



Topic: Illinois Valley Soil & Water Conservation District Meeting

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

Monthly Meeting

Thursday, April 25, 2024 6:00 PM PDT

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

Meeting ID: 954 3509 9861

Passcode: Conserve

One tap mobile

+13462487799,,95435099861#,,,,*21861768# US (Houston)

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+1 253 215 8782 US (Tacoma)

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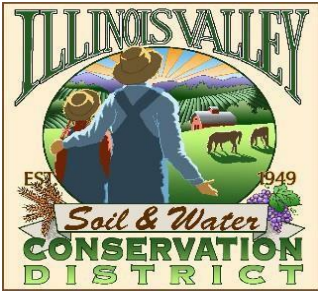
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Illinois Valley Soil and Water Conservation District

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

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

Monthly Board Meeting Agenda April 25, 2024- *SWCD 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. Reminder- election materials available on ODA Website
 - b. Planning for Hanby Block Party
 - c. Committee Formation for 75th Anniversary Celebration
- V. 6:40 PM: New Business
 - a. The Upper Illinois River Watershed Postfire Restoration Project is now up for bid on OregonBuys.
The sealed proposals will be opened on 4/22 at 5:00pm.
John will be mailing/emailing these documents to the Board of Directors at this time.
The directors will act as the Local Contract Review Board for this project. Please come to this month's board meeting ready to discuss and vote on which contractor to award the project to.
The contract must go to the lowest responsible bidder.
- VI. 7:00 PM: Staff and Partnering Agency Reports
 - a. John's report
 - b. Arlyse's Report
 - c. Partnering Agency Reports
- VII. 7:20 PM Public comments
- VIII. 7:30 PM: Adjourn

Meeting Minutes

Meeting Called to Order Thursday March 28, 2024, by Bill Reid, Chairman at 5:58 pm

LIVE ATTENDEES	ZOOM ATTENDEES	ABSENTEES
William Reid	Kevin O'Brien (WC Staff)	Gene Merrill (WC)
Katrina Poydack	Marcy Sowa	Patty Downing (WC)
Bob Schmidt	Beth Pietrzak (ODA WQ Specialist)	Bob Webb
Rhett Nelsen		
Jim Gurley		
Janice Denney (WC)		
Don Young (WC)		
Carol Crawford (WC)		
John Bellville (Staff)		
Arlyse DeLoyola (Staff)		

SCRIBE

Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes from the February meeting were presented to the Board for review.
 - **Jim Gurley made a motion to approve the minutes for February.**
 - **Rhett Nelsen seconded the motion.**
 - **The motion carried without dissent.**

- **Financials:** The Financial Reports from February 2024 were presented to the Board for review.
 - **Jim Gurley made a motion to accept the financial reports.**
 - **Rhett Nelsen seconded that motion.**
 - **The motion carried without dissent.**

OLD BUSINESS

- **Retention of Records**
 Arlyse presented a spreadsheet she developed based upon the Secretary of State Archives Division Chapter 166. She Reviewed the document and charted the items relevant to the district. A copy is available in the office as well as the storage unit.

- **Lending and Risk Management**
 Arlyse met with our insurance carrier's risk management team by phone twice since the last meeting. They drafted a response that recommended not lending valuable equipment when no employee or board member could be present. The question of the recently purchased Bio-Char kilns was raised.
 - **Jim Gurley made a motion to not loan any equipment until a formal policy is adopted with the exception of the OWL meeting equipment accompanied by an employee or board member.**

- **Bob Schmidt seconded the motion.**
- **The motion carried.**

NEW BUSINESS

- **IVCDO Hanby Green Buildings Block Party**

John explained to the board that we have been invited by IVCDO and our landlords to participate in a “Block Party” on May 29th to celebrate the success of the complex and let the community know the good work done here. He asked the board if they wished us to participate.

- **A motion was made by Rhett Nelsen to participate in the Block Party and try to get the Stream Table for the event.**
- **Katrina Poydack seconded the motion.**
- **The motion passed without dissent.**

- **Access to building for Water Quality Monitoring Lead**

John asked the board for their permission to give a set of building keys to the WQM lead, Maelagh Baker in order to allow her to be able to come and go when no staff are in the building.

- **Rhett Nelsen made a motion to issue a set of keys to Maelagh Baker for the remainder of the project.**
- **Bob Schmidt seconded the motion.**
- **Discussion was held.**
- **The motion carried without dissent.**

- **Beth Pietrzak, Oregon Department of Agriculture**

Beth Pietrzak was introduced to speak to the board about the Strategic Implementation Area initiative for 2024. She explained that her agency collaborates with others on local, state, and federal levels to resolve water quality issues in selected regions.

Areas are evaluated for concerns, regulatory or otherwise including riparian vegetation, manure management, and soil erosion. Landowners are contacted and potential for partnership offered. There would be engagement opportunities including an open house for landowners in the chosen target area. This would be a four-year grant with a ten-year monitoring requirement. The program offers additional opportunities for project funding for SWCDs who participate. Beth explained that if the IVSWCD were interested, she would need an answer by next meeting. Chairman Reid called for a motion.

- **Rhett Nelsen made a motion that Illinois Valley SWCD participate in the SIA program with Oregon Department of Agriculture.**
- **Bob Schmidt seconded the motion.**
- **The motion passed.**

Beth also announced that the Local Area Committee meeting would be held April 11th from 1:00pm to 3:00pm at Jackson SWCD.

CONTINUING

- **Staff Reports:**

John reviewed his report and it was discussed by the board.

Arlyse added to her report that she had received correspondence from ODA that day regarding the 2024 election. Four seats will be up this year-Zone 1, Jim Gurley, At Large 1, Marcy Sowa, Zone 4, Katrina

Poydack, and Zone 5, Bob Schmidt. All of the information is on the ODA website, and she also has it printed out here in the office. Some of the requirements have changed, so please review them.

- **Partnering Agency Reports:**

Kevin O'Brien spoke for the Illinois Valley Watershed Council- all is well.

- **Public Comment:**

No public comment.

NEXT MEETING

The next meeting is to be held on April 25 at 6:00 pm at the Illinois Valley SWCD Office and via ZOOM.

ADJOURNMENT

The meeting was adjourned at 7:40pm.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Soil & Water Conservation District

4/10/2024 11:23 AM

Register: Checking Account

From 03/01/2024 through 03/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/05/2024	21359	Pacific Office Autom...	Accounts Payable		79.56	X		59,553.34
03/18/2024	21360	IV DATA CENTER	Accounts Payable		21.25	X		59,532.09
03/18/2024	21361	John Bellville	Accounts Payable		233.16	X		59,298.93
03/19/2024	ach	Cardinal Business Se...	Accounts Payable	784581	50.00	X		59,248.93
03/19/2024	21362	US Cellular	Accounts Payable	951128871	118.93			59,130.00
03/20/2024	21363	Elan Financial Services	Umpqua Credit Card	4798 5100 616...	27.01			59,102.99
03/25/2024	ach	Cardinal Net-To-Bank	Accounts Payable		2,157.52	X		56,945.47
03/25/2024	ach	Cardinal Tax Impound	Accounts Payable		1,029.87	X		55,915.60
03/25/2024	ach	VOYA Financial	Accounts Payable		326.14	X		55,589.46
03/25/2024	ach	Cardinal Business Se...	Accounts Payable	784581	50.00	X		55,539.46
03/25/2024	ach	Cardinal Net-To-Bank	Accounts Payable		2,019.62	X		53,519.84
03/25/2024	ach	Cardinal Tax Impound	Accounts Payable		957.73	X		52,562.11
03/25/2024	ach	VOYA Financial	Accounts Payable		324.09	X		52,238.02
03/25/2024	21364	A+ Storage	Accounts Payable		102.00			52,136.02
03/25/2024	21365	Amazon Business	Accounts Payable		60.65			52,075.37
03/25/2024	21366	IV DATA CENTER	Accounts Payable		450.00			51,625.37
03/26/2024	21367	Bob Webb	Accounts Payable	Reimburse Dump fee...	38.35			51,587.02
03/26/2024	21368	Pacific Source Healt...	Accounts Payable		609.50			50,977.52
03/27/2024	21369	A+ Storage	Accounts Payable	VOID: duplicate		X		50,977.52
03/27/2024	21370	Crystal Fresh	Accounts Payable	123731	19.00			50,958.52
03/27/2024	21371	IV DATA CENTER	Accounts Payable	VOID: duplicate		X		50,958.52

Illinois Valley Soil & Water Conservation District

04/10/24

Profit & Loss

Cash Basis

March 2024

	<u>Mar 24</u>
Ordinary Income/Expense	
Expense	
Meeting Expense	
Food and water	19.00
Total Meeting Expense	19.00
Mileage	233.16
Other	
Copier lease	79.56
Payroll Fees	100.00
Rent Expense	552.00
Telephone	118.93
Website/Internet fees	21.25
Total Other	871.74
Software Subscription	27.01
Supplies & Materials	60.65
Trash/Disposal	38.35
Wages and Salaries	
Employee Contributed 457	0.00
Employee Paid Taxes	0.00
Employer Paid Taxes	593.58
Medical Insurance	487.60
Retirement Fund Expenses	410.05
Wages and Salaries - Other	5,933.24
Total Wages and Salaries	7,424.47
Total Expense	8,674.38
Net Ordinary Income	-8,674.38
Net Income	-8,674.38

Illinois Valley Soil & Water Conservation District

04/10/24

Profit & Loss

Cash Basis

July 2023 through March 2024

	Jul '23 - Mar 24
Ordinary Income/Expense	
Income	
Grants Received	246,244.97
Total Income	246,244.97
Gross Profit	246,244.97
Expense	
Bank Fees	16.88
Contracted Services	66,974.07
Insurance	
General Liability Insurance	2,927.00
Total Insurance	2,927.00
Internet Services	135.96
Licenses & Permits	375.00
Meeting Expense	
Food and water	832.15
Meeting Expense - Other	299.80
Total Meeting Expense	1,131.95
Mileage	1,327.95
Other	
Advertising	119.76
Copier lease	2,649.37
Dues & Subscriptions	
Membership Dues	580.86
Dues & Subscriptions - Other	495.00
Total Dues & Subscriptions	1,075.86
Payroll Fees	1,100.11
Postage/Mailing fees	113.00
Printing & Copying	462.46
Rent Expense	4,845.50
Taxes	
Government Ethics Assessment	567.41
Taxes - Other	150.00
Total Taxes	717.41
Telephone	1,349.28
Website/Internet fees	559.25
Total Other	12,992.00
Software	423.26
Software Subscription	968.77
Supplies & Materials	10,860.86
Training and associated travel	
Lodging	327.64
Training and associated travel - Other	1,714.64
Total Training and associated travel	2,042.28
Trash/Disposal	38.35
Wages and Salaries	97,246.46

11:14 AM

Illinois Valley Soil & Water Conservation District

04/10/24

Profit & Loss

Cash Basis

July 2023 through March 2024

	<u>Jul '23 - Mar 24</u>
Water Quality Monitoring	
Contract Water Quality Staff	8,361.94
Contracted Laboratory Analysis	24,578.76
Mileage Reimbursement /Sampling	1,582.20
Shipping Samples	297.73
	<hr/>
Total Water Quality Monitoring	34,820.63
	<hr/>
Total Expense	232,281.42
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Net Ordinary Income	13,963.55
Other Income/Expense	
Other Income	
Interest Income	0.03
Refunds	-1,404.77
Reimbursement	1,647.38
	<hr/>
Total Other Income	242.64
Other Expense	
Fire protection	1,466.23
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Total Other Expense	1,466.23
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Net Other Income	-1,223.59
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Net Income	12,739.96
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Illinois Valley Soil & Water Conservation District

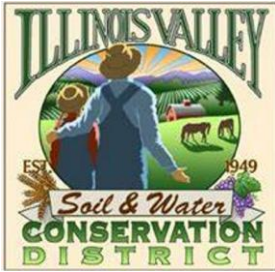
04/10/24

Balance Sheet

Cash Basis

As of March 31, 2024

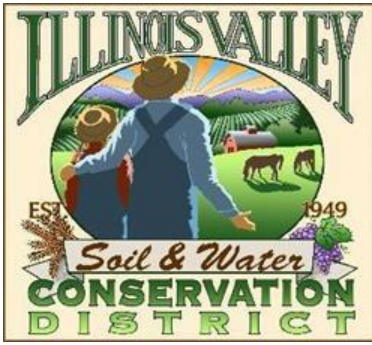
	<u>Mar 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	50,958.52
Savings Account - Thompson Crk	231.66
Total Checking/Savings	<u>51,190.18</u>
Total Current Assets	<u>51,190.18</u>
TOTAL ASSETS	<u>51,190.18</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-2,944.06
Total Accounts Payable	<u>-2,944.06</u>
Credit Cards	
Umpqua Credit Card	-193.76
Total Credit Cards	<u>-193.76</u>
Total Current Liabilities	<u>-3,137.82</u>
Total Liabilities	-3,137.82
Equity	
Unrestricted Net Assets	41,588.04
Net Income	12,739.96
Total Equity	<u>54,328.00</u>
TOTAL LIABILITIES & EQUITY	<u>51,190.18</u>



April 2024 District Manager Staff Report

- **Waldo Road Beaver Exclusion Device Project**
 - OWEB has deemed the project ineligible for funding. Alas!
 - I will be seeking alternative ways to fund this project.
- **Cannabis Cleanup (SFLRF)**
 - Refugium Consulting and Facilitation Services has begun work on the Abandoned Cannabis Site Remediation Guide.
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
 - This project is up for bid on OregonBuys.
 - We will have a contract awarded by early May.
- **Illinois Valley Water Quality Monitoring Program**
 - The 2024 Sampling Season is now underway.
 - We are exploring options for funding the project July-December.
- **Community Wildfire Defense Grant (CWDG)**
 - I am still in the process of developing the final scope for this project.
- **Local Advisory Committee**
 - The Inland Rogue Light Biennial Review Meeting was held on Thursday, April 11 from 1-3 pm at the JSWCD office (89 Alder St, Central Point, OR 97502).
 - IVSWCD gave a presentation on our Agricultural Water Quality Monitoring Program.
 - Education was emphasized as a key priority by the LAC Board of Directors.
- **Grants**
 - IVSWCD is working on a grant to extend and expand the water quality monitoring program through OWEB's Monitoring grants. This grant will involve a Passive Water Quality Monitoring module managed by the Illinois Valley Watershed Council.
 - I am helping multiple landowners with applying for OWRD's irrigation upgrade grants.
 - We will be hearing back regarding the CWDG: Thompson Creek in late-May.

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



Staff Report

Office Manager - Arlyse DeLoyola

April 2024

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

Hello Board,

As I write this I have just one workday before I leave for Texas and must have this packet out, so it's very early.

John, I'm sure will tell you that he had a very successful pre-bid conference yesterday with record attendance for one of the projects.

I do intend to be back in time to be at the meeting, but we are driving, and I have asked John to be ready with a back-up plan if I don't make it in time. Bill will definitely not be in attendance, so Bob will be running the meeting and we'll need a back-up note-taker in case I don't get back.

I am sad to be missing the CONNECT conference this year, but glad that John will be attending. Hopefully he will get even more out of this one than he did the first one. That said, there will be no one in the office and it will be closed from Wednesday the 17th through Friday the 19th of April. Once I do get back, I'll try to catch up over that weekend and will leave again on April 30th. I will miss the WC meeting in May, so that packet will go out early too.

Arlyse

