



Topic: Illinois Valley Soil & Water Conservation District Meeting

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

Monthly Meeting

Thursday, March 28, 2024 6:00 PM PDT

Join Zoom Meeting <https://zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbnFUdz09>

Meeting ID: 954 3509 9861

Passcode: Conserve

One tap mobile

+13462487799,,95435099861#,,,,*21861768# US (Houston)

+16699006833,,95435099861#,,,,*21861768# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 954 3509 9861

Passcode: 21861768

Find your local number: <https://zoom.us/j/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 March 28, 2024- *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. 6:40 PM: Old Business
 - a. Records Retention
 - b. Lending and Risk Management
- V. 6:50 PM: New Business
 - a. IVSWCD 75th Anniversary planning
 - b. Hanby Block Party May 29th
 - c. Access to office for WQM lead
 - d. Strategic Implementation Area for 2025?
- VI. 7:10 PM: Staff and Partnering Agency Reports
 - a. John's report
 - b. Arlyse's Report
 - c. Partnering Agency Reports
- VII. 7:20 PM Public comments
- VIII. 7:30 PM: Adjourn

Meeting Minutes

Meeting Called to Order Thursday February 22, 2024, by Bill Reid, Chairman at 6:01 pm

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

SCRIBE

Notes were taken by Arlyse DeLoyola

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

- **Financials:** The Financial Reports from January 2024 were presented to the Board for review.
 - **Bob Schmidt made a motion to accept the financial reports.**
 - **Katrina Poydack seconded that motion.**
 - **The motion carried without dissent.**

OLD BUSINESS

- **Retention of Records**
 Bob Webb expressed concern for the retention of our project records. He has visited the storage unit and noted that it is full and seems disorganized. Discussion around the reasons for this followed (moving records from the old office to old storage, poor protection from elements in old unit, moving hastily to new storage without ample time to organize.) The board was reminded that we had a volunteer working on records for a time who organized a system for storage and discarded most items that were not needed. Arlyse was asked to research retention and destruction requirements and report back.

NEW BUSINESS

- **Recent Event Attendance**

Janice Denney told the board that she had attended an event presented by Jackson Soil & Water recently as a representative of the Watershed Council and was very impressed with the speakers and turnout. The event was recorded and is available if anyone is interested. She talked about the subject matter and asked the board to consider presenting a similar event here in cave Junction. She noted that she had spoken to some of the presenters and they were willing to speak here. Chairman Reid offered to donate \$100 for a door prize for the event as a way to attract attendees.

- **A motion was made by Katrina Poydack to explore the possibility of hosting a community event centered on water use education.**
- **Jim Gurley seconded the motion.**
- **The motion passed without dissent.**
- A volunteer committee was formed and includes John Bellville, Janice Denney, and Carol Crawford.

- **Equipment Lending**

John told the board that the Owl (meeting equipment) had been lent to IVFROG for their monthly meeting which prompted staff to wonder what liability issues might be in case of damage. Discussion of lending items was held and it was determined that a policy should be in place. Arlyse was assigned to investigate liability with our insurer.

- **Bob Webb made a motion to develop a loaning protocol that would protect the District and its equipment.**
- **Jim Gurley seconded the motion.**
- **The motion carried.**

- **Public Meeting Law** (*edited for accuracy*)

John reminded the board that Public Meeting Law covers ANY meeting of a quorum of the board (four or more) falls under Public Meeting Law and must follow all guidelines, so board members congregating anywhere outside of scheduled, posted meetings are in violation. Four or more board members may attend an event together, but most not discuss the business of the District. Public Meeting law also applies to committees, whether they represent a quorum or not, because they convene to discuss District business and provide recommendations to the full board.

CONTINUING

- **Staff Reports:**

John reviewed his report and it was discussed by the board.
Arlyse had nothing to add to her written report.

- **Partnering Agency Reports:**

Kevin O'Brien spoke for the Illinois Valley Watershed Council, noting that everything is going okay.

- **Public Comment:**

Don Young noted that there are two types of crawdads in our local waters, one indigenous and one invasive. The indigenous species have larger claws. He wondered if anyone was studying the effects of the invasive species on the watershed.

NEXT MEETING

The next meeting is to be held on March 28th at 6:00 pm at the Illinois Valley SWCD Office and via ZOOM.

ADJOURNMENT

The meeting was adjourned at 7:29 pm.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Soil & Water Conservation District

3/19/2024 1:10 PM

Register: Checking Account

From 02/01/2024 through 02/29/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/06/2024	21345	MAX SMOOT, MA...	Accounts Payable	IVCMFF Media "ZINE"	600.00	X		45,912.54
02/06/2024	21346	Pacific Office Autom...	Accounts Payable	VOID:	62.03	X		45,850.51
02/07/2024	21347	Wells Fargo	Accounts Payable	97345735	6.51	X		45,844.00
02/08/2024	21346	Pacific Office Autom...	Accounts Payable		62.03			45,781.97
02/08/2024	21348	Illinois Valley Water...	Accounts Payable		3,492.00	X		42,289.97
02/12/2024	ACH	Cardinal Business Se...	Accounts Payable	784581	75.00	X		42,214.97
02/12/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		3,954.49	X		38,260.48
02/12/2024	ACH	Cardinal Tax Impound	Accounts Payable		1,895.17	X		36,365.31
02/12/2024	ACH	VOYA Financial	Accounts Payable		402.16	X		35,963.15
02/12/2024	21349	Amazon Business	Accounts Payable		159.96	X		35,803.19
02/14/2024	21350	USDA, F S Region 6...	Refunds	Advance 1 23-...returned	1,490.00			34,313.19
02/15/2024	21351	IV DATA CENTER	Accounts Payable		21.25	X		34,291.94
02/15/2024	21352	Staples	Accounts Payable	LA 1041286	35.12	X		34,256.82
02/20/2024	21353	US Cellular	Accounts Payable	951128871	151.51	X		34,105.31
02/20/2024	21354	A+ Storage	Accounts Payable		102.00			34,003.31
02/20/2024	21355	IV DATA CENTER	Accounts Payable		450.00			33,553.31
02/21/2024	21356	Elan Financial Services	Umpqua Credit Card	4798 5100 616...	2,306.24			31,247.07
02/21/2024	21357	Staples	Accounts Payable	LA 1041286	18.95	X		31,228.12
02/22/2024	ACH	Cardinal Business Se...	Accounts Payable	784581	50.00	X		31,178.12
02/22/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		2,157.30	X		29,020.82
02/22/2024	ACH	Cardinal Tax Impound	Accounts Payable		1,082.19	X		27,938.63
02/23/2024			-split-	Deposit		X	32,148.50	60,087.13
02/26/2024	To Print	VOYA Financial	Accounts Payable		339.73	X		59,747.40
02/27/2024	21358	Pacific Source Healt...	Accounts Payable		609.50			59,137.90
02/29/2024			Bank Fees	Service Charge	5.00	X		59,132.90

Illinois Valley Soil & Water Conservation District
Profit & Loss
 February 2024

	Feb 24
Ordinary Income/Expense	
Income	
Grants Received	32,148.50
Total Income	32,148.50
Gross Profit	32,148.50
Expense	
Bank Fees	5.00
Contracted Services	4,092.00
Licenses & Permits	375.00
Other	
Copier lease	62.03
Payroll Fees	125.00
Printing & Copying	6.51
Rent Expense	552.00
Telephone	151.51
Website/Internet fees	21.25
Total Other	918.30
Software	12.02
Software Subscription	156.96
Supplies & Materials	214.03
Training and associated travel	
Lodging	327.64
Training and associated travel - Other	325.00
Total Training and associated travel	652.64
Wages and Salaries	10,440.54
Total Expense	16,866.49
Net Ordinary Income	15,282.01
Other Income/Expense	
Other Income	
Refunds	-1,490.00
<i>Advance payment returned to funder</i>	-1,490.00
Total Other Income	-1,490.00
Net Other Income	-1,490.00
Net Income	13,792.01

Illinois Valley Soil & Water Conservation District
Profit & Loss
 July 2023 through February 2024

	Jul '23 - Feb 24
Ordinary Income/Expense	
Income	
Grants Received	246,244.97
Total Income	246,244.97
Gross Profit	246,244.97
Expense	
Bank Fees	16.88
Contracted Services	66,974.07
Insurance	
General Liability Insurance	2,927.00
Total Insurance	2,927.00
Internet Services	135.96
Licenses & Permits	375.00
Meeting Expense	
Food and water	813.15
Meeting Expense - Other	299.80
Total Meeting Expense	1,112.95
Mileage	1,094.79
Other	
Advertising	119.76
Copier lease	2,569.81
Dues & Subscriptions	
Membership Dues	580.86
Dues & Subscriptions - Other	495.00
Total Dues & Subscriptions	1,075.86
Payroll Fees	1,000.11
Postage/Mailing fees	113.00
Printing & Copying	462.46
Rent Expense	4,293.50
Taxes	
Government Ethics Assessment	567.41
Taxes - Other	150.00
Total Taxes	717.41
Telephone	1,230.35
Website/Internet fees	538.00
Total Other	12,120.26
Software	423.26
Software Subscription	941.76
Supplies & Materials	10,800.21
Training and associated travel	
Lodging	327.64
Training and associated travel - Other	1,714.64
Total Training and associated travel	2,042.28
Wages and Salaries	89,821.99

Illinois Valley Soil & Water Conservation District

Profit & Loss

03/19/24

July 2023 through February 2024

Cash Basis

	<u>Jul '23 - Feb 24</u>
Water Quality Monitoring	
Contract Water Quality Staff	8,361.94
Contracted Laboratory Analysis	24,578.76
Mileage Reimbursement /Sampling	1,582.20
Shipping Samples	297.73
	<u>34,820.63</u>
Total Water Quality Monitoring	34,820.63
Total Expense	223,607.04
Net Ordinary Income	22,637.93
Other Income/Expense	
Other Income	
Interest Income	0.02
Refunds	-1,404.77
Reimbursement	1,647.38
	<u>242.63</u>
Total Other Income	242.63
Other Expense	
Fire protection	1,466.23
	<u>1,466.23</u>
Total Other Expense	1,466.23
Net Other Income	-1,223.60
Net Income	<u>21,414.33</u>

1:22 PM

Illinois Valley Soil & Water Conservation District

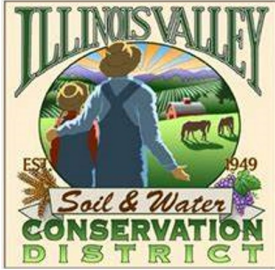
03/19/24

Balance Sheet

Cash Basis

As of February 29, 2024

	<u>Feb 29, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	59,132.90
Savings Account - Thompson Crk	231.65
Total Checking/Savings	<u>59,364.55</u>
Total Current Assets	<u>59,364.55</u>
TOTAL ASSETS	<u>59,364.55</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-2,944.06
Total Accounts Payable	<u>-2,944.06</u>
Credit Cards	
Umpqua Credit Card	-193.76
Total Credit Cards	<u>-193.76</u>
Total Current Liabilities	<u>-3,137.82</u>
Total Liabilities	-3,137.82
Equity	
Unrestricted Net Assets	41,088.04
Net Income	21,414.33
Total Equity	<u>62,502.37</u>
TOTAL LIABILITIES & EQUITY	<u>59,364.55</u>



March 2024 District Manager Staff Report

- **Waldo Road Beaver Exclusion Device Project**
 - The OWEB Small Grant Team approved funding for the beaver exclusion project in O'Brien.
 - Special thanks to local landowners, Josephine County, and Jim Gurley for dedicating match to the project!
- **Cannabis Cleanup (SFLRF)**
 - Refugium LLC will begin work on the manual in April.
- **HB4014 (Landowners Living With Beavers bill)**
 - HB4014 did not make it through Ways and Means.
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
 - ITB (Invitation to Bid) is complete.
 - I am in the process of putting the project out for bid.
- **Illinois Valley Water Quality Monitoring Program**
 - Currently planning for the 2024 sampling season beginning in April.
 - Met with Maelagh Baker, Chris Hall, and Bill Joerger. Chris Hall is analyzing the water quality data collected through our program.
 - In conversation with ODA about the potential for developing a Strategic Implementation Area.
- **Illinois Valley Collective Mobilization For Fire and Fish (Stakeholder Engagement) Project**
 - MaxArt is in the final phases of production of the IVSWCD-contracted IVFROG zine.
 - We are in the process of finishing the final report for the project.
- **Community Wildfire Defense Grant (CWDG)**
 - I am in the process of developing the final scope for the project. I will be planning to put this project out for bid in April.
- **OWEB Small Grant Team – Region 06**
 - The OWEB SGT 06 third application cycle is now open (2/15-2/29).
- **Local Advisory Committee**
 - The Inland Rogue Light Biennial Review Meeting will be held on Thursday April 11 from 1-3pm at the JSWCD office (89 Alder St, Central Point, OR 97502).
 - Bob Niedermeyer and I are discussing organizing an LAC farm tour near this date.
- **Grants**
 - The Private Forest Accord Grant that proposed to extend and expand the current water quality monitoring program was, unfortunately, not funded.
 - I am now exploring different avenues to continue our water quality monitoring activities.

Respectfully submitted,

John Bellville, District Manager

Illinois Valley Soil & Water Conservation District



Staff Report

Office Manager - Arlyse DeLoyola

March 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 February. Filed receipts and statements.
- Emails/Voicemail/US Mail
- Reviewed QuickBooks Vs Excel Capacity for Q3

Hello Board,

I have looked in to the items you asked about at the last meeting.

I went through the State of Oregon's document retention laws and made a spreadsheet of what I could determine applies to us. (several hours of stimulating reading...)I provided a copy for John, myself, an office copy , and one for the storage unit. I'll have that available for you to see at the meeting.

As far as loaning expensive equipment, our risk analyst cautions against it because as an SWCD (public property) we would have to allow it to be loaned (or rented) to anyone who asks for it if we do it for one. That is UNLESS you draft a specific policy granting permission for a single entity to borrow it and he suggests including strong liability language. They're happy to review anything you come up with.

Smaller tools, like the Weed Wrench can be made available to the public for rent and or use, but he also suggests strong wording in any agreement, and definitely make them sign an agreement. He again offered to review anything we come up with to be certain there are no legal holes. Many SWCDs rent larger tools out- we could consider that in the future. I had a TEAMS meeting with SDIS last Wednesday and Alycia Johnson was preparing some suggested language for us on the OWL as well as guidance on tools.

She suggested that we just run events by them as they are planned and they are happy to advise us. Alcohol is not necessarily taboo, they just need to include it if it will be served. . We are already covered for up to two events (no alcohol) per year and we can add more if needed.

April will be the busiest month I've had for awhile and it will spill into May. I will have to send the April meeting packets out early, as I will be on the road beginning Tuesday the 16th. I should be back for the meeting, only to leave again the following Tuesday. I may need to work through that weekend to catch up!

Arlyse