



Topic: Illinois Valley Soil & Water Conservation District Meeting

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

Monthly Meeting

Thursday, September 28, 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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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 September 28, 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. Water Quality Monitoring Report
- V. 6:30 PM: New Business
 - a. Resolution for annual meeting *action*
 - b. Budget/hiring committee meeting date
 - c. OACD Annual Conference (future years?)
- VI. 7:10 PM: Staff and Partnering Agency Reports
 - a. John's report
 - b. Cheryl's report
 - c. Arlyse's Report
 - d. Partnering Agency Reports
- VII. 7:20 PM Public comments
- VIII. 7:25 Comments
- IX. 7:30 PM: Adjourn

Meeting Minutes

Meeting called to order July 27, 2023, by Bill Reid, Board Chair at 6:00pm

ATTENDED IN PERSON ATTENDED VIA ZOOM ABSENT

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

SCRIBE

Notes were taken by John Bellville (pre-meeting) and Arlyse DeLoyola

Dan Van Dyke of Oregon Department of Fish & Wildlife was given the floor ahead of the meeting for a Question-and-Answer session with the meeting attendees. Highlights included:

- Beavers are doing well in the bear Creek Sub Basin and the Illinois Valley is a beaver habitat Emphasis Area.
- ODFW works to preserve more than just Salmon, although Salmon are part of a multi-species conservation plan.
- eDNA sampling is a tool used to identify the presence of rare, invasive, or exotic species in a watershed (through water monitoring)
- New Zealand Mud Snails were detected in the IV Watershed years ago. It would be interesting to conduct another study to see how that may have changed.
- Biologists have been linked to the spread of invasive species while conducting their research. Purple Loosestrife (*Lythrum salicaria*) is one example.
- Temperature Data is critical in Water Quality Monitoring. Exotic species can often survive in warmer temperatures and out-compete our colder water dependent native species.
- The Pike Minnow used to exist in the West Fork of the Illinois, but not the East Fork. Dan would encourage its eradication.
- Water Watch seems to be working on the removal of Pomeroy Dam.
Dan was thanked for his attendance and input.

OLD BUSINESS

Minutes-

The minutes were presented in the meeting packet.

- **Jim Gurley made a motion to accept the minutes of the June meeting with a correction to be made to attendance.**
- **Bob Webb seconded the motion.**
- **The motion passed without dissent.**

Financial reports-

The financial reports were presented in the meeting packet.

- **Katrina Poydack made a motion to accept the financial reports as presented.**
- **Bob Webb seconded the motion.**
- **The motion passed without dissent.**

Water Quality Report-

John Bellville gave a report on the AG Water Quality program. August 7, 2023 will be the first round of sampling on the new grant. There will be some changes in laboratories used. Southern Oregon University is interested in providing some interns starting next year.

Draft Contract Review-

Bill reminded the board that they had received the draft at the last meeting and were asked to review it. John suggested tabling it to next month so he could make some changes.

- **Bob Webb made a motion to adopt the policy and update as needed.**
- **Katrina Poydack seconded the motion.**
- **The motion passed with one nay vote and one abstention.**

NEW BUSINESS

(Not on Agenda)

Janice Denney noted that Cheryl Nelson had given a presentation to the Garden Club and “Rocked It” especially since the other speaker(s) had to cancel at the last minute. It was a successful outing and about half in attendance signed up for her program.

Bob Webb asked if we had written a letter to the County regarding helping with the clean-up of the illegal grows. Kevin and John have reached out but will do so again in earnest in the fall, after in-stream work is finished.

- Rhett Nelsen made a motion that we write a letter to the commissioners.
- The motion died for lack of a second.

CONTINUING

Staff & partnering Agency reports-

John Bellville reviewed his written report.

Cheryl Nelson reported that she had been in Jacksonville that day for a meeting on Wildfire resiliency and met Sarah from Rogue basin partnership. She is also working on a project management course.

Arlyse DeLoyola stated that she was still working on wrapping up the ODA Capacity Expense report for the biennium.

Partnering Agency Reports:

Kevin O’Brien gave an update on the Crooks Creek project (Deer Creek Phase 3).

GOOD OF THE ORDER

There were no public comments.

NEXT MEETING

The next meeting is to be held on August 24, 2023 at 6:00pm

ADJOURNMENT

The meeting was adjourned at 7:30 pm.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Soil & Water Conservation District

Profit & Loss

July through August 2023

	Jul - Aug 23
Ordinary Income/Expense	
Income	
Grants Received	64,325.84
Total Income	64,325.84
Gross Profit	64,325.84
Expense	
Contracted Services	58,382.07
Internet Services	135.96
Mileage	186.35
Other	
Advertising	20.00
Copier lease	235.23
Dues & Subscriptions	295.00
Payroll Fees	350.11
Printing & Copying	161.00
Rent Expense	1,069.00
Telephone	300.12
Website/Internet fees	42.50
Total Other	2,472.96
Software	11.15
Supplies & Materials	3,866.84
Training and associated travel	-0.50
Wages and Salaries	
Employee Contributed 457	-256.62
Employee Paid Taxes	10.10
Employer Paid Taxes	1,422.09
Medical Insurance	
Health Insurance-Employee cont.	308.15
Medical Insurance - Other	1,764.15
Total Medical Insurance	2,072.30
Retirement Fund Expenses	
Employer Contribution Standard	633.01
Employer Match	279.00
Total Retirement Fund Expenses	912.01
Unemployment Insurance	303.43
Wages and Salaries - Other	19,377.01
Total Wages and Salaries	23,840.32
Water Quality Monitoring	
Contract Water Quality Staff	2,218.29
Contracted Laboratory Analysis	10,542.00
Mileage Reimbursement /Sampling	336.03
Total Water Quality Monitoring	13,096.32
Total Expense	101,991.47
Net Ordinary Income	-37,665.63
Other Income/Expense	
Other Income	
Reimbursement	-102.81
Total Other Income	-102.81
Net Other Income	-102.81
Net Income	-37,768.44

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

	Aug 23
Ordinary Income/Expense	
Income	
Grants Received	492.08
Total Income	492.08
Gross Profit	492.08
Expense	
Contracted Services	17,812.07
Mileage	61.90
Other	
Copier lease	72.86
Dues & Subscriptions	45.00
Payroll Fees	150.00
Rent Expense	534.50
Telephone	150.06
Website/Internet fees	21.25
Total Other	973.67
Software	11.15
Supplies & Materials	300.20
Wages and Salaries	
Employee Contributed 457	-38.90
Employee Paid Taxes	10.10
Employer Paid Taxes	1,001.12
Medical Insurance	
Health Insurance-Employee cont.	-118.55
Medical Insurance - Other	-3.35
Total Medical Insurance	-121.90
Retirement Fund Expenses	
Employer Contribution Standard	475.60
Employer Match	213.41
Total Retirement Fund Expenses	689.01
Unemployment Insurance	303.43
Wages and Salaries - Other	10,108.25
Total Wages and Salaries	11,951.11
Water Quality Monitoring	
Contract Water Quality Staff	2,026.23
Contracted Laboratory Analysis	2,310.00
Mileage Reimbursement /Sampling	336.03
Total Water Quality Monitoring	4,672.26
Total Expense	35,782.36
Net Ordinary Income	-35,290.28
Other Income/Expense	
Other Income	
Reimbursement	0.00
Total Other Income	0.00
Net Other Income	0.00
Net Income	-35,290.28

Illinois Valley Soil & Water Conservation District

9/19/2023 1:24 PM

Register: Checking Account

From 08/01/2023 through 08/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/01/2023	ACH	VOYA Financial	Accounts Payable		423.35	X		37,974.13
08/01/2023	21214	Illinois Valley News	Accounts Payable		45.00	X		37,929.13
08/03/2023	21215	Kevin O'Brien	Accounts Payable	Ice on project r...	98.13	X		37,831.00
08/08/2023			Grants Received	Deposit		X	492.08	38,323.08
08/08/2023	21216	John Bellville	Accounts Payable		10.33	X		38,312.75
08/09/2023	21217	Benchwood LLC	Accounts Payable		15,900.00			22,412.75
08/10/2023			Reimbursement	Deposit		X	1,292.56	23,705.31
08/10/2023			-split-	Deposit		X	2,535.37	26,240.68
08/10/2023			-split-	Deposit		X	391.61	26,632.29
08/10/2023	ACH 58	Illinois Valley SWCD	Reimbursement		1,292.56	X		25,339.73
08/10/2023	ACH 59	Illinois Valley SWCD	-split-		2,535.37	X		22,804.36
08/10/2023	ACH 60	Illinois Valley SWCD	Reimbursement		391.61	X		22,412.75
08/14/2023	ACH	Cardinal Business Se...	Accounts Payable	784581	75.00	X		22,337.75
08/14/2023	ACH	Cardinal Net-To-Bank	Accounts Payable		3,461.47	X		18,876.28
08/14/2023	ACH	Cardinal Tax Impound	Accounts Payable		1,710.62	X		17,165.66
08/14/2023	ACH	VOYA Financial	Accounts Payable		553.14	X		16,612.52
08/14/2023	21219	Stacey Williams	Accounts Payable		119.87	X		16,492.65
08/14/2023	21220	Illinois Valley Water...	Accounts Payable		1,880.25			14,612.40
08/16/2023	21235	Confident Staffing	Accounts Payable		422.53	X		14,189.87
08/17/2023	21221	Staples	Accounts Payable	LA 1041286	36.95	X		14,152.92
08/17/2023	21222	IV DATA CENTER	Accounts Payable		21.25			14,131.67
08/17/2023	21223	A+ Storage	Accounts Payable		84.50			14,047.17
08/17/2023	21224	IV DATA CENTER	Accounts Payable		450.00			13,597.17
08/21/2023	21225	Grants Pass Water Lab	Accounts Payable		385.00	X		13,212.17
08/21/2023	21226	US Cellular	Accounts Payable	951128871	150.06	X		13,062.11
08/21/2023	21227	Umpqua Bank	Umpqua Credit Card	4798 5100 616...	504.54	X		12,557.57
08/24/2023	ACH	Cardinal Business Se...	Accounts Payable	784581	75.00	X		12,482.57
08/24/2023	ACH	Cardinal Net-To-Bank	Accounts Payable		3,469.14	X		9,013.43
08/24/2023	ACH	Cardinal Tax Impound	Accounts Payable		1,639.75	X		7,373.68
08/24/2023	ACH	VOYA Financial	Accounts Payable		390.21	X		6,983.47
08/24/2023	21228	Grants Pass Water Lab	Accounts Payable	4898 4907-49...	550.00	X		6,433.47
08/24/2023	21229	David Stone	Accounts Payable	mileage 165 sa...	108.08			6,325.39
08/24/2023	21230	Stacey Williams	Accounts Payable		108.08			6,217.31
08/28/2023	21231	Grants Pass Water Lab	Accounts Payable		605.00	X		5,612.31
08/28/2023	21232	Wells Fargo	Accounts Payable	97345735	72.86			5,539.45
08/30/2023	21233	Dave's Outdoor Power	Accounts Payable		93.72			5,445.73
08/31/2023	ACH	Confident Staffing	Accounts Payable		1,603.70			3,842.03
08/31/2023	21234	Grants Pass Water Lab	Accounts Payable		770.00			3,072.03

Illinois Valley Soil & Water Conservation District

09/19/23

Balance Sheet

Cash Basis

As of August 31, 2023

	<u>Aug 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	3,072.03
Savings Account - Thompson Crk	231.65
Total Checking/Savings	<u>3,303.68</u>
Total Current Assets	<u>3,303.68</u>
TOTAL ASSETS	<u>3,303.68</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Umpqua Credit Card	156.46
Total Credit Cards	<u>156.46</u>
Total Current Liabilities	<u>156.46</u>
Total Liabilities	156.46
Equity	
Opening Balance Equity	8,402.66
Unrestricted Net Assets	32,513.00
Net Income	<u>-37,768.44</u>
Total Equity	<u>3,147.22</u>
TOTAL LIABILITIES & EQUITY	<u>3,303.68</u>

The **Oregon Association of Conservation Districts Annual Conference** is the must-attend event for networking and learning from SWCDs and our partners from throughout Oregon. Join us **Mon Oct 16 - Wed Oct 18, 2023** at the **Eagle Crest Resort in Redmond, OR** for our annual business meeting, insightful presentations, engaging discussions, and networking opportunities.

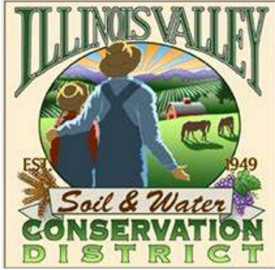
Sessions will include:

- Funding Opportunities
- What Districts need to know from the 2023 Legislative Session
- District Manager Roundtable
- Carbon Sequestration Workshop
- and more...!

Register for the conference here on Eventbrite and

Reserve your room at <https://www.eagle-crest.com>, remember to say you are part of the OACD Annual Conference.

	16-Oct	17-Oct	18-Oct
7am-8am		Buffet Breakfast /Registration	Buffet Breakfast
8am-945am		Session TBD	SWCC meeting/District Manager Roundtable
945am-1015am		<i>Break/Exhibit space open</i>	Break
1015am-noon		Session TBD	SWCC meeting/District Manager Roundtable
noon-1pm	Registration	<i>Buffet Lunch/Exhibit Space open</i>	Buffet Lunch
1pm-230pm	Annual Membership Meeting	TMDL	
230am-3pm	break/registration	<i>Break/Exhibit space open</i>	
3pm-5pm	Partner/Funding updates	Carbon Sequestration workshop	
5pm-7pm	<i>Registration/Exhibit Space open</i>	<i>Social Event/Exhibit Space open</i>	



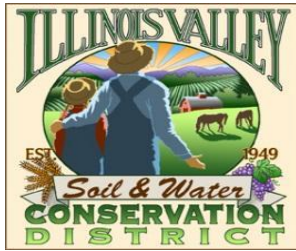
September 2023 District Manager Staff Report

- **Illinois Valley Garden Club: October Meeting**
 - I have been invited to present at the Illinois Valley Garden Club meeting on Friday 10/20/23. The August meeting was canceled due to wildfire smoke. I will be giving a brief presentation on Water Conservation & Mushroom Propagation. This will be followed by a workshop where attendees will get to take home their very own mushroom logs inoculated with reishi (*Ganoderma lucidum*).
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
 - We are waiting for two more landowner agreements to be submitted and then will be off to the races. The wildfires have, anticipatedly, slowed the progress of this project.
- **Illinois Valley Water Quality Monitoring Program**
 - The program continues to be moving along. We are currently awaiting results from the IEH lab in Seattle.
- **Community Wildfire Defense Grant (CWDG)**
 - We will be purchasing two biochar kilns from Wilson Biochar Associates.
 - We are beginning the process of identifying and prioritizing project properties.
- **Stakeholder Engagement**
 - We now have some new IVFROG signage up on the 199 in both Kerby and O'Brien! Thank you, Rhett, and Kathleen, respectively!
 - The IVFROG public meeting will be occurring on Wednesday 9/20 from 1pm-3pm at the O'Brien Fire Hall.
- **OWEB Small Grant Team – Region 06**
 - I am still in the process of gathering signatures for documents.
- **Training**
 - I have a Drone Pilot's License as of 9/1.
 - The IVSWCD now has an NRCS computer. I am currently working with NRCS folks to get logged into said computer.
- **Grants**
 - I am working on a second CWDG application which will, if funded, allow us to complete significant fuels reduction work on the Thompson Creek acreage over a five-year period.

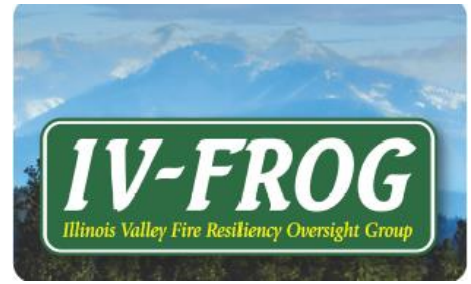
Respectfully submitted,

John Bellville, District Manager

Illinois Valley Soil & Water Conservation District



IVSWCD STAFF REPORT
Cheryl Nelson,
Engagement Coordinator



DATES: Aug. 15th – Sept. 18th, 2023

IVFROG – Illinois Valley Collective Mobilization for Fish and Fire Grant

Landscape Resiliency Summit

IV-FROG has been invited to attend Oregon's inaugural Landscape Scale Resiliency Summit to help kick start implementation of Oregon's Landscape Resiliency Strategy. Location/Dates: Hood River, OR on November 1st & 2nd. The District has requested financial support (stipends/coverage) available for non-government attendees.

Rogue Basin Strategic Planning

IV-FROG is invested in demonstrating its collaborative role over the life of the Rogue Basin Collaborative Forest Landscape Restoration Program (CFLRP). The USFS has committed \$3m to the Rogue Forest Partners over the next 10 years – there is currently a planned Restoration Project in the Upper Illinois Watershed. Also, CFLRP funds are potentially available for pile burning and bio-char production workshops to be facilitated in the fall.

IVFROG Monthly Meeting

The September Meeting is a Public Meeting and will be held in O'Brien at the IVFIRE Station #3. Please see attached Flyer for details. The August Monthly meeting was held at IVFIRE and featured presentations from Southern Oregon Forest Restoration Collaborative (SOFRC) Executive Director, Terry Fairbanks and Rogue-Siskiyou NF NEPA Specialist Tabatha Rood. Tabatha is on her second detail as acting Special Projects Manager for the forest. A detailed recap and addendum is located in the IV-FROG google drive https://docs.google.com/document/d/1YJM4U1vuEv6zInxirOmo_2-JstYOy6fc/edit

Stakeholder Engagement Equity Work

Indigenous Peoples Burning Network Beginners Workshop (continuing).

GOAL: To support actions that respect the priorities, traditional knowledge, interests and concerns of Native American and Indigenous peoples. Embarking on a 'Decolonizing the Rogue River' trip Sept 26-28.

Looking forward to sharing this experience upon return.

T.E.L.E. Implementation

- IV-FROG signage/new messaging and posters advertising Public Meeting going around the Illinois Valley. Big Thanks to Private Landowners who gave permission to display the signs. Illinois Valley, Naturally!
- KXCJ Radio and KAJO Radion PSA's.
- Social Media updates on Smith River Complex North status.
- More landowners showing interest in IVFROG Programs being input into our database.
- John and I orchestrated the hanging of the THANK YOU FIREFIGHTERS banner downtown with help from Chevron, Oregon Fire Life (fb) and Local Business "Motivated Customs". Also, did you notice our sign on Hayes Hill? The one that has the Thank You Firefighters signage? We did that, too.

09/14 Site Visit: Fort Hay resident with 500+ acres is pursuing fuels reduction incentives through NRCS program, i.e. Environmental Quality Incentives Program (EQIP). Per landowner, fronts Clear Creek.

WILDFIRE PREPAREDNESS PUBLIC MEETING



Join the Illinois Valley Fire Resiliency Oversight Group (IVFROG) for a community event highlighting Wildfire Preparedness in the Illinois Valley.

LEARN ABOUT:

- Resources and information for creating defensible space around the home
- Financial assistance for fuels reductions work
- Free consultations from IVFROG
- Strategies for neighborhoods to organize for wildfire preparedness
- Carbon storage through bio-char production

Snacks/drinks will be provided.

HOSTED BY:



WED, SEPTEMBER 20
1:00 PM - 3:00 PM

IVFD Station 3
10 O'Brien Rd, O'Brien, OR 97534

PRESENTATIONS FROM:



Natural Resources Conservation Service
U.S. DEPARTMENT OF AGRICULTURE





Staff Report

Office Manager Arlyse DeLoyola

August 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 August. Filed bills and statements.
- Emails/Voicemail/US Mail

In spite of being early with our reporting and funds request, we are still awaiting our Quarter One capacity payment. We have also been delayed in receiving the first AG Water Quality payment, so it's been a bit of a dance keeping the bills paid. This will be the ultimate test of whether we were ready to move to ACH payroll! So far, we're managing.

We did get the final payment on the Crooks Creek project, so at least we were able to pay the contractor!

We are waiting to start the Cybersecurity software until we finalize our migration to Microsoft Business 365, which has been delayed due to the fact that we can't get access to our email DNS. Hopefully, by meeting time we will have this and can move forward. I remember telling you all that we really needed to move to a business platform as opposed to the family subscription we have been paying for the last few years. Fortunately, I was able to get us qualified for free Business 365 Premium. I am having them migrate us and watch over us for a while, but after that, there will be no charge.

I had a professional review of our QuickBooks files done recently. This was by a company comprised of CPAs who do training for QuickBooks users. I was surprised at the results. The final comment was, "Overall, a nicely structured, operated, and maintained account!" I guess I am doing a few things right. I did speak to the reviewer and solicited her advice on upgrading our QuickBooks version, since our CPA does not support this older version of the software. Intuit, like every other major software company, is now offering ONLY subscription-based versions of their software. (We own the copy we have) Unfortunately, they will no longer offer support to those of us who remain tethered to our stand-alone versions. Ultimately, they want to have all users doing cloud-based, online accounting. I tried QuickBooks Online once a couple of years ago and absolutely hated it. I could not switch back fast enough. The reviewer did say that Intuit has made improvements, but even she is not really happy with it. She advised me to talk to someone from Intuit and make them sell us a desktop subscription as long as they offer it. I will be looking into it.

I am unable to attend the **November** meeting, so I am in search of a substitute note-taker.

Arlyse