

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

## Monthly Watershed Council Meeting Notice and Agenda Thursday, April 10, 2025

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

Topic: Illinois Valley Watershed Council Monthly Meeting  
Time: April 10, 2025 5:00 PM Pacific Time (US and Canada)

Meeting ID: 869 6068 6555

Passcode: SaveFish

One tap mobile

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+12532050468,,86960686555#,,,,\*94761306# US

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. 5:02 PM: Acceptance of Minutes**
- III. 5:05 PM: Acceptance of Financial Reports**
- IV. 5:10 PM: Committee Reports - Policy**
- V. 5:25 PM: Old Business**
  - a. Self-Assessment
  - b. March for Trees
  - c. BottleDrop Gives Earth Week Promo April 15-25
- VI. 5:50 PM: New Business**
  - a. T.B.A.
- VII. 6:15 PM: Council Updates & Staff Reports**
  - a. Kevin report
  - b. Arlyse 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**

### Meeting Minutes

Meeting Called to Order March 13, 2025, by Katrina Poydack, Chair, at 5:02 pm.

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Katrina Poydack	Gene Merrill (5:30)	
Patty Downing	Abie Diaz	
Carol Crawford		
Janice Denney		
Kevin O'Brien (E.D.)		
Bill Joerger		
Arlyse DeLoyola (staff)		

**SCRIBE**

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the February 2025 meeting were presented to the council for review.
  - **Carol Crawford made a motion to approve the minutes.**
  - **Janice Denney seconded that motion.**
  - **The minutes were approved without dissent.**
  
- **Financials:** The Financial Reports for January 2025 were presented to the Council for review.
  - **Carol Crawford made a motion to approve the financial reports.**
  - **Patty Downing seconded that motion.**
  - **The motion was approved without dissent.**
  - **Patty Downing asked if we had a financial policy. Arlyse will email it.**

**Committee Reports:**

**The Human Resources Committee** will meet Tuesday, March 25<sup>th</sup> at 10:00am.

The Tree Planting meeting will be on the 18<sup>th</sup> at 10:00.

**Policy Committee** : Patty asked if there was an update on the proposed Land Acknowledgement. Katrina shared a draft, which was discussed and tabled to the next meeting.

**OLD BUSINESS**

- **March for Trees Event**  
 Roughly 250 willows were distributed March 8<sup>th</sup> at Grocery Outlet. The weather was perfect. Since then, Kevin has distributed an additional 65 to landowners. The pop-up tents worked well. It would be good to have one line for pre-orders and one for non. The next giveaway is March 22 at Jubilee park at the Seed Swap.
  
- **Council Self Assessment:**  
 All were reminded that the assessment is due this month.

**NEW BUSINESS**

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- **Bottledrop Gives:**

Dates for the Earth Week promotion are April 22 to May 4<sup>th</sup>. During that time, Bottledrop will do a 20% match on all deposits. Arlyse encouraged everyone to donate during that time period.

- **IVCDO Strategic Planning**

Kevin will represent the Council at the IVCDO Strategic Planning evening session March 19<sup>th</sup>.

**CONTINUING**

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- **Staff and Partnering Agency reports:**

Kevin reviewed his report

Arlyse had nothing to add to her report.

**Board Actions/Homework:**

Complete Council Self Assessment and return to Arlyse ASAP.

**Partnering Agency Reports:**

Arlyse reported for IVSWCD that John had been interviewed by Channel 12 news and that a story about the Post-Fire Recovery project was on the TV news as well as online, which included photos from the Page Creek planting event.

**Public Comments:**

There were no public comments.

**NEXT MEETING:**

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The next monthly meeting is to be held at **5:00 pm on April 10th, 2025.**

**ADJOURNMENT**

Meeting Adjourned by Katrina Poydack, Chair, at 6:25 pm.

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

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

	<b>Mar 25</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Contributions Received</b>	
Contributions - Unrestricted      ODFW/Logging "fine" , donations	472.92
<b>Total Contributions Received</b>	472.92
<b>Grants Received</b>	
Foundation Grants                  RBP/RLF	643.40
Government Grants                 Capacity Q7	20,768.05
<b>Total Grants Received</b>	21,411.45
<b>Total Income</b>	21,884.37
<b>Gross Profit</b>	21,884.37
<b>Expense</b>	
<b>Contracted Services</b>	1,250.00
<b>Other</b>	
Copier Lease	65.75
Dues & Subscriptions	25.00
Payroll Fees	100.00
Power	35.19
Rent Expense	587.00
<b>Total Other</b>	812.94
<b>Printing &amp; Copying</b>	46.66
<b>Project Expenses</b>	
Materials & Supplies                 Copies contract	46.99
<b>Total Project Expenses</b>	46.99
<b>Salaries &amp; Wages</b>	7,784.59
<b>Supplies &amp; Materials</b>	217.62
<b>Training and Associated Travel</b>	
Mileage	222.32
Training and Associated Travel - Other	57.04
<b>Total Training and Associated Travel</b>	279.36
<b>Total Expense</b>	10,438.16
<b>Net Ordinary Income</b>	11,446.21
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Reimbursement	5,450.00
<b>Total Other Income</b>	5,450.00
<b>Net Other Income</b>	5,450.00
<b>Net Income</b>	<b>16,896.21</b>

**Illinois Valley Watershed Council**  
**Profit & Loss**  
 July 2024 through March 2025

	Jul '24 - Mar 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Contributions Received	
Contributions - Unrestricted	1,372.03
<b>Total Contributions Received</b>	1,372.03
Grants Received	
Foundation Grants	643.40
Government Grants	105,701.00
<b>Total Grants Received</b>	106,344.40
<b>Total Income</b>	107,716.43
<b>Gross Profit</b>	107,716.43
<b>Expense</b>	
Contracted Services	
Tax Preparation	2,015.00
Contracted Services - Other	10,468.50
<b>Total Contracted Services</b>	12,483.50
Corporation Fees- OR Non-Profit	50.00
Fundraising Expense	2,093.00
Insurance	
Executive Protection & EPL	1,021.00
General Liability Insurance	2,863.00
<b>Total Insurance</b>	3,884.00
Other	
Bank Fees	20.76
Copier Lease	559.64
Dues & Subscriptions	585.00
Food & Water	27.67
Internet Services	170.00
Payroll Fees	943.00
PO Box Rent	116.00
Power	434.32
Rent Expense	5,083.00
Software	38.25
Telephone	996.51
<b>Total Other</b>	8,974.15
Printing & Copying	132.43
Project Expenses	
Materials & Supplies	46.99
Travel - Mileage	123.08
<b>Total Project Expenses</b>	170.07
Reconciliation Discrepancies	0.00
Salaries & Wages	82,088.11
Supplies & Materials	1,410.45
Taxes	157.00
Training and Associated Travel	
Mileage	222.32
Training and Associated Travel - Other	340.04
<b>Total Training and Associated Travel</b>	562.36
<b>Total Expense</b>	112,005.07
<b>Net Ordinary Income</b>	-4,288.64

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04/03/25

Cash Basis

# Illinois Valley Watershed Council

## Profit & Loss

July 2024 through March 2025

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	<u>Jul '24 - Mar 25</u>
Other Income/Expense	
Other Income	
Refunds	21.00
Reimbursement IVSWCD Contract	5,450.00
	<hr/>
Total Other Income	5,471.00
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Net Other Income	5,471.00
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Net Income	<u><u>1,182.36</u></u>

Illinois Valley Watershed Council  
**Balance Sheet**  
As of April 3, 2025

	<u>Apr 3, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking Account	69,311.03
Stripe Account	-0.18
<b>Total Checking/Savings</b>	<u>69,310.85</u>
<b>Total Current Assets</b>	<u>69,310.85</u>
<b>TOTAL ASSETS</b>	<b><u>69,310.85</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	-98.00
<b>Total Accounts Payable</b>	<u>-98.00</u>
<b>Credit Cards</b>	
Umpqua Bank CC IVWC	124.76
<b>Total Credit Cards</b>	<u>124.76</u>
<b>Total Current Liabilities</b>	<u>26.76</u>
<b>Total Liabilities</b>	26.76
<b>Equity</b>	
Unrestricted Net Assets	68,678.34
Net Income	605.75
<b>Total Equity</b>	<u>69,284.09</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>69,310.85</u></b>

Illinois Valley Watershed Council

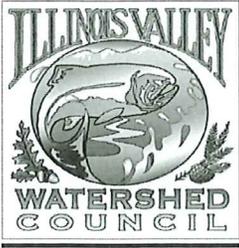
4/3/2025 3:29 PM

Register: Checking Account

From 03/01/2025 through 03/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/10/2025	1214	Pacific Power	Accounts Payable		35.19	X		53,146.71
03/10/2025	1215	Staples Advantage	Accounts Payable		21.25	X		53,125.46
03/10/2025	1217	Pacific Office Autom...	Accounts Payable		65.75	X		53,059.71
03/11/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,158.37	X		50,901.34
03/11/2025	ACH	Cardinal-Tax Impound	Accounts Payable		1,026.80	X		49,874.54
03/11/2025	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		49,824.54
03/11/2025	ACH	Slavic 401K Fund	Accounts Payable		672.66	X		49,151.88
03/13/2025	1219	Dicover Your North...	Accounts Payable	VOID:		X		49,151.88
03/14/2025			Grants Received:Gover...	Deposit		X	20,768.05	69,919.93
03/18/2025			Contributions Receive...	Deposit		X	400.00	70,319.93
03/18/2025			Undeposited Funds	Deposit		X	5,450.00	75,769.93
03/18/2025			Grants Received:Found...	Deposit		X	643.40	76,413.33
03/18/2025	1222	Dicover Your North...	Accounts Payable	50% on contract	1,250.00	X		75,163.33
03/19/2025	1223	Amazon Business	Accounts Payable		32.92	X		75,130.41
03/19/2025	1224	Staples Advantage	Accounts Payable		19.07	X		75,111.34
03/19/2025			Stripe Account	Funds Transfer		X	35.00	75,146.34
03/24/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,259.25	X		72,887.09
03/24/2025	ACH	Cardinal-Tax Impound	Accounts Payable		1,094.96	X		71,792.13
03/24/2025	ACH	Slavic 401K Fund	Accounts Payable		572.55	X		71,219.58
03/25/2025	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		71,169.58
03/25/2025	1225	Kevin O'Brien	Accounts Payable	Mileage	222.32	X		70,947.26
03/25/2025	1226	Pacific Office Autom...	Accounts Payable		46.66			70,900.60
03/25/2025	1228	A+ Storage	Accounts Payable		114.50			70,786.10
03/25/2025	1229	Stilton LLC	Accounts Payable	Rent	472.50			70,313.60
03/26/2025	1230	Cardmember Services	Umpqua Bank CC IV...		204.58			70,109.02
03/31/2025			Undeposited Funds	Deposit		X	30.00	70,139.02



## April 2025 Executive Director's Report

(4/03/2025)

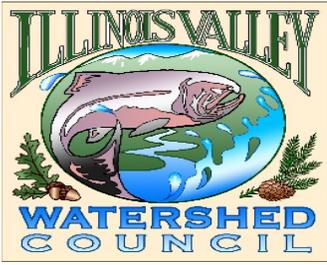
I won't wear your eyes out this month... a lot of my time was spent in a few areas. Read on. 😊

- Many, many thanks to all of you for pitching in on our Watershed March for Trees! event. We did a great job, gang. It was a lot of work for all of us, but there was a lot of fun along the way and a LOT of interfacing with our community members. It occupied a lot of my time last month working behind the scenes with all of you. I will be compiling and submitting a short summary report to IVSWCD of the engagement activities we accomplished that I'll share with you in my May staff report. We distributed approximately 1,100 seedlings to community members. Bob Webb is volun-planting the remaining 900 seedlings at his place on Elk Creek to be sold/planted/given away early in 2026. HUGE thanks to Bob for that! The celebratory event is coming up this Saturday from 10:30am – noon at the IV Community Library. I hope to see you all there.
- I prepared and submitted our annual report to the Josephine County Board of County Commissioners last month, meeting the requirement in our Council Capacity grant from OWEB to update the Commissioners annually.
- I am close to getting the Horse Creek RFP out the door to prospective bidders. I have seven interested contracting companies interested in the work that I will be sending it to at some point next week, likely before we have our meeting.
- I'll be pivoting to working on JoCo permitting applications for Crooks Creek and Horse Creek after the Horse Creek RFP is on the streets.
- Thanks for getting your piece of the organizational self-assessment done. We'll discuss it at the meeting.
- I had a meeting with Denise Hoffert of OWEB to see if their Partnership Technical Assistance grant program can help us with implementing our Strategic Plan. They plan to announce the next open cycle for the program in August after the OWEB BoD votes during their July meeting on the agency spending plan for 2025-2027 biennium.
- I will be setting up a meeting with Mark Grenbemer of OWEB to see if their Engagement grant program can help us with implementing our parts of our Strategic Plan. They are accepting applications until August 4<sup>th</sup> for that program and I intend to apply, pending my meeting with Mark.

In service to our shared mission,

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

Kevin O'Brien, Executive Director



**Arlyse DeLoyola**  
*Office Manager*  
Staff Report-APRIL 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.
- Reconciled QB to bank account for March
- Voicemails, email and phone calls.

Our last event for "Tree Month" will be this Saturday, April 5<sup>th</sup>. Hopefully, many of you are/were able to make it.

Janice and I will be heading to Florence on Tuesday before the meeting for the Connect Conference. We'll be returning the day of the meeting, hopefully with lots to report and enough energy after the drive to get through the meeting.

Remember that Earth Week Gives is on for BottleDrop this month, so if you have cans and bottles piling up, please get them to us so we can drop them between April 15<sup>th</sup> and 25<sup>th</sup> and get an extra 20%.

I will be out of the office from April 24<sup>th</sup> through possibly the first week of May, so the May meeting packet might be a bit late. We will try to at least get you an agenda a week ahead, but since I can't get financial data until I reconcile the bank accounts, (and I can't do that until after the 1<sup>st</sup>) that part will wait until I return.

See you on the 10<sup>th</sup>.

Arlyse

