



Watershed Council Monthly Meeting July 6, 2023

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: Thursday, July 6, 2023 - 5:00pm *Please note new time!!*

Join Zoom Meeting

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

Meeting ID: 473 823 6869

Passcode: SaveFish

One tap mobile

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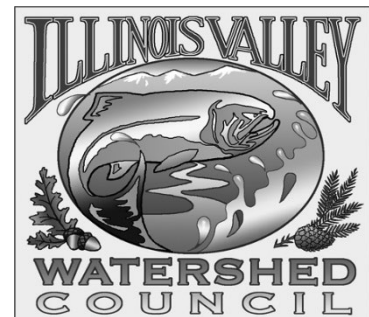
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Find your local number: <https://us06web.zoom.us/j/kq9K0ESEz>





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
July 6, 2023 *IVWC Office/ZOOM*

- I. **5:00 PM: Call to Order**
- II. **5:05 PM- Presentation- "Round-Up Program" Harness Giving**
- III. **5:20 PM: Acceptance of Minutes**
- IV. **5:25 PM: Acceptance of Financial Reports**
- V. **5:35 PM: Old Business**
 - a. Strategic planning update
 - b. Josephine County Update
- VI. **5:50 PM: New Business**
 - a. Discuss Harness Giving Presentation
- VII. **6:10 PM: Council Updates & Staff Reports**
 - a. Kevin report (Oral only)
 - b. Arlyse report
- VIII. **6:20 Partnering Agency Reports**
- IX. **6:25 PM: Public Comments** (Relating to this agenda or IVWC Operations)
- X. **6:30 PM: Adjournment**

Meeting Minutes

Meeting Called to Order May 4, 2023, by Katrina Poydack, Chair at 5:01 pm

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Carol Crawford	Joy McEwen	Janice Denney
Bob Schmidt	Gene Merrill	James Gurley
Patricia Downing		
Don Young	Marcy Sowa	
Katrina Poydack		
Patty Downing		
Kevin O'Brien (Staff)	John Bellville (SWCD Staff)	
Arlyse DeLoyola (Staff)		
Bob Webb		

SCRIBE

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the April,2023 meeting were presented to the council for review.
 - **Bob Schmidt made a motion to approve the minutes with one correction.**
 - **Carol Crawford seconded that motion.**
 - **The minutes were approved with the correction.**

- **Financials:** The Financial Reports for March 2023 and July 1, 2022 – March 31,2023, were presented to the Council for review.
 - **Bob Schmidt made a motion to accept the financial reports.**
 - **Carol Crawford seconded that motion.**
 - **The motion was approved without dissent.**

OLD BUSINESS

Strategic Planning:

Kevin reported that Rob of Soul Canyon Development & Training has been moving but hopefully he is set to begin working on our plan soon.

NEW BUSINESS

- **Meeting Date Change for June**

Kevin and Arlyse will not be available for the established date of the June meeting. Discussion was held regarding a date change.

- **Bob Schmidt made a motion to cancel the June 2023 meeting.**
- **Carol Crawford seconded the motion.**
- **The motion passed without dissent.**

- **Forest Service Slater Fire Environmental Assessment (EA)**

- Kevin explained he had met with Scott Blower from Wild Rivers District who asked for support from the Council on his EA for the Slater Fire recovery. The document is rather large and the board asked to review it before approving support. Kevin emailed it to those with access and provided written copies for those without and asked for comment by Monday morning so he could have time to draft a response.

CONTINUING

- **Staff and partnering agency reports were presented to the board:**

- Kevin reviewed his written report and added that he and John were had both submitted grant proposals for continuing Water Quality Monitoring for the next two years. The Council's focus would be passive sampling and they were working directly with the inventor of the device used, who was offering \$75,000 of in-kind services as match for the grant.
- He also mentioned that the logging portion of the Deer Creek phase 3 grant had completed and that he had lined up a contractor to mow the pasture at one of the landowner's properties to reduce fire danger when the project resumes.

NEXT MEETING

The next meeting is to be held at 5:00 pm on **July 6th**, 2023 at the office and via ZOOM. Details will be in your packets.

ADJOURNMENT

Meeting Adjourned by Katrina Poydack, Chair, at 6:21 PM.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Watershed Council

6/29/2023 2:31 PM

Register: Checking Account

From 04/01/2023 through 05/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/04/2023	953	Amazon Business Ca...	Accounts Payable	50% Owl III, c...	705.89	X		103,932.23
04/06/2023	954	Precision Glass	Accounts Payable	Desk glass and ...	277.00	X		103,655.23
04/10/2023	ach	Cardinal Business Se...	Accounts Payable		50.00	X		103,605.23
04/10/2023	ACH	Cardinal-Employee ...	Accounts Payable	PP end 3/31/23	2,432.93	X		101,172.30
04/10/2023	ACH	Cardinal-Tax Impound	Accounts Payable		1,158.18	X		100,014.12
04/11/2023	955	Staples Advantage	Accounts Payable		19.99	X		99,994.13
04/12/2023			Fee For Service	Deposit		X	588.44	100,582.57
04/17/2023	956	Christopher MacKay	Accounts Payable		1,137.50	X		99,445.07
04/17/2023	957	IV DATA CENTER	Accounts Payable		21.25	X		99,423.82
04/17/2023	958	A+ Storage	Accounts Payable		84.50	X		99,339.32
04/19/2023	ACH	Slavic 401K Fund	Accounts Payable	PP ending 3/31...	661.73	X		98,677.59
04/19/2023	959	US Cellular	Accounts Payable	Phones	84.40	X		98,593.19
04/24/2023	ACH	Cardinal-Employee ...	Accounts Payable		2,209.28	X		96,383.91
04/24/2023	ACH	Cardinal-Tax Impound	Accounts Payable		995.10	X		95,388.81
04/24/2023	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		95,338.81
04/25/2023			Undeposited Funds	Deposit		X	78.27	95,417.08
04/25/2023	960	IV DATA CENTER	Accounts Payable		450.00	X		94,967.08
04/25/2023	961	Kevin O'Brien	Accounts Payable	199.5 miles	130.67	X		94,836.41
04/27/2023			Undeposited Funds	Deposit		X	2,452.54	97,288.95
04/27/2023	962	Wells Fargo	Accounts Payable		70.68	X		97,218.27
05/01/2023	963	Amazon Business Ca...	Accounts Payable	50% Owl III ke...	656.13	X		96,562.14
05/02/2023			Grants Received:Gover...	Deposit		X	12,000.00	108,562.14
05/03/2023	ACH	Slavic 401K Fund	Accounts Payable		601.02	X		107,961.12
05/03/2023	964	Christopher MacKay	Accounts Payable		1,207.50	X		106,753.62
05/04/2023			Undeposited Funds	Deposit		X	383.32	107,136.94
05/04/2023	965	Staples Advantage	Accounts Payable	trash bags, ink ...	20.96	X		107,115.98
05/08/2023			Contributions Receive...	Deposit		X	18.46	107,134.44
05/09/2023	ach	Cardinal-Tax Impound	Accounts Payable		1,221.23	X		105,913.21
05/09/2023	ach	Cardinal Business Se...	Accounts Payable		50.00	X		105,863.21
05/09/2023	967	Staples Advantage	Accounts Payable	white/bulletin b...	49.99	X		105,813.22
05/10/2023	968	Richard Brewster CPA	Accounts Payable		6,750.00	X		99,063.22
05/17/2023			Undeposited Funds	Deposit		X	2,586.26	101,649.48
05/17/2023	ach	Cardinal-Employee ...	Accounts Payable		2,502.27	X		99,147.21
05/17/2023	DEBIT	Slavic 401K Fund	Accounts Payable		671.37	X		98,475.84
05/17/2023	966	Illinois Valley SWCD	Accounts Payable	1/2 fridge	339.00	X		98,136.84
05/17/2023	969	IV DATA CENTER	Accounts Payable		21.25	X		98,115.59
05/17/2023	970	Staples Advantage	Accounts Payable		92.85	X		98,022.74
05/22/2023			Contributions Receive...	Deposit		X	56.58	98,079.32
05/22/2023	971	US Cellular	Accounts Payable		84.40			97,994.92
05/22/2023	972	IV DATA CENTER	Accounts Payable		450.00	X		97,544.92

Illinois Valley Watershed Council

6/29/2023 2:31 PM

Register: Checking Account

From 04/01/2023 through 05/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/22/2023	973	A+ Storage	Accounts Payable		84.50			97,460.42
05/23/2023	974	Kevin O'Brien	Accounts Payable		101.13	X		97,359.29
05/24/2023	ach	Cardinal-Tax Impound	Accounts Payable		1,120.52	X		96,238.77
05/24/2023	ach	Cardinal-Employee ...	Accounts Payable		2,390.81	X		93,847.96
05/25/2023			Grants Received:Found...	Deposit		X	2,000.00	95,847.96
05/25/2023	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		95,797.96
05/25/2023	975	Cardmember Services	Umpqua Bank CC IV...	step stool water...	20.00			95,777.96
05/25/2023	976	Great American Insur...	Accounts Payable	051053893	555.00			95,222.96
05/25/2023	977	Great American Insur...	Accounts Payable	051053893	1,662.00			93,560.96
05/31/2023	ACH	Slavic 401K Fund	Accounts Payable		655.60	X		92,905.36
05/31/2023	debit	Pottery Barn	Accounts Payable		1,460.62	X		91,444.74

Illinois Valley Watershed Council
Balance Sheet
As of May 31, 2023

	<u>May 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	91,444.74
IVWC PayPal	32.26
Total Checking/Savings	<u>91,477.00</u>
Other Current Assets	
Undeposited Funds	916.80
Total Other Current Assets	<u>916.80</u>
Total Current Assets	<u>92,393.80</u>
TOTAL ASSETS	<u>92,393.80</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	136,295.86
Net Income	-43,902.06
Total Equity	<u>92,393.80</u>
TOTAL LIABILITIES & EQUITY	<u>92,393.80</u>

Illinois Valley Watershed Council
Profit & Loss
 April through May 2023

	<u>Apr - May 23</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	125.04
Total Contributions Received	125.04
Fee For Service	588.44
Grants Received	
Foundation Grants	2,000.00
Government Grants	12,000.00
Total Grants Received	14,000.00
Loan	2,914.13
Total Income	17,627.61
Gross Profit	17,627.61
Expense	
Contracted Services	
Accounting Fees	6,750.00
Contracted Services - Other	-881.06
Total Contracted Services	5,868.94
Insurance	
Executive Protection & EPL	555.00
General Liability Insurance	1,662.00
Total Insurance	2,217.00
Other	
Copier Lease	70.68
Internet Services	42.50
Payroll Fees	200.00
Rent Expense	1,069.00
Telephone	168.80
Total Other	1,550.98
Project Expenses	
Travel - Mileage	231.80
Total Project Expenses	231.80
Salaries & Wages	
401K Automatic Contribution	693.11
Employee Contributed 401K	438.83
Employer Matching Funds 401K	693.09
Tax Withholding- Employee	890.30
Salaries & Wages - Other	12,532.93
Total Salaries & Wages	15,248.26
Supplies & Materials	4,012.81
Taxes	
Employer Paid Payroll Taxes	1,371.78
Total Taxes	1,371.78
Training and Associated Travel	20.00
Total Expense	30,521.57
Net Ordinary Income	-12,893.96
Net Income	-12,893.96

Illinois Valley Watershed Council
Profit & Loss
 July 2022 through May 2023

	Jul '22 - May 23
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	553.28
Contributions Received - Other	393.06
	946.34
Total Contributions Received	946.34
Employee HB Cont	59.17
Fee For Service	588.44
Grants Received	
Foundation Grants	7,000.00
Government Grants	74,214.00
	81,214.00
Total Grants Received	81,214.00
Loan	2,914.13
	85,722.08
Total Income	85,722.08
Gross Profit	85,722.08
Expense	
Contracted Services	
Accounting Fees	7,740.00
Contracted Services - Other	29,288.94
	37,028.94
Total Contracted Services	37,028.94
Corporation Fees- OR Non-Profit Insurance	50.00
Executive Protection & EPL	555.00
General Liability Insurance	2,491.00
Workers Comp Insurance	225.36
	3,271.36
Total Insurance	3,271.36
Other	
Bank Fees	29.84
Copier Lease	709.14
Dues & Subscriptions	545.00
Internet Services	296.25
Payroll Fees	1,298.03
PO Box Rent	106.00
Rent Expense	6,028.00
Telephone	930.55
	9,942.81
Total Other	9,942.81
Project Expenses	
Contract Labor	3,520.00
Materials & Supplies	207.04
Travel - Mileage	-292.66
	3,434.38
Total Project Expenses	3,434.38
Salaries & Wages	
401K Automatic Contribution	2,109.15
Employee Contributed 401K	1,058.78
Employer Matching Funds 401K	1,509.37
Medical Insurance	486.68
Tax Withholding- Employee	3,204.86
Salaries & Wages - Other	50,613.15
	58,981.99
Total Salaries & Wages	58,981.99

Illinois Valley Watershed Council

Profit & Loss

06/29/23

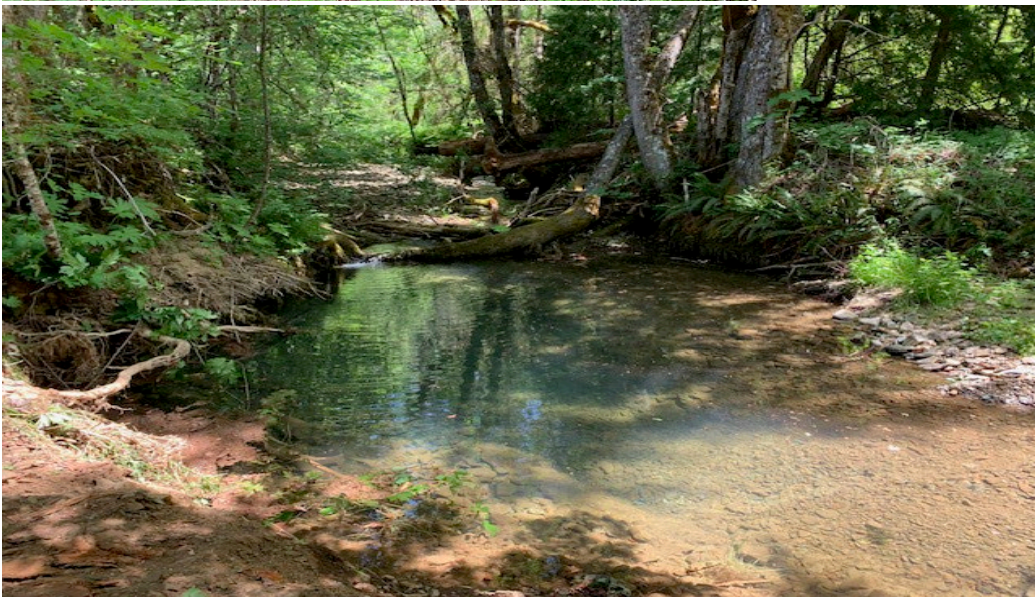
July 2022 through May 2023

Cash Basis

	<u>Jul '22 - May 23</u>
Supplies & Materials	
Postage, Mailing Service	360.50
Supplies & Materials - Other	18,826.54
Total Supplies & Materials	<u>19,187.04</u>
Taxes	
Employer Paid Payroll Taxes	3,612.14
Taxes - Other	164.00
Total Taxes	<u>3,776.14</u>
Training and Associated Travel	
Lodging	928.10
Mileage	649.70
Training and Associated Travel - Other	404.88
Total Training and Associated Travel	<u>1,982.68</u>
Total Expense	<u>137,655.34</u>
Net Ordinary Income	-51,933.26
Other Income/Expense	
Other Income	
Refunds	8,031.20
Total Other Income	<u>8,031.20</u>
Net Other Income	<u>8,031.20</u>
Net Income	<u><u>-43,902.06</u></u>



Staff Report-
Kevin O'Brien , WC
ON PROJECT
Crooks Creek
(OWEB Deer Ck Phase 3)
Oral report at meeting!





Arlyse DeLoyola
Office Manager
Staff Report July 2023

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 to bank account for May. Will have June ready for the meeting.
- Voicemails, email and phone calls.

Thanks to all for affording me a few days off to be with my kids. It's rare we are all together anymore, so this was a special treat.

I am back at it and hitting it hard with the biennium ending June 30. It's my time to stress about the Capacity expense reports and make sure all the money is spent. With Kevin on project it has been a whirlwind of activity trying to get everything finalized. I am as ahead as I can be with the accountant and hopefully it will be smooth sailing once all of June's bills are paid.

Speaking of bill paying...at long last all of the Council members with the exception of Patty, who checks the statements, are officially signers. Feel free to check in when you are in town to see if I have something. I almost always have checks on Tuesdays.

Thanks to those of you who made it out to Hathkapasuta on the 24th. It was a nice event. We now own some better equipment for outdoor tabling events, so hopefully we can put it to use soon.

Don't forget that our meeting starts at 5:00pm.

Arlyse



Enjoy Summer!