinator



DATES: June 14th – July 19th, 2023

IVFROG – Illinois Valley Collective Mobilization for Fish and Fire Grant

IVFROG Event Planning

Planning a public meeting at IV FIRE Station #3 in O'Brien this September. Working collaboratively with stakeholders, the event will feature a wide range of available wildfire resiliency and forest and stream restoration services.

IVFROG Monthly Meeting

Attended June 21st meeting which saw a record number of attendees. The feedback from IVFROG stakeholders was very positive in terms of the value of networking and identifying strategies for working collaboratively. In honor of the first day of summer, ice cream was served. The July meeting (later today) features guest speaker Emma Sloan's presentation on 'Equity in Wildfire Resilience' – all IVSWCD Board members should have received an invitation via email.

Stakeholder Engagement Equity Work

- Attended Indigenous People's Burning Network (IPBN) Beginner Workshop ... facilitated by The Nature Conservancy. 6th of 12 Monthly Sessions.
 - Topic of July's Session: Land Allotments
- For further info:
- Fighting fire with fire: Bringing prescribed burns back to Washington state (Sarah Gibson): <https://www.nwpb.org/2023/06/27/fighting-fire-with-fire-bringing-prescribed-burns-back-to-washington-state/>
 - Heirs property is a big issue for Black landowners in the South too. Wonder if there are services like this for Native people dealing with the same (Laurel Kays): <https://www.heirsproperty.org/>
 - Digital Atlas of CA Native Americans: <https://cnra.maps.arcgis.com/apps/View/index.html?appid=03512d83d12b4c3389281e3a0c25a78f>
 - Tribal Lands Overview: <https://sgp.fas.org/crs/misc/IF11944.pdf>
 - Bison Video: <https://www.youtube.com/watch?v=IWn1cZPlzn8>

T.E.L.E. Implementation

Signage and posters going around the Illinois Valley.

PSA on KXCJ Radio.

Social Media blasts/Flat Fire updates.

Continually adding landowners who are interested in IVFROG Programs to the database.



Staff Report

Office Manager

Arlyse DeLoyola

July 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 June.
- Emails/Voicemail/US Mail

We will have managed to spend the remaining funds in both the 22-23 AG Water Quality Grant (June 30) and the ODA (Oregon Dept. of Agriculture) Capacity Grant by meeting night at the latest. In fact, testing came in a bit higher than I anticipated, so we emptied the private donation, cleared the grant and even used some capacity funding to finish up. The good news is we should have a new agreement very soon and John has been busy arranging for testing when the ink is on the paper.

We have submitted our first round of payroll on the new system. It was touch and go, and one pay period later than Cardinal wanted, but it took way too long to get our Business ID Number from the state, and there was a small hiccup with the Worker's Comp, but we are all set now. Bill should receive an electronic copy of each payroll billing statement the same day I do, which is generally a few days before the money is taken from our account.

John and I are working this week to finalize the Oregon Water Resources White Ditch grant- the last piece of business with that project. It will be a relief to put those files away.

Since we are using some of the 21-23 Biennium Capacity funds this month, I will delay your detailed grant report until August. The Deer Creek Phase III (Crooks Creek) project should be wrapped up by then as well.

John and I continue to meet almost daily and we're working together, learning what works best for us, and definitely communicating very well.

I would like to thank Bob Webb for stepping up and taking notes for me at the June meeting. You may see in the draft minutes that there was a Zoom participant that I could not identify. We will need to correct that at this meeting once we determine who "iPhone user" was.

I hope to be at this meeting on time, but I'll be coming in from Myrtle Point, so if I'm late, John will get things going for you.

Arlyse