



## Topic: Illinois Valley Soil & Water Conservation District Meeting

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

### Monthly Meeting

Thursday, April 27 2023, 6:00 PM PDT

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

Meeting ID: 954 3509 9861

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One tap mobile

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Passcode: 21861768

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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 April 27, 2023- SWCD Office/ZOOM**

- I.** 6:00 PM: Call to Order
- II.** Special Presentation: Wilson Bio-Char
- 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
- VI.** 6:50 PM: New Business
  - a.** Possible change of Payroll platform-Action
- VII.** 7:00 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.** 7:30 PM: Adjourn

## Meeting Minutes

Meeting called to order March 23, 2023 by William Reid, Chairman at 6:00 pm

ATTENDED IN PERSON    ATTENDED VIA ZOOM    ABSENT

<b>William Reid</b>	<b>Jim Gurley</b>	<b>Gene Merrill (WC)</b>
<b>Katrina Poydack</b>	<b>Cheryl Nelson Staff</b>	<b>Joy McEwen (WC)</b>
<b>Rhett Nelsen</b>	<b>Kevin O'Brien (WC)</b>	<b>Patty Downing (WC)</b>
<b>Bob Webb</b>		<b>Carol Crawford (WC)</b>
<b>Don Young (WC)</b>		<b>Marcy Sowa</b>
<b>Janice Denney (WC)</b>		<b>Bob Schmidt</b>
<b>Arlyse DeLoyola Staff</b>		
<b>John Bellville Staff</b>		
<b>Roger Brandt Guest</b>		

### SCRIBE

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Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes of the February meeting were presented to the Board for review.
  - **Jim Gurley made a motion to approve the minutes of the January meeting.**
  - **Rhett Nelsen seconded the motion.**
  - **The motion passed without dissent.**
- **Financials:** The financial reports were presented for review by the Board.
  - **Rhett Nelsen made a motion to accept the Financial Reports as presented.**
  - **Katrina Poydack seconded the motion.**
  - **Discussion was held.**
  - **The motion passed without dissent.**

### OLD BUSINESS

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- **Coffee & Quail:**

Bill Reid reported that it looked like the Coffee & Quail event was a success. He was very disappointed in the turnout by Board members, with just himself from the district and two Council members present along with three staff.
- **Water Quality Monitoring:**

John Bellville gave a report on some of the findings from the September through December Water Quality Monitoring samplings. He advised that the District was in the process of hiring a temporary Sampling technician through a temp agency and that he and Kevin had interviewed a promising candidate that day. John is working on a training manual for the 21 sites and will have it finished for the

April samplings. He also stated that he plans to build an online dashboard for results so that they can be viewed by interested parties.

Jim Gurley suggested that the District look into purchasing some of the laboratory equipment for sample analysis, as it might be more cost-effective than paying Grants Pass Water Labs. John said he would look into that possibility.

- **Owl III report and request:**

John asked everyone to give their opinion on the new video conferencing equipment, approved at the last meeting and in use for this one. He then proposed that the District go in 50% for another unit with the Council so that staff could check one out and take it to meetings and events offsite.

- **Rhett Nelsen made a motion to purchase another OWL III device with the Council**
- **Katrina Poydack seconded the motion.**
- **The motion passed without dissent.**

- **More Coffee & Quail**

Cheryl Nelson joined the meeting via Zoom and gave her report on Coffee & Quail, also asking for input for future community engagement events.

- **Personnel Manual/Employee Handbook**

Bill asked Arlyse for a report on the progress of re-writing the manual. A meeting was held Monday and the changes were reviewed by the Personnel Committee, pending confirmation by Special Districts Association of Oregon. Once any questions are answered, the manual will be sent for review by their team and once approved, can be published.

## **NEW BUSINESS**

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- **Community Wildfire Defense Grant**

John announced that the District has just received a Community Wildfire Defense Grant in the amount of \$113,000, which will provide \$96,504 in contracted fuels reduction work, two bio-char kilns and some project management funds. An article that appeared in the national Association of Conservation Districts (NACD) newsletter this week was shared with the Board.

- **Old Stage Park**

Roger Brandt was introduced to ask the District for a letter of support toward his proposed grant to develop Old Stage Park. Roger revealed the plans for the community park and explained it would be funded through Oregon State Parks & Recreation with Lottery dollars. The proposal was well received by the Board.

- **Rhett Nelsen made a motion to provide a letter of support for the proposed development of the park.**
- **Katrina Poydack seconded the motion.**
- **Discussion was held.**
- **The motion passed unanimously.**

## CONTINUING

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- **Staff Reports:**

- **John Bellville**

- John reviewed his written report. He and Kevin will both present to the Josephine County Commissioners next week. The District has received a \$23,333.33 grant from Illinois Valley Community Development Organization (IVCDO) for potential technical work with the County on rehabilitation of abandoned cannabis grows.
- He mentioned he was helping with a Council grant request to the Four Way Foundation for the purchase of a drone for media production.
- Also in the works is a Partnership Technical Assistance grant which would provide dollars for strategic planning for the Illinois Valley Fire Resiliency Oversight Group (IVFROG) pointing out that the IVFROG is now in the “storming” phase of their development as a cohort and moving into strategic planning.
- John had a brief update meeting with mark Grenbemer, Project Manager for Oregon Water Enhancement Board on our Stakeholder Engagement grant and agreed to have regular check-ins as the project continues.
- John and Kevin continue to work closely planning for future Water Quality Monitoring grants.

- **Cheryl Nelson**

Cheryl reviewed her report and announced that on April 8<sup>th</sup> (Saturday) there will be a Volunteer Fair event, hosted at the High School which is intended to connect volunteers with local non-profits and offer breakout sessions for the public as well as organizations. She encouraged board members to attend and plans to have a Stream Team table at the event.

- **Arlyse** had nothing to add to her written report.

- **Public Comment**

- Kevin O’Brien attended a portion of a meeting hosted by Jackson Soil & Water Conservation District this evening regarding the Rogue Basin pesticide Stewardship Program. He found it very interesting and will be able to access a recording of the meeting if anyone is interested.

## NEXT MEETING

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The next meeting is to be held on April 27<sup>th</sup> at 6:00pm

## ADJOURNMENT

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The meeting adjourned at 7:41 pm.

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

DATE: \_\_\_\_\_

Illinois Valley Soil & Water Conservation District  
**Balance Sheet**  
As of March 31, 2023

	<u>Mar 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking Account	95,171.30
Savings Account - Thompson Crk	231.63
Total Checking/Savings	<u>95,402.93</u>
Total Current Assets	<u>95,402.93</u>
<b>TOTAL ASSETS</b>	<b><u>95,402.93</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-15.68
Total Accounts Payable	-15.68
Credit Cards	
Umpqua Credit Card	-303.43
Total Credit Cards	<u>-303.43</u>
Total Current Liabilities	<u>-319.11</u>
Total Liabilities	-319.11
Equity	
Opening Balance Equity	8,402.66
Unrestricted Net Assets	67,183.76
Net Income	20,135.62
Total Equity	<u>95,722.04</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>95,402.93</u></b>

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

July 2022 through March 2023

	Jul '22 - Mar 23
Ordinary Income/Expense	
Income	
Grants Received	205,654.35
Total Income	205,654.35
Gross Profit	205,654.35
Expense	
Accounting Fees	6,000.00
Contracted Services	15,183.28
Equipment & Software	99.99
Insurance	
General Liability Insurance	2,754.00
Total Insurance	2,754.00
Internet Services	730.36
Licenses & Permits	450.00
Mileage	529.36
Other	
Advertising	568.79
Copier lease	638.46
Dues & Subscriptions	1,062.98
Food and water	539.38
Payroll Fees	4,625.77
Postage/Mailing fees	617.81
Printing & Copying	463.36
Rent Expense	5,074.50
Taxes	
Government Ethics Assessment	87.81
Taxes - Other	165.00
Total Taxes	252.81
Telephone	1,382.37
Website/Internet fees	593.75
Total Other	15,819.98
Reconciliation Discrepancies	0.00
Supplies & Materials	19,806.73
Training and associated travel	2,647.36
Wages and Salaries	
Employee Contributed 457	719.14
Medical Insurance	
Health Insurance-Employee cont.	-3,110.41
Medical Insurance - Other	14,315.57
Total Medical Insurance	11,205.16
Retirement Fund Expenses	
Employer Contribution Standard	1,334.46
Employer Match	707.37
Total Retirement Fund Expenses	2,041.83
Retirement Savings Match	61.21
Wages and Salaries - Other	106,177.28
Total Wages and Salaries	120,204.62
Water Quality Monitoring	
Mileage Reimbursement /Sampling	339.38
Water Quality Monitoring - Other	71.87
Total Water Quality Monitoring	411.25
Total Expense	184,636.93
Net Ordinary Income	21,017.42
Other Income/Expense	
Other Income	
Interest Income	0.02
Refunds	291.22
Total Other Income	291.24
Other Expense	
Fire protection	1,173.04
Total Other Expense	1,173.04
Net Other Income	-881.80
Net Income	20,135.62

Illinois Valley Soil & Water Conservation District  
**Profit & Loss**  
March 2023

	<u>Mar 23</u>
Ordinary Income/Expense	
Income	
Grants Received	45,902.09
Total Income	<u>45,902.09</u>
Gross Profit	45,902.09
Expense	
Contracted Services	575.00
Mileage	26.20
Other	
Advertising	130.00
Copier lease	134.63
Food and water	114.23
Payroll Fees	394.95
Printing & Copying	108.24
Rent Expense	450.00
Telephone	150.59
Website/Internet fees	21.25
Total Other	1,503.89
Supplies & Materials	7,442.43
Training and associated travel	110.04
Wages and Salaries	
Employee Contributed 457	0.00
Medical Insurance	
Health Insurance-Employee cont.	-290.00
Medical Insurance - Other	1,450.00
Total Medical Insurance	1,160.00
Retirement Fund Expenses	
Employer Contribution Standard	71.24
Employer Match	71.24
Total Retirement Fund Expenses	142.48
Wages and Salaries - Other	10,159.43
Total Wages and Salaries	<u>11,461.91</u>
Total Expense	<u>21,119.47</u>
Net Ordinary Income	24,782.62
Other Income/Expense	
Other Income	
Refunds	171.22
Total Other Income	<u>171.22</u>
Net Other Income	171.22
Net Income	<u><u>24,953.84</u></u>



Illinois Valley Soil & Water Conservation District

4/18/2023 10:17 AM

Register: Checking Account

From 03/01/2023 through 03/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/01/2023	21081	Sarah Meyer	Accounts Payable	Artist Honorari...	100.00			69,685.22
03/01/2023	21082	John Bellville	Accounts Payable		105.84	X		69,579.38
03/02/2023	21083	John Bellville	Accounts Payable		4.20	X		69,575.18
03/02/2023	21086	Cheryl Nelson	Accounts Payable		26.20	X		69,548.98
03/02/2023	21087	IV Senior Center	Accounts Payable		30.00			69,518.98
03/03/2023			Grants Received	Deposit		X	22,568.76	92,087.74
03/09/2023			Refunds	Deposit		X	150.00	92,237.74
03/09/2023	ach	VOYA Financial	Accounts Payable		243.70	X		91,994.04
03/09/2023	21088	Cardinal Business Se...	Accounts Payable	784581	4,404.05	X		87,589.99
03/09/2023	21089	Clara Putlitz	Accounts Payable	flowers coffe &...	75.00	X		87,514.99
03/09/2023	21090	Silver Fence Farm	Accounts Payable		82.50	X		87,432.49
03/09/2023	21091	Apollonia Laskowski	Accounts Payable	Coffee & Quail...	88.00	X		87,344.49
03/14/2023			Grants Received	Deposit		X	23,333.33	110,677.82
03/14/2023			Refunds	Deposit		X	21.22	110,699.04
03/15/2023	21092	K-LOG Inc	Accounts Payable	Office Furniture	6,791.73	X		103,907.31
03/16/2023	21093	Sights and Sounds U...	Accounts Payable	video production	500.00	X		103,407.31
03/20/2023	21094	US Cellular	Accounts Payable	951128871	150.59	X		103,256.72
03/21/2023	21095	IV DATA CENTER	Accounts Payable	April internet	21.25			103,235.47
03/21/2023	21096	IV DATA CENTER	Accounts Payable		450.00			102,785.47
03/22/2023	21097	Umpqua Bank	Umpqua Credit Card	4798 5100 616...	223.19			102,562.28
03/22/2023	21098	Pacific Source Healt...	Accounts Payable		1,450.00	X		101,112.28
03/22/2023	21099	Cardinal Business Se...	Accounts Payable	784581	5,454.09	X		95,658.19
03/30/2023	1	VOYA Financial	Accounts Payable		305.02	X		95,353.17
03/30/2023	21100	Wells Fargo	Accounts Payable	97345735	181.87			95,171.30

EXPENSES:	<b>ODA Capacity Grant 21-23 (ending 6/30/23)</b>				
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Wages/Salaries	\$138,476.00	\$102,956.00	\$35,519.91	26%	
Contracted Services	\$7,439.00	\$6,588.75	\$850.25	11%	
Travel	\$5,300.00	\$2,876.96	\$2,423.04	46%	
Supplies/Materials	\$10,202.00	\$11,840.78	-\$1,638.78	-16%	
Other(rent/phones/copier,	\$35,951.00	\$30,573.38	\$5,377.62	15%	
Total	\$197,368.00	\$154,835.87	\$42,532.04	22%	
Time remaining- 3 months					
	<i>Actual Cash on hand 4/18/2023</i>	\$19,963.28			

EXPENSES:	<b>AG Water Quality Support 22-23(6/30/23)</b>				
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Wages/Salaries	\$6,950.00	\$4,872.78	\$2,077.22	30%	
Contracted Services	\$50,804.00	\$15,407.91	\$35,396.09	70%	
Supplies/Materials	\$6,599.00	\$8,065.46	-\$1,466.46	-22%	
Travel/Mileage	\$2,250.00	\$211.87	\$2,038.13	91%	
Other	\$600.00	\$100.98	\$499.02	83%	
Indirect	\$6,720.00	\$5,040.00	\$1,680.00	25%	
Total	\$73,923.00	\$33,699.00	\$40,224.00	54%	
Time remaining- 3 months	<i>Actual Cash on hand 1/19/23</i>	\$21,028.92			

EXPENSES:	<b>BLM Gd Neighbor Auth (Deer Ck Phase 3)</b>				
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Wages/Salaries	\$7,950.00	\$7,162.39	\$787.61	10%	
Contracted Services	\$79,125.00	\$0.00	\$79,125.00	100%	
Supplies & Materials	\$1,500.00	\$16.84	\$1,483.16	99%	
Travel/Training	\$375.00	\$178.63	\$196.37	52%	
Other	\$600.00	\$700.00	-\$100.00	-17%	
Post Grant	\$400.00	\$0.00	\$400.00	100%	
Total	\$90,000.00	\$8,057.86	\$81,942.14	91%	
	<i>Actual Cash on hand 10/21</i>	-\$8,057.86			

EXPENSES:	<b>White Ditch OWEB</b>		<b>12/31/2022</b>		
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Wages/Salaries	\$5,625.00	\$3,694.35	\$1,930.65	34%	
Contracted Services	\$56,050.00	\$35,485.00	\$20,565.00	37%	
Supplies/Materials	\$0.00	\$50.00	-\$50.00		
Travel	\$275.00	\$47.47	\$227.53	83%	
Indirect	\$6,195.00	\$1,950.00	\$4,245.00	69%	
Total	\$68,145.00	\$41,226.82	\$26,918.18	40%	
	<i>Actual Cash on hand 4/18/2023</i>	-\$503.66 Moved the expense to unrestricted funds.			

EXPENSES:	<b>White Ditch OWRD</b>		<b>12/31/2023</b>		
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Task 1	\$5,350.00	\$1,210.68	\$4,139.32	77%	
Task 2	\$11,600.00	\$11,600.00	\$0.00	0%	
Task 3	\$17,350.00	\$3,935.25	\$13,414.75	77%	
Task 4	\$17,350.00	\$1,485.00	\$15,865.00	91%	
Task 5	\$12,350.00	\$0.00	\$12,350.00	100%	
Total	\$64,000.00	\$18,230.93	\$45,769.07	72%	
	<i>Actual cash on hand 4/18/23</i>	-\$492.08 need to expense this and close grant			

EXPENSES:	<b>IV Collective Mob. Fish/Fire</b>		<b>6/1/2024</b>		
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	

Wages/Salaries	\$101,783.00	\$59,206.38	\$42,576.62	42%
Contracted Services	\$6,454.00	\$1,462.00	\$4,992.00	77%
Travel	\$3,341.00	\$1,272.71	\$2,068.29	62%
Supplies/materials	\$3,725.00	\$496.15	\$3,228.85	87%
Other	\$250.00	\$33.21	\$216.79	87%
Indirect	\$11,556.00	\$3,659.20	\$7,896.80	68%
Total	\$127,109.00	\$66,129.65	\$60,979.35	48%
	<i>Actual cash on hand 4/18/23</i>	<i>\$2,006.35</i>		

Time remaining 14 months

EXPENSES:	<b>Rounhouse Foundation (IVCMFF)</b>		<b>6/11/2022</b>	
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>
Media & marketing	\$10,000.00	\$8,307.72	\$1,692.28	17%
Total	\$10,000.00	\$8,307.72		
	<i>Actual cash on hand 1/19</i>	<i>\$1,692.28</i>		

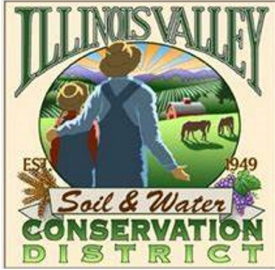
EXPENSES:	<b>RBP/RLF (White Ditch Supplemental)</b>		<b>12/31/2022</b>	
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>
Wages/Salaries/travel	\$7,340.71	\$1,077.81	\$0.00	0%
Total	\$7,340.71	\$1,077.81	\$0.00	0%
	<i>This grant closed and we had to move expenses elsewhere.</i>			

EXPENSES:	<b>Joerger WQM Donation</b>			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>
WQM Actuvutues	\$10,000.00	\$4,300.38	\$5,699.62	57%
Total	\$10,000.00	\$4,300.38	\$5,699.62	57%
	<i>Actual cash on hand 4/18/23</i>	<i>\$5,699.62</i>		

EXPENSES:	<b>Community Wildfire Defense</b>			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>% remaining</i>
Salaries/Wages/Benefits	\$0.00	\$0.00	\$0.00	
Contracted Services	\$96,504.00	\$0.00	\$96,504.00	100.00%
Supplies/Materials	\$2,500.00	\$0.00	\$2,500.00	100.00%
Equipment	\$4,400.00	\$0.00	\$4,400.00	100.00%
Indirect	\$10,340.00	\$0.00	\$10,340.00	100.00%
	\$113,744.00	\$0.00	\$113,744.00	100.00%
On hand 4/18/23	\$0.00			

	<b>CSLRF-IVCDO</b>			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>% remaining</i>
Salaries/Wages/Benefits	\$15,555.66	\$0.00	\$15,555.66	100.00%
Contracted Services	\$7,777.67	\$0.00	\$7,777.67	100.00%
	\$23,333.33	\$0.00	\$23,333.33	100.00%
On hand 4/18/23	\$23,333.33		\$23,333.33	100.00%

EXPENSES:	<b>Unrestricted Funds</b>			
<i>Category</i>				
Unrestricted on hand	<i>Actual cash on hand 4/18/23</i>	<i>\$16,340.63</i>		

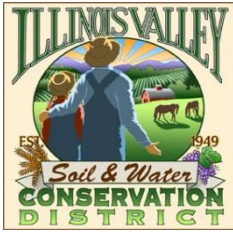


## **March 2023 Conservation Program Manager Staff Report**

- **Local Advisory Committee (LAC)**
  - I will be talking to Bob Niedermeyer about scheduling an upcoming LAC meeting.
- **Josephine County Commissioners: Annual Report**
  - Kevin (IVWC) and I presented annual updates to the Josephine County Commissioners at the Weekly Business Session. We hope to develop our respective partnership with Josephine County in coming years.
- **NRCS Conservation Planner Training**
  - I have completed some preliminary courses – so far, so good.
- **Illinois Valley Water Quality Monitoring**
  - We have successfully started the water quality sampling season and have completed one week of sampling!
  - We have hired some water quality monitoring techs. They are set to start sampling on Monday 4/24.
- **Stakeholder Engagement Project**
  - I am providing biweekly updates to the grant project manager at OWEB.
  - We are still in the process of strategic planning. We are currently focusing on matching funds to the Regional Conservation Partnership Program (RCP) to multiply the amount of fuels reduction work that can be done in the Illinois Valley over a long period of time.
  - Brainstorming has begun for another landowner engagement event.
- **Grants**
  - OWEB Partnership TA was recommended for funding but fell below the funding priority line. We plan to get it next time!
  - In the grant agreement process for the Community Wildfire Defense Grant & OWEB Post-Fire Recovery Project
  - We will find out whether the IVWC gets the Four Way Grant for a media production drone around May 10<sup>th</sup>.
  - The IVWC and IVSWCD have been involved in a flurry of grant writing for both a second round of the ODA Agricultural Water Quality Support Grant (IVSWCD) and a Passive Water Quality Monitoring Program (IVWC). We have been utilizing the services of a contract grant writer, Christopher MacKay, M.A., before he begins his season as a Wilderness Ranger in the Kootenai National Forest on 4/25 and area in good shape for the early May deadlines. Deadlines are 5/3 and 5/1, respectively.
  - We are working on the ODA SOW District Capacity Grant (deadline 5/31).

Respectfully submitted,

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



**STAFF REPORT**  
**Cheryl Nelson,**  
**Engagement Coordinator**

**DATES: From March 15 thru April 19, 2023**

**IVCMFF Progress Report**

**Illinois Valley VOLUNTEER FAIR**

April 8<sup>th</sup> saw a great turnout of non-profits from the Illinois Valley for the IVCanDO-sponsored Volunteer Fair at IVHS. IV-FROG was set-up to recruit volunteers for the upcoming Annual Community Wildfire Preparedness Day (May 6<sup>th</sup>). The day's activities ranged from networking opportunities, a lesson from IV News Editor Laura Mancuso on how (and when) to submit a proper press release and a breakout session led by Kate Dwyer on Boardmanship. Reached out to an IVHS FFA volunteer to pass on IVSWCD contact info to Shelby Mason, his Ag Teacher.

**BBQ and BIOCHAR**

John and I are excited about bringing another IVSWCD-sanctioned public event to the IV. Plans are underway to present an educational workshop about the beneficial uses of biochar\* with an emphasis on fuels reduction and carbon sequestration. Available funding for a food offering has the potential to enhance attendance numbers. Donations from local businesses will be sought.

\* "Burn Piles with Benefits"

**IVFROG MONTHLY MEETINGS**

March: Soup to Nuts\* Oregon Department of Forestry - Regional Conservation Partnership Program (RCPP) got top-billing and the debut of the OWL for Zoom attendees was awesome. A number of project maps were shared with the meeting attendees in service of prioritizing the footprint for the RCPP grant proposal. Wild Rivers District Ranger, Scott Blower shared that the EA for Slater Fire Hazard Tree Removal was available Mar. 31 and encouraged comments. \*Hot soup was purchased locally from Silver Fence Farm with grant funds and served to the IV FIRE District employees as well as meeting attendees.

April: Updates included May 20<sup>th</sup> Chili Feed fundraiser at IV FIRE; Jo Co Firewise Community Coordinator, Mike McLaughlin is at Rogue Valley Mall on May 20<sup>th</sup>. IVFROG to set up a table at the Pet Parade on May 6<sup>th</sup> to educate and gauge support for a fire-resistant plant sale.

**COMMUNITY WILDFIRE DEFENSE GRANT (CWDG)** As of this report, the CWDG grant agreement is not finalized.

### **JO CO Firewise Coordinator Hired**

John and I met with Mike McLaughlin, the County's newly hired Firewise Community Coordinator behind Rick McClintock. Our meeting highlights were around sharing resources and combining our assets. Josephine County recently applied to the Office of the State Fire Marshall for approximately \$500k for a combination of fuels mitigation and community funding.

### **Stakeholder Engagement Enhancement Work**

Attended Indigenous People's Burning Network (IPBN) Beginner Workshop ... facilitated by The Nature Conservancy. 3rd of 12 Monthly Sessions. Topics: FPIC/UN Declaration on Rights of Indigenous People. Recommend the video: [\*Hupa Fire: Traditional and Cultural Fire Management\*](#)

Leadership Training Course Completion – ***The Leadership Challenge*** (TLC). The TLC coursework books are now part of the IVSWCD library and are available for loan.

FAC\*- DEIJ Visioning - Last session concluded with flying colors.

### **T.E.L.E. Accomplishments**

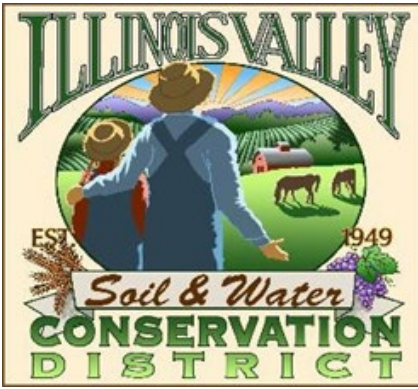
- IVFROG facebook post enjoyed 300%+ increase; see post of landowner testimonial.
- See iv-frog.org website for updates including an ad for the upcoming Community Wildfire Preparedness Day.
- John received the metrics from the Coffee & Quail event. Fuels Reduction and Stream Enhancement inquiries from those who attended exceed TELE's 18% average landowner response. I have followed up on the fuels reduction requests and have a list of landowners interested in programs to defray their fuels reduction project work.
- Working with KXCJ to create a jingle for IV Frog.
- Final IVFROG signage ready for print pending budget approval.

### **Administrative**

-Ongoing: Answer incoming cell phone calls, outgoing calls to stakeholders and landowners; meet and greet office visitors, promote partner agency conservation projects.



Healthy Forests, Healthy Communities



# **Staff Report**

## **Office Manager**

### **Arlyse DeLoyola**

#### **April 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 March.
- Emails/Voicemail/US Mail

The Employee Handbook is under review by SDAO as well as HR Answers. Once back, I'll clean it up and send it to the committee for approval to recommend to the board.

Just today, I finished up reviewing the Capacity Grant's excel vs. QuickBooks entries. It is amazing how many little things can go off in two years. It's a good reminder for me to follow the same steps with every expense and not let myself get distracted while paying bills. I also plan to devise a form for expenses submitted that are not monthly capacity so I don't have to ask which grant I am billing to.

I have prepared the employee timesheets for the next fiscal year- always a challenge!

I am putting on the agenda our payroll system. I think that the success of the Watershed Council's trial of this less expensive system merits the change. Especially with SDAO negotiating Worker's Comp group rates with SAIF. If approved by you all, I can start the process and possibly begin with the new biennium. I will try to get numbers together for you by meeting time, if not in your packets.

I mean it this time....Happy Spring! Please no more snow!

Arlyse

