

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, April 6, 2023 - 5:00pm**  
*Please note time change!!*

Join Zoom Meeting

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

Meeting ID: 473 823 6869

Passcode: SaveFish

One tap mobile

+13462487799,,4738236869#,,,,\*76632288# US (Houston)

+16699006833,,4738236869#,,,,\*76632288# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 473 823 6869

Passcode: 76632288

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

# **Watershed Council**

## **Monthly Meeting**

### **April 6, 2023**



**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**  
*April 6, 2023*                      *IVWC Office/ZOOM*

- I. 5:00 PM: Call to Order**
- II. 5:05 PM: Acceptance of Minutes**
- III. 5:10 PM: Acceptance of Financial Reports**
- IV. 5:30 PM: Old Business**
  - a. Strategic planning update
- V. 5:50 PM: New Business**
  - a. Roger Brandt- Old Stage Park
  - b. Owl III proposal-action
  - c. Ratification of votes taken outside meeting time
  - d. Policy requirements for Capacity Grant- ACTION
- VI. 6:10 PM: Council Updates & Staff Reports**
  - a. Kevin report
  - b. Arlyse report
- VII. 6:20 PM: Public Comments** (Relating to this agenda or IVWC Operations)
- VIII. 6:30 PM: Adjournment**

## Meeting Minutes

Meeting Called to Order March 2, 2023, by Gene Merrill, Secretary at 6:44 pm

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Carol Crawford	Joy McEwen	Don Young
Janice Denney	Gene Merrill	Bob Schmidt
Patricia Downing	James Gurley	Bob Schmidt
		Katrina Poydack
		Marcy Sowa (6:22)
Kevin O'Brien (Staff)	John Bellville (SWCD Staff)	
Arlyse DeLoyola (Staff)		
Bob Webb		
Eric Larsen, City of CJ		

### SCRIBE

Notes were taken by: Arlyse DeLoyola

Prior to the meeting, a presentation on Cave Junction's Wastewater Treatment Plant was presented by Eric Larsen, lead Operator. Eric gave an overview of the processes, information on volume, miles of pipe, pump stations and number of customers served, as well as a brief history of the plant's improvements over the years, A question-and-answer session followed.

- **Minutes:** The minutes of the February,2023 meeting were presented to the council for review.
  - **Carol Crawford made a motion to approve the minutes as presented.**
  - **Patty Downing seconded that motion.**
  - **Arlyse noted a date correction was needed.**
  - **The minutes were approved with the correction.**
  
- **Financials:** The Financial Reports for January 2023 and July 1, 2022 – January31,2023, were presented to the Council for review.
  - **Patty Downing made a motion to accept the financial reports.**
  - **Janice Denney seconded that motion.**
  - **The motion was approved without dissent.**

### OLD BUSINESS

- **Strategic Planning Update**
  - Kevin reported that the FORD grant has been submitted. Patty asked that a timeline been established soon with the contractor to assure the participation of all parties.
- **Signers-** Arlyse announced that all of the information sheets had been received and the banker will contact her with next steps.

- **Budget Committee Report/Action**
  - Arlyse reported that the budget committee had reviewed and approved the tentative overall budget for the 2023-2025 Biennium for consideration by the board.
  - **Carol Crawford made a motion to approve the budget.**
  - **Joy McEwen seconded the motion.**
  - **The motion passed with Patty Downing abstaining.**
- **Water Quality Monitoring**
  - Kevin reported that there has been a lot of movement on the new grant but that he and John are still unsure how it will look. There are several facets to the project- 1. The IVSWCD grant from ODA that will run until June 30 2. There is an OWEB request for proposals with a deadline of May, which would cover the 2023-2025 biennium. 3. There will be another ODA offering for AG Water Quality for continuing the project. John and Kevin are still working on who will do the next samplings in April. Gene mentioned employees of Oregon Caves as a possibility. Joy McEwen and patty Downing expressed interest in knowing more about the project.

## **NEW BUSINESS**

---

- **Network of Networks Event:**
  - Kevin mentioned that Rogue Basin Partnership has announced a networking event for the near future, but he has not seen details yet.
- **Updating Watershed Coordinator Job Description/Performance Standards:**
  - Kevin noted that he would be working on an updated job description for review by the board.
- **Watershed Coordinator Transition Planning:**
  - Kevin has spoken to our Project Manager at Oregon Water Resources Board (OWEB) about his eventual transition to retirement and on-boarding of a new coordinator. He would like to get OWEB lined up to provide special funding for the transition.
- **Acronym Legend:**
  - Kevin plans to provide an acronym legend with the meeting packets in the future for easy reference by the board and interested parties.
- **Meeting Time Change:**
  - Patty suggested that our meeting time should be changed to earlier.
  - **A motion was made by Carol Crawford to change the monthly meeting time to 5:00 pm on the first Thursday of the month.**
  - **Joy McEwen seconded the motion**
  - **Discussion was held**
  - **The motion passed without dissent.**
- **Owl III:**
  - Kevin reminded attendees that the Illinois Valley SWCD Board had approved the purchase of the Owl III meeting equipment on the condition that the Watershed Council pay half the cost and share use.
  - The device was described and discussed.
  - **Joy McEwen made a motion to approve the purchase at 50% cost with The District of the Owl III meeting equipment.**

- **Carol Crawford seconded the motion.**
- **The motion passed without dissent.**

## **CONTINUING**

---

- **Staff and partnering agency reports were presented to the board:**
    - Kevin relayed that OWEB had not approved our extension for the 21-23 Capacity grant, but that we should not have a problem using it by deadline after further review. He has been to several meetings lately including Fish Passage, Small Grant Team, and Rogue Basin Partnership. He updated the board on the Forest Service partnership stating we would need to make a final request on the current grant and that there is a new modification in the works which will be for stakeholder engagement and working on planning partnerships with private landowners.
    - Arlyse had nothing to add to her report.
    - Patty thanked Kevin for responding to her request to have Eric present at the meeting.
- 

## **NEXT MEETING**

---

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

## **ADJOURNMENT**

---

Meeting Adjourned by Gene Merrill, Secretary, at 7:25 PM.

APPROVED MINUTES: \_\_\_\_\_

DATE: \_\_\_\_\_

Illinois Valley Watershed Council

3/30/2023 11:56 AM

Register: Checking Account

From 02/01/2023 through 02/28/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/01/2023	935	Amazon Business	Accounts Payable		202.04	X		99,315.39
02/02/2023	ach	Slavic 401K Fund	Accounts Payable		210.54	X		99,104.85
02/02/2023	936	Corporation Division	Accounts Payable		50.00	X		99,054.85
02/09/2023	ach	Cardinal-Employee ...	Accounts Payable		2,546.57	X		96,508.28
02/09/2023	ach	Cardinal-Tax Impound	Accounts Payable		1,321.42	X		95,186.86
02/10/2023	ach	Cardinal Business Se...	Accounts Payable		50.00	X		95,136.86
02/13/2023			Contributions Received	Deposit		X	45.75	95,182.61
02/13/2023	937	Staples Advantage	Accounts Payable		18.75	X		95,163.86
02/14/2023			Contributions Receive...	Deposit		X	3.24	95,167.10
02/14/2023			Contributions Received	Deposit		X	255.80	95,422.90
02/14/2023	ACH	Slavic 401K Fund	Accounts Payable		387.00	X		95,035.90
02/16/2023	938	IV DATA CENTER	Accounts Payable		21.25			95,014.65
02/21/2023	939	US Cellular	Accounts Payable		84.40			94,930.25
02/21/2023	940	A+ Storage	Accounts Payable		84.50			94,845.75
02/21/2023	941	IV DATA CENTER	Accounts Payable		450.00			94,395.75
02/23/2023	ACH	Cardinal-Employee ...	Accounts Payable		2,288.24	X		92,107.51
02/23/2023	ACH	Cardinal-Tax Impound	Accounts Payable		1,199.18	X		90,908.33
02/23/2023	942	Precision Glass	Accounts Payable		212.50			90,695.83
02/24/2023	ACH	Cardinal Business Se...	Accounts Payable	PP ending 2/15...	50.00	X		90,645.83

Illinois Valley Watershed Council  
**Profit & Loss**  
February 2023

	<u>Feb 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Contributions Received</b>	
Contributions - Unrestricted	28.24
Contributions Received - Other	301.55
<b>Total Contributions Received</b>	<u>329.79</u>
<b>Total Income</b>	<u>329.79</u>
<b>Gross Profit</b>	329.79
<b>Expense</b>	
<b>Contracted Services</b>	212.50
<b>Corporation Fees- OR Non-Profit</b>	50.00
<b>Other</b>	
Internet Services	21.25
Payroll Fees	100.00
Rent Expense	534.50
Telephone	84.40
<b>Total Other</b>	<u>740.15</u>
<b>Project Expenses</b>	
Materials & Supplies	202.04
<b>Total Project Expenses</b>	202.04
<b>Salaries &amp; Wages</b>	
401K Automatic Contribution	323.18
Employee Contributed 401K	32.18
Employer Matching Funds 401K	209.18
Tax Withholding- Employee	847.09
Salaries & Wages - Other	5,828.24
<b>Total Salaries &amp; Wages</b>	<u>7,239.87</u>
<b>Supplies &amp; Materials</b>	18.75
<b>Taxes</b>	
Employer Paid Payroll Taxes	713.08
<b>Total Taxes</b>	<u>713.08</u>
<b>Total Expense</b>	<u>9,176.39</u>
<b>Net Ordinary Income</b>	<u>-8,846.60</u>
<b>Net Income</b>	<u><u>-8,846.60</u></u>

**Illinois Valley Watershed Council**  
**Profit & Loss**  
 July 2022 through February 2023

	Jul '22 - Feb 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Contributions Received</b>	
Contributions - Unrestricted	403.24
Contributions Received - Other	393.06
<b>Total Contributions Received</b>	796.30
Employee HB Cont	59.17
<b>Grants Received</b>	
Government Grants	38,982.00
<b>Total Grants Received</b>	38,982.00
<b>Total Income</b>	39,837.47
<b>Gross Profit</b>	39,837.47
<b>Expense</b>	
<b>Contracted Services</b>	
Accounting Fees	990.00
Contracted Services - Other	25,170.00
<b>Total Contracted Services</b>	26,160.00
<b>Corporation Fees- OR Non-Profit Insurance</b>	50.00
General Liability Insurance	829.00
Workers Comp Insurance	225.36
<b>Total Insurance</b>	1,054.36
<b>Other</b>	
Bank Fees	29.84
Copier Lease	503.83
Dues & Subscriptions	345.00
Internet Services	232.50
Payroll Fees	998.03
PO Box Rent	106.00
Rent Expense	4,424.50
Telephone	677.35
<b>Total Other</b>	7,317.05
<b>Project Expenses</b>	
Contract Labor	3,520.00
Materials & Supplies	207.04
Travel - Mileage	-524.46
<b>Total Project Expenses</b>	3,202.58
<b>Salaries &amp; Wages</b>	
401K Automatic Contribution	955.57
Employee Contributed 401K	0.00
Employer Matching Funds 401K	331.57
Medical Insurance	486.68
Tax Withholding- Employee	847.09
Salaries & Wages - Other	33,600.55
<b>Total Salaries &amp; Wages</b>	36,221.46
<b>Supplies &amp; Materials</b>	
Postage, Mailing Service	366.49
Supplies & Materials - Other	14,772.76
<b>Total Supplies &amp; Materials</b>	15,139.25



Illinois Valley Watershed Council  
**Profit & Loss**  
July 2022 through February 2023

---

	<u>Jul '22 - Feb 23</u>
<b>Taxes</b>	
Employer Paid Payroll Taxes	1,622.68
Taxes - Other	164.00
<b>Total Taxes</b>	<u>1,786.68</u>
<b>Training and Associated Travel</b>	
Lodging	928.10
Mileage	649.70
Training and Associated Travel - Other	384.88
<b>Total Training and Associated Travel</b>	<u>1,962.68</u>
<b>Total Expense</b>	<u>92,894.06</u>
<b>Net Ordinary Income</b>	-53,056.59
<b>Other Income/Expense</b>	
Other Income	
Refunds	8,031.20
<b>Total Other Income</b>	<u>8,031.20</u>
<b>Net Other Income</b>	<u>8,031.20</u>
<b>Net Income</b>	<u><u>-45,025.39</u></u>

Illinois Valley Watershed Council  
**Balance Sheet**  
As of February 28, 2023

---

	<u>Feb 28, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking Account	90,645.83
IVWC PayPal	624.64
<b>Total Checking/Savings</b>	<u>91,270.47</u>
<b>Total Current Assets</b>	<u>91,270.47</u>
<b>TOTAL ASSETS</b>	<b><u>91,270.47</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Unrestricted Net Assets	136,295.86
Net Income	-45,025.39
<b>Total Equity</b>	<u>91,270.47</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>91,270.47</u></b>



## **March 2023 Staff Report of the IVWC Watershed Coordinator**

(2/22/2023)

**OWEB Council Capacity Program:** We submitted our grant application for the program on time but have to tap in on a couple of housekeeping items in the forms of policies are not quite up to where they need to be. OWEB's Council Capacity Program Manager Courtney Shaff has given us until the day after our meeting to upload the new material onto their grant management system, so we have some very important actions to take next week. Please make every attempt to attend the meeting, even if it has to be virtually.

**Crooks Creek Project:** Our contractor has informed me he plans to begin some of the harvest operations for the project soon, so I will be issuing the Notice To Proceed very soon. Landowner schedules are necessitating a bit of a change to the order of the project but all is well for 2023 implementation of the Thieret and Knopf properties. We will go as far onto the BLM-managed lands as the funds will allow but are expecting to run out of funds before we run out of designed sites. We plan to submit a grant application to OWEB for any remaining sites this fall for 2024 implementation.

**Strategic Planning:** The Ford Family Foundation awarded us \$5K for our strategic planning process. Rob Hambleton (our facilitator/contractor) and I met yesterday evening (3/29) to begin setting things up for us. Rob recently received a promotion with his main company and is currently relocating back to the Rogue basin (Medford) from Bend. He is very excited to begin working with us, but this development will delay our process slightly. I requested a completed set of deliverables (the process and written document) no later than mid-August 2023 to enable us to launch confidently into the 2023-2025 biennium and fall grant writing season with a fresh strategic plan. More on this at the meeting next Thursday.

**Restoration Partnership Initiative with Josephine County:** Sometimes things just work out. That happened at the end of my annual update to the BoCC last Wednesday (3/29) when recently elected Commissioner West invited the WC (and SWCD by inference) to the 'tables' in the future for dialogue and potential planning and action relative to illegal grow sites seized during raids.

Commissioner West's invite was in response to my expressed interest in expanding our partnership with the County to be a solid resource for them and help streamline permitting processes in the Planning Department and assist with future decisions and restoration of illegal cannabis grow properties. The meeting was recorded and can be found at:

<https://www.youtube.com/watch?v=t7x3PpLBZ4g>

**Water Quality Monitoring Program:** John and I continue to develop the program and are consulting with numerous experts in the field as part of the process. After a lot of consultation and research, the wqm program is starting to take shape and at least is being proposed to funders now to be implemented in what can be very generally typified as the District conducting grab sampling and the Council conducting passive sampling.

Thank you for authorizing the expenditure of up to \$2.5K in discretionary funds for grant writing services. Currently John and Chris MacKay (contract grant writer) are working on a grant submittal from the SWCD to ODA and will be pivoting soon to working on a grant submittal from the WC to OWEB. Both grants – if awarded – would fund our water quality monitoring program for the next 2+ years.

**Tidbits to touch on at the meeting:**

- Potential Mendoza project (stream restoration, E Fork)
- ?!?

Respectfully submitted,

Kevin O'Brien, Watershed Coordinator



**Arlyse DeLoyola**  
*Office Manager*  
Staff Report April 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 February and filed. Will have March ready for the meeting.
- Voicemails, email and phone calls.

I guess I was wrong last month about it being the last of our winter weather. The snow impacted us last Tuesday, knocking out power at the office, so the only staffing we had was for about an hour pulling in a delivery.

I was saddened to hear that Amazon discontinued their Smile program. We have lost a nice steady stream of income with that. Not a lot of money, but all unrestricted. I guess we need to promote the BottleDrop Gives account and make up for the loss.

Thanks to all who answered Kevin's email/letter regarding the votes needed prior to this meeting. We will need to ratify them at this meeting.

You may notice a more spacious meeting area this month. My cobbled together desk has been replaced by a more streamlined version so that seating for our meetings can be optimized.

Arlyse