

Meeting

Illinois Valley Watershed Council is inviting you to a scheduled Zoom meeting. You may also attend in person at 331 E Cottage Park Drive Suite 1B- Cave Junction

Topic: Illinois Valley Watershed Council Monthly Meeting

Time: September 22, 2022 6:00pm

Join Zoom Meeting

<https://us06web.zoom.us/j/4738236869?pwd=Z1ZxVlkyYUtWUkprMVVLL3BwdzdoZz09>

Meeting ID: 473 823 6869

Passcode: SaveFish

One tap mobile

+13462487799,,4738236869#,,,,*76632288# US (Houston)

+16699006833,,4738236869#,,,,*76632288# 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: 473 823 6869

Passcode: 76632288

Find your local number: <https://us06web.zoom.us/j/kq9K0ESEz>



Illinois Valley Watershed Council
331 E Cottage Park Suite 1B - P.O. Box 352
Cave Junction, OR 97523
Phone: 541-592-3731

Monthly Council Meeting Agenda
September 22, 2022 *IVWC 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. Cardinal Services Review (Arin Carmack, CEO)
 - b. Strategic planning update
 - c. Council Vacancy

- V. 6:30 PM: New Business
 - a. Retirement plan discussion
 - b. Meeting Notes Substitute
 - c. Update on Water League
 - d. Degraded lands restoration (Kevin & Patty)

- VI. 6:40 PM: Council Updates & Staff Reports
 - a. Kevin report
 - b. Arlyse report

- VII. 6:50 PM: Public Comments (Relating to this agenda or IVWC Operations)

- VIII. 7:00 PM: Adjournment

Meeting Minutes

Meeting called to order August 25, 2022 by Bill Reid, Board Chair at 7:12pm

ATTENDED IN PERSON ATTENDED VIA ZOOM ABSENT

William Reid	Marcy Sowa	Gene Merrill
Jim Gurley	Bob Schmidt	Patty Downing
Rhett Nelsen	Joy McEwen	Arlyse DeLoyola
Bob Webb		
Katrina Poydack		
Carol Crawford		
Don Young		
Janice Denney		
Beth Pietrzak		
John Bellville		
Cheryl Nelsen		
Kevin O'Brien		

SCRIBE

Notes were taken by Kevin O'Brien

- **Minutes:** The minutes from the July, 2022 meeting were presented for review and action. Don Young motioned to approve the July, 2022 minutes. Don's motion was seconded by Janice Denney. A short discussion ensued. The motion passed without dissent.
- **Financials:** The July, 2022 financial report was presented for review and action. Bob Webb motioned to approve the July, 2022 financial report. Bob's motion was seconded by Don Young. A short discussion ensued. The motion passed without dissent.

OLD BUSINESS

- **Strategic Planning Update:** Kevin reported a potential facilitator was still working on developing a proposal to be considered by the SP committee and Board. Kevin also reported that the SP committee had not met recently due to conflicting and busy schedules but would resume meeting soon. Kevin stated he did not believe there was an urgent need to accelerate the process further.
- **Self-Assessment Review:** Kevin briefly reported on the cumulative results of the assessment and again thanked the directors for their completion of the task. Kevin reiterated that beyond meeting OWEB's

requirement to conduct at least one biennially that it may provide important information to be further sussed out in our strategic planning process.

- **Water Quality Committee Update:** Kevin reported that we are awaiting Oregon DEQ's final approval of our Sampling Analysis Plan.
- **Elections Update:** The Board was reminded of the looming deadline to have election paperwork submitted to be on the November ballot.

NEW BUSINESS

- **Payroll Options Quote:** Kevin reported that Arlyse had requested the item be tabled to next month's meeting since Cardinal hadn't been able to get back to her yet with this information. The item was tabled.

CONTINUING

- **Staff and Partnering Agency Reports:**
 - Kevin briefly highlighted aspects of his written monthly report.
 - Kevin pointed out Arlyse's written monthly report needed to serve this month in her absence and assured the Board that Arlyse continues to be on task and keeping everyone on their toes.

PUBLIC COMMENTS (relating to this agenda or IVWC Operations)

There were no public comments given.

NEXT MEETING

The next meeting is to be held on September 22, 2022 at 7:00pm

ADJOURNMENT

The Chair adjourned the meeting at 7:00 pm after calling for and hearing no other business for the good of the order.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Watershed Council
Profit & Loss
August 2022

	<u>Aug 22</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	25.00
Total Contributions Received	25.00
Grants Received	
Government Grants	15,750.00
Total Grants Received	15,750.00
Total Income	15,775.00
Gross Profit	15,775.00
Expense	
Other	
Copier Lease	67.30
Internet Services	42.50
Payroll Fees	89.26
Rent Expense	870.00
Telephone	94.61
Total Other	1,163.67
Project Expenses	
Travel - Mileage	-662.46
Total Project Expenses	-662.46
Salaries & Wages	1,254.93
Supplies & Materials	138.44
Training and Associated Travel	
Lodging	-75.00
Mileage	558.95
Training and Associated Travel - Other	283.67
Total Training and Associated Travel	767.62
Total Expense	2,662.20
Net Ordinary Income	13,112.80
Net Income	<u><u>13,112.80</u></u>

Illinois Valley Watershed Council
Profit & Loss
 July through August 2022

	Jul - Aug 22
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	50.00
Total Contributions Received	50.00
Grants Received	
Government Grants	15,750.00
Total Grants Received	15,750.00
Total Income	15,800.00
Gross Profit	15,800.00
Expense	
Contracted Services	16,760.00
Other	
Bank Fees	1.21
Copier Lease	134.62
Internet Services	63.75
Payroll Fees	247.96
Rent Expense	1,340.00
Telephone	188.55
Total Other	1,976.09
Project Expenses	
Travel - Mileage	-662.46
Total Project Expenses	-662.46
Salaries & Wages	5,473.11
Supplies & Materials	
Postage, Mailing Service	178.40
Supplies & Materials - Other	13,496.84
Total Supplies & Materials	13,675.24
Training and Associated Travel	
Lodging	928.10
Mileage	595.26
Training and Associated Travel - Other	384.88
Total Training and Associated Travel	1,908.24
Total Expense	39,130.22
Net Ordinary Income	-23,330.22
Net Income	-23,330.22

Illinois Valley Watershed Council
Balance Sheet
As of August 31, 2022

	<u>Aug 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	112,462.37
IVWC PayPal	503.27
Total Checking/Savings	<u>112,965.64</u>
Total Current Assets	<u>112,965.64</u>
TOTAL ASSETS	<u>112,965.64</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	136,295.86
Net Income	-23,330.22
Total Equity	<u>112,965.64</u>
TOTAL LIABILITIES & EQUITY	<u>112,965.64</u>

Illinois Valley Watershed Council

9/13/2022 12:28 PM

Register: Checking Account

From 08/01/2022 through 08/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/01/2022			Grants Received:Gover...	Deposit		X	15,750.00	115,124.57
08/01/2022	853	Amazon Business Ca...	Accounts Payable		138.44	X		114,986.13
08/04/2022	854	IV DATA CENTER	-split-	replaces checks...	421.25	X		114,564.88
08/09/2022	856	Cardinal Business Se...	Accounts Payable		537.42	X		114,027.46
08/11/2022			Project Expenses:Trave...	Deposit		X	686.21	114,713.67
08/24/2022	857	US Cellular	Accounts Payable	phone bill	94.61	X		114,619.06
08/24/2022	858	IV DATA CENTER	Accounts Payable		21.25	X		114,597.81
08/24/2022	859	Kevin O'Brien	Accounts Payable	Project develop...	23.75	X		114,574.06
08/30/2022	860	Cardinal Business Se...	Accounts Payable		806.77			113,767.29
08/30/2022	861	Wells Fargo	Accounts Payable		67.30			113,699.99
08/30/2022	862	Cardmember Services	Umpqua Bank CC IV...	step stool water...	208.67			113,491.32
08/30/2022	863	Kevin O'Brien	Accounts Payable		341.88	X		113,149.44
08/30/2022	864	ARLYSE DELOYO...	Accounts Payable		217.07			112,932.37
08/31/2022	865	IV DATA CENTER	Accounts Payable	50% rent	400.00			112,532.37
08/31/2022	866	A+ Storage	Accounts Payable	Storage rental ...	70.00			112,462.37



September, 2022 Staff Report of the IVWC Watershed Coordinator

Crooks Creek Project: Our contractor's availability status has not changed since the serious vehicle accident his main employee had, so we will be formally suspending the contract until next year. During our recent pre-application consultation with OWEB's Mark Grenbemer, Mark responded favorably to the idea of expanding the project by applying for OWEB Restoration Program funding during his agency's current open cycle for grants that sunsets on Halloween. We will be developing and submitting a proposal to that end in this cycle for their consideration.

Strategic Planning Project: The committee is scheduled to meet **Monday, September 26, 2022 (THIS COMING MONDAY! 😊)** at 10:00am. Rob Hambleton is still putting together a proposal for us to consider. Patty has begun working on a grant proposal to The Ford Family Foundation for \$5K to match/augment funding that has already been secured (\$5K). I will be able to – and will – begin lean into this very intentionally once we clear the many grant proposals the team is working together on for other programs.

Restoration Partnership with Josephine County: Nothing new to report here, but John will be joining me going forward in this effort with Commissioner Fowler. The Commissioner had to postpone our last meeting, and we haven't been able to find a square on the calendar to land on with him for our next one yet.

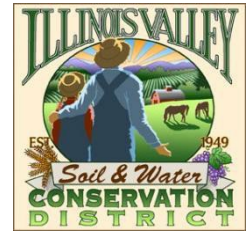
Forest Service Projects (Page Creek and Dunn Creek): We are in some ways at the end of an era in our partnership with the Forest Service. I'll explain at our meeting what I mean in saying that. We received Ranger Scott's blessing to proceed with maintenance plans for the Dunn Creek inlet of the constructed side channel. We performed the work yesterday (9/14) using Camp's Custom Contracting as contractor. The job went very well and we are excited to see how it performs this fall/winter during high flow events.

Water Quality Monitoring Program: Bill Joerger has been doing sampling work at some of the sites. We are still awaiting formal approval of the Sampling Analysis Plan. We have a pre-application consultation scheduled for tomorrow (9/16) with ODA's Karin Stutsman about a funding opportunity we hope will fit our sampling program and provide a big shot in the arm for sampling until 6/30/2022. We will be able to update this status at our board meeting next week.

Stakeholder Engagement Project: I've been working closely with John as he takes over the project's management from me. I will continue to be deeply and intentionally very involved in the project's implementation due to its foundational importance as we move forward with the community and it's stakeholders to help restore our lands and waters. I will be very involved in developing and writing the upcoming Partnership Technical Assistance with the rest of the team. We are still quite behind where it would be best for us to be, but I love the approach John is taking for it and moving us towards.

Respectfully submitted,

Kevin O'Brien, Watershed Coordinator



Arlyse DeLoyola
Office Manager
Combined Staff Report
September 2022 ~ IVWC & IVSWCD

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.
- Voicemails, email and phone calls.
- Attended CONNECT Conference

IV Watershed Council: Tax filings are completed and mailed to the state and federal agencies. I think this may be the earliest yet!

IV Soil & Water Conservation District: I expect the accountant's review to be in any day. I have forwarded John my portion of the Annual Report so that he can craft his parts ahead of the annual meeting.

Both: I am not sure what the issue was with the Zoom System last meeting, but I hooked it back up and it has been working. It's never fun when things go wrong.

The Connect Conference was a big success and I think the three of us learned a lot, especially John and I who were first timers. We met a lot of our peers and funders, and I especially enjoyed my conversations with my ODA contacts. It also was a great opportunity to get to know John a little better. I will be out the first two weeks of October, but back in time for meeting prep and the meeting itself.

Personal: The Susan G Komen Breast cancer 3-Day 60-mile walk (the reason I missed last meeting) was great, and I managed to walk the whole thing, as did my husband. What a way to see all the historical sites in Boston! I even got on the evening news. The foundation raised 2.7 million dollars and hopefully a lot of awareness. We plan to participate next year in San Diego.

Arlyse





Topic: Illinois Valley Soil & Water Conservation District Meeting

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

Monthly Meeting- Following IV Watershed Council Meeting

Thursday, September 22, 7:10 PM PDT (approx.)

Join Zoom Meeting

<https://us06web.zoom.us/j/4738236869?pwd=Z1ZxVlkyYUtWUkprMVVLL3BwdzdoZz09>

Meeting ID: 473 823 6869

Passcode: SaveFish

One tap mobile

+13462487799,,4738236869#,,,,*76632288# US (Houston)

+16699006833,,4738236869#,,,,*76632288# 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: 473 823 6869

Passcode: 76632288

Find your local number: <https://us06web.zoom.us/j/4738236869>



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 22, 2022- *SWCD Office/ZOOM*

- I. 7:10 PM: Call to Order
- II. 7:15PM: Acceptance of Minutes
- III. 7:18PM: Acceptance of Financial Reports
- IV. 7:20 PM: Old Business
 - a. Employee Handbook/Personnel Policy Manual update
- V. 7:40 PM: New Business
 - a. Thompson Creek Tract
 - b. Meeting notes substitute
- VI. 7:50 PM: Staff and Partnering Agency Reports
 - a. John's report
 - b. Cheryl's report
 - c. Arlyse's Report
- VII. Public comments
- VIII. 8:00 PM: Adjourn

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 August 25, 2022 by Bill Reid, Board Chair at 6:10pm

ATTENDED IN PERSON ATTENDED VIA ZOOM ABSENT

William Reid	Marcy Sowa	Gene Merrill
Jim Gurley	Bob Schmidt	Patty Downing
Rhett Nelsen	Joy McEwen	Arlyse DeLoyola
Bob Webb		
Katrina Poydack		
Carol Crawford		
Don Young		
Janice Denney		
Beth Pietrzak		
John Bellville		
Cheryl Nelsen		
Kevin O'Brien		

SCRIBE

Notes were taken by Kevin O'Brien

- **Minutes:** The minutes from the July, 2022 meeting were presented for review and action. Jim Gurley motioned to approve the July, 2022 minutes. Jim's motion was seconded by Rhett Nelsen. A short discussion ensued. The motion passed without dissent.
- **Financials:** The July, 2022 financial report was presented for review and action. Katrina Poydack motioned to approve the July, 2022 financial report. Katrina's motion was seconded by Bob Webb. A short discussion ensued. The motion passed without dissent.

OLD BUSINESS

- **Hiring Update:** Recently hired (8/16/2022 EOD date) was introduced to and welcomed by the Board. John provided a brief history of his experience and qualifications and provided other background information on himself to the Board.
- **Crooks Creek Project Update:** Kevin reported that the project will likely need to be postponed to the 2023 in-stream work window due to the contractor's main employee having been seriously injured in a vehicle accident. Because everything is ready to roll, it will be easy to ramp up next year. Kevin

informed the Board he intends to apply through OWEB's Restoration Program for additional funding to be able to do all BLM-identified project sites in the Deer Creek drainage.

- **White Ditch update:** Kevin reported he and John Bellville will be meeting with Bob White and his wife when Bob is released off of the fires. We will do that ahead of meeting with the ditch's water rights users at large. The short term objective is to find out the level of interest in organizing into a ditch association.
- **Elections Update:** The Board was reminded of the looming deadline to have election paperwork submitted to be on the November ballot.

NEW BUSINESS

- **Payroll Options Quote:** Kevin reported that Arlyse had requested the item be tabled to next month's meeting since Cardinal hadn't been able to get back to her yet with this information. The item was tabled.

CONTINUING

➤ **Staff and Partnering Agency Reports:**

- Beth Pietrzak, Oregon Department of Agriculture's (ODA) Regional Representative for us for the Agricultural Water Quality Management Program (AWQMP) provided an update on her programs and potential opportunities for the District. Beth also reported that she had met with John and Kevin earlier in the day to provide orientation to John for ODA's AWQMP.
- Cheryl reported the required progress report to OWEB on the Stakeholder Engagement Project had been submitted and approved by OWEB.
- Cheryl informed the Board she had completed her six month probationary period and was unsure what next steps and timeframe for receiving a performance appraisal to confirm she would be retained. Discussion ensued, including the Chair stating he had requested the subject be included as an agenda item. Kevin offered it was likely an oversight that it had not been included and shared his experience with the performance appraisal system as to what she could likely expect to accomplish this objective.
- Kevin briefly highlighted aspects of his written monthly report.
- Kevin pointed out Arlyse's written monthly report needed to serve this month in her absence and assured the Board that Arlyse continues to be on task and keeping everyone on their toes.

NEXT MEETING

The next meeting is to be held on September 22, 2022 at 7:00pm (following IVWC meeting)

ADJOURNMENT

The Chair adjourned the meeting at 7:00 pm after calling for and hearing no other business for the good of the order.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Soil & Water Conservation District
Profit & Loss
August 2022

	<u>Aug 22</u>
Ordinary Income/Expense	
Income	
Grants Received	41,755.63
Total Income	<u>41,755.63</u>
Gross Profit	41,755.63
Expense	
Internet Services	50.97
Mileage	271.01
Other	
Advertising	249.75
Copier lease	67.31
Dues & Subscriptions	290.00
Food and water	124.25
Payroll Fees	545.29
Printing & Copying	16.00
Rent Expense	470.00
Taxes	15.00
Telephone	217.88
Website/Internet fees	21.25
Total Other	2,016.73
Retirement Fund Expenses	
Employer Contribution Standard	38.23
Employer Match	38.22
Total Retirement Fund Expenses	76.45
Supplies & Materials	597.47
Training and associated travel	1,376.86
Wages and Salaries	
Employee Contributed 457	191.13
Medical Insurance	1,514.00
Wages and Salaries - Other	9,704.22
Total Wages and Salaries	<u>11,409.35</u>
Total Expense	<u>15,798.84</u>
Net Ordinary Income	<u>25,956.79</u>
Net Income	<u><u>25,956.79</u></u>

Illinois Valley Soil & Water Conservation District
Profit & Loss
August 2022

	<u>Aug 22</u>
Ordinary Income/Expense	
Income	
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Net Ordinary Income	<u>25,956.79</u>
Net Income	<u><u>25,956.79</u></u>

Illinois Valley Soil & Water Conservation District

09/13/22

Balance Sheet

Cash Basis

As of August 31, 2022

	<u>Aug 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	88,929.54
Savings Account - Thompson Crk	231.61
Total Checking/Savings	<u>89,161.15</u>
Total Current Assets	<u>89,161.15</u>
TOTAL ASSETS	<u>89,161.15</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-15.68
Total Accounts Payable	<u>-15.68</u>
Credit Cards	
Umpqua Credit Card	
Umpqua Bank Credit Card	414.70
Umpqua Credit Card - Other	-414.70
Total Umpqua Credit Card	<u>0.00</u>
Total Credit Cards	<u>0.00</u>
Total Current Liabilities	<u>-15.68</u>
Total Liabilities	<u>-15.68</u>
Equity	
Opening Balance Equity	8,402.66
Unrestricted Net Assets	67,203.97
Net Income	13,570.20
Total Equity	<u>89,176.83</u>
TOTAL LIABILITIES & EQUITY	<u>89,161.15</u>

Illinois Valley Soil & Water Conservation District

9/13/2022 12:13 PM

Register: Checking Account

From 08/01/2022 through 08/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/01/2022	20954	Amazon Business	Accounts Payable		90.49	X		62,919.10
08/01/2022	20955	Amazon Business	Accounts Payable		113.57	X		62,805.53
08/01/2022	20956	Frog Farm- Siskiyou ...	Accounts Payable	refreshments fo...	61.25	X		62,744.28
08/01/2022	20957	Rogue Basin Partners...	Accounts Payable	membership dues	250.00	X		62,494.28
08/02/2022	20958	Cheryl Nelson	Accounts Payable	beverages for v...	8.00	X		62,486.28
08/02/2022	20959	Jody Middleton	Accounts Payable	Cake for video ...	55.00	X		62,431.28
08/03/2022	20960	Illinois Valley News	Accounts Payable		205.00	X		62,226.28
08/03/2022	20961	Kevin O'Brien	Accounts Payable		101.63	X		62,124.65
08/03/2022	20962	Grants Pass Courier	Accounts Payable	legal notice	84.75	X		62,039.90
08/03/2022	20963	Illinois Valley Water...	Accounts Payable	VOID:		X		62,039.90
08/08/2022	20964	Illinois Valley Water...	Accounts Payable		686.21	X		61,353.69
08/08/2022	20965	Oregon PERS	Accounts Payable		15.00	X		61,338.69
08/09/2022	20966	Cardinal Business Se...	Accounts Payable	784581	4,948.18	X		56,390.51
08/09/2022	To Print	VOYA Financial	Accounts Payable		267.58	X		56,122.93
08/10/2022	20967	Amazon Business	Accounts Payable		48.89	X		56,074.04
08/16/2022	20968	Ricoh USA	Accounts Payable	5427768	16.00	X		56,058.04
08/18/2022			-split-	Deposit		X	41,755.63	97,813.67
08/19/2022	20969	US Cellular	Accounts Payable	951128871	217.88	X		97,595.79
08/23/2022	20970	IV DATA CENTER	Accounts Payable		21.25	X		97,574.54
08/23/2022	20971	Pacific Source Healt...	Accounts Payable	Cheryl health ins	725.00	X		96,849.54
08/23/2022	20972	Pacific Source Healt...	Accounts Payable	Kevin Health Ins	789.00	X		96,060.54
08/23/2022	20973	John Bellville	Accounts Payable	Forest service ...	14.00			96,046.54
08/23/2022	20974	Umpqua Bank	Umpqua Credit Card	4798 5100 616...	485.67	X		95,560.87
08/24/2022	20975	Kevin O'Brien	Accounts Payable		169.38	X		95,391.49
08/30/2022	20976	Arlyse DeLoyola	Accounts Payable	50% mileage 6...	217.06			95,174.43
08/30/2022	20977	Cardinal Business Se...	Accounts Payable	784581	5,301.33			89,873.10
08/30/2022	20978	John Bellville	Accounts Payable	Connect confer...	406.25			89,466.85
08/30/2022	20979	Wells Fargo	Accounts Payable	97345735	67.31			89,399.54
08/30/2022	20980	A+ Storage	Accounts Payable	storage rent sep...	70.00			89,329.54
08/30/2022	20981	IV DATA CENTER	Accounts Payable		400.00			88,929.54
08/30/2022	20982	Pacific Source Healt...	Accounts Payable	VOID:		X		88,929.54
08/30/2022	20983	Pacific Source Healt...	Accounts Payable	VOID:		X		88,929.54

Illinois Valley Soil & Water Conservation District

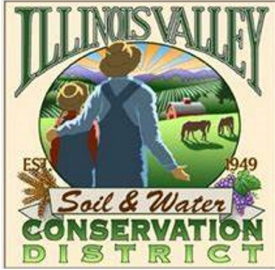
Profit & Loss

09/13/22

July through August 2022

Cash Basis

	<u>Jul - Aug 22</u>
Ordinary Income/Expense	
Income	
Grants Received	41,755.63
Total Income	<u>41,755.63</u>
Gross Profit	41,755.63
Expense	
Contracted Services	161.00
Internet Services	101.94
Licenses & Permits	450.00
Mileage	419.09
Other	
Advertising	438.79
Copier lease	134.63
Dues & Subscriptions	451.06
Food and water	124.25
Payroll Fees	940.14
Postage/Mailing fees	198.00
Printing & Copying	16.00
Rent Expense	940.00
Taxes	15.00
Telephone	327.51
Website/Internet fees	<u>42.50</u>
Total Other	3,627.88
Retirement Fund Expenses	
Employer Contribution Standard	74.44
Employer Match	<u>74.43</u>
Total Retirement Fund Expenses	148.87
Supplies & Materials	817.35
Training and associated travel	1,376.86
Wages and Salaries	
Employee Contributed 457	347.88
Medical Insurance	3,028.00
Wages and Salaries - Other	<u>17,826.56</u>
Total Wages and Salaries	21,202.44
Total Expense	<u>28,305.43</u>
Net Ordinary Income	13,450.20
Other Income/Expense	
Other Income	
Refunds	<u>120.00</u>
Total Other Income	120.00
Net Other Income	<u>120.00</u>
Net Income	<u><u>13,570.20</u></u>



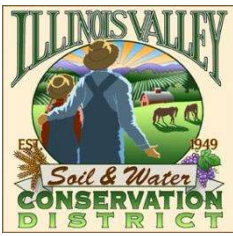
September 2022 Staff Report of the Conservation Program Manager

1. **Connect + Conference** Members of the IVSWCD and IVWC team attended a handful lectures throughout the conservation-themed conference held at the Seaside Civic and Conference Center September 6-8. A couple of standout lectures included *Embedding Equity into Your Operations*, *Growing Capacity and Hiring Staff*, *Your Role as a Leader* and *Grants to Pursue*. I was able to schedule some time with Graham Klag, Executive Director for the North Coast Watershed Council, and learn a bit about app development through ArcGIS and Survey123.
2. **Stakeholder Engagement Project** Cheryl and I have been spending time mapping out the charting out the Stakeholder Engagement Project using project management tools such as work breakdown structure (WBS charts), Gantt Charts, and Kan Ban Charts. I have been giving Monday.com a test spin to see whether it is a good option for a digital project management tool. Cheryl attended Nonprofits Association of Oregon (NAO) conference in Corvallis on Saturday 9/10. An immediate priority for the project involves finding sources of funding to supplement both the marketing and training/travel budgets, respectively. Both of these will prove key in furthering the project objectives of engaging landowners.
3. **Dunn Creek Project** Wednesday 9/14 was my first day on a project. Kevin and I met with Steve Brazier and Steve Burns with the Forest Service on Monday to discuss the plans to maintain and restore the Dunn Creek project. Mark Camp's crew came out on Wednesday to the site. The project was completed within the day and without a hitch.
4. **Orientation** I have been training into the Program Manager role under the guidance of Kevin, Arlyse, and Cheryl. Beth Pietrzak came to the IVSWCD office and gave a presentation that covered topics such as the history of the Oregon Department of Agriculture, SWCDs, Statement of Work and grants. Eric Nusbaum gave a presentation over Zoom that covered salient laws relating to SWCDs and common scenarios to expect in the role.

Best regards,

John Bellville

Conservation Program Manager



STAFF REPORT

Cheryl Nelson,
Engagement Coordinator

IVFROG/IVF+SH

Activities between: August 18 thru September 2022

OWEB Stakeholder Engagement (SE) Grant -

- Developed the agenda, advertised, convened, and distributed notes and action items identified at IVFROG & IVF+SH August meetings.
- Followed up on all action items.
- Met with Conservation Program Manager, John, to begin instituting tracking mechanisms for Stakeholder Engagement Scope of Work Progress. Also identified need for training opportunities/funds to support them.
- Working with HOA Board President and a couple residents to explore Firewise status for Cedarbook subdivision.
- Liaised with ODF on landowners requests for Forestry Consultation/Fuels Reduction Site Visits.
- Updated Landowner database with new requests for Fuels Reduction.
- Cooperated with Josephine County Emergency Management on a Community Wildfire Defense Grant (USDA).
- Met with IVFIRE and OSFM to formulate a grant request to fund the chipper for a Wildfire Fuels Collection Site project in the works.
- Posted IVFROG signage advertising fuels reduction work.
- Sent out call for IVFROG members' input for the OWEB Partnership Technical Assistance Grant and collated responses (available to BOD upon request).
- Liaised with Foundation representatives (grant funders) at NAO 'Guiding for Good' Conference and attended three excellent break-out sessions in Corvallis, OR. Other IVFROG Attendees included IVCanDO.
- Completed Employee Edition of 6-month Staff Performance Review in advance of meeting with BOD Chair Tuesday, 9/20
- Met with OWEB Open Solicitation Grant Reviewer Mark Grenbemer via TEAMS to learn more about IVFROG Restoration Grant application status. Grant Deadline October 31. Status pending.

T.E.L.E. (Tools for Engaging Landowners Effectively)

- Still seeking marketing consultant to facilitate T.E.L.E. message co-development.
- Researching more grant sources to compliment the \$10k Roundhouse Fdtn. Marketing grant.
- Working with Small Woodland Owners Association (OSU) on Direct Mail piece for fuels reduction scoping.
- In process of editing video shorts for social media blasts to run in tandem with radio/direct mail ad campaign.
- Shared preview of IVFROG video montage with cast and funder. Will share at regular monthly meeting of the IVSWCD Board of Directors.

General Administrative:

- Attend weekly IV Stream Team Staff meeting
- Answer incoming phone calls/emails
- Filled out IVSWCD Technical Assistance Cards
- Respond to inter-office email requests in timely manner

Acronym Update:

IVF+SH

Illinois Valley Forest & Stream enHancement - (At August's meeting of the Upper Illinois River Focal Work Group, general agreement was reached to simplify this cohort's name.)

IVFROG remains the same, i.e. **IV Fire Resiliency Oversight Group**