



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, October 9, 2025

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

Topic: Illinois Valley Watershed Council Monthly Meeting
Time: October 9, 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**
 - Draft Social Media Admin Policy
- V. 5:15 PM: Old Business**
 - a. Logo (Carol)
 - b. Project site visits (Crooks & Horse)
 - c. W Fork Mining
 - d. Savings acct update
 - e. Board Recruitment update
- VI. 6:00 PM: New Business**
 - a. Project updates- Patty
- 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 November, 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 September 11, 2025 at 5:03 pm by Carol Crawford, Chair.

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Katrina Poydack	Gene Merrill 6:08	
Carol Crawford		
Bill Joerger		
Janice Denney		
Patty Downing		
Kevin O'Brien, E.D.		
Arlyse DeLoyola		

SCRIBE

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the August 2025 meeting were presented to the council for review.
 - Janice Denney made a motion to approve the minutes.
 - Katrina Poydack seconded that motion.
 - The minutes were approved with Patty Downing abstaining, all others in favor.
- **Financials:** The Financial Reports for August 2025 were presented to the Council for review.
 - Katrina Poydack made a motion to accept the financial reports.
 - Janice Denney seconded that motion.
 - Discussion was held.
 - The motion was approved without dissent.

Committee Reports:

No Committee Reports

OLD BUSINESS

a. **Patty Downing** was welcomed back after her leave of absence and thanked the board for the opportunity,

b. Logo-

Carol presented her ideas and drawings for the proposed new logo. Review and discussion was held and a motion to add a “d.b.a” name was made, seconded and discussed, but ultimately withdrawn. Suggestions were made and Carol will present another draft next meeting.

c. Policy proposal-

Kevin reviewed the internal communications policy with the board. Minor changes were suggested.

- A motion was made by Bill Joerger to accept the Internal Communications Policy with the addition of “staff and volunteers” in each instance where the Board of Directors is mentioned.
- Patty Downing seconded the motion.
- The motion passed unanimously.

d. BottleDrop Check- Kevin reminded the Board that they were asked to consider options for the funds withdrawn from the BottleDrop account (\$1975). After discussion, consensus was to put it in a savings account until another option is determined.

- **Patty Downing made a motion to open a savings account at Columbia Bank and deposit the BottleDrop check in that account.**
- **Carol Crawford seconded the motion.**
- **The motion passed unanimously.**

NEW BUSINESS

a. Succession Planning

Kevin updated the board on the plan to bring in the additional money needed to hire the Engagement Coordinator.

b. Appointment of Social Media “Bee”

Kevin announced he had appointed Patty Downing as the Social Media Bee. She will be responsible for posting on our webpage and Facebook page. Posts will be reviewed and approved by Kevin. He will create a draft Social Media Policy for review next month.

c. West Fork Mining- Katrina and Janice informed the board of potential mining operations coming in on the West Fork. An article in the Pass Daily Courier cited the application. Bill Joerger added that there is also a permit for 8-Dollar Mountain. The comment period is open. Carol asked that the board get more information before any action such as impact statements are made. Kevin suggested that Alex from DOGAMI would be a vital resource for information and that John was planning to invite him to a District meeting soon. Katrina volunteered to do more research. Kevin was asked to share the original email from Katina sharing a link to the article in the paper.

d. Site Visits- Kevin polled the board about availability and desire to see this summer’s project sites . October 4th was set as a tentative date to view Horse Creek, meeting at the office at 9:00 am.

CONTINUING

• **Staff and Partnering Agency reports:**

a. Kevin’s report

There were no additions to the written report.

b. Arlyse’s report

Arlyse added that the board might consider hiring their own office manager upon her retirement, budget permitting, citing the workload from two Districts was taking up much of her time.

Board Actions/Homework:

- Arlyse to open savings account.

Partnering Agency Reports:

There were no partners present.

Public Comments:

There were no public comments.

NEXT MEETING:

The next monthly meeting is to be held at **5:00 pm on October 11th, 2025.**

ADJOURNMENT

Meeting Adjourned by Carol Crawford- Chair, at 7:05 pm.

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

Illinois Valley Watershed Council
Profit & Loss
 September 2025

	<u>Sep 25</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	89.37
Contributions Received - Other	2,250.00
	<hr/>
Total Contributions Received	2,339.37
Grants Received	
Government Grants	186,418.99
	<hr/>
Total Grants Received	186,418.99
	<hr/>
Total Income	188,758.36
Gross Profit	188,758.36
Expense	
Contracted Services	129,590.00
Insurance	
General Liability Insurance	153.00
	<hr/>
Total Insurance	153.00
Other	
Copier Lease	131.49
Dues & Subscriptions	25.00
Internet Services	21.25
Payroll Fees	100.00
Power	63.22
Rent Expense	587.00
Software	264.00
Telephone	130.47
	<hr/>
Total Other	1,322.43
Printing & Copying	23.45
Project Expenses	
Travel - Mileage	645.89
	<hr/>
Total Project Expenses	645.89
Salaries & Wages	7,657.93
Supplies & Materials	
Printing and Copying	63.77
Supplies & Materials - Other	70.60
	<hr/>
Total Supplies & Materials	134.37
	<hr/>
Total Expense	139,527.07
	<hr/>
Net Ordinary Income	49,231.29
	<hr/>
Net Income	49,231.29
	<hr/> <hr/>

Illinois Valley Watershed Council
Profit & Loss
 July through September 2025

	Jul - Sep 25
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	133.74
Contributions Received - Other	2,250.00
	2,383.74
Total Contributions Received	2,383.74
Grants Received	
Government Grants	265,928.59
	265,928.59
Total Grants Received	265,928.59
Total Income	268,312.33
Gross Profit	268,312.33
Expense	
Contracted Services	186,205.00
Insurance	
General Liability Insurance	153.00
	153.00
Total Insurance	153.00
Other	
Copier Lease	269.57
Dues & Subscriptions	75.00
Internet Services	63.75
Payroll Fees	300.00
Power	192.19
Rent Expense	2,348.00
Software	265.00
Telephone	607.06
	4,120.57
Total Other	4,120.57
Printing & Copying	23.45
Project Expenses	
Travel - Mileage	852.74
	852.74
Total Project Expenses	852.74
Salaries & Wages	24,680.11
Supplies & Materials	
Printing and Copying	63.77
Supplies & Materials - Other	176.01
	239.78
Total Supplies & Materials	239.78
Total Expense	216,274.65
Net Ordinary Income	52,037.68
Net Income	52,037.68

Illinois Valley Watershed Council
Balance Sheet
As of September 30, 2025

	<u>Sep 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	112,329.58
CommunityBusiness Savings	1,925.00
IVWC PayPal	133.11
Stripe Account	-0.18
Total Checking/Savings	<u>114,387.51</u>
Total Current Assets	<u>114,387.51</u>
TOTAL ASSETS	<u>114,387.51</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	62,349.83
Net Income	52,037.68
Total Equity	<u>114,387.51</u>
TOTAL LIABILITIES & EQUITY	<u>114,387.51</u>

Illinois Valley Watershed Council

10/2/2025 12:11 PM

Register: Checking Account

From 09/01/2025 through 09/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/02/2025	1268	Staples Advantage	Accounts Payable		27.63	X		65,068.46
09/02/2025	1277	Pacific Office Autom...	Accounts Payable		23.45	X		65,045.01
09/02/2025	1290	Pacific Office Autom...	Accounts Payable		63.77	X		64,981.24
09/11/2025		Slavic 401K Fund	Accounts Payable		0.02	X		64,981.22
09/11/2025	ach	Cardinal Business Se...	Accounts Payable		50.00	X		64,931.22
09/11/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,028.77	X		62,902.45
09/11/2025	ACH	Cardinal-Tax Impound	Accounts Payable		998.64	X		61,903.81
09/11/2025	ACH	Slavic 401K Fund	Accounts Payable		658.95	X		61,244.86
09/11/2025	1292	Kevin O'Brien	Accounts Payable		238.49	X		61,006.37
09/15/2025			Contributions Receive...	Deposit Reimbursement/2R		X	45.00	61,051.37
09/15/2025			Contributions Received	Reimbursement IVSWCD		X	275.00	61,326.37
09/15/2025			Contributions Received	Deposit BottleDrop		X	1,975.00	63,301.37
09/16/2025	1293	IV DATA CENTER	Accounts Payable		21.25	X		63,280.12
09/17/2025			Grants Received:Horse Creek			X	186,418.99	249,699.11
09/17/2025	ACH	Slavic 401K Fund			498.57	X		249,200.54
09/17/2025	1294	Anderson Rock & Di...	Accounts Payable	Horse Creek	129,590.00	X		119,610.54
09/18/2025	1296	Kevin O'Brien	Accounts Payable		281.68	X		119,328.86
09/22/2025	1297	US Cellular	Accounts Payable		130.47			119,198.39
09/22/2025			CommunityBusiness Savings	Funds Transfer	1,925.00	X		117,273.39
09/24/2025	1298	Pacific Office Autom...	Accounts Payable		131.49			117,141.90
09/25/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,328.49	X		114,813.41
09/25/2025	ACH	Cardinal-Tax Impound	Accounts Payable		1,144.49	X		113,668.92
09/25/2025	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		113,618.92
09/25/2025	1299	Kevin O'Brien	Accounts Payable		125.72			113,493.20
09/25/2025	1300	Stilton LLC	Accounts Payable		472.50			113,020.70
09/25/2025	1301	A+ Storage	Accounts Payable		114.50			112,906.20
09/30/2025	1302	Pacific Power	Accounts Payable		63.22			112,842.98
09/30/2025	1303	Great American Insur...	Accounts Payable	Horse Creek add-on	153.00			112,689.98
09/30/2025	1304	Cardmember Services	Umpqua Bank CC IV...		360.40			112,329.58



Arlyse DeLoyola
Office Manager
Staff Report- OCTOBER 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. Add savings account.

Hi all-

I have yet to get with Cardinal on the updated payroll platform. It seems like there have been too many other important issues for me to address. Hopefully, by meeting day I will have at least started the process.

During a review by OWEB of a financial report, I was instructed to change the way I account for payroll on each grant. Ultimately, it's a simpler way, but it involves my going back through all the grants and adjusting entries (at least for this fiscal year). It's ok, it's just a lot of work now, but it will be much easier to teach the next person now that I know what they want. I'm thankful for the project manager who reached out directly to ask me to do this, rather than complaining about it in Salem!

I'm still working with Brewster on the year-end stuff.

The savings account is open and today I got myself access to the bank statement so I can reconcile it.

I've still been dedicating the majority of my workdays to the Districts. Hopefully that will settle soon.

Arlyse

