

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

Monthly Watershed Council Meeting Notice and Agenda
Thursday, January 8th, 2026

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

Topic: Illinois Valley Watershed Council Monthly Meeting
Time: January 8th, 2026 5:00 PM Pacific Time (US and Canada)

Meeting ID: 869 6068 6555

Passcode: SaveFish

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For Phone in:

Dial by your location

• +1 719 359 4580 US

• +1 253 205 0468 US

Pacific

• +1 253 215 8782 US

- I. 5:00 PM: Call to Order**
- II. 5:01 PM: Election of 2026 Officers**
- III. 5:10 PM: Acceptance of Minutes**
- IV. 5:15 PM: Acceptance of Financial Reports**
- V. 5:20 PM: Committee Reports**
 - a. Policy (Patty)
 1. (previously tabled) Social Media Administrator Policy consideration and action
 2. Draft DEIJ Policy consideration and action
 - c. Standing Committee review (Carol, Kevin)
 - d. Committee 'musical chairs'?!? (Kevin)
 - e. Schedule next meetings for standing committees (Carol)
 1. Budget (Carol)
 2. Community Engagement (Patty)
 3. Human Resources (Carol)
 4. Organizational Development (Patty)
 5. Policy (Patty)
 6. Programs & Projects (Kevin)
 7. Recruitment & Development (Kevin)
- VI. 5:50 PM: Old Business**
 - a. Role of the Council & Local Mining update (Kevin, Carol)
 - b. Strategic Implementation Area/Tree Sale Event update (Kevin)
- VII. 6:10 PM: New Business**
 - a. Events to Calendar
 - b. ?!?

VIII. 6:20 PM: Council Updates & Staff Reports

- a. Kevin's report
- b. Arlyse's report
- c. Board Action Items/Homework

IX. 6:30 PM Partnering Agency Reports

- a. Illinois Valley SWCD (John Bellville, DM)
- b. Others

X. 6:45 PM: Public Comments (Relating to this agenda or IVWC Programs and/or Operations)

XI. 7:00 PM: Adjournment

Meeting Minutes

Meeting Called to Order December 11, 2025 at 5:09 pm by Carol Crawford, Chair.

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Katrina Poydack		Gene Merrill
Carol Crawford		Bill Joerger
Patty Downing		
Kevin O'Brien, E.D.		
Arlyse DeLoyola Staff		

SCRIBE

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the November 2025 meeting were presented to the council for review.
 - **Katrina Poydack made a motion to approve the minutes.**
 - **Patty Downing seconded that motion.**
 - **The minutes were approved unanimously.**
- **Financials:** The Financial Reports for November 2025 were presented to the Council for review.
 - **Patty Downing made a motion to accept the financial reports.**
 - **Katrina Poydack seconded that motion.**
 - **The motion was approved without dissent.**

Committee Reports:

The board set a Policy Committee meeting for Tuesday, December 16th at 10:00 am. Other committees will ramp up after the new year. Kevin will be working on a position description for the Engagement Coordinator. Kevin and Arlyse are working on cataloging all policies in both written and electronic form.

OLD BUSINESS

a. Social Media Policy-

Tabled to January due to low attendance/wanting as much director input as possible.

b. Board Recruitment

Kevin passed out the trust building activity sheet that he'd handed out at last meeting (and emailed to Gene) to all in attendance. After going over the activity's guidelines, each attendee took turns in answering all the questions without interruption and participated in the general discussion also suggested in the exercise's guidelines to consider together everyone's answers. Everyone was glad that the meeting was recorded so the two directors unable to attend (Gene and Bill) and directly participate in the exercise would be able to later see and hear everyone else's responses and then give theirs. All expressed interest in hearing Gene and Bill's responses at our next meeting and reopening the discussion as an entire group. Discussion included possibly capturing the answers now and doing the activity again later to see if there were any changes to people's answers. The activity was generally viewed as a positive and worthwhile experience.

c. Mining:

Correspondence between Carol and the mining company representative was shared. Discussion was held. Discussion concluded after the importance of first establishing what the IV Watershed Council's role should be regarding this and other potentially polarizing issues. Kevin reiterated that the WC was not formed to be and is not a political action group as well as his opposition to the WC putting itself in a position to potentially be viewed as such.

d. January SIA Event:

IVSWCD kindly invited us to partner with some of the outreach and engagement portions of its Strategic Implementation Area (SIA) this biennium. Currently, staff is working with John to put on targeted landowner outreach event for IVSWCD in conjunction with a Tree Sale on **Thursday and Friday January 22-23, 2026**. Kevin asked board members to supply old tarps to help protect the seedlings' bare roots and plan to be available (**PLEASE!**) that Thursday and Friday to help assemble and hand out orders. The Council will be doing a limited mailing of postcards to landowners that live in the SIA, inviting them to the event to learn about what opportunities and assistance is available to them through the conservation focus that's in place. We're planning to have a tree order form available on IVSWCD's website for use by all. Bobbie Loyd gratefully committed her Bobbalou's food truck up and running for the event for no-host eats. Inside our office, we will focus on the SIA aspect of the event and will provide light refreshments and have staff and handout information available to engage with landowners and the community with.

NEW BUSINESS

• **Roadless Area Ruling:**

Carol shared that legislation was pending to eliminate designated roadless areas. Her comment period has officially ended, but she suggested that individuals with concerns should still contact Senator Ron Wyden to be heard on the subject. Carol told everyone she has Senator Wyden's contact information if anyone needed it.

• **Out-dated Policy**

Kevin discovered an out-dated (2014) Operating Policies and Procedures document. He noted that most of the contents were superseded by current policies and asked the board to strike the old policy.

- **Patty Downing moves to strike the 2014 Operating Policies and Procedures as an active document and refer to the Policy Committee any items not covered in current policies.**
- **Katrina Poydack seconded the motion.**
- **The motion passed unanimously.**

• **Election of Officers**

The board was reminded that the election of officers will be done at the January meeting.

• **Health Benefit**

Arlyse gave the board the projection for the cost of Kevin's health insurance coverage for 2026. The board was reminded that the past few years they have awarded a bonus in an amount that covers the cost plus any payroll taxes.

- **Patty Downing moved to award Kevin a bonus of \$4852.84 during the first pay period of 2026.**
- **Katrina Poydack seconded the motion.**
- **The motion passed unanimously.**

- **Cost-of -Living**

Staff presented bar charts showing the cost-of-living increases since 2019 and the wage increases since 2022.

- **Patty Downing made a motion to increase wages by 3% for 2026 to align with the Cost-of-Living increase as reported, with the caveat that the budget committee would meet and could change it if needed.**
- **Carol Crawford seconded the motion.**
- **The motion passed unanimously.**

- **Community Engagement (added to agenda)**

Patty suggested that the Watershed Council host a Movie Night, with popcorn and refreshments, possibly at the Library, to increase community awareness and engagement. She also suggested an Art Show centered around water. She will email some ideas for movies.

CONTINUING

- **Staff and Partnering Agency reports:**

- a. Kevin’s report**

Kevin updated the board on Grants.

- b. Arlyse’s report**

Arlyse reviewed her report.

Board Actions/Homework:

Consider the tabled Social Media Admin Policy

Partnering Agency Reports: None

Public Comments:

Patty thanked Carol for keeping the meeting flowing and on-track and offered that she would entertain getting that EPA training going that was cancelled due to her leave of absence. It could be done via ZOOM in the conference room. Those interested should contact her.

Katrina gave an update on the artificial mussel deployments she has done and that she may be adding more sites. She also noted that road work was being done near Dunn Creek.

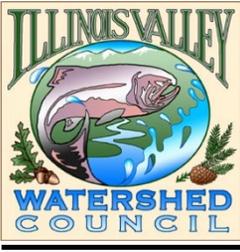
NEXT MEETING

The next monthly meeting is to be held at 5:00 pm on January 8th, 2026.

ADJOURNMENT

Meeting Adjourned by Carol Crawford- Chair, at 7:17 pm.

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



January 2026 Executive Director's Report
(24Dec2025)

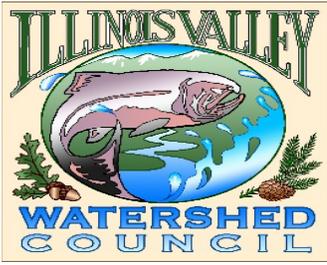
Happy Holidays, all. There just hasn't been much going on for me since we met 11+ days ago and me being smack dab in the thick of my house move into GP and apartment life once more. So beyond wishing all of you all the best for a safe and fun holiday season and wishing all of us peace, joy, and deep personal commitment to and action for the Council's mission, here goes a paltry December staff report, lol!

- Steve Burns and I did connect and developed a strategy to develop a sizeable, likely multi-phase restoration and technical assistance grant proposal to the National Fish and Wildlife Foundation's one-off "Healthy American Forests Initiative" they're administering. More at our meeting on this, thanks. I've got boxes to load still and Arlyse has baking to do I'm sure yet here on Xmas Eve, lol!
- I putzed around some more searching my computer to see if I had missed any old policies that I/we'd long forgotten about that might be lurking gathering dust but still 'on the books'. I didn't find any, so I'm confident we're solid moving forward with what we have and what we're planning for yet in the policy arena.
- I started messing around with all the pictures and videos I took this year on project with a mind for best organizing and sharing them internally and externally with our planned growing social media presence and engagement generally. I compressed all the videos and am in serious gear-turning mode on how to have them help us and our community the most.
- OWEB sent notice TODAY that its review team's evaluation comments for all grants submitted during their Summer 2025 Open Cycle were available online. I downloaded it to a folder but I am not going to open it on Christmas Eve to start turning those gears. Seriously, lol! Bah, Humbug!! 😊. They should be interesting, though. We'll discuss it at our upcoming meeting.
- For those not at last month's meeting, Oregon Community Foundation awarded us \$20,000 of the \$32,400 I had requested to partially fund our yet-to-be-reality part-time Engagement Coordinator position. After getting OWEB's thumbs-down for other portions of the planned Engagement Program (including funding a significant portion of the position proposed in it), I was worried OCF would follow OWEB's lead. I'm so grateful I was wrong on that.
- We're (Arlyse, John, I) developing the combo- Strategic Implementation Area (SIA) landowner open house and Tree Sale Event for an early-mid March date. Again, more at the meeting.

Merry Christmas and Happy New Year!

In service to our shared mission,

Kevin O'Brien, Executive Director



Arlyse DeLoyola
Office Manager
Staff Report- JANUARY 2026

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.
- Voicemails, email and phone calls.
- Reconciling bank account for review and filing invoices.

Hi all-

This meeting packet is coming out early, as I am taking off after Christmas for a week and our meeting falls extra early this month due to the first being on a Thursday.

Unfortunately, due to this early packet, I will be unable to provide financial reports until the week of the meeting. I will update the packet and re-send it when I get December reconciled on Monday or Tuesday.

Please come to the meeting with your calendars in-hand, as we plan to schedule needed committee meetings. Also be prepared to elect officers for this year. Please note that Carol and Gene's terms will expire in February, and we should extend them at this meeting as well.

I am hoping to assemble board handbooks by the second quarter of the calendar year. Since we hope to be bringing on some new board members, I think we should make them available to every board member for reference and guidance. The Handbook will include the Strategic Plan, meeting schedule, and all current policies.

I have also started to work on an employee handbook unique to the Council, as we've been using a copy of the District's. I'm not sure I will complete all of this by April 15, but I will give it a shot.

Happy New Year all!

Arlyse

