

**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, September 11, 2025

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

Topic: Illinois Valley Watershed Council Monthly Meeting  
Time: September 11, 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. 5:15 PM: Old Business**
  - a. Logo (Carol)
  - b. Policy reviews and action
  - c. Bottledrop fund ideas/action
  
- VI. 6:00 PM: New Business**
  - a. Succession Planning
  - b. Appointment of Social Media "Bee"
  - c. West Fork Mining
  - d. Site visit Crooks Creek 10/18/25
  
- VII. 6:20 PM: Council Updates & Staff Reports**
  - a. Kevin's report
  - b. Arlyse's 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**



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Monthly Watershed Council Meeting Notice and Agenda

Thursday, August 14, 2025

Topic: Illinois Valley Watershed Council Monthly Meeting

Meeting Called to Order August 14, 2025 by Carol Crawford, Chair, at 5:00 PM

SCRIBE

Notes were taken by: Abie Diaz

**ATTENDEES**

**ZOOM ATTENDEES**

**ABSENTEES**

Carol Crawford	John Bellville (IVSWCD)	Patty Downing
Janice Denney	Gene Merrill	Arylse DeLoyola (staff)
Katrina Poydack		
Bill Joerger		
Kevin O'Brien (staff)		
Abie Diaz		
Axel Loew (Energy Trust Oregon)		

**I. 5:00 PM: Call to Order**

Carol Crawford called the meeting to order.

**II. 5:02 PM: Acceptance of Minutes**

- The minutes of the July 2025 meeting were presented to the council for review.
  - **Janice Denney made a motion to approve the minutes.**
  - **Bill Joerger seconded that motion.**
  - **The minutes were approved without dissent.**

**III. 5:05 PM: Acceptance of Financial Reports**

- **Financials:** The Financial Reports for February 2024 were presented to the Council for review.
  - **Katrina Poydack made a motion to accept the financial reports.**
  - **Janice Denney seconded that motion.**
  - **The motion was approved without dissent.**

**IV. 5:10 PM: Committee Reports**

No committee meetings recently. Community engagement grant applied for through OWEB, to fund the engagement program and portion of engagement coordinator wages for two years. Decisions will be announced by grantors in late November, further details in December. Any engagement OWEB awards must be geared towards resulting in restoration projects. Grant was written to reflect the truth of being an underserved community and other realities for the necessity of engaging the community in restoration efforts.

**V. 5:25 PM: Old Business**

**a. Logo (Carol)**

Carol will bring it in next week to be reviewed by all.

**b. By-law amendment redux (Action, Kevin)**

- A motion was made by Bill Joerger to amend the Bylaws to remove the Council’s Executive Director from being a member of the board of directors.
- Janice Denney seconded the motion.
- The motion passed.

**c. Patty is returning from her Leave of Absence at the September 2025 meeting.**

**VI. 5:50 PM: New Business**

**a. Internal Communications Policy (Discussion, Kevin)**

Kevin presented a draft communications policy for review and action at the September meeting.

**b. Bottle Drop Check Investment**

Kevin relayed that Arlyse had asked for a check from BottleDrop for the funds in our account. He would like the board to consider options for investing the \$2000. No action was taken.

**VII. 6:10 PM: Council Updates & Staff Reports**

**a. Kevin’s report**

Working on improving board function, recruiting more board members, finding restoration work on the ground, and funding the succession plan for his position. Reviewed current projects. The start date for the Horse Creek project has been changed to September 2nd.

**b. Arlyse’s report**

Reviewed by the board.

**c. Board Action Items/Homework**

Reviewed the communications policy draft and consider ideas for the BottleDrop payout.

**VIII. 6:30 PM Partnering Agency Reports**

**a. Illinois Valley SWCD**

None at this time

**b. Others**

Axel with Energy Trust of Oregon - Goal is energy conservation; cheaper for OR to invest in conserving energy, forms partnerships to prioritize this. Increasing application efficiency, changing to drip irrigation, etc. Less energy and water used. Monitoring demand in soils. Spoke on savings for projects. Works directly with landowners. Fielded questions from the board.

**IX. 6:20 PM: Public Comments (Relating to this agenda or IVWC Operations)**

Resource for Landowners to receive assistance with water improvement projects:

Jerry Sorte - Business Oregon- [Jerry.SORTE@biz.oregon.gov](mailto:Jerry.SORTE@biz.oregon.gov)

**X. 6:23 PM: Adjournment**

**Approved Minutes:**                      **Signature**\_\_\_\_\_                      **Date**\_\_\_\_\_

Illinois Valley Watershed Council  
**Profit & Loss**  
July through August 2025

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	<u>Jul - Aug 25</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	44.37
Total Contributions Received	44.37
Grants Received	
Government Grants	79,509.60
Total Grants Received	79,509.60
Total Income	79,553.97
Gross Profit	79,553.97
Expense	
Contracted Services	56,615.00
Other	
Copier Lease	138.08
Dues & Subscriptions	50.00
Internet Services	42.50
Payroll Fees	200.00
Power	128.97
Rent Expense	1,761.00
Software	1.00
Telephone	476.59
Total Other	2,798.14
Project Expenses	
Travel - Mileage	206.85
Total Project Expenses	206.85
Salaries & Wages	17,022.18
Supplies & Materials	105.41
Total Expense	76,747.58
Net Ordinary Income	2,806.39
Net Income	<u><u>2,806.39</u></u>

12:42 PM  
09/03/25  
Cash Basis

Illinois Valley Watershed Council  
**Profit & Loss**  
August 2025

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	<u>Aug 25</u>
Ordinary Income/Expense	
Expense	
Contracted Services	56,615.00
Other	
Dues & Subscriptions	25.00
Internet Services	21.25
Payroll Fees	100.00
Power	81.84
Rent Expense	609.50
Telephone	351.65
Total Other	1,189.24
Project Expenses	
Travel - Mileage	206.85
Total Project Expenses	206.85
Salaries & Wages	8,972.20
Supplies & Materials	68.42
Total Expense	67,051.71
Net Ordinary Income	-67,051.71
Net Income	<u><u>-67,051.71</u></u>

Illinois Valley Watershed Council

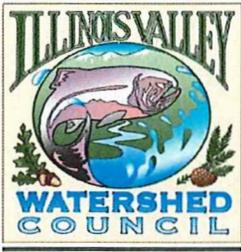
9/3/2025 12:45 PM

Register: Checking Account

From 08/01/2025 through 08/31/2025

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
08/04/2025	1281	Benchwood LLC	Accounts Payable		31,122.50	X		101,181.86
08/05/2025	ACH	Slavic 401K Fund	Accounts Payable		621.96	X		100,559.90
08/05/2025	1279	Pacific Power	Accounts Payable		81.84	X		100,478.06
08/06/2025	1280	Cardmember Services	Umpqua Bank CC IV...		184.99	X		100,293.07
08/11/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,638.00	X		97,655.07
08/11/2025	ACH	Cardinal-Tax Impound	Accounts Payable		1,364.57	X		96,290.50
08/11/2025	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		96,240.50
08/11/2025	1282	Benchwood LLC	Accounts Payable		25,492.50	X		70,748.00
08/25/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,396.26	X		68,351.74
08/25/2025	ACH	Cardinal-Tax Impound	Accounts Payable		1,199.51	X		67,152.23
08/25/2025	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		67,102.23
08/25/2025	ACH	Slavic 401K Fund	Accounts Payable		751.90	X		66,350.33
08/26/2025	1283	US Cellular	Accounts Payable		221.47			66,128.86
08/26/2025	1284	IV DATA CENTER	Accounts Payable		21.25			66,107.61
08/26/2025	1285	Stilton LLC	Accounts Payable		495.00			65,612.61
08/26/2025	1286	A+ Storage	Accounts Payable		114.50			65,498.11
08/26/2025	1288	Kevin O'Brien	Accounts Payable		206.85	X		65,291.26
08/27/2025	1289	Cardmember Services	Umpqua Bank CC IV...		195.17			65,096.09



## September 2025 Executive Director's Report

(28Aug2025)

- Crooks Creek LWM placement project was completed within budget. Arlyse and I will be huddling soon to go over final details to be able to close that project out with OWEB. I've calendared (and sent out invitations to you for) a site visit for 9:00am on Saturday, October 18<sup>th</sup> for board members and IVSWCD District Manager John Bellville. I'm planning to contact Jeffrey Thieret and the Knopfs ('23 project partners) to see if we could make a short stop at their places. We'll also travel up to view a small handful of the structures constructed on BLM-managed public lands that are easily accessible (most are not).
- The Horse Creek culvert replacement project was able to start this week, slightly ahead the amended 2Sep2025 start. The Contractor has already mobilized in and brushed the road, staged some of the backfill and channel substrate material, and began some of the dirt work/excavation yesterday with installation of the 42" overflow pipe. Everything is progressing well, and I'm impressed with his organization and performance. We will perform fish salvage and block netting the day after Labor Day and then Nick will start the in-stream portion of the project. He expects about 3 weeks to complete the project and plans to work M-F. That puts a tentative completion date of 22Sep2025. We obtained a waiver from ODFW and USFWS to work beyond the normal 15Sep2025 In Water Work Period for our area.
- I've got several irons in the fire now:
  - Social media 'splashes' for board recruitment;
  - Social Media policy;
  - Intellectual Property Rights policy;
  - FS project planning; and,
  - ODFW project planning.
- Nothing more yet from OWEB/Denise Hoffert about the next OWEB Partnership TA Open Cycle, but I'm hawking hard for it. OWEB has a Partnership and Capacity meeting on September 2<sup>nd</sup> that I'll catch the YouTube of later that might be somewhat telling. I ended up having to miss the Strategic Action Plan webinar she'd invited me to attend, but it's on their YouTube channel and I've started watching it but probably won't finish it until after Horse Creek is buttoned up.
- Another 'shorty' of a report this month... please feel free to hit me up about any of this and more next week at the meeting.

In service to our shared mission,

A handwritten signature in blue ink, appearing to read "Kevin O'Brien".

Kevin O'Brien, Executive Director

**(DRAFT) INTERNAL COMMUNICATIONS of the ILLINOIS VALLEY WATERSHED COUNCIL**  
**SEPTEMBER 2025**

**Purpose**

To outline the principles that guide all internal communications among board members. It reflects our commitment to unity in service of our mission, respect for one another, clear and kind communication, active listening, and direct engagement—all essential for achieving collaborative, community-driven watershed restoration.

**Core Values**

- **Unity in Service First:** We prioritize and commit to unity as a daily practice of aligning diverse voices in service of shared purpose, clear communication, and collective restoration.
- **Respect Always:** Every board member’s voice, identity, and lived experience matter. We communicate with humility, openness, and care.
- **Clear and Kind Communication:** We express needs clearly and compassionately, avoiding blame and fostering resolution.
- **Listening Deeply:** We listen to understand—not to defend. We make space for diverse perspectives and welcome uncomfortable truths.
- **Direct Engagement:** We speak to one another directly. Concerns, feedback, or conflict should be addressed with the parties involved rather than third parties.

**Communication Principles**

- **Speak with Intention:** Avoid sarcasm, hostility, passive aggression, or dismissiveness.
- **Assume Positive Intent:** Seek clarity first, not critique.
- **Use “I” Statements:** Own your perspective without generalizing or blaming.
- **Reflect and Validate:** Acknowledge others’ contributions and check for understanding.
- **No Triangulation:** We do not talk *about* each other to avoid conflict—we talk *with* each other to resolve it. If support is needed, we invite facilitation, not gossip.

**Interaction Guidelines**

- **Respect Time and Space:** Honor meeting agendas, avoid side conversations, and give space for processing.
- **Inclusive Engagement:** Welcome quieter voices and actively solicit underrepresented perspectives.
- **Timely Transparency:** Share updates and decisions promptly to keep the board aligned and prevent speculation.
- **Conflict is Normal—Handle with Care:** We view disagreement as a growth opportunity. When tensions arise, we engage openly, seek understanding, and if needed, invite a neutral third-party facilitator.

**Training and Accountability**

- **Orientation Requirement:** All board members review this policy and complete a clear and kind communication and direct engagement workshop within six months of joining.
- **Annual Review:** The board revisits this policy annually to ensure relevance and effectiveness.
- **Accountability Protocol:** Concerns related to communications—including instances of triangulation—will be addressed through a peer-supported process grounded in curiosity and care.

**Culture Commitment**

By embracing these principles, board members affirm their shared commitment to a respectful, unified communication culture that mirrors the collaborative essence of watershed stewardship.

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Carol Crawford, Chairperson

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Date



**Arlyse DeLoyola**

*Office Manager*

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

Hi all-

I have provided the accountant with all they need (I hope) for the bi-annual review.

As soon as I get the ok I will get the CT-12 and 990 done. I have boxed up the records from last biennium but will have them handy for awhile.

In October I hope to be able to implement an upgraded payroll program that will not only make my life easier, but will track hours by grant and function for more accurate payroll reporting.

I plan to be trained on it this month and will either train everyone else or schedule them to be trained.

I have been making an "SOP" book to help with the transition when I retire. As systems change, I am trying to keep it accurate. It won't replace training, but will be a nice reference tool.

I should be around more in September and October as my big convention is pushed back to November this year. I think I am done with big trips after this week. I'll head to Canada this Thursday and be back Wednesday.

Kevin has been busy out on projects this past month but we plan to do some budget work in the near future. My daughter is healing ahead of schedule due to her work ethic but we're still not sure when she'll be fully mobile. The good news is, her brother has returned from Kuwait and is taking his dogs back to Tennessee this week.

Arlyse

