



Topic: Illinois Valley Soil & Water Conservation District Meeting

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

Monthly Meeting

Thursday, May 23, 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

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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 May 23, 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. Water Quality Update Maelagh Baker
 - b. Reminder- election materials available on ODA Website
 - c. Planning for Hanby Block Party
 - d. Committee Formation for 75th Anniversary Celebration
- V. 6:40 PM: New Business
- VI. T>B>A>
- VII. 7:00 PM: Staff and Partnering Agency Reports
 - a. John's report
 - b. Arlyse's Report
 - c. Partnering Agency Reports
- VIII. 7:20 PM Public comments
- IX. 7:30 PM: Adjourn

Meeting Minutes

Meeting Called to Order Thursday April 25, 2024, by Bob Webb, Vice-Chairman at 6:05 pm.

LIVE ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Bob Webb	Kevin O'Brien (WC Staff)	Gene Merrill (WC)
Katrina Poydack	Marcy Sowa	Patty Downing (WC)
Bob Schmidt	Katrina Poydack 6:10	Janice Denney (WC)
Jim Gurley	Rhett Nelsen	Bill Reid
Don Young (WC)		
Carol Crawford (WC)		
John Bellville (Staff) Arlyse DeLoyola (Staff)		

SCRIBE

Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes from the March meeting were presented to the Board for review.
 - **Bob Schmidt made a motion to approve the minutes for March.**
 - **Jim Gurley seconded the motion.**
 - **The motion carried.**

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

OLD BUSINESS

- **Election Materials Available**
 Arlyse reminded the board that election materials were now available on the ODA website. If members do not have access to the website they can come into the office and use the computers here. All the information and deadlines are available and some items have been changed from past years so be sure to check carefully. There are four positions available this election year. At large 1, Zone 1, Zone 4 and Zone 5.
 John added that the Soil & Water Conservation Commission is seeking a director for Zone 3 (Stan Dean's position). It requires 4 meetings per year and other commitments.

- **Planning for Hanby Block Party**
 Last month the board voted to participate in the Block party to be held May 29th from 5pm-8pm here at the office. Discussion was held.
- **Committee for the 75th Anniversary Celebration**
 Discussion was held regarding formation of a committee to plan the 75th anniversary celebration. Bob Webb volunteered to head the committee. Kevin O'Brien volunteered to help. He suggested trying to contact Roy Manning, formerly of the Soil Conservation Service, who worked closely with IVSWCD

and wrote a lot of conservation plans in the Illinois Valley, as a speaker, narrator, or a resource for history.

NEW BUSINESS

- **Upper Illinois River Watershed PostFire Restoration Sealed Bid Proposal Award**
Proposals were reviewed by the board and the District Manager in advance of the meeting. It was agreed that the lowest bidder, Grayback Forestry, was a responsible bidder, and therefore should be awarded the contract.
 - **A motion was made by Jim Gurley to award the contract to Grayback Forestry.**
 - **Bob Schmidt seconded the motion.**
 - **The motion passed without dissent.**

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 SDAO that insurance rates will increase next year by 15-20% so we should plan our budgeting accordingly.
- **Partnering Agency Reports:**
Kevin O'Brien spoke for the Illinois Valley Watershed Council-He has been "in the trenches" of grant-writing with John and this board made the right hire. He also wanted to remind the board that last election there was a measure defeated that would have changed code enforcement that might have afforded our organizations more partnering on projects with the county which failed, so please be careful with your votes.

John added that he and Kevin attended the Connect Conference last week and he learned that the best method for success for SWCD's was to fund with 1/3 donors, 1/3 contracts and 1/3 fundraising. He will be working to implement some new strategies.
- **Public Comment:**
No public comment.

NEXT MEETING

The next meeting is to be held on May 23 at 6:00 pm at the Illinois Valley SWCD Office and via ZOOM.

ADJOURNMENT

The meeting was adjourned at 7:00pm.

APPROVED MINUTES: _____

DATE: _____

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/02/2024	21372	Pacific Office Autom...	Accounts Payable		10.00	X		50,948.52
04/08/2024	21373	Carolyn Taormina or ...	Accounts Payable		118.93			50,829.59
04/08/2024	21374	Maelagh Baker	Accounts Payable		48.24			50,781.35
04/09/2024	ACH	Cardinal Net-To-Bank	Accounts Payable	PP ending Mar...	2,058.44	X		48,722.91
04/09/2024	ACH	Cardinal Tax Impound	Accounts Payable		982.65	X		47,740.26
04/09/2024	ACH	VOYA Financial	Accounts Payable		340.69	X		47,399.57
04/09/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		2,882.03			44,517.54
04/09/2024	21375	US Cellular	Accounts Payable	951128871	162.29	X		44,355.25
04/09/2024	21376	Pacific Source Healt...	Accounts Payable		692.50	X		43,662.75
04/10/2024	ACH	Cardinal Business Se...	Accounts Payable	784581	50.00	X		43,612.75
04/10/2024	21377	IV DATA CENTER	Accounts Payable		21.25	X		43,591.50
04/24/2024			Grants Received	Deposit		X	1,092.00	44,683.50
04/24/2024	ach	Cardinal Business Se...	Accounts Payable	784581	50.00	X		44,633.50
04/24/2024	ach	Cardinal Net-To-Bank	Accounts Payable		2,194.52	X		42,438.98
04/24/2024	ach	Cardinal Tax Impound	Accounts Payable		1,053.12	X		41,385.86
04/24/2024	ACH	Confident Staffing	Accounts Payable		1,930.69			39,455.17
04/24/2024	21378	Illinois Valley Water...	Accounts Payable		1,746.96	X		37,708.21
04/24/2024	21379	A+ Storage	Accounts Payable		102.00			37,606.21
04/24/2024	21380	Crystal Fresh	Accounts Payable	123731	9.50			37,596.71
04/24/2024	21381	IV DATA CENTER	Accounts Payable		450.00			37,146.71
04/25/2024	ACH	Confident Staffing	Accounts Payable		2,226.11	X		34,920.60
04/25/2024	ACH	VOYA Financial	Accounts Payable		344.25	X		34,576.35
04/25/2024	21382	John Bellville	Accounts Payable		363.57	X		34,212.78
04/25/2024	21383	Elan Financial Services	Umpqua Credit Card	4798 5100 616...	900.79			33,311.99
04/29/2024	21384	Grants Pass Water Lab	Accounts Payable		2,310.00			31,001.99
04/29/2024	21385	Pacific Office Autom...	Accounts Payable	508167	18.02			30,983.97

Illinois Valley Soil & Water Conservation District

05/16/24

Profit & Loss

Cash Basis

July 2023 through April 2024

	Jul '23 - Apr 24
Ordinary Income/Expense	
Income	
Grants Received	247,336.97
Total Income	247,336.97
Gross Profit	247,336.97
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	841.65
Meeting Expense - Other	299.80
Total Meeting Expense	1,141.45
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	1,200.11
Postage/Mailing fees	113.00
Printing & Copying	490.48
Rent Expense	5,397.50
Taxes	
Government Ethics Assessment	567.41
Taxes - Other	150.00
Total Taxes	717.41
Telephone	1,511.57
Website/Internet fees	580.50
Total Other	13,855.56
Software	423.26
Software Subscription	1,745.78
Supplies & Materials	11,006.35
Training and associated travel	
Lodging	327.64
Training and associated travel - Other	2,078.21
Total Training and associated travel	2,405.85
Trash/Disposal	38.35
Wages and Salaries	107,794.66

12:29 PM

Illinois Valley Soil & Water Conservation District

05/16/24

Profit & Loss

Cash Basis

July 2023 through April 2024

	<u>Jul '23 - Apr 24</u>
Water Quality Monitoring	
Contract Water Quality Staff	12,518.74
Contracted Laboratory Analysis	26,888.76
Mileage Reimbursement /Sampling	1,749.37
Shipping Samples	297.73
	<hr/>
Total Water Quality Monitoring	41,454.60
	<hr/>
Total Expense	251,622.72
	<hr/>
Net Ordinary Income	-4,285.75
Other Income/Expense	
Other Income	-1,504.32
Other Expense	
Fire protection	1,466.23
	<hr/>
Total Other Expense	1,466.23
	<hr/>
Net Other Income	-2,970.55
	<hr/>
Net Income	-7,256.30
	<hr/>

Illinois Valley Soil & Water Conservation District

05/16/24

Profit & Loss

Cash Basis

April 2024

	Apr 24
Ordinary Income/Expense	
Income	
Grants Received	1,092.00
Total Income	1,092.00
Gross Profit	1,092.00
Expense	
Meeting Expense	
Food and water	9.50
Total Meeting Expense	9.50
Other	
Payroll Fees	100.00
Printing & Copying	28.02
Rent Expense	552.00
Telephone	162.29
Website/Internet fees	21.25
Total Other	863.56
Software Subscription	57.01
Supplies & Materials	145.49
Training and associated travel	363.57
Wages and Salaries	
Employee Contributed 457	0.00
Employee Paid Taxes	0.00
Employer Paid Taxes	607.84
Medical Insurance	562.30
Retirement Fund Expenses	
Employer Contribution Standard	303.60
Employer Match	120.33
Total Retirement Fund Expenses	423.93
Wages and Salaries - Other	8,954.13
Total Wages and Salaries	10,548.20
Water Quality Monitoring	
Contract Water Quality Staff	4,156.80
Contracted Laboratory Analysis	2,310.00
Mileage Reimbursement /Sampling	167.17
Total Water Quality Monitoring	6,633.97
Total Expense	18,621.30
Net Ordinary Income	-17,529.30
Other Income/Expense	
Other Income	
Reimbursement	-1,746.96
Total Other Income	-1,746.96
Net Other Income	-1,746.96
Net Income	-19,276.26

Illinois Valley Soil & Water Conservation District

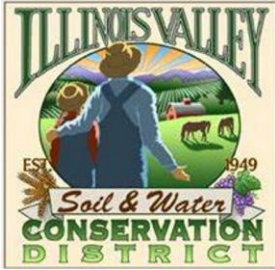
05/16/24

Balance Sheet

Cash Basis

As of April 30, 2024

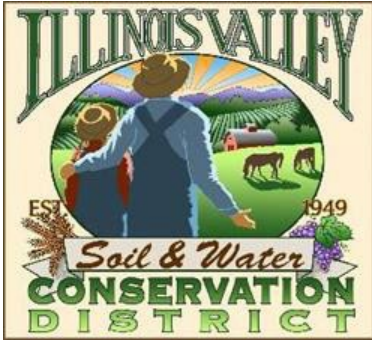
	<u>Apr 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	30,983.97
Savings Account - Thompson Crk	231.66
Total Checking/Savings	<u>31,215.63</u>
Total Current Assets	<u>31,215.63</u>
TOTAL ASSETS	<u>31,215.63</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-2,944.06
Total Accounts Payable	<u>-2,944.06</u>
Credit Cards	
Umpqua Credit Card	-172.05
Total Credit Cards	<u>-172.05</u>
Total Current Liabilities	<u>-3,116.11</u>
Total Liabilities	-3,116.11
Equity	
Unrestricted Net Assets	41,588.04
Net Income	-7,256.30
Total Equity	<u>34,331.74</u>
TOTAL LIABILITIES & EQUITY	<u>31,215.63</u>



April 2024 District Manager Staff Report

- **Cannabis Cleanup (SFLRF)**
 - Work on the Abandoned Cannabis Site Remediation Guide is well underway.
 - Kellum will be visiting the Illinois Valley in June.
- **Smith River Complex Weed Surveying and Seed Collection**
 - I am putting together a price proposal to submit to Adam Corcoran (USFS WRRD District Botanist).
 - This project will be funded for up to five years.
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
 - Project work has begun at the Cowboy Mine.
 - The project, after negotiation with Grayback Forestry, has been upscaled from 50 to 74 acres of site preparation and replanting.
 - We were able to showcase this project during the Oregon Department of Forestry 20-Year Landscape Resiliency Strategy Field Day on Tuesday 5/14.
 - I am now getting a seed order together and beginning to coordinate engagement events.
- **Illinois Valley Water Quality Monitoring Program**
 - We are exploring options for funding the project July-December.
 - We are beginning to brainstorm how to utilize the Clear Creek Lab space.
- **Community Wildfire Defense Grant (CWDG)**
 - The CWDG: Save CJ project is going out for bid.
- **Prospective Acquisitions**
 - I toured the Sauers Flat Property on 5/8.
- **Grants & Fundraising**
 - We successfully submitted the water quality monitoring grant to OWEB.
 - I am helping multiple landowners apply for OWRD's irrigation upgrade grants.
 - We did not get the CWDG: Thompson Creek – however, we did come close! I will be resubmitting this year with an ostensibly higher likelihood of success.
 - I am initiating fundraising efforts.

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 April.
- Emails/Voicemail/US Mail

Hello Board,

I am back from my various vacations with stories to tell and a only few scars. Now I am catching up and trying not to be sick but the germs are trying to get the best of me!!

I'm sure I will think of something to report by the time the meeting happens, but my mind is blank now since I haven't been here much since last month's staff report.

See you Thursday. Below is a sunset in Belize.

Arlyse

