

Meeting

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, March 2, 2023 6:00pm

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>



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
March 2, 2023 *IVWC 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 Guest speaker-** Eric Larsen Sewage Treatment Plant Operator, City of Cave Junction
- V. **6:30 PM: Old Business**
 - a. Strategic planning update
 - b. Signers- need every signer's information sheet before next steps.
 - c. Budget Committee Update 23-25 Biennium Budget-Action
 - d. WQM update
- VI. **6:50 PM: New Business**
 - a. Network of Networks Event- Need representation.
 - b. Updating Watershed Coordinator Job Description/Performance Standards
 - c. Watershed Coordinator transition planning
 - d. Coming Attraction: Acronym Legend
 - e. Possible Meeting Time Change-Patty-action
 - f. Owl III purchase-action
- VII. **7:10 PM: Council Updates & Staff Reports**
 - a. Kevin report
 - b. Arlyse report
- VIII. **7:20 PM: Public Comments** (Relating to this agenda or IVWC Operations)
- IX. **7:30 PM: Adjournment**

Meeting Minutes

Meeting Called to Order February 2, 2022, by Katrina Poydack, Interim Chair at 6:02 pm

ATTENDEES

ZOOM ATTENDEES

ABSENTEES

Katrina Poydack	Marcy Sowa (6:22)	Carol Crawford
Don Young	Gene Merrill	Joy McEwen
Bob Schmidt	James Gurley	Bob Schmidt
Patricia Downing		
Janice Denney		
Kevin O'Brien (Staff)	John Bellville (SWCD Staff)	
Arlyse DeLoyola (Staff)		
Bob Webb		
Bill Joerger		

SCRIBE

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the January, 2023 meeting were presented to the council for review.
 - **Janice made a motion to approve the minutes as presented.**
 - **Gene Merrill seconded that motion.**
 - **Patty Downing asked for a correction in the strategic planning update, changing the words “the team” to “the facilitator.”**
 - **The minutes were approved with the correction.**

- **Financials:** The Financial Reports for December 2022 and July 1, 2022 – December 31, 2022, were presented to the Council for review.
 - **Don Young made a motion to accept the financial reports.**
 - **Janice seconded that motion.**
 - **Discussion was held, and it was noted that the check register was not in the report. Arlyse then presented the check register and made copies and emailed it to the ZOOM members.**
 - **The report was approved with the addition of the check register.**

OLD BUSINESS

- **Strategic Planning Update**

Kevin reported that the FORD grant will be submitted soon. He has had contact with the Foundation, and they have been supportive.

He also advised board members to relax and know that everything is where it needs to be in the process. He re-read the letter from OWEB project manager mark Grenbemer offering his support for the initiative. Patty Downing added that the last meeting of the committee was very insightful and enjoyable.

- **Budget Committee Report**

- Katrina reported that the budget committee had met and reviewed the salaries and the CPI for 2022 and are suggesting a Cost-of-Living Adjustment of 6.2% to the employees.
- Don Young made a motion to implement the 6.2% COLA based on the example presented.
- Patty Downing seconded the motion.
- The motion passed without dissent.

- **Bank Signatories- TABLED**

- **Water Quality Monitoring**

- Kevin and John informed the board that both organizations would be involved in Water Quality Monitoring in potentially different aspects. A pre-application call is scheduled with mark Grenbemer and Ken soon. Questions regarding “Ghost-bustering” and passive sampling will be asked.
- John explained that there is a process for passive sampling that does not involve grab sampling, but leaves a device submerged for a time period that can later be analyzed and a timeline done.
- Kevin and John are engaging with Science Department leaders of Rogue Community College and Southern Oregon University in an attempt to establish a lasting partnership for the program. IVWC and IVSWCD hopes to use RCC students for 2023 sampling.
- The Water League was represented by Bill Joerger, who invited all to their event at the Medford Library Saturday, February 4th at 9:00 a.m.
- He stated that the League would like to involve the community in working toward better water quality.

- **Pomeroy Dam Update**

- Kevin shared correspondence received from WaterWatch which announced that a landowner agreement had been obtained for the removal of Pomeroy Dam. Plans are for removal in 2024. This news will not be published due to privacy concerns of the partnering private landowners.

NEW BUSINESS

- **Don Young Appointment**

- **Janice Denney made a motion to re-appoint Don Young to the Watershed Council for a four-year term.**
- **Patty Downing seconded the motion.**
- **The motion passed without dissent.**

- **Next Budget Committee Meeting- scheduled for February 13, following the SWCD Budget meeting. Committee members are: Marcy Sowa, Katrina Poydack, Bob Webb, and Don Young.**

- **Appoint Liaison to SWCD- Stricken since the acting WC Chair is a director on the SWCD and will be at all meetings.**

- **Other new Business:**

- Patty Downing shared that she had recently visited Arcata, California, where their wastewater is cleaned by a wetland. She would like to be able to hear about how Cave Junction deals with its wastewater. Kevin agreed to call the City and find out if they would be willing to tell us about their operations at one of our upcoming meetings.

CONTINUING

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

- Kevin reviewed his report, adding that he thinks the District, Council and the Water League will find common ground over time to be good partners for the community.
 - Arlyse had nothing to add to her report.
 - Discussion was held on whether a wetlands inventory could be done in the area.
-

NEXT MEETING

The next meeting is to be held at 6:00 pm on March 2, 2023 at the office and via ZOOM. Details will be in your packets.

ADJOURNMENT

Meeting Adjourned by Katrina Poydack, Interim Chair, at 7:32 PM.

APPROVED MINUTES: _____

DATE: _____

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

	Jul '22 - Jan 23
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	375.00
Contributions Received - Other	91.51
	466.51
Total Contributions Received	466.51
Employee HB Cont	59.17
Grants Received	
Government Grants	38,982.00
	38,982.00
Total Grants Received	38,982.00
Total Income	39,507.68
Gross Profit	39,507.68
Expense	
Contracted Services	
Accounting Fees	990.00
Contracted Services - Other	24,957.50
	25,947.50
Total Contracted Services	25,947.50
Insurance	
General Liability Insurance	829.00
Workers Comp Insurance	225.36
	1,054.36
Total Insurance	1,054.36
Other	
Bank Fees	29.84
Copier Lease	503.83
Dues & Subscriptions	250.00
Internet Services	211.25
Payroll Fees	898.03
PO Box Rent	106.00
Rent Expense	3,890.00
Telephone	592.95
	6,481.90
Total Other	6,481.90
Project Expenses	
Contract Labor	3,520.00
Materials & Supplies	5.00
Travel - Mileage	-524.46
	3,000.54
Total Project Expenses	3,000.54
Salaries & Wages	
401K Automatic Contribution	632.39
Employee Contributed 401K	-32.18
Employer Matching Funds 401K	122.39
Medical Insurance	486.68
Tax Withholding- Employee	0.00
Salaries & Wages - Other	27,772.31
	28,981.59
Total Salaries & Wages	28,981.59
Supplies & Materials	
Postage, Mailing Service	366.49
Supplies & Materials - Other	14,754.01
	15,120.50
Total Supplies & Materials	15,120.50
Taxes	
Employer Paid Payroll Taxes	909.60
Taxes - Other	164.00
	1,073.60
Total Taxes	1,073.60

3:20 PM
02/01/23
Cash Basis

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

	<u>Jul '22 - Jan 23</u>
Training and Associated Travel	
Lodging	928.10
Mileage	649.70
Training and Associated Travel - Other	384.88
	<hr/>
Total Training and Associated Travel	1,962.68
	<hr/>
Total Expense	83,622.67
	<hr/>
Net Ordinary Income	-44,114.99
Other Income/Expense	
Other Income	
Refunds	8,031.20
	<hr/>
Total Other Income	8,031.20
	<hr/>
Net Other Income	8,031.20
	<hr/>
Net Income	<u><u>-36,083.79</u></u>

Illinois Valley Watershed Council
Profit & Loss
 January 2023

	Jan 23
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	25.00
Total Contributions Received	25.00
Total Income	25.00
Gross Profit	25.00
Expense	
Contracted Services	212.50
Other	
Copier Lease	67.31
Internet Services	21.25
Payroll Fees	100.00
Rent Expense	520.00
Telephone	84.40
Total Other	792.96
Salaries & Wages	
401K Automatic Contribution	281.13
Employee Contributed 401K	-32.18
Employer Matching Funds 401K	26.13
Tax Witholding- Employee	0.00
Salaries & Wages - Other	8,546.00
Total Salaries & Wages	8,821.08
Supplies & Materials	233.92
Taxes	
Employer Paid Payroll Taxes	909.60
Total Taxes	909.60
Training and Associated Travel	
Mileage	54.44
Total Training and Associated Travel	54.44
Total Expense	11,024.50
Net Ordinary Income	-10,999.50
Other Income/Expense	
Other Income	
Refunds	-2,409.95
Total Other Income	-2,409.95
Net Other Income	-2,409.95
Net Income	-13,409.45

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

	<u>Jan 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	99,612.43
IVWC PayPal	574.64
Total Checking/Savings	<u>100,187.07</u>
Other Current Assets	
Undeposited Funds	25.00
Total Other Current Assets	<u>25.00</u>
Total Current Assets	<u>100,212.07</u>
TOTAL ASSETS	<u><u>100,212.07</u></u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	136,295.86
Net Income	-36,083.79
Total Equity	<u>100,212.07</u>
TOTAL LIABILITIES & EQUITY	<u><u>100,212.07</u></u>

Illinois Valley Watershed Council

2/1/2023 3:21 PM

Register: Checking Account

From 01/01/2023 through 01/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/03/2023	922	Oregon Watershed E...	Accounts Payable	unspent advance	2,409.95	X		110,636.93
01/05/2023	923	Kevin O'Brien	Accounts Payable		54.44	X		110,582.49
01/09/2023	ach	Cardinal-Employee ...	Accounts Payable		3,791.19	X		106,791.30
01/09/2023	ach	Cardinal-Tax Impound	Accounts Payable	For PP end 12/...	2,404.68	X		104,386.62
01/12/2023	ACH	Cardinal Business Se...	Accounts Payable	PP end 12/31/22	50.00	X		104,336.62
01/12/2023	924	Precision Glass	Accounts Payable	deposit window	212.50	X		104,124.12
01/17/2023	925	IV DATA CENTER	Accounts Payable	50% internet se...	21.25	X		104,102.87
01/17/2023	926	IV DATA CENTER	Accounts Payable		450.00	X		103,652.87
01/18/2023	927	Amazon Business	Accounts Payable	window shade	91.37	X		103,561.50
01/18/2023	928	US Cellular	Accounts Payable		84.40			103,477.10
01/19/2023	ach	Slavic 401K Fund	Accounts Payable		333.39	X		103,143.71
01/24/2023	ach	Cardinal-Employee ...	Accounts Payable		2,143.42	X		101,000.29
01/24/2023	ach	Cardinal-Tax Impound	Accounts Payable		1,058.00	X		99,942.29
01/24/2023	ach	Cardinal Business Se...	Accounts Payable		50.00	X		99,892.29
01/24/2023	929	Staples Advantage	Accounts Payable		117.97			99,774.32
01/26/2023	931	A+ Storage	Accounts Payable		70.00			99,704.32
01/30/2023	933	Wells Fargo	Accounts Payable		67.31			99,637.01
01/31/2023	934	Staples Advantage	Accounts Payable	pens, tape disp...	24.58			99,612.43



March 2023 Staff Report of the IVWC Watershed Coordinator

(2/22/2023)

Crooks Creek Project: Landowner, funding partner, and contractor communications were all at least dusted off and revived for the year. Our special agreement between ourselves, the BLM, and OWEB needed some necessary adjustments that were dealt with. An extension was applied for, the time period for when charges would be allowed and would be approved was expanded to EARLIER than initially established so all 2022 project costs incurred should now be covered. The OWEB Agreement with us for the project is being modified with our approval to incorporate new project particulars like those just described and will be sent out for signature soon. Denise Hoffert was delegated program manager for OWEB's version of the nationwide Good Neighbor Authority program has been on point for us as the project's manager for OWEB.

Strategic Planning: We hit the 'submit' field yesterday (2/21) on our online application proposal for \$5,000 to The Ford Family Foundation (TFFF). If awarded, it will fund the non-IVWC-funded half of the negotiated cost (\$10,000) of Rob Hambleton's Strategic Planning Proposal. There is a copy of our application to TFFF and a copy of Rob's Proposal following this report in your packets. Rob's Proposal was approved during proceedings our 9/22/2022 meeting.

TFFF's Technical Assistance Program webpage states their proposal review process normally takes 8–12 weeks. That timeline makes our likely notification window is between 4/18/2023 – 5/16/2023. I'd suggest we all please start mind-setting for our personal and business planning purposes that Strategic Planning process is quite likely to begin in early June. We accepted a process Rob estimated to take approximately three months to complete. Please also begin mind-setting for up to several small investments of time and individual as well as collaborative action and activities.

Restoration Partnership Initiative with Josephine County: Just enough other squirrels around – some admittedly self-induced :-/ – and the gravity of this initiative is such that I have not been able to clear what I think would be enough bandwidth yet to launch this initiative. Progress continues to be along the lines of my typical occasional mental gymnastics involving thoughts, ideas, etc. that I toss around to see what will stick as I wade into new frontiers. And this is not a casual frontier. Believe it or not, that is progress although admittedly hard to measure. There is related real progress though... I have been very actively clearing bandwidth for it by working on and completing objectives and tasks for other program and projects. I believe this is worth taking very intentional and measured steps from the outset, especially with as much as I believe to be on the line for the long term with this for our organization and community.

Water Quality Monitoring Program: WAY-WAY-WAY too much is happening with this program – all of it extremely positive looking so far – to be able to even hope to do it justice in a thumbnail sketch for you here. So please make every effort to be at the WC meeting, because if you just rely on what is

reported on at tomorrow night's (2/23) IVSWCD meeting, that info is likely to be outdated by the time of our WC meeting next week. No kidding. This is really growing beyond what I ever could have imagined. Exciting and scary all rolled together at once. Biggest splashes since last month are reports from our virtual pre-monitoring-app consult meeting with OWEB, advances with both Rogue Community College (RCC) and Southern Oregon University (SOU), a virtual meeting with a highly qualified and experienced professional regarding passive water quality monitoring, and wading into other potential significant program funding sources within ODA.

OWEB Council Capacity Program: It is that time of the biennium again. For those of you newer to the WC or with wider open eyes and ears now that reorganization is underway, OWEB's Council Capacity Program could safely be termed the Watershed Council's funding backbone. Since IVWC's inception, it has served as the foundation of our organization budget. As we continue to grow our resiliency that might not always be the case, but it still is the big deal for the WC.

We are now in OWEB's Open Solicitation period for the program. It opens once every two years at this time of the year for about a month. The sunset or deadline for applications is 5:00pm on Wednesday, March 15, 2023. We have begun assembling our proposal – which does include a two-year Work Plan, by the way – and will have it submitted before the deadline on 3/15.

Tidbits to touch on at the meeting:

- Job Description Update
- Small Grant Review Team

Respectfully submitted,

Kevin O'Brien, Watershed Coordinator

Request ID: 20223113

Project Information

Select Impact Area

Select the Foundation's impact area that best aligns with your project.
Refer to our website www.tfff.org for more info about our impact areas.

3. Community

Please explain how your organization aligns with the area selected

Illinois Valley Watershed Council (IVWC) serves the watershed of the Illinois River within Josephine County, Oregon. The watershed and its communities are collectively and commonly known as the Illinois Valley. Established in 1996 under the authority of the Oregon Plan for Salmon and Watersheds, IVWC is comprised of a wide spectrum of people residing within the watershed the organization serves. Our office is located in Cave Junction, Oregon - the population center of the watershed.

Project Title

Name of Project/Event/Program
Strategic Planning 2023-2025

Brief Project Purpose

Brief description of how the requested funds will be used
Requested funds will be used by IVWC to hire an experienced external facilitator to lead its directors and staff through a consensus based process in the production of a Strategic Plan that is solidly anchored to the foundation of the Mission and Vision of IVWC that will inform organizational performance for the 2023 to 2025 time period.

Request Amount: \$5,000.00

Project Budget: \$10,000.00

Percentage of this request to the total project budget

01/11/2023 10:00 AM

Please save the form after completing the Request Amount and Project Budget fields above to see this value.

50.0%

Project Start Date: 06/01/2023

Project End Date: 08/31/2023

Ethnicity

Ethnicity	Percentage (%)
White/Caucasian	86%
Latino/Latina	8%
Native American	2%
African American	1%
Asian/Pacific Islander	1%
Other	2%
Total	100%

Age Groups

Age Group	Percentage (%)
Ages 0-6	6%
Ages 7-18	18%
Ages 18+	76%
Total	100%

Project Geographic Focus

01/11/2023 10:00 AM

Please select a maximum of 5 geographic areas.

Josephine County

Additional Project Information

Funding Purpose

Select how funds will be used

Hire external consultant/trainer

If you are planning to hire a consultant/trainer/outside expert, who are you hiring and what will they be doing for you? If you will be sending staff to a conference/training, which conference/training will they be attending?

IVWC selected the Strategic Planning Process Proposal submitted by Rob Hambleton of Soul Canyon Training & Development for this project.

The consultant's proposal is attached as part of this application and offers to determine where the organization currently is, where the organization wants to go, and to build a path to get from the current state to the desired state including developing the organization's ability to self-manage implementation of the Strategic Plan.

PLEASE CONSIDER AND FACTOR two very important amendments to the attached (i.e., uploaded) consultant proposal, both with the consultant's approval and permission:

- 1) The consultant accepted IVWC's counteroffer of \$10,000.00 for the project; and,
- 2) IVWC received the consultant's proposal long before being able to apply for this funding due to capacity challenges. Although the unexpected and lengthy delay caused the timeline to fall behind, a recent call with the consultant confirmed he fully expects to be able to conduct a similar length process (approximately three months) when given notice to proceed.

Your Contributions

Describe the contributions (cash or in-kind) your organization has made to support this project.

CASH: IVWC allocated \$5,000.00 cash to this project at its January 27, 2022 regular monthly meeting.

IN-KIND: Three IVWC directors have contributed approximately six hours each of ad hoc committee service engaging with other watershed councils across the state to determine consider planning alternatives and reviewing proposals received from potential service providers.

IVWC directors and staff will be contributing in-kind services by participating in and engaging with this project's strategic planning process from start to finish.

Anticipated Results

Tell us how you are defining success for this project. How will you measure it?

IVWC is reorganizing at the governance level. As part of that reorganization, the organization wishes to clarify its Mission and Vision and establish a Strategic Plan that will guide and inform decisions and actions for the early post-reorganization years.

Success is defined for this project by adoption of a Strategic Plan document for the 2023-2025 time period. Specifically, the Strategic Plan will be the product of a collaborative and consensus based planning process that:

- > is externally facilitated;
- > includes live participation and engagement of IVWC directors, staff, and key stakeholders;
- > clarifies and/or redefines the Mission and Vision of IVWC;
- > establishes clear and attainable goals that have measurable objectives with key performance indicators; and,
- > covers the 2023-2025 time period.

Request Primary Contact

The organization profile is Active. If you would like to review or update information in the Organization Profile, please click the following link.

If you are a grant writer, please contact the organization to update their profile.

Use the Organization's Primary Contact

Please designate a primary contact in the **Organization Profile** before selecting this option.

Yes

First Name: Kevin

Last Name: OBrien

Title: Watershed Coordinator

Contact Email: kevin@ivstreamteam.org

Contact Phone: 541-592-3731

Select grant signatory

Who is authorized to sign grant agreements on behalf of the organization?

Contact not listed

First Name: Katrina
Last Name: Poydack
Title: Chairperson
Email: ivswcdkpydack@gmail.com

Attachments

Technical Assistance Attachments

Please include one of the following attachments:

- Consultant Proposal or Contract (if applicable)
- Conference or Training Agenda (if applicable)
- Other Information (if applicable) Any other simple documents detailing the work (i.e. timeline, scope, etc.)

2022-IVWC_Strategic_Planning_Proposal.docx
1,018 KB - 02/17/2023 16:37

Total Files: 1

Optional Supporting Documents

Please upload any additional supporting documents that you would like to share.

Select from these available choices of hashtags:

- **Connected with SPs:** #1_1ParentSupports, #1_2FamilyFinancialStability, #1_3ChildAbusePrevention, #2_1EarlyChildhoodEducation, #2_2P-3Alignment, #2_3Supports&Pathways, #2_4PostsecondaryCompletion, #3_1RuralCommunityBuilding, #3_2RuralEconomic Development, #3_3RuralOrganizationalCapacity
- **Woven Strategies:** #ComprehensiveCommunity, #CoreCounty, #DouglasChildCare, #Latinx, #Roseburg
- **Departments:** #CED, #CYF, #LKM, #PSS, #RCB
- **Generic:** #AmericanIndian, #Animals, #BIPOC, #ChildCare, #CommunityEvents, #CommunitySpaces, #DEI, #DisasterResponse_Recovery, #Elders_Seniors, #FireSafety, #FirstTimeGrantee, #Food, #FosterCare, #Frontier, #Healthcare, #Housing, #LGBTQIA+, #Libraries, #ScholarshipAlumni, #SocialServiceCenters, #TheArts, #Transportation, #UrgentNeed, #Wellness, #Youth

Strategic Planning Process Proposal DRAFT

Prepared for:



Rob Hambleton
Soul Canyon Training & Development
541-218-7602
rob@soulcanyon.com
www.soulcanyon.com

Introduction

The Illinois Valley Watershed Council (IVWC) plays a crucial role in watershed management policy and projects for stakeholders in the Illinois Valley (IV). As such, it's critical that the actions of IVWC are guided by a consensus based Strategic Plan that takes in to account the concerns and needs of the residents of the Illinois Valley. Given the varying, often conflicting, needs of and desires of farmers, ranchers, outdoor enthusiasts, and others, developing this Strategic Plan by understanding history, interviewing key constituents, discussing key issues, and using those to formulate a Strategic Plan will be a challenge. This plan needs to have specific Goals, Objectives, and Key Performance Indicators (KPIs) that are solidly anchored to the foundation of the Mission and Vision of IVWC as its clarified or redefined in this process.

Background and Qualifications of Rob Hambleton

Because of the complexity of the issues and varying opinions that will need to be addressed as part of this process, it's important that a facilitator is selected that has the process skills combined with knowledge and experience completing these types of projects in Southern Oregon.

I moved to Grants Pass to be closer to family and to start my own training, coaching, and consulting company – Soul Canyon Training & Development – in 2002. Prior to 2002 I worked for 17 years as a Finance Director and Project Manager for Ford Motor, Eastman Kodak, and Dell Computer. One of the major projects I was responsible for at Kodak was the implementation of the SAP Enterprise Operating System for the Kodak Professional Division in the US.

One of the major reasons I moved to Oregon was that I was contracted to work with a group of organic farmers in the Applegate and Williams areas to complete a business plan for a Marketing Cooperative – Siskiyou Sustainable Cooperative. This project was successful and [Siskiyou Sustainable Cooperative](#) continues to exist to this day.

When this project was completed my work transitioned to manage the administration and implementation of programs associated with the Williams Education Coalition (WEC) – a 3-year \$300K Ford Family Foundation grant funded project to build summer and after school programs, a summer soccer camp, sustainable farming and other programs by working with multiple organizations – Williams School, Sugarloaf School, Communiversity, Pacifica a Garden in the Siskiyou, White Oak Farm Williams Watershed Council to develop and deploy these programs.

Since 2004, I have completed several consulting projects and have successfully coached dozens of clients while building and delivering training programs through Soul Canyon Training & Development. The basis of my coaching and consulting is a process that first determines where the client currently is in several different aspects: Current State (A). Next, my process determines where the client wants to go using several activities that help define and narrow this goal – specifically the development or refinement of Mission and Vision Statements: Future State (B). The final part of the process is the development of Goals, Objectives and KPIs that will build a set of steppingstones from the Current State (A) to the Future State (B). Once these are in place, the goal is to develop the team to the point where they can self-manage implementation of these goals independently.

Proposed Process and Timeline

As I understand the current process, the IVWC is going to consider proposals between now and year-end, making a final selection and kicking off the process to be completed during Q1 of 2023. Given that timeline, I propose the following process:

- 1) Read, understanding and clarify background material on previous strategic plans, current issues and other. **This step is pretty much complete**, but I will continue to seek out and process key information as I can procure it.
- 2) If I'm selected as the Facilitator, I would propose launching the process via a live meeting with the IVWC Board or Strategic Planning Committee that will involve a Teambuilding Exercise, an introduction of the process, and launching of initial data collection through workshop exercises. **I would like to complete this step by the second week of January.**
- 3) I will spend the remainder of January engaging with stakeholders through in-person, phone, and virtual interviews to collect information through an interview process. I will draft, get input on, and implement an interview format designed to get at the key issues. I expect that Kevin O'Brien and Patty Downing will guide me to the right people to contact or these stakeholders will be identified in our kickoff meeting. **I expect the raw data collection through these interviews and meetings to be completed and compiled by the end of January.**
- 4) In February, I will summarize my initial conclusions and articulate draft Mission and Vision Statements and Key Goal Areas. **Around mid-February** I propose meeting with the IVWC Board or Strategic Planning Committee again to lay out this draft information, get clarification and start the process of working towards nearer term Goals, Objectives and KPIs.
- 5) By the end of February, I will present a proposed completed framework with all elements of the Strategic Plan complete. During March, I will work with the Team to finalize and complete the full Strategic Plan report and Project Plan.

Proposed Price and Terms

I estimate that with travel, meeting preparation, meetings, data collection, compilation, and report production that I will spend about 150 hours on this project. I typically charge \$150 per hour for consulting projects, so an hourly rate-based estimate would be around \$22,500. However, given the size and focus on this project, **my official quote is \$12,500**. Terms are 50% on contract signing (estimate end of 2022/beginning of 2023) and 50% upon delivery of the final report (estimate March 31st, 2023).

Summary and Conclusion

I am excited to engage with the IVWC to complete this Strategic Planning Project. I love the prospect of combining my process skills with my passion for non-profits and key rural issues. I've said for many years now that water is THE key issue of the 21st century. To be part of a project that attempts to balance the needs of those that depend on this resource with it's current and future availability would be a great honor.



Arlyse DeLoyola

Office Manager

Staff Report March 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 January and filed. Will have February ready for the meeting.
- Voicemails, email and phone calls.

We held our second budget meeting recently and the committee approved the overall budget for the 23-25 Biennium. It will be in this packet for review and final approval (or not) at this meeting. Some, but not all of our financial success will be determined by OWEB's decision on the extension we asked for this biennium. Kevin asked for one additional quarter to deplete the remaining balance of our Council Capacity grant. I certainly hope they can accommodate us. The dominoes continue to fall from the pandemic, and we are still enduring the effects.

The Council had a pretty good turn-out for our Pampered Chef party fundraiser on Facebook. We received a check for \$255.80 for the event. We also had our biggest Amazon Smile quarter since I've been here. (I may have been shopping too much) We earned \$45.75 from Amazon. Lastly, Fred Meyer Rewards was larger than usual also at \$3.24. (I did some shopping there, too!) These last two one need some promotion! They are an easy, pain-free way to add to our unrestricted funds balance. Lots of people shop Amazon and Fred Meyer. All it takes is a few minutes to change your account to benefit your favorite non-profit- IV Watershed Council. Tell your friends and family about these opportunities. It costs them nothing to raise money in these programs.

I have begun preparations for the end of the biennium. I know it sounds far away, but it will be here before we know it. I am cross-checking grant spread-sheets to QuickBooks records and cleaning up any discrepancies. It's tedious, but necessary, since I am not perfect!

I am hoping this is the last of our winter weather and spring will be upon us soon.

Arlyse

