



## 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 February 27, 2025- *IV Community Library/ZOOM*

IVSWCD is inviting you to a scheduled Zoom meeting. **The physical location will be 209 W Palmer St, Cave Junction.**

Topic: Illinois Valley Soil & Water Conservation District Meeting

Time: February 27th, 2025 - 6:00 pm      Join Zoom Meeting:

<https://us06web.zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbnFUdz09>

**Meeting ID: 954 3509 9861**

**Passcode: Conserve**

- I.      6:00 PM: Call to Order
- II.     6:01 PM: Acceptance of Minutes
- III.    6:05 PM: Acceptance of Financial Reports
- IV.    6:10 PM: Old Business
  - a. Schedule 75<sup>th</sup> Anniversary Planning meeting
- V.      6:15 PM: New Business
  - a. List of director skills/equipment
  - b. Connect Conference \*action\*
  - c. Special Presentation
- 6:25 PM: Staff and Partnering Agency Reports
  - d. John's report
  - e. Arlyse's Report
  - f. Partnering Agency Reports
- VI.    6:30 PM - Program
- VII.   7:00 Public comments
- VIII.  7:15 Adjournment

## Meeting Minutes

*Swearing in of newly elected Zone Directors was performed by Commissioner Ron Smith prior to the meeting.*

Meeting Called to Order Thursday January 23, 2025, by Bob Webb, Chairman at 6:03 pm.

LIVE ATTENDEES	ZOOM ATTENDEES	ABSENTEES
<b>Bob Webb</b>	<b>Kevin O’Brien, IVWC</b>	<b>Gene Merrill (IVWC)</b>
<b>Rhett Nelsen</b>	<b>Bradley Stokes, NRCS</b>	<b>Carol Crawford (IVWC)</b>
<b>Katherine Mechling</b>		<b>Patty Downing (IVWC)</b>
<b>Katrina Poydack</b>		<b>W Joerger (IVWC)</b>
<b>Janice Denney</b>		
<b>Zachary Robinson</b>		
<b>Matthew Robinson</b>		
<b>Ron Smith, JoCo Commissioner</b>		
<b>Lydia Robinson, guest</b>		
<b>John Bellville, Staff</b>		
<b>Arlyse DeLoyola, Staff</b>		

### SCRIBE

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Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes of the December meeting were presented to the Board for review.
  - **Rhett Nelsen made a motion to approve the minutes for December.**
  - **Katrina Poydack seconded the motion.**
  - **The motion carried.**
  
- **Financials:** The Financial Reports from December 2024 were presented to the Board for review.
  - **Rhett Nelsen made a motion to accept the financial reports.**
  - **Kathy Mechling seconded that motion.**
  - **The motion carried without dissent.**

### OLD BUSINESS

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- **Scheduling of 75<sup>th</sup> Anniversary Committee Meeting**  
 The meeting was discussed and set for February 11<sup>th</sup> at 2:00pm in the office.

### NEW BUSINESS

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- **Contract Administration Policy**  
 John presented the proposed policy to the board, explaining that SWCD’s can make their own policies. He said this would allow the District more flexibility in contracting.
  - **Katrina Poydack moved to approve the proposed Contracting Policy.**
  - **Rhett Nelsen seconded the motion**
  - **The motion passed unanimously.**

- **Memorandum of Understanding with Trout Unlimited**

John presented a draft MOU with Trout Unlimited for partnering on projects.

- **Rhett Nelsen made a motion to approve the MOU**
- **Janice Denney seconded the motion.**
- **Discussion was held.**
- **The motion passed: 5 yea, one nay, and one abstention.**

- **Bio-Char Kiln Rental and Workshops**

- Discussion was held regarding Bio-Char Kiln Workshops. Janice will hold one at her farm this spring. Also discussed liability waivers and tagging the kilns with “property of IVSWCD”

- **OWRD Flume/Weir Technical Assistance Opportunity**

John informed the board that he was contacted by Oregon Water Resources to assist landowners who may be interested in their assistance program.

- **Janice Denney made a motion to approve the District assisting OWRD and Landowners with designing weirs for their SIG/POD Program.**
- **Rhett Nelsen Seconded the motion**
- **The motion passed without dissent.**

*Additions to new business:*

- **Water Forum**

Janice Denney expressed interest in organizing a Water Forum for our area which would be a public event with speakers. John explained that it would fit nicely into the SIA grant requirements for outreach, and that money is already in place to fund an event of this type.

- **A motion was made by Kathy Mechling to approve the workshop and allow Janice to plan it.**
- **Rhet Nelsen seconded the motion.**
- **The motion passed without dissent.**

- **Public Outreach**

- Janice announced that the newly remodeled Library has a nice space for public use that will hold up to 75 people. They have a booking calendar available and there is no charge for public use.

- **Seedling transport**

- John announced he has 27,000 seedlings to transport to cold storage for project use. He has priced rental trucks at around \$1000 for the trip. Bob Webb has a truck and is willing to make the trip for \$100 less than the going rate. Discussion was held.
- **Kathy Mechling made a motion to approve reimbursing Bob Webb \$100 less than market rate to haul the seedlings from the nursery to storage.**
- **Matthew Robinson seconded the motion.**
- **The motion passed with one abstention.**

**CONTINUING**

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- **Partnering Agency Reports:**

**Bradley Stokes** of Natural Resource Conservation Services was introduced via ZOOM. He is planning a Local Working Group meeting for February 26<sup>th</sup> at 10:00 at the Redwood RCC campus.

**Kevin O'Brien** of IV Watershed Council welcomed the new directors and thanked them for their dedication to serving the valley. He mentioned that the Watershed Council is planning a tree planting event at the Page Creek Project this spring. He is working on two restoration projects- one with the Forest Service at Horse Creek and the other the continuation of the Crooks Creek Project, which is still pending funding.

**Public Comment:**

Gordon Lyford spoke about Bio-Char and irrigation efficiency.

• **Staff Reports:**

**John** reviewed his report. We are still awaiting the final signatures on the SIA grant. There is a meeting tomorrow on monitoring. We continue to assist Two Rivers on administrative tasks.

John would like the District to move toward a strategic plan. He applied for grants for both districts for website development and improvements from Oregon Department of Agriculture.

**Arlyse** passed out Customer Information Forms from Umpqua Bank. All board members except Katrina Poydack are to be made signers according to policy, so with the influx of new directors, new signature cards are needed. All directors returned their forms before leaving to be submitted.

**NEXT MEETING**

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The Annual Meeting is to be held on February 27th at 6:00 pm at the Illinois Valley SWCD Office and via ZOOM.

**ADJOURNMENT**

The meeting was adjourned at 7:36 pm.

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APPROVED MINUTES: \_\_\_\_\_ DATE: \_\_\_\_\_

**Illinois Valley Soil & Water Conservation District**  
**Profit & Loss**  
 July 2024 through January 2025

	Jul '24 - Jan 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Donations	8,000.00
Grants Received	169,971.75
Other Revenue	530.89
Service Contracts	
OSU SONDE	980.93
<b>Total Service Contracts</b>	980.93
<b>Total Income</b>	179,483.57
<b>Gross Profit</b>	179,483.57
<b>Expense</b>	
Accounting Fees	12,000.00
Bank Fees	1.64
Contracted Services	
Mileage SONDE	40.25
Contracted Services - Other	211,905.05
<b>Total Contracted Services</b>	211,945.30
Director Expense	75.00
Meeting Expense	
Food and water	220.39
<b>Total Meeting Expense</b>	220.39
Mileage	265.32
Other	
Advertising	126.00
Copier lease	419.88
Dues & Subscriptions	
Membership Dues	996.49
Dues & Subscriptions - Other	150.00
<b>Total Dues &amp; Subscriptions</b>	1,146.49
Payroll Fees	600.00
PO Box Rent	116.00
Postage/Mailing fees	9.00
Power and Electric	309.31
Printing & Copying	94.37
Rent Expense	4,461.00
Taxes	
Government Ethics Assessment	567.41
<b>Total Taxes</b>	567.41
Telephone	1,102.63
Website/Internet fees	148.75
Other - Other	250.00
<b>Total Other</b>	9,350.84
Software Subscription	1,052.53
Supplies & Materials	8,775.19

**Illinois Valley Soil & Water Conservation District**  
**Profit & Loss**  
July 2024 through January 2025

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	<u>Jul '24 - Jan 25</u>
Training and associated travel	
Lodging	586.94
Training and associated travel - Other	1,593.28
<b>Total Training and associated travel</b>	<b>2,180.22</b>
<b>Wages and Salaries</b>	<b>65,846.01</b>
<b>Water Quality Monitoring</b>	<b>14,480.00</b>
<b>Total Expense</b>	<b>326,192.44</b>
<b>Net Ordinary Income</b>	<b>-146,708.87</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	0.01
<b>Total Other Income</b>	<b>0.01</b>
<b>Other Expense</b>	
Fire protection	1,395.54
<b>Total Other Expense</b>	<b>1,395.54</b>
<b>Net Other Income</b>	<b>-1,395.53</b>
<b>Net Income</b>	<b>-148,104.40</b>

## Illinois Valley Soil &amp; Water Conservation District

## Profit &amp; Loss

02/17/25

January 2025

Cash Basis

	Jan 25
Ordinary Income/Expense	
Income	
Grants Received	42,230.75
Total Income	42,230.75
Gross Profit	42,230.75
Expense	
Meeting Expense	
Food and water	19.00
Total Meeting Expense	19.00
Mileage	64.99
Other	
Copier lease	65.75
Dues & Subscriptions	100.00
Payroll Fees	100.00
Power and Electric	89.82
Printing & Copying	17.29
Rent Expense	574.50
Telephone	162.00
Website/Internet fees	21.25
Total Other	1,130.61
Software Subscription	342.02
Supplies & Materials	389.07
Wages and Salaries	10,742.86
Water Quality Monitoring	
Contracted Laboratory Analysis	2,520.00
Mileage Reimbursement /Sampling	14.74
Total Water Quality Monitoring	2,534.74
Total Expense	15,223.29
Net Ordinary Income	27,007.46
Net Income	<b>27,007.46</b>

Illinois Valley Soil & Water Conservation District

Balance Sheet

As of January 31, 2025

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	<u>Jan 31, 25</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking Account	89,121.85
Savings Account - Thompson Crk	231.68
Total Checking/Savings	<u>89,353.53</u>
Total Current Assets	<u>89,353.53</u>
<b>TOTAL ASSETS</b>	<b><u>89,353.53</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Unrestricted Net Assets	237,457.93
Net Income	<u>-148,104.40</u>
Total Equity	<u>89,353.53</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>89,353.53</u></b>



Illinois Valley Soil & Water Conservation District

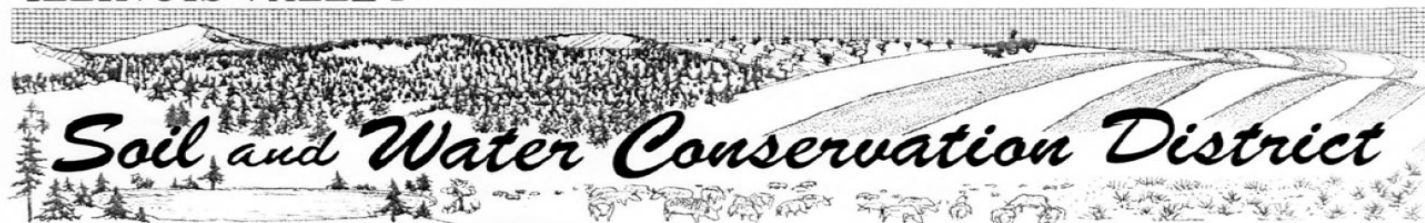
2/17/2025 1:13 PM

Register: Checking Account

From 01/01/2025 through 01/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/02/2025	21540	Pacific Power	Accounts Payable		89.82	X		62,282.45
01/02/2025	21541	Amazon Business	Accounts Payable		85.23	X		62,197.22
01/07/2025	21542	Grants Pass Water Lab	Accounts Payable		1,155.00	X		61,042.22
01/07/2025	21543	Carolyn Taormina	Accounts Payable	Mileage	14.74	X		61,027.48
01/08/2025	21544	Pacific Office Autom...	Accounts Payable		65.75	X		60,961.73
01/08/2025	21545	IEH Laboratories & ...	Accounts Payable		1,365.00			59,596.73
01/09/2025	21546	Crystal Fresh	Accounts Payable	123731	19.00	X		59,577.73
01/10/2025			Grants Received	Deposit		X	24,148.50	83,726.23
01/10/2025	ACH	Cardinal Business Se...	Accounts Payable	784581	50.00	X		83,676.23
01/10/2025	ACH	Cardinal Net-To-Bank	Accounts Payable		3,019.81	X		80,656.42
01/10/2025	ACH	Cardinal Tax Impound	Accounts Payable		1,489.73	X		79,166.69
01/10/2025	ACH	VOYA Financial	Accounts Payable		707.20	X		78,459.49
01/23/2025	ACH	Cardinal Business Se...	Accounts Payable	784581	50.00	X		78,409.49
01/23/2025	ACH	Cardinal Net-To-Bank	Accounts Payable		2,568.02	X		75,841.47
01/23/2025	ACH	Cardinal Tax Impound	Accounts Payable		1,274.33	X		74,567.14
01/23/2025	ACH	VOYA Financial	Accounts Payable		690.65	X		73,876.49
01/23/2025	1017	Cardinal Net-To-Bank	Accounts Payable		96.20	X		73,780.29
01/23/2025	21547	IV DATA CENTER	Accounts Payable		21.25	X		73,759.04
01/23/2025	21548	US Cellular	Accounts Payable	951128871	162.00			73,597.04
01/23/2025	21549	Pacific Carving	Accounts Payable		57.50			73,539.54
01/23/2025	21550	NACD	Accounts Payable		100.00			73,439.54
01/23/2025	21551	Pacific Source Healt...	Accounts Payable		692.50	X		72,747.04
01/23/2025	21552	Staples	Accounts Payable	LA 1041286	81.34	X		72,665.70
01/23/2025	21553	Elan Financial Services	Umpqua Credit Card	4798 5100 616...	829.89			71,835.81
01/27/2025	21554	A+ Storage	Accounts Payable		102.00			71,733.81
01/27/2025	21555	Stilton LLC	Accounts Payable		472.50			71,261.31
01/28/2025	1014	Cardinal Net-To-Bank	Accounts Payable		102.21	X		71,159.10
01/28/2025	21556	POA Medford Division	Accounts Payable		17.29			71,141.81
01/29/2025			Grants Received	Deposit		X	18,082.25	89,224.06
01/29/2025	1015	Cardinal Net-To-Bank	Accounts Payable		102.21	X		89,121.85



- **ODA 2024 North Illinois Valley Strategic Implementation Area (SIA)**
  - The grant agreement has been fully executed.
  - We are moving forward on the SIA Sampling & Analysis Plan
  - Janice and I met with ODA staff on 2/10 to discuss SIA outreach events.
- **Two Rivers SWCD**
  - Arlyse and I continue to assist TRSWCD with administrative support.
  - We are in the process of organizing a Josephine County SWCDs Steering Committee
  - The ODA ADA grant was fully funded at \$20,000. An RFP was flown and Norman Design was awarded the web development contract.
- **Restoration LLC**
  - I am exploring the idea of IVSWCD and TRSWCD starting a fee-for-service fuels reduction/restoration LLC to help diversify funding and reduce our dependence on grants. I'm very open to input.
- **Cannabis Cleanup**
  - We now have a quote for an Environmental Site Assessment (ESA)
  - We are in conversation with the Selma landowner about moving to the next steps with the ESA '1.5'
- **Sweet Cron Irrigation Modernization Project**
  - The Trout Unlimited OWEB Water Acquisition Grant passed the Technical Review Committee.
    - We will know whether the match for this project is fully funded through this opportunity by late April.
- **Smith River Complex Weed Surveying and Seed Collection**
  - Funding for these projects is now uncertain.
    - We will be ready to contract these projects to a specialized organization if funding does go through.
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
  - Saplings have been picked up and delivered to the J Herbert Stone tree cooler!
  - Planning work is underway with the Illinois Valley Watershed Council and Illinois Valley Fire Resiliency Oversight Group for both a willow planting and celebratory engagement event.
- **Illinois Valley Water Quality Monitoring Program**
  - The sampling team continues to check the OSU sondes monthly.
  - I am in the process of revising our Sampling and Analysis Plan (SAP). A SAP revision is a requirement for the disbursement of our OWEB WQM 24-6 funding.
  - Water quality data has been compiled. I plan to submit the data to DEQ this month.
  - I am meeting with David Alvarez (USGS-CERC) on Tuesday 2/18.
- **Community Wildfire Defense Grant (CWDG) – Kerby Fuels Reduction Project**
  - Fuels reduction work is set to begin in March. Currently confirming that these funds are not frozen.
- **OWEB Small Grant Team Region 06**
  - Cycle 7 is now open.
- **OCEAN Connect: Education and Engagement Track Committee**

- I am helping plan the Education and Engagement Track for the OCEAN Connect conference which will take place on April 8-10 in Florence.
- **Training**
  - I am considering pursuing Certified Hazardous Materials Manager (CHMM) training in the coming year to help leverage funding for abandoned cannabis site cleanups.
- **Grants**
  - We were awarded the ODA ADA Grant for \$17,500
    - Do we want to consider going with the same web developer as Two Rivers SWCD?
  - A Josephine County Solid Waste Association grant was submitted to help with the cleanup of the Selma site.
    - I am continuing to explore other avenues of funding solid waste cleanup.
  - I am working on contracting out the development of the Agricultural Water Quality Support Grant 2025-2027
    - I am proposing that this grant be a co-application with Two Rivers SWCD
  - The Bureau of Reclamation WaterSMART grant for design work on the Jimmy Little Ditch has been approved but funding is currently frozen. Trout Unlimited will plan to hit the ground running with the project if/when funding is unfrozen.
  - ODFW is interested in applying for restoration grants (SIA and OWEB Small Grants) on Oxbow Ranch utilizing IVSWCD as a pass-through funder.
  - I am considering applying for fuels reduction grants for shared equipment to be used for an Indefinite Delivery/Indefinite Quantity (IDIQ) fuels reduction and restoration work.

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



## **Staff Report**

**Office Manager - Arlyse DeLoyola**

**February 2025**

### **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 all accounts for January and filed receipts.
- Submitted financial reports as required on grants
- Emails/Voicemail/US Mail

Hello Board-

Once again, this packet is early due to my crazy travel schedule. I returned from a whirlwind trip to Alaska at about 2:00 this morning and will depart for a few days in Texas tomorrow, so I am sending out this packet a bit ahead of normal. March should be fairly calm, but I will miss the April meeting as it falls during my national show travel. I am looking for a volunteer note-taker.

The Connect conference is scheduled for early April. John has been helping to plan it, but will not be attending due to schedule conflicts. At this time I intend to be there, board permitting. I have applied for a scholarship to keep costs down. My cost would be shared by the Council.

Below is a picture of where I was yesterday (Feb. 16) -Cook Inlet, near Anchorage, Alaska.

Arlyse

