Monthly Illinois Valley Watershed Council Meeting
Thursday July 11, 2024 5:00 pm
IV Stream-Team Headquarters- 331 E Cottage Park Dr Suite 1b
Cave Junction OR 97523

Illinois Valley Watershed Council is inviting you to a scheduled Zoom meeting.

Topic: Illinois Valley Watershed Council
Time: Jul 11, 2024 05:00 PM Pacific Time (US and Canada)
Every month on the Second Thu, until Oct 10, 2024, 4 occurrence(s)
Jul 11, 2024 05:00 PM
Aug 8, 2024 05:00 PM
Sep 12, 2024 05:00 PM
Oct 10, 2024 05:00 PM
Please download and import the following iCalendar (.ics) files to your calendar system.
Monthly: https://us06web.zoom.us/meeting/tZAtdO-uqTMpG93Nz7Y_sL9uOJeucSsO7LQD/ics?icsToken=98tyKuGsrjgsHNOdsxiORpwIAojCM-7wtlxejfoOsgWyOh9ATlrjGchHJ7FMA_eH

Join Zoom Meeting
https://us06web.zoom.us/j/84036678319?pwd=2QUD52xyCbpGKnsSodGrbLnmyvCbDD.1
Meeting ID: 840 3667 8319
Passcode: SaveFish
One tap mobile
+17193594580,,84036678319#,,,,*95156911# US
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Dial by your location
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• +1 253 205 0468 US
• +1 253 215 8782 US (Tacoma)
• +1 346 248 7799 US (Houston)
• +1 669 444 9171 US
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• +1 312 626 6799 US (Chicago)
• +1 360 209 5623 US
• +1 386 347 5053 US
• +1 507 473 4847 US
• +1 564 217 2000 US
• +1 646 931 3860 US
• +1 689 278 1000 US
• +1 929 436 2866 US (New York)

Meeting ID: 840 3667 8319
Passcode: 95156911

Find your local number: https://us06web.zoom.us/u/kzAT6uRPO

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

July 11, 2024

I. 5:00 PM: Call to Order

II. 5:02 PM: Acceptance of Minutes

III. 5:05 PM: Acceptance of Financial Reports

IV. Committee Reports

Policy

- **a.** Draft board member recruitment policy discussion/action

V. 5:25 PM: Old Business

- **a.** Hathkapasuta Wrap-Up
- **b.** Josephine County Annual Report

VI. 5:50 PM: New Business

- **a.** Board Recruitment (if not covered in Committee)
- **b.** Potential new logo
- **c.** HR Committee Meeting Schedule
- **d.** Formation of Community Engagement Committee

VII. 6:00 Strategic Plan Check-In

- **a.** Review of actions completed.

VIII. 6:15 PM: Council Updates & Staff Reports

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

IX. 6:30 PM Partnering Agency Reports

- **a.** Illinois Valley SWCD
- **b.** Others

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

XI. 7:00 PM: Adjournment

Illinois Valley Watershed Council
Regular Monthly Council Meeting
Illinois Valley WC Office/ZOOM

Meeting Minutes

Meeting Called to Order June 13, 2024, by Katrina Poydack, Chair at 5:01 pm.

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Katrina Poydack		Gene Merrill
James Gurley		Janice Denney
Don Young		
Patty Downing		
Carol Crawford		
Bob Schmidt		
John Bellville (IVSWCD)		
Kevin O'Brien		
Arlyse DeLoyola		

SCRIBE

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the May 2024 meeting were presented to the council for review.
  - **Bob Schmidt made a motion to approve the minutes.**
  - **Carol Crawford seconded that motion.**
  - **The minutes were approved without dissent.**

- **Financials:** The Financial Reports for May 2024 were presented to the Council for review.
  - **Carol Crawford made a motion to accept the financial reports.**
  - **Kevin O'Brien seconded that motion.**
  - **The motion was approved without dissent.**

Committee Reports: The Policy Committee presented the draft Harassment Policy for Board review. Several amendments were suggested.

- **Kevin O'Brien made a motion to accept the policy as amended.**
- **Don Young seconded the motion.**
- **The motion passed unanimously.**

The budget committee will meet June 25th at 3:00 pm.

OLD BUSINESS

- **M.O.U. (Memorandum of Understanding)**
  - Kevin has finished writing it and has presented it to John for review. Hopefully will have a memorandum of Agreement by next meeting.
- **Hanby Block Party Wrap-Up**
  - Event was a success. The planning committee came up with the idea of a raffle and garnered donations from the Treesort and Rusk Ranch for overnight stays. Tickets

are being sold through Hathkapasuta June 22nd and winners will be drawn at that event. Kevin asked that every board member please take some tickets and commit to selling a few before the drawing.

- **Oregon Community Foundation Grant Update/ Discussion**
    - We received $15,000 in funding of our $30,000 ask on this grant so we are still short half of what we were looking for to fund another employee for grant-writing and/or engagement. Work continues to locate another funding source.

NEW BUSINESS

- **Hathkapasuta River Festival**
    - Volunteers are desperately needed to man our booth and sell raffle tickets June 22 from 10 am to 4 pm. Kevin is the only staff from either organization able to attend. Several board members have prior commitments, so if you have a few hours you are encouraged to volunteer.
- **Network of Oregon Watershed Councils Update**
    - Kevin explained that N.O.W.C. has had no executive director for some time, having lost theirs due to a lack of capacity to retain them. He suggested that in addition to our regular dues, we offer a donation from unrestricted funds to help them out as they are responsible for so many of the advances Councils have seen in past years.
    - **A motion was made by Kevin O'Brien to donate an additional $600 to NOWC when paying our annual dues of $400.**
    - **Carol Crawford seconded the motion.**
    - **Discussion was held.**
    - **The motion passed without dissent.**
- **East Fork Community Engagement**

  Kevin asked the board to consider approving a $1000 budget for Community Engagement to support a Technical Assistance grant ask for the East Fork of the Illinois River. This might include direct mailing and town hall type meetings to assess just what the folks that live on this stretch of the river want to see happen.
    - **A motion was made by Jim Gurley to approve a $500 budget for Community Engagement for the East Fork Project.**
    - **Carol Crawford seconded the motion.**
    - **The motion carried.**

STRATEGIC PLAN UPDATE

- Working in all areas of the plan.

CONTINUING

- **Staff and partnering agency reports:**
    - Kevin reviewed his written report. He has been using the Grant Station membership for the past 2 ½ days to search for grants.

He reviewed with the board his intent to fund the Council with less dependence on grants and more on fundraising and programs.
He asked John Bellville to report on the S.O.S. program developed earlier in the week as he was leaving. A joint venture between the Council and District to try and salvage the Water Quality Monitoring Program, the fundraising campaign was launched via the Council's Harness Giving site to attempt to raise the needed $64,000 to finish out the sampling season.
Other ideas for funding were suggested by the board such as corporate sponsorship and associations who may sponsor also.
John also reported that he and Kevin met with some County reps recently regarding clean-up of Cannabis sites through our contracted guide writer. He stated the meeting was cordial and went well.

- Arlyse had nothing to add to her written report.

- **There were no public comments.**

NEXT MEETING·

The next monthly meeting is to be held at **5:00** pm on **July 11, 2024.**

ADJOURNMENT

Meeting Adjourned by Katrina Poydack, Chair, at 6:56 PM.

Approved Minutes:

Signature_____ **Date**_____

Register: Checking Account

From 06/01/2024 through 06/30/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/03/2024	1105	Pacific Office Autom...	Accounts Payable		62.03	X		77,968.42
06/04/2024	1106	Kevin O'Brien	Accounts Payable		110.89	X		77,857.53
06/04/2024			Stripe Account	Funds Transfer		X	24.16	77,881.69
06/06/2024	1108	CRYSTAL FRESH	Accounts Payable		9.50	X		77,872.19
06/10/2024			Grants Received:Found...	Deposit		X	3,600.00	81,472.19
06/11/2024	ACH	Cardinal-Employee ...	Accounts Payable		2,556.30	X		78,915.89
06/11/2024	ACH	Cardinal-Tax Impound	Accounts Payable		1,366.87	X		77,549.02
06/11/2024	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		77,499.02
06/12/2024	1109	Oregon Department ...	Accounts Payable	VOID:		X		77,499.02
06/12/2024	1110	Oregon Department ...	Accounts Payable		8.00	X		77,491.02
06/12/2024			Stripe Account	Funds Transfer		X	1,000.00	78,491.02
06/14/2024			Stripe Account	Funds Transfer		X	35.18	78,526.20
06/17/2024	1111	IV DATA CENTER	Accounts Payable		21.25	X		78,504.95
06/19/2024	1112	Network of Oregon ...	Accounts Payable		1,000.00	X		77,504.95
06/19/2024	1113	US Cellular	Accounts Payable		126.60	X		77,378.35
06/24/2024	ACH	Slavic 401K Fund	Accounts Payable		631.32	X		76,747.03
06/24/2024	1114	Amazon Business Ca...	Accounts Payable	Laptops	3,897.00			72,850.03
06/25/2024	ACH	Cardinal-Employee ...	Accounts Payable		2,234.37	X		70,615.66
06/25/2024	ACH	Cardinal-Tax Impound	Accounts Payable		1,126.06	X		69,489.60
06/25/2024	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		69,439.60
06/26/2024			Contributions Receive...	Deposit		X	180.00	69,619.60
06/26/2024	1115	Cardmember Services	Umpqua Bank CC IV...		338.99			69,280.61
06/26/2024	1116	IV DATA CENTER	Accounts Payable		450.00			68,830.61
06/26/2024	1117	A+ Storage	Accounts Payable		102.00			68,728.61
06/26/2024	1119	Bob Stafford	Accounts Payable	Hathkapasuta mileage	50.12			68,678.49
06/26/2024	1120	Dave Grosjacques	Accounts Payable		49.98			68,628.51

Illinois Valley Watershed Council
Profit & Loss
June 2024

		Jun 24
Ordinary Income/Expense		
Income		
Contributions Received		
Contributions - Unrestricted		1,122.96
Fundraising Events Income		190.58
Total Contributions Received		1,313.54
Grants Received		
Foundation Grants		3,600.00
Total Grants Received		3,600.00
Total Income		4,913.54
Gross Profit		4,913.54
Expense		
Donation		600.00
Fundraising Expense		299.00
Other		
Bank Fees	Stripe Fees Only	31.16
Copier Lease		62.03
Dues & Subscriptions		425.00
Internet Services		21.25
Payroll Fees		100.00
Rent Expense		552.00
Software		14.99
Telephone		126.60
Total Other		1,333.03
Project Expenses		
Travel - Mileage		110.89
Total Project Expenses		110.89
Salaries & Wages		
401K Automatic Contribution		189.51
Employee Contributed 401K		-225.04
Employer Matching Funds 401K		189.51
Employer Paid Payroll Taxes		713.74
Tax Witholding- Employee		0.00
Salaries & Wages - Other		7,047.20
Total Salaries & Wages		7,914.92
Supplies & Materials		4,025.27
Taxes		8.00
Training and Associated Travel		
Mileage		100.10
Total Training and Associated Travel		100.10
Total Expense		14,391.21
Net Ordinary Income		-9,477.67
Net Income		**-9,477.67**

Illinois Valley Watershed Council
Profit & Loss
July 2023 through June 2024

	Jul '23 - Jun 24
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	1,883.56
Fundraising Events Income	190.58
Total Contributions Received	2,074.14
Fee For Service	3,492.00
Grants Received	
Foundation Grants	19,608.28
Government Grants	87,497.35
Grants Received - Other	23,233.00
Total Grants Received	130,338.63
Total Income	135,904.77
Gross Profit	135,904.77
Expense	
Contracted Services	
Grant Administration	21.91
Contracted Services - Other	14,469.46
Total Contracted Services	14,491.37
Corporation Fees- OR Non-Profit	50.00
Donation	600.00
Fundraising Expense	1,794.00
Insurance	
Executive Protection & EPL	1,249.75
General Liability Insurance	2,483.00
Total Insurance	3,732.75
Other	
Bank Fees	54.70
Copier Lease	865.41
Dues & Subscriptions	1,274.00
Food & Water	389.51
Internet Services	344.00
Payroll Fees	1,243.00
PO Box Rent	113.00
Rent Expense	6,501.50
Software	2,248.67
Telephone	1,524.77
Total Other	14,558.56
Project Expenses	
Travel - Mileage	744.69
Total Project Expenses	744.69
Salaries & Wages	
401K Automatic Contribution	4,111.25
Employee Contributed 401K	266.24
Employer Matching Funds 401K	4,225.13
Employer Paid Payroll Taxes	8,473.24
Tax Witholding- Employee	1,968.46
Workers Comp Insurance	219.40
Salaries & Wages - Other	85,413.29
Total Salaries & Wages	104,677.01

Illinois Valley Watershed Council
Profit & Loss
July 2023 through June 2024

	Jul '23 - Jun 24
Supplies & Materials	
Postage, Mailing Service	5.08
Supplies & Materials - Other	10,766.70
Total Supplies & Materials	10,771.78
Taxes	98.00
Training and Associated Travel	
Lodging	496.08
Mileage	100.10
Per Diem	70.16
Training and Associated Travel - Other	3,122.10
Total Training and Associated Travel	3,788.44
Total Expense	155,306.60
Net Ordinary Income	-19,401.83
Other Income/Expense	
Other Income	
Refunds	317.75
Reimbursement	1,746.96
Total Other Income	2,064.71
Other Expense	
Ask My Accountant	68.00
Total Other Expense	68.00
Net Other Income	1,996.71
Net Income	**-17,405.12**

Illinois Valley Watershed Council
Balance Sheet
As of June 30, 2024

	Jun 30, 24
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	68,628.51
Stripe Account	67.20
Total Checking/Savings	68,695.71
Total Current Assets	68,695.71
TOTAL ASSETS	**68,695.71**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Umpqua Bank CC IVWC	316.37
Total Credit Cards	316.37
Total Current Liabilities	316.37
Total Liabilities	316.37
Equity	
Unrestricted Net Assets	85,784.46
Net Income	-17,405.12
Total Equity	68,379.34
TOTAL LIABILITIES & EQUITY	**68,695.71**

July 2024 Executive Director's Report

(07/02/2024)

Governance & Operational Capacity

- Please remember to dust off the copy you were given of the draft Board Member Recruitment Policy and be ready to discuss and act on it at our next meeting. I haven't received any input from anyone regarding the draft, so everyone must be happy with it(?). 😉

  Next up for the Policy Committee will be working up and getting out for review a revised/new IVWC Director Application that will align with our Bylaws and whatever our Board Member Recruitment Policy looks like when it's approved. We need to schedule our next Policy Committee meeting at our July meeting (please come prepared with some available Tuesday afternoons looking ahead through mid-August, please and thank you!)

  Board Recruitment is a timely discussion item on our agenda this month. Our current Bylaws state "*The Council will consist of the Executive Director and six (6) to ten (10) community members appointed by the Council and shall have a term of office of four (4) years commencing on the date of appointment. All vacancies will be widely advertised and filled using the organization's application policy.*" Although we currently meet that requirement, we are at the minimum (the ED and six directors) and will need to prioritize convening the Human Resources Committee in preparation of collaboratively recruiting new members (please come prepared with some available Tuesday afternoons looking ahead through mid-August, thank you!). Looking ahead, the IVSWCD terms of Jim Gurley and Bob Schmidt conclude at the end of this year. We are in good shape for now, but we need to keep moving this issue forward as a high priority to ensure we are advancing the mission.

  I believe we have well-positioned ourselves with our Strategic Plan, revised Bylaws, and new and/or revised policies to be able to view and enter this upcoming recruitment period with excitement and optimism. We have a fantastic legacy that our former directors have left us to build on, so let's work together to ***strategically*** and ***intentionally*** add value to the team to forward our mission and objectives... we are looking for WAY more than a pulse nowadays, lol! 😊
- Meh... I postponed the Budget Committee meeting that we scheduled at our last meeting due to scheduling and workload conflicts that prevented Arlyse and me from getting together to prep for it. We will reschedule it at next week's meeting. Again, please come prepared with some available Tuesday afternoons looking ahead through mid-August, thank you!
- I overlooked a significant change in our mid-biennium reporting requirement to our Council Capacity grant that OWEB had made. Ugh. Although what I'd submitted to OWEB has satisfied the reporting requirement to the Josephine County Board of County Commissioners and can go unamended, Mark Grenbemer let me know we need to revise and resubmit the report to address items OWEB now wants self-reported to them (and the BoCC in the future) at the mid-term point of the biennium.

  Due to the apparent level of comfort JoCo government generally has currently for the IV Stream Team, I prepared and submitted a written report to JoCo BoCC this year as opposed to getting on one of their weekly business session agendas and providing them a verbal report with an opportunity for dialogue as I had in previous years. The IVWC FY2023-24 report submitted to the JoCo BoCC should be included in your meeting packet after this staff report as an FYI. I plan to have hard copies of the revised progress report I am revising and resubmitting (to OWEB) available for you at our upcoming meeting.

Watershed Health Programs & Projects

- Joey Howard of Cascade Stream Solutions and I will be meeting soon for another East Fork Initiative development meeting. I am looking at the late August – September 2024 timeframe for our first targeted mailing and setting up an outreach/listening event. Our intent is to incorporate input obtained from community engagement into our planned Technical Assistance proposal to OWEB's Technical Assistance Program this fall so that we can develop a realistic and multiple-phased restoration plan for the East Fork Illinois River subwatershed.
- I'll be meeting with John Bellville and the new Wild Rivers District (USFS) Botanist to provide input for the upcoming Agreement John is working with the Botanist on.
- I will be providing some Quality Assurance services to IVSWCD under their Post-Fire grant from OWEB. The services generally will be inspecting contractual fuels reduction work.
- The fledgling Coalition for Remediating Cannabis Sites (CoRCS) working group that we are a part of is currently scheduling an in-person meeting for some time next month, hopefully here at our offices. Our goals for this meeting will focus on the following: Review 1) the rough draft of a manual guiding community members through the site remediation process and 2) a community survey regarding the public's perception of the environmental impacts of cannabis cultivation to follow up on the work done by The Water League in 2021 and 2022; Discuss concrete opportunities to secure funding for cannabis cultivation site cleanup; and, Identify goals for a public event to engage the community in the remediation process, tentatively scheduled for October.
- Crooks Creek Phase 2 is still in hibernation status. We will be submitting a resubmitted implementation proposal to OWEB's Restoration Program this fall for implementation in the summer of 2025.

Community, Partners, & Neighborhood Engagement

- Heartfelt thanks to all of you who helped plan and pull off our showing at the Farmer's Market recently as well as at the Forks State Park for Hathkapasuta (the annual Illinois River celebration)... THANK YOU!!! 😊 More on the events at the meeting.
- After conferring with IVSWCD's John Bellville, we decided to abort our Save Our Sampling! campaign. The $20 in donations received while it was active are being held for IVSWCD until their fundraising campaign is launched.
- Our raffle only netted us a $180 profit but provided us a lot of email addresses and contact information for potential future donors/partners with us. Thanks again to Patty and Katrina for providing the fantastic prizes. It was a fun learning experience.
- Another discussion item for our agenda is the formation of a Community Engagement Committee and scheduling that committee's first meeting.

In service to our shared mission,

Kevin O'Brien, Executive Director

Arlyse DeLoyola

Office Manager

Staff Report- July 2024

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 to bank account for June and filed reviewed bills.
- Voicemails, email and phone calls.

The raffle was a learning experience in which we netted around $180 in unrestricted funds. Lessons for next time would include a longer sale period and more promotion.
I am just back in the office after my extended weekend traveling to Idaho, so I'm playing catch-up while trying to get this packet out.
The end of the fiscal year has come, and I'll be gathering stuff for Debra at Brewster for a couple of months.

We have received our new laptops, purchased with funds from a grant from the Four Way Community Foundation. I hope to dedicate some time soon to setting mine up and enjoying a much faster, more efficient machine.
We are now officially beyond help with the QuickBooks software we are using. It's still functioning, I'm not in a panic, but that could change at any time. I plan to continue research into the Online version as well as other options as soon as I can squeeze it in.

My Spring of many trips has come to an end, and I'll be here a lot more dependably for the next few months. I'll be setting some goals other than just surviving that will strive to improve our efficiency and searching for more ways to save money without sacrificing too much. Wish me luck!

I'd like to challenge each of you to visit our website this week.

Thanks!
Arlyse