

Illinois Valley Watershed Council

Thursday, January 28 at 6:00pm

This meeting will be held via ZOOM. Directors unable to join via ZOOM will be accommodated at the office- 331 East Cottage Park Drive, Suite 1B. Please wear a mask.

Arlyse DeLoyola is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/96226772995?pwd=WlNkK1FzMnc3YWw4dW0rUkQrV0tjdz09>

Meeting ID: 962 2677 2995

Passcode: SaveFish

One tap mobile

+16699006833,,96226772995#,,,,*41803197# US (San Jose)

+12532158782,,96226772995#,,,,*41803197# US (Tacoma)

Dial by your location

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+1 301 715 8592 US (Washington D.C)

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Meeting ID: 962 2677 2995

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Find your local number: <https://zoom.us/u/ai4emTpdZ>



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
January 28, 2021 *IVWC Office/ZOOM*

- I. 6:00 PM Call to Order
- II. 6:05 PM: Acceptance of Minutes
- III. 6:15 PM: Acceptance of Financial Reports
- IV. 6:30 PM: Old Business
 - a. New Office
 - b. OWEB Fire Response Grant Update
- V. 6:45 PM: New Business
- VI. 7:00 PM: Council Updates & Staff Reports
 - a. Kevin report
 - b. Arlyse report
- VII. 7:15 PM: Public Comments (Relating to this agenda or IVWC Operations)
- VIII. 7:30 PM: Adjournment

Meeting Minutes

Meeting Called to Order September 24, 2020 by Bill Reid, Chairman at 6:04 pm

ATTENDEES

ZOOM ATTENDEES

ABSENTEES

William Reid	John Gardiner	Gene Merrill
Don Young	Marcy Sowa	Rhett Nelsen
Robert Schmidt	James Gurley	Janice Denney
Kevin O'Brien (staff)	Carol Crawford	Bob Webb
Arlyse DeLoyola (Staff)	Tracey Brandt (SWCD Staff)	
	Katrina Poydack	

SCRIBE

Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes from the September meeting were presented to the Council for review.
 - **Bob Schmidt made a motion to approve the minutes for September.**
 - **Bob Schmidt seconded that motion.**
 - **The motion carried without dissent**

- **Financials:** The Financial Reports from July 1, 2020 – October 31, 2020 were presented to the Council for review.
 - **Bob Schmidt made a motion to accept the financial reports.**
 - **Carol Crawford seconded that motion.**
 - **The motion carried without dissent.**

OLD BUSINESS

• **Office Move**

Kevin updated the board on the progress of the office move. He and Arlyse are still working out of the conference room. With help from Katrina, Carol, Tracey, Effie and Chris Hall, the storage unit was unloaded into the common area of the office suite. The unit was returned on time. Kevin thanked them for their help.

The carpet and a few other details are yet to be finished in the actual office and once that is done, the contents will be moved in.

• **Meeting trial assessment and extension**

Discussion was held regarding the trial period for meeting every other month, opposite of the SWCD. Pros and Cons were stated and the question of public meeting law was introduced. Arlyse is to check on that issue.

- **A motion was made by Bob Schmidt to continue meeting bi-monthly.**
- **The motion was seconded by Katrina Poydack**

- The motion was approved 5-4 with William Reid, Jim Gurley, Carol Crawford and Katrina Poydack voting against and Don Young, Bob Schmidt, Joy McEwen, John Gardiner and Marcy Sowa voting in favor. The motion passed.

NEW BUSINESS

- **OWEB Fire Response Grant Offering**

Kevin presented a synopsis of the OWEB Fire Response Grant, which offers \$75,000 for each of 13 major Oregon fires for various aspects of assessment and restoration “after the fire”. He noted that OWEB has requested one entity take the lead for each fire with agreement and cooperation from other area organizations. He mentioned he had met with the IV FROG team and would be setting another meeting in early December. Funds must be used by June 30.

CONTINUING

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

- Kevin gave his report noting that the Page Creek project was able to be partially completed last month thanks to an extension and the “blessing” from the district ranger. The rest of the work will be done next spring. The Popejoy project was delayed due to the contractors not being available when the work could have been done and will have to be completed next spring as well. The balance due through September has been remitted.
- Arlyse reviewed her report and updated the PPP forgiveness part, noting that Umpqua Bank has given their approval for forgiveness and passed it on to the SBA, who have 90 days to render a decision.
- Chairman Reid asked the board if they had questions about the financial review. Zoom attendees had not seen it and it was determined they should receive a digital copy when available.
- Bob Schmidt noted a mistake in the review regarding frequency of payroll.

NEXT MEETING

The next meeting is to be held on **January 28, 2021** at 6:00 PM- possibly in the new conference room and via ZOOM. Details will be in your packets.

ADJOURNMENT

Meeting Adjourned by Bill Reid, Council Chairman, at 7:00 PM.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Watershed Council Custom Summary Report

July through December 2020

	Jul - Dec 20
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	655.20
Total Contributions Received	655.20
Employee HB Cont	805.28
Fee For Service	1,793.69
Grants Received	
Government Grants	173,328.28
Grants Received - Other	27.01
Total Grants Received	173,355.29
Total Income	176,609.46
Gross Profit	176,609.46
Expense	
Contracted Services	
Accounting Fees	3,500.00
Tax Preparation	700.00
Contracted Services - Other	14,400.00
Total Contracted Services	18,600.00
Insurance	
Executive Protection & EPL	852.00
General Liability Insurance	830.00
Total Insurance	1,682.00
Other	
Copier Lease	403.83
Dues & Subscriptions	275.00
Internet Services	599.87
PO Box Rent	92.00
Power	137.53
Rent Expense	3,133.50
Telephone	545.87
Total Other	5,187.60
Project Expenses	
Contract Labor	9,325.00
Licenses & Permits	550.00
Materials & Supplies	33.66
Travel - Mileage	326.14
Total Project Expenses	10,234.80
Salaries & Wages	
Medical Insurance	3,600.00
Salaries & Wages - Other	40,188.79
Total Salaries & Wages	43,788.79
Supplies & Materials	
Postage, Mailing Service	6.95
Supplies & Materials - Other	317.04
Total Supplies & Materials	323.99
Taxes	150.00
Training and Associated Travel	
Mileage	6.73
Total Training and Associated Travel	6.73
Total Expense	79,973.91
Net Ordinary Income	96,635.55
Other Income/Expense	
Other Income	
Refunds	-83,877.00
Reimbursement	150.00
Total Other Income	-83,727.00
Net Other Income	-83,727.00
Net Income	12,908.55

Illinois Valley Watershed Council

Profit & Loss

July through December 2020

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Illinois Valley Watershed Council
Profit & Loss Budget vs. Actual Council Capacity
 July through December 2020

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Employee HB Cont	601.04	828.48	-227.44	72.5%
Grants Received				
Government Grants	30,843.00	61,450.00	-30,607.00	50.2%
Grants Received - Other	0.00	0.00	0.00	0.0%
Total Grants Received	30,843.00	61,450.00	-30,607.00	50.2%
Total Income	31,444.04	62,278.48	-30,834.44	50.5%
Gross Profit	31,444.04	62,278.48	-30,834.44	50.5%
Expense				
Contracted Services				
Accounting Fees	3,500.00	3,500.00	0.00	100.0%
Tax Preparation	700.00	700.00	0.00	100.0%
Total Contracted Services	4,200.00	4,200.00	0.00	100.0%
Insurance				
Executive Protection & EPL	852.00	900.00	-48.00	94.7%
General Liability Insurance	830.00	900.00	-70.00	92.2%
Insurance - Other	0.00	0.00	0.00	0.0%
Total Insurance	1,682.00	1,800.00	-118.00	93.4%
Other				
Advertising	0.00	45.00	-45.00	0.0%
Bank Fees	0.00	25.00	-25.00	0.0%
Copier Lease	341.82	810.00	-468.18	42.2%
Dues & Subscriptions	275.00	1,000.00	-725.00	27.5%
Food & Water	0.00	100.00	-100.00	0.0%
Internet Services	599.87	1,000.00	-400.13	60.0%
PO Box Rent	92.00	40.00	52.00	230.0%
Power	0.00	700.00	-700.00	0.0%
Rent Expense	2,333.50	3,600.00	-1,266.50	64.8%
Telephone	191.43	1,020.00	-828.57	18.8%
Total Other	3,833.62	8,340.00	-4,506.38	46.0%
Professional Fees				
Legal Fees	0.00	50.00	-50.00	0.0%
Total Professional Fees	0.00	50.00	-50.00	0.0%
Project Expenses				
Materials & Supplies	0.00	0.00	0.00	0.0%
Travel - Mileage	0.00	0.00	0.00	0.0%
Total Project Expenses	0.00	0.00	0.00	0.0%
Salaries & Wages				
Medical Insurance	2,527.47	8,760.00	-6,232.53	28.9%
Salaries & Wages - Other	14,447.31	36,458.48	-22,011.17	39.6%
Total Salaries & Wages	16,974.78	45,218.48	-28,243.70	37.5%
Supplies & Materials				
Postage, Mailing Service	0.00	240.00	-240.00	0.0%
Printing and Copying	0.00	120.00	-120.00	0.0%
Supplies & Materials - Other	328.11	1,000.00	-671.89	32.8%
Total Supplies & Materials	328.11	1,360.00	-1,031.89	24.1%
Taxes	150.00	200.00	-50.00	75.0%
Training and Associated Travel				
Mileage	6.73	750.00	-743.27	0.9%
Training and Associated Travel - Other	0.00	360.00	-360.00	0.0%
Total Training and Associated Travel	6.73	1,110.00	-1,103.27	0.6%
Total Expense	27,175.24	62,278.48	-35,103.24	43.6%
Net Ordinary Income	4,268.80	0.00	4,268.80	100.0%
Net Income	4,268.80	0.00	4,268.80	100.0%

Illinois Valley Watershed Council

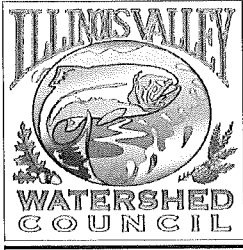
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Register: Checking Account

From 11/01/2020 through 12/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/10/2020	624	Wells Fargo	Accounts Payable	50% minus em...	55.15	X		76,194.29
11/10/2020	625	Cardinal Business Se...	Accounts Payable	Payroll ending ...	3,272.68	X		72,921.61
11/10/2020	626	Oregon Department ...	Accounts Payable	ANNUAL CT-...	150.00	X		72,771.61
11/12/2020			Contributions Receive...	Deposit Amazon ☺		X	29.32	72,800.93
11/16/2020	628	Staples Advantage	Accounts Payable	50% office sup...	22.72	X		72,778.21
11/16/2020	629	Richard Brewster CPA	Accounts Payable	Annual review ...	4,200.00	X		68,578.21
11/17/2020			Undeposited Funds	Deposit		X	1,000.00	69,578.21
11/17/2020			Undeposited Funds	Deposit Popejoy		X	260.79	69,839.00
11/17/2020			-split-	Deposit		X	532.90	70,371.90
11/18/2020	ach	US Cellular	Accounts Payable	phone bill nove...	106.76	X		70,265.14
12/01/2020	630	Cardinal Business Se...	Accounts Payable	Payroll ending ...	3,079.65	X		67,185.49
12/01/2020	631	Umpqua Bank	Accounts Payable	50& mobile mi...	104.48	X		67,081.01
12/01/2020	632	Great American Insur...	Accounts Payable	051053893	852.00	X		66,229.01
12/01/2020	633	IV DATA CENTER	Accounts Payable	50% Internet	21.25	X		66,207.76
12/01/2020	634	Great American Insur...	Accounts Payable	051053893	830.00	X		65,377.76
12/03/2020	635	Pacific Source Healt...	Accounts Payable	December Kevi...	720.00	X		64,657.76
12/03/2020	636	US Postal service	Accounts Payable	annual PO Box...	92.00	X		64,565.76
12/07/2020	638	Cardinal Business Se...	Accounts Payable	Pay period endi...	3,429.12	X		61,136.64
12/10/2020	639	Wells Fargo	Accounts Payable	50% copier lease	85.99	X		61,050.65
12/16/2020	640	National Watershed ...	Accounts Payable	2021 dues	75.00			60,975.65
12/22/2020	641	Umpqua Bank	Accounts Payable	50% Adobe 47...	25.48			60,950.17
12/22/2020	642	Cardinal Business Se...	Accounts Payable	PP ending 12/1...	2,760.70	X		58,189.47
12/22/2020	643	US Cellular	Accounts Payable	50% phone	84.67	X		58,104.80
12/28/2020	644	IV DATA CENTER	Accounts Payable	50% monthly i...	21.25	X		58,083.55



January, 2021 Staff Report of the IVWC Watershed Coordinator

Page Creek Project: Funding, contracts, and scheduling set for 2021 implementation this summer. Drinking water grant report coming up, as is mothballing the contracts with Mark Camp and Joey Howard. Looking to implement earlier in the season (late July?!?) this year.

Dunn Creek Project: The inlet realignment is back on for implementation this coming summer (2021) after postponement due to the Slater fire. This is likely to be a very small, 1-2 day job and to be funded from previously allocated (but not invoiced!) FS funds already set aside in our agreement with that agency.

Popejoy (EFIR) Project: Another project postponed as a direct result of the Slater Fire that is planned for implementation in summer of 2021. All associated regulatory permits will carry over to this year. Expected to take approximately one week to fully implement.

Kelly Creek Project: All floodplain reconnection and structures were implemented in 2020 ahead of the fire. Still working with them on their riparian revegetation requirements. Will be invoicing them after determining how involved they want us (WC) involved with the plan development and implementation.

OWEB Wildfire Response Grant Offering: Online grant app started, continuing to collaborate with local partners to help what the project will look like. We're planning to prioritize private properties that are economically disadvantaged with riparian aspects.

SWCD Tasks: Completed and submitted 5th and 6th Quarter Scope of Work and Focus Area reports to ODA. Handled a few TA calls including one site visit to Magic Forest Farm in Takilma. Representing SWCD (and WC) at IVFROG meetings. Coordinating with a former employee/current contractor of Jackson SWCD (Angela Boudro) to fill Tracey's position temporarily until Tracey can return to more active duty with us.

Personal Restoration Project! 😊: Just a heads-up I have a couple of very small surgeries coming up to remedy severe carpal tunnel syndrome/ulnar nerve issues. One will be done (left side) next week before our meeting. The right side will be done 6 – 8 weeks after that (March sometime). Later this year, after field and hunting season, I'm tracking to finally have knee replacement surgery, likely mid-November right after returning from elk camp.

Respectfully submitted,

Kevin O'Brien, watershed coordinator

Arlyse DeLoyola
Office Manager | Staff Report
January 2021



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 accounts for month of November and December and filed all invoices and receipts.
- Voicemails, emails and phone calls.

Just before Christmas we received a present from the landlords at the new office. We were able to move in to our permanent space! So far, we are liking it and though it is small, we are learning to use the space efficiently. We still have some furniture to move in but it is definitely an improvement over the conference room.

The next hurdle will be to have the rest of the lobby and kitchen areas finished so that we are not living in a construction zone. They are planning to have it completed this month. (fingers crossed)

I received word that Umpqua Bank and the SBA both approved forgiveness on our PPP loan, so that process is complete. Congress approved a second round of loans and I am currently in the application process for that. The loan appears to be a bit smaller, but we will take what we can get. If approved, it will help get us through the last two quarters of the biennium more comfortably.

Work on the new website has begun and there are a lot of steps to take. I am working on it daily as time permits but I have not scheduled a "go-live" date yet.

We are looking forward to hosting this meeting from the office. Hopefully we'll be able to set up socially distant spaces for onsite participation for those who need it, but for now, we will need the majority of the board to attend remotely if possible. Today our conferencing equipment was installed, so we can host ZOOM meetings from our large screen. Kevin tested the sound from home. There were three of us in here talking and he could hear us.

Happy New Year! Let's hope this one brings us back to normal – whatever that is.

Arlyse