



Illinois Valley Soil and Water Conservation District

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

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

Monthly Meeting Agenda April- *IVSWCD Office/ZOOM*

Topic: Illinois Valley Soil & Water Conservation District Meeting

Time: April 23, 2026 - 6:00 pm

Join Zoom Meeting: IVSWCD is inviting you to a scheduled Zoom meeting.

Topic: Illinois Valley SWCD Monthly Meeting

Time: April 23, 2026 06:00 PM (updated)

Join Zoom Meeting

<https://us06web.zoom.us/j/83068803901?pwd=ndUiakpPGOA33OmTmbBvi82JDzzAPK.1>

Meeting ID: 830 6880 3901

Passcode: 972185

- I. 6:00 PM: Call to Order
- II. 6:01 PM: Acceptance of Minutes
- III. 6:05 PM: Acceptance of Financial Reports
- IV. 6:06 Ethics Training by Eric Nusbaum, Oregon Dept. of Agriculture
- V. 6:36 PM: Old Business
 - a. Hiring update
- VI. 6:40 PM: New Business
 - a. T.B.A.

6:45 PM: Staff and Partnering Agency Reports

 - b. John's report
 - c. Arlyse's Report (written only)
- VII. 7:00 Partnering Agency Reports
- VIII. 7:10 Public comments
- IX. 7:15 Adjournment



Illinois Valley Soil & Water Conservation District

Monthly Meeting Minutes

331 E Cottage Park Drive Suite 1/ZOOM

March 26, 2026

The meeting was called to order by Chairman Bob Webb at 6:00 p.m.

Meeting attendance Roster:

In-Person	Via Zoom Teleconference	Absent
Robert Webb	John Bellville, Staff	
Katrina Poydack		
Zachary Robinson		.
Matthew Robinson		
Kathy Mechling		
Rhett Nelsen		
Janice Denney		
Arlyse DeLoyola, Staff		
Lydia Robinson, Guest		
Eric Nusbaum, ODA		
Jim Gurley, Guest		
David John, Guest		

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the previous meeting were presented to the board for review.
 - **Kathy Mechling moved to approve the minutes.**
 - **Rhett Nelsen seconded the motion.**
 - **The motion passed unanimously, with Webb, Nelsen, Z Robinson, Mechling, Poydack, Denney, and M Robinson, voting in favor.**
- **Financial Reports:** The financial reports for February 2026 were presented to the board for review.
 - **Katrina Poydack made a motion to approve the Financial Reports as presented.**
 - **Matthew Robinson seconded the motion.**
 - **The motion passed unanimously, with Webb, Nelsen, Z Robinson, Mechling, Poydack, Denney, and M Robinson, voting in favor.**

Eric Nusbaum gave a short presentation on Effective Boards. He gave pointers on the best options for running a board at a District of our size. He intends to return and do an Ethics presentation later.

- **Old Business**
 - **Hiring Update:**

Interviews were scheduled on the 18th and 23rd. A few candidates were no-shows. Casey Lee was selected and an offer was made. He accepted and a start date is pending.

- **New Business**

- **Election Update:**

Three positions will be elected this year: Zone 2, Zone 3, and At-Large 2. Paperwork is included in packets.

- **Resolution proposal**

John presented a proposed resolution to limit liability on the Thompson Creek Tract as suggested by SDAO. The board reviewed and discussed it.

- **Zachary Robinson moved to approve Resolution 2026-1**
 - **Kathy Mechling seconded the motion**
 - **The motion passed unanimously, with Webb, Nelsen, Z Robinson, Mechling, Poydack, Denney, and M Robinson, voting in favor.**

- **Staff Reports:**

- John reviewed his report and answered questions regarding projects.
 - Arlyse had nothing to add to her written report

- **Partnering Agency Reports:**

- **Eric Nusbaum** reported briefly for the Oregon Department of Agriculture.
 - **Public Comment:**
 - **NEXT MEETING: The next regular meeting will be held April 23, 2026 at 6:00 pm**
Adjournment: The meeting was adjourned at 6:51p.m.
 - **Approved Minutes:** _____ **Date:** _____

Illinois Valley Soil & Water Conservation District

Profit & Loss

04/14/26

March 2026

Cash Basis

	<u>Mar 26</u>
Ordinary Income/Expense	
Income	
Grants Received	25,290.50
Total Income	<u>25,290.50</u>
Gross Profit	25,290.50
Expense	
Contracted Services	
Mileage SONDE	70.33
Total Contracted Services	70.33
Meeting Expense	
Food and water	264.46
Total Meeting Expense	264.46
Mileage	212.06
Other	
Advertising	44.28
Copier lease	146.67
Dues & Subscriptions	100.00
Payroll Fees	300.00
Power and Electric	36.48
Printing & Copying	17.12
Rent Expense	602.00
Telephone	164.78
Website/Internet fees	21.25
Total Other	1,432.58
Return of Grant Funds	21,235.23
Software Subscription	133.95
Supplies & Materials	1,387.50
Wages and Salaries	15,591.70
Water Quality Monitoring	
Contract Water Quality Staff	592.51
Contracted Laboratory Analysis	1,365.00
Shipping Samples	126.61
Total Water Quality Monitoring	<u>2,084.12</u>
Total Expense	<u>42,411.93</u>
Net Ordinary Income	-17,121.43
Other Income/Expense	
Other Income	
Interest Income	0.01
Reimbursement	8,854.15
Total Other Income	<u>8,854.16</u>
Net Other Income	<u>8,854.16</u>
Net Income	<u><u>-8,267.27</u></u>

Illinois Valley Soil & Water Conservation District
Profit & Loss

July 2025 through March 2026

	Jul '25 - Mar 26
Ordinary Income/Expense	
Income	
Grants Received	102,361.50
Other Revenue	8,743.91
Service Contracts	
OSU SONDE	3,703.61
Service Contracts - Other	296.63
Total Service Contracts	4,000.24
Total Income	115,105.65
Gross Profit	115,105.65
Expense	
Accounting Fees	13,000.00
Bank Fees	30.00
Contracted Services	
Mileage SONDE	98.33
Contracted Services - Other	710.00
Total Contracted Services	808.33
Insurance	
General Liability Insurance	8,998.89
Total Insurance	8,998.89
Meeting Expense	
Food and water	530.78
Meeting Expense - Other	162.40
Total Meeting Expense	693.18
Mileage	1,100.19
Other	
Advertising	44.28
Copier lease	722.55
Dues & Subscriptions	
Membership Dues	640.00
Dues & Subscriptions - Other	260.00
Total Dues & Subscriptions	900.00
Payroll Fees	2,125.00
PO Box Rent	122.00
Postage/Mailing fees	25.00
Power and Electric	528.03
Printing & Copying	233.51
Reimbursable Expense	-4,353.97
Rent Expense	5,900.00
Taxes	
Government Ethics Assessment	935.78
Secretary of State Annual Fee	300.00
Taxes - Other	62.79
Total Taxes	1,298.57
Telephone	1,251.02
Website/Internet fees	221.93
Total Other	9,017.92
Return of Grant Funds	35,065.79
Software Subscription	2,080.28
Supplies & Materials	3,520.01
Training and associated travel	
Lodging	633.34
Training and associated travel - Other	29.60
Total Training and associated travel	662.94
Wages and Salaries	114,383.26
Water Quality Monitoring	
Contract Water Quality Staff	592.51
Contracted Laboratory Analysis	30,195.00
Mileage Reimbursement /Sampling	683.20
Shipping Samples	617.54
Water Quality Monitoring - Other	105.90
Total Water Quality Monitoring	32,194.15
Total Expense	221,554.94
Net Ordinary Income	-106,449.29
Other Income/Expense	
Other Income	
Interest Income	0.02
Refunds	632.47
Reimbursement	19,952.32
Total Other Income	20,584.81
Net Other Income	20,584.81
Net Income	-85,864.48

Illinois Valley Soil & Water Conservation District
Balance Sheet
As of March 31, 2026

	<u>Mar 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	40,298.41
Savings Account - Thompson Crk	231.72
Total Checking/Savings	<u>40,530.13</u>
Total Current Assets	<u>40,530.13</u>
TOTAL ASSETS	<u>40,530.13</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-25.49
Total Accounts Payable	<u>-25.49</u>
Total Current Liabilities	<u>-25.49</u>
Total Liabilities	-25.49
Equity	
Unrestricted Net Assets	126,420.10
Net Income	-85,864.48
Total Equity	<u>40,555.62</u>
TOTAL LIABILITIES & EQUITY	<u>40,530.13</u>

Illinois Valley Soil & Water Conservation District

4/14/2026 2:09 PM

Register: Checking Account

From 03/01/2026 through 03/31/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/02/2026	ACH	Cardinal Business Se...	Accounts Payable	784581	150.00	X		48,441.18
03/02/2026	ACH	Cardinal Net-To-Bank	Accounts Payable		2,694.96	X		45,746.22
03/02/2026	ACH	Cardinal Tax Impound	Accounts Payable		1,307.79	X		44,438.43
03/02/2026	ACH	VOYA Financial	Accounts Payable		786.90	X		43,651.53
03/02/2026	debit	Vista Print	Accounts Payable		634.15	X		43,017.38
03/02/2026	DEBIT	Carlo's Restaurant	Accounts Payable		225.00	X		42,792.38
03/02/2026	DEBIT	Shop Smart	Accounts Payable		16.99	X		42,775.39
03/02/2026	DEBIT	Walmart	Accounts Payable		33.76	X		42,741.63
03/02/2026	21777	Kalmiopsis Publishing	Accounts Payable		23.80	X		42,717.83
03/02/2026	21778	Pacific Office Autom...	Accounts Payable	717-8257679-0...	69.70			42,648.13
03/02/2026	21779	Amazon Business	Accounts Payable		90.06	X		42,558.07
03/05/2026			Undeposited Funds	Deposit		X	8,854.15	51,412.22
03/05/2026	21750	Staples	Accounts Payable	LA 1041286	152.68	X		51,259.54
03/05/2026	21751	Fed-Ex	Accounts Payable		65.20	X		51,194.34
03/05/2026	21752	Fed-Ex	Accounts Payable		55.10	X		51,139.24
03/05/2026	21754	Fed-Ex	Accounts Payable		6.31	X		51,132.93
03/10/2026	ACH	Cardinal Business Se...	Accounts Payable	784581	100.00	X		51,032.93
03/10/2026	ACH	Cardinal Net-To-Bank	Accounts Payable		2,488.05	X		48,544.88
03/10/2026	ACH	Cardinal Tax Impound	Accounts Payable		1,208.05	X		47,336.83
03/10/2026	ACH	VOYA Financial	Accounts Payable		673.19	X		46,663.64
03/10/2026	debit	Vevo Digital	Accounts Payable		25.49	X		46,638.15
03/10/2026	DEBIT	Harbor Freight	Accounts Payable		8.99	X		46,629.16
03/10/2026	DEBIT	Walmart	Accounts Payable		198.00	X		46,431.16
03/10/2026	21780	Grants Pass Courier	Accounts Payable		20.48	X		46,410.68
03/10/2026	21781	Carolyn Taormina	Accounts Payable		235.98			46,174.70
03/11/2026	DEBIT	Dollar General	Accounts Payable		2.30	X		46,172.40
03/11/2026	DEBIT	Winco	Accounts Payable		19.48	X		46,152.92
03/11/2026	21782	Carol Crawford	Accounts Payable		46.41			46,106.51
03/13/2026			-split-	Deposit		X	25,290.50	71,397.01
03/17/2026	DEBIT	ESRI	Accounts Payable		100.00	X		71,297.01
03/17/2026	21783	IV DATA CENTER	Accounts Payable	VOID:		X		71,297.01
03/17/2026	21784	IV DATA CENTER	Accounts Payable		21.25	X		71,275.76
03/17/2026	21785	Pacific Office Autom...	Accounts Payable		17.12	X		71,258.64
03/23/2026	DEBIT	DONUTLAND	Accounts Payable		17.68	X		71,240.96
03/23/2026	21786	US Cellular	Accounts Payable	951128871	164.78			71,076.18
03/23/2026	21787	IEH Laboratories & ...	Accounts Payable		1,365.00			69,711.18
03/24/2026	21788	Oregon Watershed E...	Accounts Payable		21,235.23			48,475.95
03/25/2026	ACH	Cardinal Net-To-Bank	Accounts Payable		3,489.39	X		44,986.56
03/25/2026	ACH	Cardinal Tax Impound	Accounts Payable		1,538.31	X		43,448.25
03/25/2026	ACH	Confident Staffing	Accounts Payable		592.51	X		42,855.74

Illinois Valley Soil & Water Conservation District

4/14/2026 2:09 PM

Register: Checking Account

From 03/01/2026 through 03/31/2026

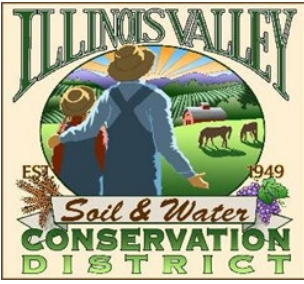
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/25/2026	21789	Pacific Source Healt...	Accounts Payable		571.00	X		42,284.74
03/26/2026	ACH	Cardinal Business Se...	Accounts Payable	784581	50.00			42,234.74
03/26/2026	21790	A+ Storage	Accounts Payable		129.50			42,105.24
03/26/2026	21791	Stilton LLC	Accounts Payable		472.50			41,632.74
03/30/2026	ACH	VOYA Financial	Accounts Payable		834.06	X		40,798.68
03/30/2026	Debit	Deluxe Checks	Accounts Payable		252.87	X		40,545.81
03/30/2026	21792	Pacific Office Autom...	Accounts Payable	717-8257679-0...	76.97			40,468.84
03/30/2026	21793	Pacific Power	Accounts Payable		36.48			40,432.36
03/31/2026		Adobe Suite	Accounts Payable		133.95	X		40,298.41

April 2026 - District Manager Staff Report

- **Illinois Valley SWCD Administration**
 - Arlyse will be retiring on 4/16. Our team is deeply grateful for the integrity, generosity, and expertise Arlyse has brought to this work. Their impact will continue to shape our conservation efforts for years to come.
 - We are excited to announce that we have hired a new office manager: Heather Gilinsky. She is set to start working on 5/26.
 - Arlyse has graciously offered to help with Heather's onboarding as a consultant when she is back in town.
- **OWEB Small Grant Team Region 6**
 - The next review team meeting is scheduled for June 9, 2026
 - We are actively recruiting new members for the OWEB SGT 06 throughout the biennium.
- **Sweet Cron Irrigation Modernization Project & East Fork Illinois River Projects**
 - We conducted a mandatory pre-bid site visit on 4/7.
 - Contractor proposals are due on 4/28.
 - We plan to have a contract awarded in early May.
- **Illinois Valley Water Quality Monitoring Program**
 - The passive samplers are currently being analyzed at USGS.
 - We are continuing our work with the OSU Forest Ecohydrology and Watershed Science (FEWS) Lab on the Wildfire and Water Security Project.
 - I hired a temporary data entry specialist through Confident Staffing to help manage our data and submit results to DEQ.
- **North Illinois Valley SIA**
 - I completed a site visit on 5/31 with an abandoned cannabis site landowner who seems interested in a stormwater mitigation project in Selma.
- **Smith River EDRR/NPR**
 - We held a project kickoff meeting on 4/8. Our team will be working on this project from May through October/November this year.
- **Illinois Valley Priority Invasive Weeds**
 - Work has begun on alyssum removal.
 - We are currently developing contracts.
 - Please reach out if you know anyone who would like to participate in some of the alyssum removal days as a volunteer.
- **NRCS Local Work Group (LWG) Partnership**
 - We have scheduled two public NRCS Local Work Group (LWG) meetings:
 - 4/27 @ 10am - Fruitdale Grange (Grants Pass)
 - 4/28 @ 10am – Illinois Valley SWCD Office (Cave Junction)
- **Thompson Creek Tract Steering Committee**
 - We held a follow-up site visit with the Thompson Creek Tract Steering Committee on 4/3.
 - There are mixed feelings about conducting any sort of fuels reduction work on the Tract. However, a light lop-and-scatter fuels reduction project will proceed this fall.
 - There is a general interest in developing an education/outreach program on the tract in the next 6-12 months.

Respectfully,
John Bellville



Staff Report

Office Manager - Arlyse DeLoyola

April 2026

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 December and January.
- Emails/Voicemail/US Mail
- Two Rivers admin

The Best Laid Plans of Mice and Men Often Go Awry.....

Hello Board-

We DO have a new Office Manager- Heather Gillinsky. She will not be able to start training until I return from my trip, May 26th, so I WILL be back! Our initial hire backed out the morning he was to start training, but we rallied and replaced him in about 35 hours.

Someone will need to take notes at this meeting, and hopefully it can be recorded so she and I can put minutes together. They will not be ready for the May meeting packet, but we might be able to send them out a day ahead so you can review them.

Since my desk will be un-manned for five weeks, I have attempted to pre-pay the bills. Hopefully nothing will come up in the mean time.

I might just see you at the May meeting.

Arlyse

