



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, November 20, 2025
331 E Cottage Park Drive Suite 1 or Join the [Zoom Meeting](#)

Topic: Illinois Valley Watershed Council Monthly Meeting
Time: November 20, 2025 4:30 PM Pacific Time (US and Canada)

Meeting ID: 869 6068 6555
One tap mobile
+17193594580,,86960686555#,,,,*94761306# US
+12532050468,,86960686555#,,,,*94761306# US

Passcode: SaveFish

For Phone in:
Dial by your location
• +1 719 359 4580 US
• +1 253 205 0468 US
Pacific • +1 253 215 8782 US

- I. 4:30 PM: Call to Order**
- II. 4:32 PM: Acceptance of Minutes**
- III. 4:35 PM: Acceptance of Financial Reports**
- IV. 5:10 PM: Committee Reports**

- V. 5:15 PM: Old Business**
 - a. Social Media Policy- Action
 - b. Logo Update- Carol
 - c. Board Recruitment update
 - d. West Fork Mining

- VI. PM: New Business**
 - a. Engagement Grant Update
 - b. December SIA Event

- VII. 6:20 PM: Council Updates & Staff Reports**
 - a. Kevin's report
 - b. Arlyse's report
 - c. Board Action Items/Homework - review/edit draft social media admin policy distributed at meeting for discussion/action in December, 2025.

- 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**

Meeting Minutes

Meeting Called to Order October 9, 2025 at 5:06 pm by Carol Crawford, Chair.

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Katrina Poydack 5:16		Gene Merrill
Carol Crawford		
Bill Joerger		
Patty Downing		
Kevin O'Brien, E.D.		
Arlyse DeLoyola Staff		
Bob Webb, IVSWCD 5:30		

SCRIBE

Notes were taken by: Arlyse DeLoyola

The first item in new Business, Project Updates, was moved to the beginning of the meeting to allow for more board members to arrive.

Patty presented a Power Point on community-based stewardship of Watersheds, including a short video about a successful program on the Amazon River where community involvement was integral to the program's success. She initiated discussion on how we could better involve our community in our work.

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

Committee Reports:

Kevin passed out a draft Social media policy for the board to review. Patty explained it should be reviewed and voted upon next month.

It was noted that with the resignation of Janice Denney last month, the board is now below the required threshold of members according to the by-laws.

- **Patty Downing moved to pass a resolution allowing for a smaller board composition until recruitment is complete.**
- **Bill Joerger seconded the motion.**
- **The motion passed unanimously. (Katrina was present for this vote)**

OLD BUSINESS

a. Logo-

No report

b. Project site visits-

Kevin polled the board on availability and desire to reschedule visits to project sites. November 1st was selected for Crooks Creek pending landowner approval. The board will be updated.

It was determined that due to leave schedules, the November meeting needs to be moved. After discussion, the board agreed to hold the November meeting on November 20th at 4:30pm, in advance of the SWCD Meeting.

c. West Fork Mining

Both Bill and Katrina had informational handouts for the board. Discussion was held on what action(s) we might take, including publishing an opinion or position paper once more information is gathered. All were encouraged to continue looking into the matter.

d. Savings Account update

After much frustration, the account is now open. Some confusion resulted in \$25 less being moved than was planned. Arlyse does not have the authority to transfer funds.

e. Board Recruitment Update

Discussion was held on how best to recruit new board members. It was decided that tabling at the Farmer's market on October 24th might be a good opportunity for engagement. Kevin is to look into it and schedule.

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NEW BUSINESS

There was no other New Business

CONTINUING

• **Staff and Partnering Agency reports:**

a. Kevin's report

Kevin will meet with Denise Hoffert regarding the Partnership Technical Service grant offering to determine whether it is a good fit. He feels it may be a better time for a large ask to a private foundation to support our succession plan. He feels the focus should move to succession first and an engagement coordinator secondarily. He has been actively researching succession planning.

Patty added that as it is new to the Council to apply to foundations for grants, she advises there are two things foundations require of applicants: a DEI Policy and a plan for funding the positions in the future. They want to see that ahead of funding any grant. She suggested a donation jar at the Farmer's Market.

Oregon Department of Fish and Wildlife is still interested in doing a project at the Golf Course.

b. Arlyse's report

She apologized for forgetting to do reminder calls this week. She has been re-structuring expense reports at the request of OWEB. It is more work now but will make life easier for the next person on the job.

Board Actions/Homework:

- Review Social Media Policy and come prepared to discuss and act on it at our November meeting.

Partnering Agency Reports: Bob Webb reported that IVSWCD has a lot going on. He and John had just returned from picking up pollinator plants from the Xerces Society. The plan is to put them in on the Thompson Creek Tract. He also noted that the District may need to make a different approach to Community Engagement, emphasizing that they are non-regulatory.

Public Comments:

Bob Webb reported he had cleaned up a few abandoned cannabis sites. It was discussed that BLM used to provide vouchers for dumping refuse picked up on their lands. No one was aware of whether this is still available or not.

NEXT MEETING

The next monthly meeting is to be held at **4:30 pm** on **November 20th, 2025**.

ADJOURNMENT

Meeting Adjourned by Carol Crawford- Chair, at 6:49 pm.

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

Illinois Valley Watershed Council
Profit & Loss
July through October 2025

	<u>Jul - Oct 25</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	178.11
Contributions Received - Other	2,250.00
	<hr/>
Total Contributions Received	2,428.11
Grants Received	
Government Grants	265,928.59
	<hr/>
Total Grants Received	265,928.59
Other Revenue	16.00
	<hr/>
Total Income	268,372.70
	<hr/>
Gross Profit	268,372.70
Expense	
Contracted Services	188,605.00
Insurance	
Executive Protection & EPL	1,051.00
General Liability Insurance	153.00
	<hr/>
Total Insurance	1,204.00
Other	
Copier Lease	345.84
Dues & Subscriptions	125.00
Internet Services	83.19
Payroll Fees	400.00
Power	222.90
Rent Expense	2,348.00
Software	265.00
Telephone	607.06
	<hr/>
Total Other	4,396.99
Printing & Copying	48.71
Project Expenses	
Travel - Mileage	1,022.21
	<hr/>
Total Project Expenses	1,022.21
Salaries & Wages	33,983.20
Supplies & Materials	
Printing and Copying	63.77
Supplies & Materials - Other	235.74
	<hr/>
Total Supplies & Materials	299.51
Total Expense	229,559.62
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Net Ordinary Income	38,813.08
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Net Income	<u><u>38,813.08</u></u>

Illinois Valley Watershed Council
Profit & Loss
October 2025

	<u>Oct 25</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	44.37
Total Contributions Received	44.37
Other Revenue	16.00
Total Income	60.37
Gross Profit	60.37
Expense	
Contracted Services	2,400.00
Insurance	
Executive Protection & EPL	1,051.00
Total Insurance	1,051.00
Other	
Copier Lease	76.27
Dues & Subscriptions	50.00
Internet Services	19.44
Payroll Fees	100.00
Power	30.71
Total Other	276.42
Printing & Copying	25.26
Project Expenses	
Travel - Mileage	169.47
Total Project Expenses	169.47
Salaries & Wages	
401K Automatic Contribution	541.98
Employee Contributed 401K	268.98
Employer Matching Funds 401K	541.98
Employer Paid Payroll Taxes	575.26
Tax Withholding- Employee	0.00
Salaries & Wages - Other	7,374.89
Total Salaries & Wages	9,303.09
Supplies & Materials	59.73
Total Expense	13,284.97
Net Ordinary Income	-13,224.60
Net Income	<u><u>-13,224.60</u></u>

Illinois Valley Watershed Council
Balance Sheet
As of November 5, 2025

	<u>Nov 5, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	98,960.15
CommunityBusiness Savings	1,925.00
IVWC PayPal	177.48
Stripe Account	-0.18
Total Checking/Savings	<u>101,062.45</u>
Total Current Assets	<u>101,062.45</u>
TOTAL ASSETS	<u>101,062.45</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Umpqua Bank CC IVWC	124.90
Total Credit Cards	<u>124.90</u>
Total Current Liabilities	<u>124.90</u>
Total Liabilities	124.90
Equity	
Unrestricted Net Assets	62,349.83
Net Income	38,587.72
Total Equity	<u>100,937.55</u>
TOTAL LIABILITIES & EQUITY	<u>101,062.45</u>

Illinois Valley Watershed Council

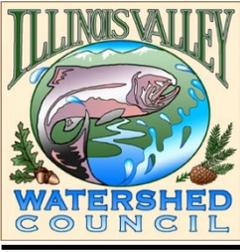
11/5/2025 3:10 PM

Register: Checking Account

From 10/01/2025 through 10/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/01/2025	ACH	Slavic 401K Fund	Accounts Payable	Retirement	615.44	X		111,714.14
10/01/2025	1305	Pacific Office Autom...	Accounts Payable		76.27	X		111,637.87
10/02/2025	1295	CRYSTAL FRESH	Accounts Payable		7.50	X		111,630.37
10/06/2025	1306	Bob Webb	Accounts Payable	Contracted services Horse	2,400.00	X		109,230.37
10/06/2025	1307	Carol Crawford	Accounts Payable	Mileage	46.20	X		109,184.17
10/13/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,278.74	X		106,905.43
10/13/2025	ACH	Cardinal-Tax Impound	Accounts Payable		1,115.58	X		105,789.85
10/13/2025	ACH	Cardinal Business Se...	Accounts Payable	Payroll fees	50.00	X		105,739.85
10/14/2025			Other Revenue	Deposit		X	16.00	105,755.85
10/15/2025	ACH	Slavic 401K Fund	Accounts Payable	Retirement	585.41	X		105,170.44
10/15/2025	1308	Kevin O'Brien	Accounts Payable	Mileage	123.27	X		105,047.17
10/15/2025	1309	Staples Advantage	Accounts Payable		52.23	X		104,994.94
10/23/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,634.52	X		102,360.42
10/23/2025	ACH	Cardinal-Tax Impound	Accounts Payable		1,353.35	X		101,007.07
10/23/2025	ACH	Cardinal Business Se...	Accounts Payable	Payroll fees	50.00	X		100,957.07
10/27/2025	ACH	Slavic 401K Fund	Accounts Payable	Retirement	720.05	X		100,237.02
10/27/2025	1314	Pacific Office Autom...	Accounts Payable		25.26			100,211.76
10/28/2025	1315	Great American Insur...	Accounts Payable	Executive Protection	1,051.00			99,160.76
10/28/2025	1316	Pacific Power	Accounts Payable		30.71			99,130.05
10/28/2025	1317	Cardmember Services	Umpqua Bank CC IV...	Microsoft Business	25.00			99,105.05
10/31/2025	1310	IV DATA CENTER	Accounts Payable		19.44			99,085.61



November 2025 Executive Director's Report
(05Nov2025)

With my upcoming move requiring a significant downsizing and purging of personal belongings, I have needed to take more personal time off than planned during this reporting period. I'd love to say it was all fun and games, and there were moments of that, but it was consuming and hard work. That means that I did not make good progress on recruitment, project hunting, or any other of the objectives I'd hoped to make measured gains in between last month's Council meeting and now.

What I did accomplish this month generally amounts to housekeeping items on numerous fronts...

- forwarding Horse Creek compaction reports on to the FS for final approval,
- designed and constructed a large wood structure just downstream of the new culvert-arch on Horse Creek with wood utilized from the project,
- reviewing and approving contractor invoices for Horse Creek,
- Meeting with John and Arlyse to ensure clarity for SWCD – WC partnership work secu
- shepherding our reimbursement request and all things wrapping up the Horse Creek project as best as possible with extremely limited FS personnel,
- Completing and submitting the project completion report for OWEB for the Crooks Creek project,
- Completing and submitting the restoration inventory report for the Crooks Creek project,
- and seemingly a million other teeny things that escape me at this moment, so I will close. See you at the meeting.
- *Please be advised that we will be minus Arlyse at our meeting and will need a note taker. Thank you.*

In service to our shared mission,

Kevin O'Brien, Executive Director



Arlyse DeLoyola

Office Manager

Staff Report- NOVEMBER 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-

The 990 and CT-12 have been filed. It was quite a process. Our accounting review is pretty much finished as well. Reports may even be available at this meeting, but more likely in December.

I have been test-driving a new accounting software, AccountEdge. I haven't determined whether it would work, and my time's almost up! It is a less expensive option than QuickBooks.

We will begin on the new payroll system December 1st. It's looking like it's going to work very well. We'll have a crew training December 2nd. I'm looking forward to having all the kinks worked out before the new office manager is hired, so they can have an easier time than I did. I have been meeting often with the CEO of Cardinal, Arin, and he's helping customize it. He'll teach me today how to do it myself.

I will miss this meeting and I'm counting on someone to take notes for me. I'll be back to put them all together the week of Thanksgiving.

I wish you all a wonderful Holiday.

Arlyse



Happy Thanksgiving!