



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

Monthly Watershed Council Meeting Notice and Agenda Thursday, March 13, 2025

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

Topic: Illinois Valley Watershed Council Monthly Meeting

Time: March 13th, 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

+17193594580,,86960686555#,,,,*94761306# US

• +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. Self-Assessment
 - b. March for Trees
- VI. 5:50 PM: New Business**
 - a. BottleDrop Gives Earth Week Promo
- VII. 6:15 PM: Council Updates & Staff Reports**
 - a. Kevin report
 - b. Arlyse 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 February 13, 2025, by Katrina Poydack, Chair, at 5:01 pm.
 Prior to opening, a brief meeting of the recruitment committee was held to review an application renewal.

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Katrina Poydack	Gene Merrill (6:05)	
Patty Downing		
Carol Crawford		
Janice Denney		
Kevin O'Brien (E.D.)		
Bill Joerger		
Arlyse DeLoyola (staff)		

SCRIBE

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the January 2025 meeting were presented to the council for review.
 - **Carol Crawford made a motion to approve the minutes.**
 - **Janice Denney seconded that motion.**
 - **The minutes were approved without dissent.**

- **Financials:** The Financial Reports for January 2025 were presented to the Council for review.
 - **Carol Crawford made a motion to approve the financial reports.**
 - **Patty Downing seconded that motion.**
 - **The motion was approved without dissent.**

Committee Reports: The Human Resources Committee report was presented by Chair, Patty Downing. (Notes attached)

The Engagement Committee reported on the Page Creek Planting Event. There will be a site visit tomorrow and a meeting next week.

The Policy Committee update was given by Katrina Poydack. She has been in touch with Tanya Navarrez (Grandma Aggie’s granddaughter) who will review a land acknowledgement which will be written by Katrina. It should be available for board review next month.

Next meetings:

- **Community Engagement-(Page Creek Planting) Wednesday, February 10 at 10:00 am**
- **Human Resources- Tuesday, February 25 at 10:00 am**

OLD BUSINESS

- **Logo**

Discussion was held on potential new logo. Patty and carol will work on designs.

- **Bank Signatories**

- A motion was made by Carol Crawford to give signatory authority for our account at Umpqua Bank to Gene Merrill, Katrina Poydack, Carol Crawford, and Patty Downing, leaving Bill Joerger as the statement reviewer and remove Marcy Sowa, Joy McEwen, Jim Gurley, Robert Webb, and Don Young as signers.
- The motion was seconded by Janice Denney.
- The motion passed unanimously.

- **Unfinished Old Business**

- Patty Downing made a motion to approve a 3% Cost-of-Living adjustment to staff employees, noting that this action was inadvertently tabled at a previous meeting.
- Carol Crawford seconded the motion.
- Discussion was held.
- The motion passed with Kevin O'Brien abstaining.

NEW BUSINESS

- **Conflict of Interest Annual Statements**

Annual Conflict -of-Interest forms were distributed, discussed, and returned.

An executive session was called at 5:40 pm

Regular session resumed at 5:43 pm

Patty Downing was welcomed to the Council for another four-year term beginning in March.

- **Policy Idea**

Patty Downing presented a suggested Communications Policy for the board to consider. No formal action was taken.

CONTINUING

- **Staff and Partnering Agency reports:**

Kevin reviewed his report and told the board that self-assessments are due by the March meeting. The forms were printed and distributed to the board.

He reiterated that we should still be thinking about "holes" on the board that could be fulfilled by recruitment, such as legal and marketing.

Kevin spoke about the need for better leadership (from him) and communication going forward and pledged to meet with each director one-on-one on a regular basis. He also will be making weekly check-ins with Katrina, keeping her apprised of what's going on. He emphasized principles before personalities and that building trust within our staff and board is necessary for success.

Projects are still moving forward, and we should have the first answer on Crooks Creek next week.

John is asking Two Rivers to consider changing their meeting night so it doesn't conflict with our meetings as he is unable to attend both.

Arlyse had nothing to add to her report.

Board Actions/Homework:

Kevin asked that the Council directors call him to schedule a one hour meeting.

There were no Partnering Agency Reports

Public Comments:

There were no public present.

Katrina asked that the board return to New Business. She mentioned that traditionally, all Council members are Associate Directors on the District Board. She asked if the board wished to reciprocate, allowing District directors to serve as Associates on the Council.
Discussion was held and the subject was tabled to the next meeting.

NEXT MEETING

The next monthly meeting is to be held at **5:00 pm** on **March 13, 2025**.

ADJOURNMENT

Meeting Adjourned by Katrina Poydack, Chair, at 7:42 pm.

Approved Minutes: **Signature**_____ **Date**_____

2:00 PM
03/06/25
Cash Basis

Illinois Valley Watershed Council
Profit & Loss
February 2025

	<u>Feb 25</u>
Ordinary Income/Expense	
Expense	
Corporation Fees- OR Non-Profit	50.00
Other	
Copier Lease	65.75
Dues & Subscriptions	25.00
Internet Services	21.25
Payroll Fees	100.00
Power	89.82
Rent Expense	1,059.50
Telephone	122.27
Total Other	1,483.59
Salaries & Wages	8,645.12
Supplies & Materials	368.06
Total Expense	<u>10,546.77</u>
Net Ordinary Income	<u>-10,546.77</u>
Net Income	<u><u>-10,546.77</u></u>

Illinois Valley Watershed Council
Profit & Loss
July 2024 through February 2025

	<u>Jul '24 - Feb 25</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	899.11
Total Contributions Received	899.11
Grants Received	
Government Grants	84,932.95
Total Grants Received	84,932.95
Total Income	85,832.06
Gross Profit	85,832.06
Expense	
Contracted Services	
Tax Preparation	2,015.00
Contracted Services - Other	9,218.50
Total Contracted Services	11,233.50
Corporation Fees- OR Non-Profit	50.00
Fundraising Expense	2,093.00
Insurance	
Executive Protection & EPL	1,021.00
General Liability Insurance	2,863.00
Total Insurance	3,884.00
Other	
Bank Fees	20.76
Copier Lease	493.89
Dues & Subscriptions	560.00
Food & Water	27.67
Internet Services	170.00
Payroll Fees	843.00
PO Box Rent	116.00
Power	399.13
Rent Expense	4,496.00
Software	38.25
Telephone	996.51
Total Other	8,161.21
Printing & Copying	85.77
Project Expenses	
Travel - Mileage	123.08
Total Project Expenses	123.08
Reconciliation Discrepancies	0.00
Salaries & Wages	
401K Automatic Contribution	2,986.35
Employee Contributed 401K	35.68
Employer Matching Funds 401K	3,030.20
Employer Paid Payroll Taxes	5,602.82
Medical Insurance	700.00
Tax Withholding-Employee	84.44
Workers Comp Insurance	201.01
Salaries & Wages - Other	61,663.02
Total Salaries & Wages	74,303.52
Supplies & Materials	1,192.83
Taxes	157.00
Training and Associated Travel	283.00
Total Expense	101,566.91
Net Ordinary Income	-15,734.85
Other Income/Expense	
Other Income	
Refunds	21.00
Total Other Income	21.00
Net Other Income	21.00
Net Income	<u><u>-15,713.85</u></u>

Illinois Valley Watershed Council
Balance Sheet
As of March 6, 2025

	<u>Mar 6, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	53,181.90
Stripe Account	-0.18
Total Checking/Savings	<u>53,181.72</u>
Accounts Receivable	
Accounts Receivable	-99.84
Total Accounts Receivable	<u>-99.84</u>
Total Current Assets	<u>53,081.88</u>
TOTAL ASSETS	<u>53,081.88</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-1,860.55
Total Accounts Payable	<u>-1,860.55</u>
Credit Cards	
Umpqua Bank CC IVWC	76.94
Total Credit Cards	<u>76.94</u>
Total Current Liabilities	<u>-1,783.61</u>
Total Liabilities	-1,783.61
Equity	
Unrestricted Net Assets	68,678.34
Net Income	-13,812.85
Total Equity	<u>54,865.49</u>
TOTAL LIABILITIES & EQUITY	<u>53,081.88</u>

Illinois Valley Watershed Council

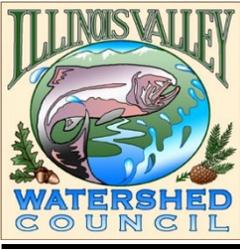
3/6/2025 3:19 PM

Register: Checking Account

From 02/01/2025 through 02/28/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/04/2025	ACH	Slavic 401K Fund	Accounts Payable		648.25	X		62,919.71
02/04/2025	1190	Amazon Business	Accounts Payable		57.60	X		62,862.11
02/04/2025	1196	Staples Advantage	Accounts Payable		81.34	X		62,780.77
02/04/2025			Stripe Account	Funds Transfer		X	44.60	62,825.37
02/06/2025	1204	Pacific Power	Accounts Payable		89.82	X		62,735.55
02/06/2025	1205	Corporation Division	Accounts Payable		50.00			62,685.55
02/10/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,557.75	X		60,127.80
02/10/2025	ACH	Cardinal-Tax Impound	Accounts Payable		1,280.15	X		58,847.65
02/10/2025	1206	Pacific Office Autom...	Accounts Payable		65.75	X		58,781.90
02/14/2025			Stripe Account	Funds Transfer		X	35.18	58,817.08
02/17/2025	1207	IV DATA CENTER	Accounts Payable		21.25			58,795.83
02/24/2025	1198	Stilton LLC	Accounts Payable		472.50	X		58,323.33
02/24/2025	1208	US Cellular	Accounts Payable		122.27			58,201.06
02/24/2025	1209	Stilton LLC	Accounts Payable		472.50			57,728.56
02/24/2025	1210	A+ Storage	Accounts Payable		114.50	X		57,614.06
02/26/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,314.21	X		55,299.85
02/26/2025	ACH	Cardinal-Tax Impound	Accounts Payable		1,115.44	X		54,184.41
02/26/2025	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		54,134.41
02/26/2025	ACH	Slavic 401K Fund	Accounts Payable		729.32	X		53,405.09
02/26/2025	1211	CRYSTAL FRESH	Accounts Payable		19.00			53,386.09
02/26/2025	1212	Staples Advantage	Accounts Payable		129.19			53,256.90
02/26/2025	1213	Cardmember Services	Umpqua Bank CC IV...		25.00			53,231.90
02/27/2025	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		53,181.90



March 2025 Executive Director's Report
(3/07/2025)

If I don't remember to ask you guys, or get too shy to ask, I'd appreciate your input at our upcoming meeting about what you'd like my monthly (this) report to look like... whether you want more of a bulleted narrative than I've been doing. I know I changed my format recently, but as I get back into more of a routine with it and with my recent shifting of gears, it seems good to ask. Let's please have a short discussion at the meeting on this and I'll do my best to synthesize the input into something that makes sense and I believe useful for all of you starting with next month's report. We can adjust it from there. It may seem like a small thing, but I don't think so. It is increasingly important to me and I think for you, too, to understand as much as possible of all we are involved in and this report is a piece of that puzzle in my mind to some extent. So... please, if you have an idea or several along this line, make sure to make note of it/them and bring to the meeting to share. Thanks. In the meantime, I'm gonna try this something new once again with this report. Wish me luck! 😊

- It was closer to d-day (deadline day) than I was comfortable with, but we got our Council Capacity grant into OWEB through their online portal a day early. I believe it to be a solid submittal. We were instructed by OWEB to prepare a budget for the application using the same award amount as the current biennium. When I spoke to OWEB Council Capacity Program Manager Brian Wolcott earlier this week, he expressed genuine concern about what their upcoming budget will be for this and other programs. Arlyse had to significantly decrease the amount we rely on that grant funding my wages from our current budget to ensure other operational costs are covered. The OWEB-downloaded version of it is included with the report under a separate email attachment to the email this report gets to you in.
- I prepared a work plan for the OWEB submittal for the FY2025-2027 biennium that is robust and we will be held accountable to in some fashion in our agreement, depending on any special conditions OWEB may impose. I developed it based on our Strategic Plan 2024-2026 with current and expected workload factored into it. As with the grant app, I will attach it separately to the email this report is attached to.
- I have not heard anything through my network yet that gives me any indication in any direction as to the stability of our existing or future funding relative to current Administration decisions and actions. I am moving forward with all our current objectives.
- I don't need to update you on what's going on with our 'Watershed March for Trees!' program, but I do want to thank you for rising to the challenge. It has been and is impressive and rewarding to see. Thank you. All of you. We are growing. It is very exciting. The best of this series of events is yet to come for the watershed, our community, and our team of directors, both in the short and longer term. Goon on ya all!!!
- I had a kickoff phone call with Samantha Sobash-McWilliams of Discover Your Northwest (DYN) today about the small services contract we will be doing with that organization for the Celebratory Event on April 5th. DYN is IVFROG's fiscal agent. DYN in turn will compensate Cheryl Nelsen of IVFROG for all the deliverables of planning and conducting the event including a summary report. I hope to have an agreement in place with them very soon, but that will depend more on their end of things than mine at this point, as I will have a draft contract to her early next week (it's now Friday the 7th).

- I am playing catch-up on several priorities now, but none is more important than getting the RFP together and out for consideration to prospective bidders for the Horse Creek culvert replacement project. I will be checking my bidders list and giving heads-up calls to them Monday/Tuesday while finishing off my draft of the RFP. We are doing the project in partnership with the Forest Service. I spoke briefly with ODFW's Geoff Gerdes at IVSWCD's annual meeting last week long enough to hear him tell me ODFW may be able to help with some additional funding, so I will be reaching out to him very soon and he's aware of that. We definitely are not flush with funding for the estimated \$303+K ticket project.
- I haven't heard anything yet from Mark Grenbemer with OWEB about the status of our proposal for the Crooks Creek restoration project. I will email him now and maybe have an update by our meeting. He's overdue with respect to the timeline he laid out at the site visit I hosted in January. Hopefully no news is good news. Email sent. IF we are recommended for funding and IF we rank high enough, I will need to start getting things together for putting that project on the ground, too. That project would put another 13 designed large woody material structures in the creek. Good project, fingers crossed.
- I'm working towards being able to work on job descriptions soon(!), but not before checking the Horse Creek RFP box off my list. I don't expect them to take very long to assemble with what we've got for them so far. Arlyse and I will then turn our attention to revising the performance evaluation form(s) (each position could have its own).
- I and we will discuss the status of our OWEB-required self-assessment at the meeting, but if you haven't completed yours, please do so before the meeting and bring it to the meeting to submit to Arlyse for compilation. This is very important, so please get on this and turn yours in ASAP. Thank you.
- I'm planning to start getting the committee meetings fired up again soon (ha, I know you all love them! 😊), so please come with your planner or calendar and we will try to get some scheduled for April. I'm afraid March is gonna be shot with other commitments for me, but we'll see.
- That's enough outta me for now here. See you tomorrow at the tree give-away at Grocery Outlet and at the office for our meeting Thursday the 13th at 5pm. Thanks for all you do and how you do it. It is impressive.

In service to our shared mission,

Kevin O'Brien, Executive Director



Arlyse DeLoyola
Office Manager
Staff Report- March 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.
- Reconciled QB to bank account for February
- Voicemails, email and phone calls.

We are in the middle of "TREE MONTH!" Lots of activities are happening and hopefully will all be a successful as the page Creek Planting Event was on March 1st. We had great volunteers, Janice taught us about cuttings, and we managed to get the planting done in three hours. We'll be checking on it regularly.

We had two donations from local businesses toward these events. Grocery outlet has promised a \$50 gift card for refreshments and supplies at our willow giveaways and IV news has donated several bundles of newspaper to wrap the willows in for transport.

I sent a funds request #7 of 8 for the Capacity Grant this week.

It's time for me to start thinking about wrapping up this biennium. This year, the Council will have a financial review. I continue to try to structure everything so they have an easier time with that.

Arlyse

Abie & Bill planting along the creek



Kevin discussing the project with the volunteers.



*** FY2025-27 WORKPLAN**

FY 2025-2026

Governance and Operational Capacity

- Continue identifying governance needs and developing appropriate policies and SOPs.
- Write and finalize job descriptions, including additional positions.
- Develop a succession plan for the Executive Director.
- Expand our funding partner base by securing a partnership with at least one new funder or funding initiative.
- Committees continue to actively meet and produce deliverables for board consideration.

Watershed Health Programs & Projects

- Develop a document that directs restoration project strategy.
- Implement the Crooks Creek Phase 2 stream restoration project.
- Implement the Horse Creek AOP Replacement project.
- Implement the salmon spawning and stream habitat survey project.
- Implement the pilot passive water quality monitoring project.
- Develop funding proposals for extensive community engagement to serve as a basis for large-scale stream restoration initiatives.

Community, Partners, and Neighbor Engagement

- Locate and secure funding (prioritizing multi-year sources) to support a part-time Program Coordinator and other program needs.
- Continue All-Council brainstorming sessions to identify and prioritize who we want to engage with, how we are going to engage, and with what messaging.
- Network with peer organizations that have community engagement programs to hear their experiences and inform decision making.
- Reestablish an annual and community-wide volunteer riparian tree planting event.
- Interview key community partners (e.g. IVCDO, City of CJ, USFS, BLM, etc.) about how IVWC can be a better partner.
- Increase use of social and traditional media outlets.

*** FY2025-27 WORKPLAN (continued)**

FY 2026-2027

Governance and Operational Capacity

- Continue identifying governance needs and developing appropriate policies and SOPs.
- Create a fundraising plan.
- Committees continue to actively meet and produce deliverables for board consideration.
- Develop a Director Handbook for onboarding new directors.
- Expand our funding partner base by securing a partnership with at least one new funder or funding initiative.
- Conduct organizational self-assessment.
- Update Strategic Plan for 2026-2028.
- Recruit, select, and onboard replacement for IVWC ED.

Watershed Health Programs & Projects

- Implement extensive community engagement to serve as a basis for large-scale stream restoration initiatives.
- Develop Technical Assistance funding proposals based on community engagement activities to support restoration project development.
- Continue implementing the pilot passive water quality monitoring project.

Community, Partners, and Neighbor Engagement

- Select and onboard a part-time Program Coordinator.
- Start building a Customer Relationship Management database.
- Develop and launch a Community Partners Engagement Program.
- Develop and host an annual and community-wide Watershed Celebration event.
- Develop a robust Volunteer Program Plan.
- Increase use of social and traditional media outlets.

Region 2 RRT Rankings Fall 2024 Offering

Region 2 Restoration			
App #	Project Name	OWEB Requested	Rank
225-2006	Rogue Rearing Habitat Implementation	442,454	1
225-2005	Big Creek Wetland Restoration	681,615	2
225-2004	Crooks Creek Large Wood Placement	88,344	3
225-2002	West Fork Trail RM 4.2 and Chicago Creek RM 0.1 Fish Passage Projects	298,831	4
225-2011	Mount Ashland Forest Climate Resilience Restoration Project (Second Submission Attempt)	270,773	5
225-2003	Crane Creek: Concrete Weir Removal & Fish Passage Restoration	357,000	6
225-2012	Albertson-Gatov Working Landscapes Restoration Project	288,103	7
225-2015	Dement Creek Cultural Monitoring & Instream LWD Inflation	208,616	8
225-2010	Hamilton Road Invasive Species Removal (2025)	550,994	9
225-2001	Buckhorn Creek Ag water quality and riparian restoration project.	59,072	DNF
225-2007	Cougar Creek Fish Passage Improvement	421,894	DNF
225-2008	Upper Applegate All-Lands Wildfire Resiliency Project	290,233	DNF
225-2009	Archie Creek Post-Fire Riparian Restoration - Rock Creek	298,228	DNF
225-2013	Fruitdale Drive Fish Passage Enhancement	696,409	DNF
225-2014	Lower North Fork Riparian Restoration Phase II: Streambank Stabilization	423,813	DNF

Region 2 Technical Assistance			
App #	Project Name	OWEB Requested	Rank
225-2016	MID NF and SF Little Butte Cr Fish Passage Project	160,458	1
225-2021	Applegate River Mile 25 Side Channel Design (Fall 2024)	160,301	2
225-2019	Middle Creek Basin Assessment and Project Development	136,669	3
225-2018	Butte Creek Mill Fish Passage and Flow Restoration Project	87,054	4
225-2020	Bagley Creek Restoration Design	129,472	5
225-2017	Brophy Ditch Big Butte Creek Flow Restoration Project	86,714	6
225-2023	Deer Creek Historical Floodplain Reconnection Project	27,500	7
225-2022	Sandy Creek Phase II Engineering & Design	106,587	8

Region 2 Stakeholder Engagement			
App #	Project Name	OWEB Requested	Rank
225-2025	Rogue Basin Flow Restoration Stakeholder Engagement Project	223,796	1
225-2026	Stakeholder engagement for Bandon's drinking water source watersheds	62,839	2
225-2024	New Partnerships for "Beavered" Habitat in the Rogue Basin	54,175	DNF