



Topic: Illinois Valley Soil & Water Conservation District Meeting

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

Annual Meeting

Thursday, December 21, 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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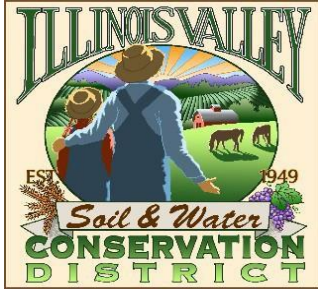
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Illinois Valley Soil and Water Conservation District

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

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

Annual Meeting Agenda December 21, 2023- *SWCD Office/ZOOM*

- I. 6:00 PM: Call to Order
- II. 6:01PM: Acceptance of Minutes
- III. 6: 05 PM: Acceptance of Financial Reports
- IV. 6:10 PM: Old Business
 - a. T.B.A.
- V. 6:15 PM: New Business
 - a. Budget Committee Report
- VI. 6:20 PM: Staff and Partnering Agency Reports
 - a. John's report
 - b. Cheryl's report
 - c. Arlyse's Report
- VII. 6:25 Public comments- Joy & Eric McEwen
- VIII. 6:30 PM: Adjournment followed by short IVWC meeting, refreshments and white elephant gift exchange

Illinois Valley Soil & Water Conservation District
Regular Monthly Meeting
331 E Cottage Park Drive Suite 1B, Cave Junction, OR 97523/ZOOM

Meeting Minutes

Meeting called to order November 18, 2023 by Bill Reid, Chairman at 6:09 pm

ATTENDED IN PERSON ATTENDED VIA ZOOM ABSENT

Bill Reid	Marcy Sowa	Arlyse DeLoyola-Staff
Katrina Poydack	Kevin O'Brien (WC)	Gene Merrill (WC)
Don Young (WC)		Janice Denney (WC)
Jim Gurley		Patricia Downing (WC)
Robert Webb		Robert Schmidt
Carol Crawford (WC)		Rhett Nelsen
Janice Denney (WC)		
John Bellville- staff		
Cheryl Nelson- staff		

SCRIBE

Notes were taken by: Bob Webb

The minutes of the previous meeting were presented for review.

- **A motion to accept the minutes for August was made by Katrina Poydack.**
- **The motion was seconded by Jim Gurley.**
- **The motion passed without dissent.**

The financial reports were presented for review.

- **Jim Gurley moved to accept the financial reports.**
- **Robert Webb seconded the motion.**
- **Discussion was held regarding including which grant deposits are from in the reports**
- **The motion passed without dissent.**

OLD BUSINESS- none

NEW BUSINESS

Annual Meeting Planning:

The annual meeting was discussed. White elephant gift exchange will be back to the old rules. Discussion was held regarding the Watershed Council attendance at the meeting. John is working on a guest speaker.

Thompson Creek Tract:

A discussion was held regarding the pending grant to reduce fuels and improve the Thompson creek Tract. Because of the size of the grant, a full audit may need to be done- discussion was held on how best to pay for that.

Also discussed was who would write the prescription for the property.

Sampling:

Discussion was held on the loss of several temperature monitors and whether GPS trackers could be deployed with them in the future. Private landowners should be found so deployment could be off public lands. A new sampler is currently in the hiring process.

CONTINUING

Staff Reports:**John Bellville reviewed his report:**

He discussed his work with Kevin on producing a cannabis Assessment and Cleanup Guide. Meetings on the subject have been conducted with Alex Lopez of DOGAMI. Outsourcing production is being considered and they have a lead on a potential writer. The guide's purpose would be to help landowners diagnose potential problems on their land and find solutions, which would involve multiple jurisdictions and would require qualified personnel for the cleanup work.

The next LAC meeting will be in late January or early February, possibly on location at a farm.

Post-Fire Restoration: landowner agreements have been signed and design has been initiated. A contract is being written.

Other grants being planned are a continuation of the water quality sampling as well as a small grant to relocate a beaver dam in O'Brien. It was agreed this small project might be good publicity.

Cheryl Nelson reviewed her report noting a potentially hazardous property at the corner of Smith Sawyer Road and Caves Highway that she would like ODOT to perform fuels reduction on. It was suggested that reaching out to the Josephine County Historical Society might be an option for the old barn on the property. She introduced a 20-year strategy put together by the Governor's Office. She noted that Nathan Beckman, head of the strategic committee will be visiting high-priority areas.

Cheryl also spoke about the upcoming termination of the IV Collective Mobilization for Fish and Fire grant and IVFROG's need to strategize. She has volunteered to handle meeting notes and agendas. Establishing a 501(c)3 has been discussed.

It was noted that the IVFROG conservation signs installed on Hwy. 199 may need to be simplified for better readability and/or revisited for a clearer call-to-action.

Partnering Agency reports:

IV Watershed Council: Kevin O'Brien updated the District on the Council's Strategic Planning process as well as the grant proposals he has recently and will soon submit. He emphasized the importance of the East Fork proposal as a first phase of ongoing work on the Illinois River. Engaging landowners for projects will be an important shift in the Council's approach to restoration. A meeting with key landowners is scheduled for November 30th at 6:00pm.

NEXT MEETING

The next meeting is to be held on December 21, 2023 at 6:00 pm

ADJOURNMENT

The meeting adjourned at 7:17 pm.

APPROVED MINUTES: _____

DATE: _____

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

	<u>Nov 23</u>
Ordinary Income/Expense	
Income	
Grants Received	24,148.50
Total Income	<u>24,148.50</u>
Gross Profit	24,148.50
Expense	
Contracted Services	200.00
Internet Services	156.96
Mileage	514.83
Other	
Copier lease	62.03
Dues & Subscriptions	
Membership Dues	580.86
Total Dues & Subscriptions	<u>580.86</u>
Payroll Fees	150.00
Rent Expense	534.50
Taxes	-7.91
Telephone	162.88
Website/Internet fees	389.25
Total Other	1,871.61
Software	12.02
Training and associated travel	175.80
Wages and Salaries	
Employee Contributed 457	0.00
Employee Paid Taxes	7.91
Employer Paid Taxes	968.45
Medical Insurance	
Health Insurance-Employee cont.	-243.80
Medical Insurance - Other	1,219.00
Total Medical Insurance	<u>975.20</u>
Retirement Fund Expenses	
Employer Contribution Standard	236.06
Employer Match	123.00
Total Retirement Fund Expenses	<u>359.06</u>
Wages and Salaries - Other	10,064.64
Total Wages and Salaries	<u>12,375.26</u>
Water Quality Monitoring	
Contract Water Quality Staff	1,315.61
Contracted Laboratory Analysis	2,310.00
Mileage Reimbursement /Sampling	143.45
Shipping Samples	143.82
Total Water Quality Monitoring	<u>3,912.88</u>
Total Expense	<u>19,219.36</u>
Net Ordinary Income	4,929.14
Other Income/Expense	
Other Income	
Refunds	85.23
Total Other Income	85.23
Other Expense	
Fire protection	1,466.23
Total Other Expense	<u>1,466.23</u>
Net Other Income	-1,381.00
Net Income	<u><u>3,548.14</u></u>

Illinois Valley Soil & Water Conservation District

12/14/2023 3:30 PM

Register: Checking Account

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

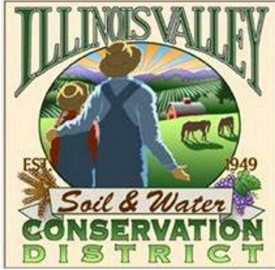
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/02/2023	ACH	Confident Staffing	Accounts Payable	2 October	1,315.61	X		81,780.90
11/06/2023	21287	OACD	Accounts Payable		440.86	X		81,340.04
11/06/2023	21288	Pacific Office Autom...	Accounts Payable		62.03	X		81,278.01
11/06/2023	21289	Oregon Department ...	Accounts Payable	THOMPSON .Ck..	1,466.23	X		79,811.78
11/06/2023	21290	Cheryl Nelson	Accounts Payable		690.63	X		79,121.15
11/07/2023			Refunds	Deposit		X	85.23	79,206.38
11/09/2023	ACH	Cardinal Net-To-Bank	Accounts Payable	PP END OCT...	3,688.27	X		75,518.11
11/09/2023	ACH	Cardinal Tax Impound	Accounts Payable	PP END 10/31/...	1,737.13	X		73,780.98
11/09/2023	21291	SDAO	Accounts Payable		140.00	X		73,640.98
11/09/2023	21292	US Cellular	Accounts Payable	951128871	162.88	X		73,478.10
11/10/2023			Grants Received	Deposit		X	24,148.50	97,626.60
11/10/2023	ACH	Cardinal Business Se...	Accounts Payable	784581	75.00	X	Capacity	97,551.60
11/10/2023	ACH	VOYA Financial	Accounts Payable		312.33	X		97,239.27
11/13/2023	21293	Grants Pass Water Lab	Accounts Payable		2,310.00	X		94,929.27
11/13/2023	21294	A+ Storage	Accounts Payable	December	84.50	X		94,844.77
11/13/2023	21295	IV DATA CENTER	Accounts Payable		21.25	X		94,823.52
11/13/2023	21296	IV DATA CENTER	Accounts Payable		450.00	X		94,373.52
11/14/2023	21297	Lutes Advertising	Accounts Payable	Frog Website	368.00	X		94,005.52
11/28/2023	ACH	Cardinal Business Se...	Accounts Payable	784581	75.00	X		93,930.52
11/28/2023	ACH	Cardinal Net-To-Bank	Accounts Payable	pp ending 11/1...	3,486.79	X		90,443.73
11/28/2023	ACH	Cardinal Tax Impound	Accounts Payable		1,608.10	X		88,835.63
11/28/2023	21298	Fed-Ex	Accounts Payable		143.82			88,691.81
11/28/2023	21299	Pacific Source Healt...	Accounts Payable		1,219.00			87,472.81
11/28/2023	21300	Elan Financial Services	Umpqua Credit Card	4798 5100 616...	709.66			86,763.15
11/29/2023	ACH	VOYA Financial	Accounts Payable		315.73			86,447.42
11/30/2023	21301	Alex Salcido	Accounts Payable	IVCMFF	200.00			86,247.42
11/30/2023	21302	Carol Crawford	Accounts Payable		94.32			86,153.10
11/30/2023	21303	David Stone	Accounts Payable		49.13			86,103.97

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

	<u>Nov 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	86,103.97
Savings Account - Thompson Crk	231.66
Total Checking/Savings	<u>86,335.63</u>
Total Current Assets	<u>86,335.63</u>
TOTAL ASSETS	<u>86,335.63</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Umpqua Credit Card	-192.09
Total Credit Cards	<u>-192.09</u>
Total Current Liabilities	<u>-192.09</u>
Total Liabilities	-192.09
Equity	
Unrestricted Net Assets	41,109.42
Net Income	45,418.30
Total Equity	<u>86,527.72</u>
TOTAL LIABILITIES & EQUITY	<u>86,335.63</u>



December 2023 District Manager Staff Report

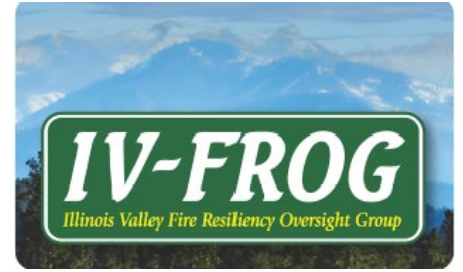
- **Cannabis Cleanup (SFLRF)**
 - The plan is now to contract the development of a Cannabis Cleanup Assessment guide by mid-January. The guide does not have to be completed by February 20, which gives us extra time to create a great product.
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
 - Design work is almost complete.
 - We have located a viable seedling source for the replanting portion of the project.
- **Illinois Valley Water Quality Monitoring Program**
 - The sampling team completed the last round of water sampling for the year.
 - We successfully onboarded Carol Crawford!
- **Illinois Valley Collective Mobilization For Fire and Fish (Stakeholder Engagement) Project**
 - Cheryl and I had a successful meet and greet with representatives from the Tolowa Dee-ni' tribe.
 - The focus is shifting to the next steps for IVFROG after this grant culminates in early February.
- **Community Wildfire Defense Grant (CWDG)**
 - We are getting a good response from the CWDG mailer!
 - I have given landowners in the project area until January 1 to express interest in the project.
 - The plan will be to vote on priority project properties during the January IVSWCD Board Meeting.
- **OWEB Small Grant Team – Region 06**
 - The first SGT application window is opening this week on 12/14. The applications will be reviewed on January 3rd.
- **Grants**
 - Most of my time this month will be spent on applying for the ODFW Private Forest Accord (PFA) Grant. This grant will be to extend the current water quality monitoring program for up to four additional years.

Wishing everyone a happy and safe holiday season,
John Bellville, District Manager
Illinois Valley Soil & Water Conservation District



IVSWCD STAFF REPORT
Cheryl Nelson,
Engagement Coordinator

DATES: Nov. 9th – Dec. 14th , 2023



IVFROG – Illinois Valley Collective Mobilization for Fish and Fire Grant

Oregon Landscape Resiliency Summit

We are anticipating a site visit in January from the State level representatives who attended the Summit. I will help coordinate the locations with IVFROG stakeholders - the goal being to best represent the status of our local wildfire resiliency project work and planned implementation strategy.

OSU Pile Burn and Biochar Workshops On Saturday, November 19th the second of two successful community-led wildfire resiliency projects took place in Takilma. Wilson Biochar presented a carbon sequestration demo. The Understory Initiative is making native plant seed available to plant in pile footprints. Saw increased interest in fuels reduction by other LO's in the Illinois Valley.

IVFROG Monthly Meeting

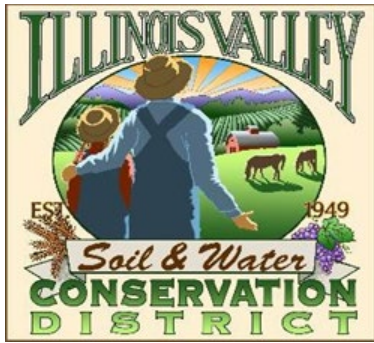
The November Monthly Meeting was held on Wednesday, November 15th at the IV Fire Station. A presentation was offered to the attendees which outlined the potential trajectory for the IVFROG to sustain itself beyond the life of the OWEB Stakeholder Engagement Grant. In lieu of a December Meeting, a holiday pizza luncheon was held at the IVSWCD office. With assistance from Arlyse, it was a festive atmosphere conducive to sharing past successes and future strategies for the IVFROG's continued collaborative success.

Stakeholder Engagement Equity Work

-John and I met with members of the Tolowa Dee Ni' Nation Natural Resources Department on 12/4. We discussed the possibility of integrating tribal ecological knowledge into the Thompson Creek Tract CWDG project. We learned that 80% of the tribes' ancestral lands are in Oregon. Mutual interest in prescribed fire workshops in the future was also identified.

T.E.L.E. Implementation

- Pile Burning/Biochar/Forest Ecology Workshop 11/19
- IV-FROG signage. Dan (volunteer) is progressing on the bat conservation signage.
- Social Media/Website updates.
- Musician, Alex Salcido has been contracted to create a jingle.



Staff Report

Office Manager - Arlyse DeLoyola

December 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 November.
- Emails/Voicemail/US Mail

The Microsoft Migration IS COMPLETE!! I can't even express how happy I am that we are done with it.

I will miss my daily chats with our techs in England, but we have had an offer from one of them to be our personal tech support (outside Microsoft hours until he quits) should we decide to retain someone. The price seems reasonable and since he's a one-man show, we may have some wiggle room.

Thanks to Bob for covering for me last month. If you read my WC staff report last week, you already know that my trip was a success, I think it gets easier each time I attempt the 60-mile walk. San Diego is a good place to do it and we're already planning to attend next year.

I am keeping busy with funds requests and reports of all types as well as the never-ending bills and payroll.

I think we're ending quarter two in pretty good shape. Merry Christmas!

Arlyse

