

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

## Monthly Watershed Council Meeting Notice and Agenda Thursday, August 14, 2025

331 E Cottage Park Drive Suite 1 or Join the [Zoom Meeting](#)

Topic: Illinois Valley Watershed Council Monthly Meeting  
Time: August 14, 2025 5:00 PM Pacific Time (US and Canada)

Meeting ID: 869 6068 6555

Passcode: SaveFish

For Phone in:

One tap mobile

Dial by your location

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• +1 719 359 4580 US

+12532050468,,86960686555#,,,,\*94761306# US

• +1 253 205 0468 US

Pacific

• +1 253 215 8782 US

- I. 5:00 PM: Call to Order**
- II. 5:02 PM: Acceptance of Minutes**
- III. 5:05 PM: Acceptance of Financial Reports**
- IV. 5:10 PM: Committee Reports**
- V. 5:25 PM: Old Business**
  - a. Logo (Carol)
  - b. By-law amendment redux (Action, Kevin)
  - c. Patty return- September 25 meeting
- VI. 5:50 PM: New Business**
  - a. Internal Communications Policy (Discussion, Kevin)
  - b. Recruitment Policy (Discussion, Kevin)
- VII. 6:10 PM: Council Updates & Staff Reports**
  - a. Kevin's report
  - b. Arlyse's report
  - c. Board Action Items/Homework
- VIII. 6:30 PM Partnering Agency Reports**
  - a. Illinois Valley SWCD
  - b. Others
- IX. 6:45 PM: Public Comments** (Relating to this agenda or IVWC Operations)
- X. 7:00 PM: Adjournment**

### Meeting Minutes

Meeting Called to Order July 10, by Katrina Poydack, Chair, at 5:00 pm.

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Katrina Poydack	John Bellville (IVSWCD)	Gene Merrill
Carol Crawford		Patty Downing
Bill Joerger		Arlyse DeLoyola (Staff)
Janice Denney		
Kevin O'Brien (E.D.)		
Abie Diaz		

#### SCRIBE

Notes were taken by: Abie Diaz

- **Minutes:** The minutes of the June, 2025 meeting were presented to the council for review.
  - Carol Crawford made a motion to approve the minutes.
  - Katrina Poydack seconded that motion.
  - The minutes were approved without dissent.
  
- **Financials:** The Financial Reports for June 2025 were presented to the Council for review.
  - Kevin O'Brien made a motion to approve the financial reports.
  - Carol Crawford seconded that motion.
  - The motion was approved without dissent.

#### Committee Reports:

No Committee Reports

#### OLD BUSINESS

- **Logos**
  - Carol reported she hadn't had time this month to do any further development. The subject was tabled.
  
- **Executive Director as board member**
  - William Joerger made a motion to remove the Executive Director from the Board of Directors as a voting member.
  - Janice Denney seconded the motion.
  - Discussion followed about the pros and cons of the ED position being a board member. No concerns about the ED's performance, but concerns of how outside interested parties including funders could view the ED on the board as an of overextension of authority and result in reduced grant funding awards. Kevin stated strategic reasons he believed it would be a mistake to remove the ED from the board at this time.
  - The motion passed with Joerger, Poydack, and Denney voting yes, Crawford voting no, and O'Brien abstaining.
  
- **By-Laws amendment**

- Bill Joerger made a motion to strike all references of the Executive Director being a voting member of the board from Article IV, Structure. Strike the word application from the last sentence and replace with Board Recruitment.
  - Janice Denney seconded the motion.
  - The motion passed with Denney, Joerger, and Poydack voting yes, and Crawford abstaining.
- **Board Chairperson resignation:**
    - Janice Denney moved to accept Katrina Poydack's resignation as Board Chair.
    - Bill Joerger seconded the motion.
    - Motion passed without dissent.
  - **Board Chairperson appointment:**

Discussion was held on what the responsibilities of the Board Chair are.

    - Bill Joerger made a motion to promote Carol Crawford to the position of Board Chair.
    - Janice Denney seconded the motion.
    - The motion passed with Denney, Joerger, and Poydack voting yes and Crawford abstaining.

## NEW BUSINESS

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There was no new business to deal with.

## CONTINUING

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- **Staff and Partnering Agency reports:**

Kevin reviewed his report, highlighting the Hathkapasuta tabling event and the two restoration projects starting soon (Crooks Creek and Horse Creek). He recently wrote and submitted a grant to Oregon Community Foundation and is currently working on an engagement grant proposal to OWEB. Both proposals would partially fund the Engagement Coordinator position/program if funded.

Arlyse was not in attendance but submitted a written report.

**Board Actions/Homework:**

Kevin reminded the board about the help list he submitted last month and encouraged them to consider positions and responsibilities.

**Partnering Agency Reports:**

John gave a report on his activities with IVSWCD and Two Rivers SWCD. The Districts have hired their interns.

Work is continuing on lining up Two Rivers' accounts as the integration officially began July 1<sup>st</sup>.

He is submitting a grant for forestry and agriculture. Irrigation modernization projects will begin in the coming weeks. He hopes to collaborate further with Oregon Water Resources.

Sampling will be expanded and a manuscript is being worked on. Artificial mussels for well water sources will proceed.

82 acres of Fuels Reduction have been completed.

Two Rivers has a website now. IV's website will be updated.

A pollinator project is in the works.

He is working on an OWEB restoration grant to bring in funds for propagation of native plant seeds.

He is submitting a technical assistance (TA) grant for abandoned cannabis sites.

**Public Comments:**

There were no public comments.

**NEXT MEETING**

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The next monthly meeting is to be held at **5:00** pm on **August 14, 2025**.

**ADJOURNMENT**

Meeting Adjourned by Carol Crawford- Chair, at 6:37 pm.

**Approved Minutes:**    **Signature**\_\_\_\_\_                      **Date**\_\_\_\_\_

Illinois Valley Watershed Council  
**Profit & Loss**  
July 2025

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	<u>Jul 25</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Contributions Received</b>	
Contributions - Unrestricted	44.37
<b>Total Contributions Received</b>	44.37
<b>Grants Received</b>	
Government Grants	79,509.60
<b>Total Grants Received</b>	79,509.60
<b>Total Income</b>	79,553.97
<b>Gross Profit</b>	79,553.97
<b>Expense</b>	
<b>Other</b>	
Copier Lease	138.08
Dues & Subscriptions	25.00
Internet Services	21.25
Payroll Fees	100.00
Power	47.13
Rent Expense	1,151.50
Software	1.00
Telephone	124.94
<b>Total Other</b>	1,608.90
<b>Salaries &amp; Wages</b>	8,049.98
<b>Supplies &amp; Materials</b>	36.99
<b>Total Expense</b>	9,695.87
<b>Net Ordinary Income</b>	69,858.10
<b>Net Income</b>	<u><u>69,858.10</u></u>

Illinois Valley Watershed Council  
**Balance Sheet**  
As of July 31, 2025

	<u>Jul 31, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking Account	132,304.36
IVWC PayPal	88.74
Stripe Account	-0.18
<b>Total Checking/Savings</b>	<u>132,392.92</u>
<b>Total Current Assets</b>	<u>132,392.92</u>
<b>TOTAL ASSETS</b>	<b><u>132,392.92</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Umpqua Bank CC IVWC	184.99
<b>Total Credit Cards</b>	<u>184.99</u>
<b>Total Current Liabilities</b>	<u>184.99</u>
<b>Total Liabilities</b>	184.99
<b>Equity</b>	
Unrestricted Net Assets	62,349.83
Net Income	69,858.10
<b>Total Equity</b>	<u>132,207.93</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>132,392.92</u></b>

Illinois Valley Watershed Council

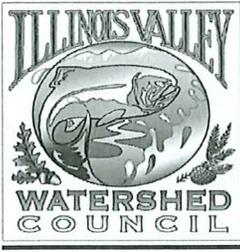
8/7/2025 2:14 PM

Register: Checking Account

From 07/01/2025 through 07/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2025	1266	Stilton LLC	Accounts Payable	rent	472.50	X		62,018.13
07/01/2025	1267	A+ Storage	Accounts Payable	tu	114.50	X		61,903.63
07/01/2025	1269	Amazon Business	Accounts Payable		36.99	X		61,866.64
07/01/2025	1270	Cardmember Services	Umpqua Bank CC IV...		26.00	X		61,840.64
07/10/2025	ACH	Slavic 401K Fund	Accounts Payable	retirement	566.01	X		61,274.63
07/10/2025	1271	Pacific Office Autom...	Accounts Payable		138.08	X		61,136.55
07/10/2025	1272	Pacific Power	Accounts Payable		47.13	X		61,089.42
07/14/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,262.26	X		58,827.16
07/14/2025	ACH	Cardinal-Tax Impound	Accounts Payable		1,137.11	X		57,690.05
07/14/2025	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		57,640.05
07/17/2025	1273	IV DATA CENTER	Accounts Payable		21.25	X		57,618.80
07/21/2025			Grants Received:Gover...	Deposit Crooks Creek OWEB		X	79,509.60	137,128.40
07/21/2025	ACH	Slavic 401K Fund	Accounts Payable		576.26	X		136,552.14
07/21/2025	1274	US Cellular	Accounts Payable		124.94	X		136,427.20
07/21/2025	1275	Stilton LLC	Accounts Payable		450.00			135,977.20
07/21/2025	1276	A+ Storage	Accounts Payable		114.50			135,862.70
07/28/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,338.72	X		133,523.98
07/28/2025	ACH	Cardinal-Tax Impound	Accounts Payable		1,169.62	X		132,354.36
07/28/2025	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		132,304.36



**August 2025 Executive Director's Report**  
(8/07/2025)

I'm shoehorning this report in this month due to time constraints... please pardon and feel free to ask me to elaborate on anything you see or don't see in this. Thanks.

- Crooks Creek LWM placement project is winding down now... it has been a successful implementation with a bunch more designed large wood structures adding complexity, habitat, and several other benefits. 14 structures. One more than originally planned, but it made more sense once the logs were distributed to the sites and we did final adjustments. The structures look great. We can talk next week at our meeting about setting up a site visit for later in the year to go look at the project.
- I ended up issuing a change order for Horse Creek project's start date. The project is now scheduled to start on September 2<sup>nd</sup>, the day after Labor Day. Lengthy lead times for required materials production necessitated the order. Horse Creek project is the culvert replacement project on public lands managed by USFS.
- I sent everyone a copy of the engagement grant application I submitted to OWEB early this week. I believe it will be a competitive ask but as of now have no idea how many applications of that type were received or from who. OWEB only has \$600K for their Engagement Program to award during the biennium across the state. Our request to them was about \$61K, but I was clear that the project was scalable (a funding award below what was requested could still be effectively used).

We are likely to hear back on its status by around Thanksgiving. That's about the time we should also be hearing back from Oregon Community Foundation on the application I submitted to them for engagement.

- I'll be following up with OWEB's Denise Hoffert about the next Partnership Technical Assistance program open cycle OWEB expects to start later this month or in September. I'm planning to attend a related training she recommended that's offered next week and will then schedule a pre-app consultation with her and then plan to prepare a proposal for it if it looks like it could be a good fit for us.

A quote to consider:

***There is a principle which is a bar against all information, which is proof against all arguments and cannot fail to keep a man in everlasting ignorance—that principle is contempt prior to investigation.*** ~ Herbert Spencer

In service to our shared mission,

A handwritten signature in blue ink, appearing to read "K. O'Brien".

Kevin O'Brien, Executive Director



**Arlyse DeLoyola**  
*Office Manager*  
Staff Report- AUGUST 2025

**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.
- Voicemails, email and phone calls.
- Reconciling bank account for review and filing invoices.

Hi all-

Life has been crazy. I'm paddling as fast as I can.

Unfortunately I will not be in attendance at this meeting (this was planned long ago). Sincere thanks to Abie for agreeing to take notes again!

I am flying to Boston to walk in the 3-day again, then spending a week in Maine. Hopefully this will make me slow down and relax a bit.

My daughter broke her femur the day of our last meeting. She had a five-plus hour surgery and I flew down to help her get to her post-op appointments and help her get situated in her house as she will be on crutches for quite some time. I was able to work some while I was there and I appreciate the flexibility.

I will be gone again advance of the next meeting but I think, other than getting the packet out at least a day early, nothing else should be impacted. After that, I'm done until November unless something comes up.

In spite of all this, we're keeping the bills paid and payroll done. I will be meeting with Cardinal to train on the new payroll system and start getting it set up sometime soon. I'm really hoping it's all it's cracked up to be. Arin and I will figure out the best time to implement and then schedule training for employees.

The in-stream projects seem to be going well and hopefully will generate more good work.

I was able to be of some help to Kevin in reviewing the OWEB Engagement grant submission the day I returned from Texas...some of it done on my phone in the dentist's chair. Two heads are always better than one when money is on the line!

Have a good, productive meeting and I'll see you in September.

Arlyse

