

Illinois Valley Watershed Council is inviting you to a scheduled Zoom meeting. You may also attend in person at 331 E Cottage Park Drive Suite 1B- Cave Junction

Topic: Illinois Valley Watershed Council Monthly Meeting

Time: Thursday, December 14, 2023

**5:00 PM SECOND THURSDAY  
NEW SCHEDULE!**

Join Zoom Meeting

<https://us06web.zoom.us/j/4738236869?pwd=Z1ZxVlkyYUtWUkprMVVLL3BwdzdoZz09>

Meeting ID: 473 823 6869

Passcode: SaveFish

One tap mobile

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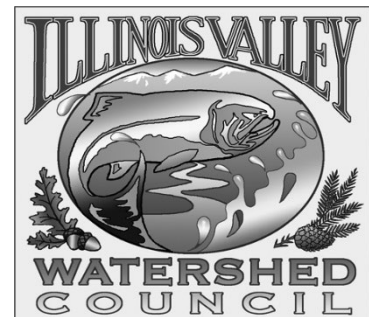
+1 301 715 8592 US (Washington DC)

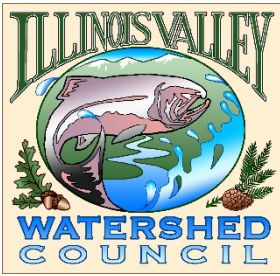
Meeting ID: 473 823 6869

Passcode: 76632288

Find your local number: <https://us06web.zoom.us/u/kq9K0ESEz>

# Watershed Council Monthly Meeting December 14, 2023





**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 *December 14, 2023*

- I. **5:00 PM: Call to Order**
- II. **5:05 PM: Acceptance of Minutes**
- III. **5:10 PM: Acceptance of Financial Reports**
- IV. **5:15 PM: Old Business**
  - a. Strategic Planning Update
  - b. Meeting Date Review
  - c. Open Season/bonus \*Action\*
  - d. Harness Giving
  - e. Migration/email issues and Kelley Connect
- V. **5:50 PM: New Business**
  - a. Heads-Up for action on revised by-laws, the 2024-2026 Strategic Plan, and election of officers in January...very important meeting.
- VI. **6:10 PM: Council Updates & Staff Reports**
  - a. Kevin report
  - b. Arlyse report
- VII. **6:20 PM Partnering Agency Reports**
  - a. Illinois Valley SWCD
  - b. Others
- VIII. **6:25 PM: Public Comments** (Relating to this agenda or IVWC Operations)
- IX. **6:30 PM: Adjournment**

### Meeting Minutes

Meeting Called to Order November 9, by Katrina Poydack, Chair at 5:05 pm

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

#### SCRIBE

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Notes were taken by: Arlyse DeLoyola

Patty Downing asked for the floor before the business meeting began. She shared a statement she had written and hoped to incorporate into our strategic plan. Discussion was held.

- **Minutes:** The minutes of the October 2023 meeting were presented to the council for review.
  - **Carol Crawford made a motion to approve the minutes.**
  - **Bob Schmidt seconded that motion.**
  - **The minutes were approved without dissent.**
  
- **Financials:** The Financial Reports for October 2023 were presented to the Council for review.
  - **Bob Schmidt made a motion to accept the financial reports.**
  - **Carol Crawford seconded that motion.**
  - **The motion was approved without dissent.**

#### OLD BUSINESS

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- **Strategic Planning**

A brief review of the recent meeting was given,

- **Budget Committee meeting Date**

The meeting was set for January 9<sup>th</sup> at 2:00 pm

- **Harness Giving**

Kevin shared information and slides regarding the Harness Giving Platform for fundraising, he recommended we sign up for a year at the mid-level. Discussion was held and questions asked that will be relayed to the sales rep next week for the next meeting.

**NEW BUSINESS**

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- **Open Season**

Kevin advised the board that he has a meeting set with our insurance company regarding health insurance for next year. He asked that the board be prepared to vote next month.

- **Grant Station Membership**

Kevin and Arlyse attended a training through Grant Station that was very informative and useful. Kevin informed the board they had signed up for a two-year Grant Station membership.

- **Insurance Renewal review**

Arlyse had a copy of the proposed liability insurance policy and asked the board to approve renewal at current levels. It was noted the Officer's and Directors' Liability had already been paid, as it came due before the meeting date.

- **Patty Downing made a motion to renew the current policy for 2024.**
- **Janice Denney seconded the motion.**
- **The motion passed without dissent.**

- **Meeting Date and Time**

Kevin read correspondence from director Gurley regarding the recent meeting date change and the effect on his attendance. No board action was taken.

**CONTINUING**

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- **Staff and partnering agency reports:**

- Kevin reviewed his written report, explaining the three grant applications he submitted in October.
- Arlyse had no additions to her report.
- **Partnering Agencies: No reports.**
- **Good of the Order**

The next Strategic Planning session will be held Sunday, December 3 from 12:00 to 4:00 in the office.

**NEXT MEETING**

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The next monthly meeting is to be held at 5:00 pm on **December 14, 2023**

**ADJOURNMENT**

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Meeting Adjourned by Katrina Poydack, Chair, at 6:57 PM.

**Approved Minutes:**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Illinois Valley Watershed Council

12/5/2023 12:51 PM

Register: Checking Account

From 11/01/2023 through 11/30/2023

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>
11/03/2023	ACH	Slavic 401K Fund	Accounts Payable	PP ending 10/1...	509.33	X		96,432.06
11/07/2023	1031	Pacific Office Autom...	Accounts Payable		62.03	X		96,370.03
11/09/2023	ACH	Cardinal-Employee ...	Accounts Payable		2,636.41	X		93,733.62
11/09/2023	ACH	Cardinal-Tax Impound	Accounts Payable		1,190.73	X		92,542.89
11/09/2023	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		92,492.89
11/09/2023	ACH	Slavic 401K Fund	Accounts Payable		639.83	X		91,853.06
11/09/2023	1032	US Cellular	Accounts Payable	estimated charg...	70.74	X		91,782.32
11/13/2023	1033	Oregon Department ...	Accounts Payable		90.00			91,692.32
11/13/2023	1034	IV DATA CENTER	Accounts Payable		21.25			91,671.07
11/13/2023	1035	IV DATA CENTER	Accounts Payable		450.00			91,221.07
11/13/2023	1036	A+ Storage	Accounts Payable		84.50			91,136.57
11/14/2023	1037	Great American Insur...	Accounts Payable	051053893	2,449.00			88,687.57
11/22/2023	ach	Cardinal-Employee ...	Accounts Payable		2,731.82	X		85,955.75
11/22/2023	ach	Cardinal-Tax Impound	Accounts Payable		1,281.71	X		84,674.04
11/22/2023	ach	Cardinal Business Se...	Accounts Payable		52.50	X		84,621.54
11/28/2023	1038	Cardmember Services	Umpqua Bank CC IV...		1,688.36			82,933.18
11/30/2023			Undeposited Funds	Deposit (SO FlyFishers)		X	200.00	83,133.18
11/30/2023	ACH	Slavic 401K Fund	Accounts Payable		667.70	X		82,465.48
11/30/2023	1039	Kevin O'Brien	Accounts Payable	VOID:reimbur...		X		82,465.48
11/30/2023	1040	Kevin O'Brien	Accounts Payable		13.96			82,451.52

**Illinois Valley Watershed Council**  
**Profit & Loss**  
 November 2023

	<u>Nov 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Contributions Received</b>	
Contributions - Unrestricted (SO FlyFishers and K O'Brien)	225.00
<b>Total Contributions Received</b>	<u>225.00</u>
<b>Total Income</b>	<u>225.00</u>
<b>Gross Profit</b>	225.00
<b>Expense</b>	
<b>Insurance</b>	
Executive Protection & EPL	259.75
General Liability Insurance	2,449.00
<b>Total Insurance</b>	<u>2,708.75</u>
<b>Other</b>	
Copier Lease	62.03
Dues & Subscriptions	25.00
Food & Water	77.19
Internet Services	21.25
Payroll Fees	102.50
Rent Expense	534.50
Telephone	70.74
<b>Total Other</b>	<u>893.21</u>
<b>Salaries &amp; Wages</b>	
401K Automatic Contribution	425.36
Employee Contributed 401K	317.53
Employer Matching Funds 401K	539.24
Employer Paid Payroll Taxes	647.48
Tax Withholding- Employee	0.00
Salaries & Wages - Other	7,727.92
<b>Total Salaries &amp; Wages</b>	<u>9,657.53</u>
<b>Supplies &amp; Materials</b>	98.99
<b>Taxes</b>	90.00
<b>Training and Associated Travel</b>	
Lodging	168.44
Training and Associated Travel - Other	1,110.00
<b>Total Training and Associated Travel</b>	<u>1,278.44</u>
<b>Total Expense</b>	<u>14,726.92</u>
<b>Net Ordinary Income</b>	<u>-14,501.92</u>
<b>Net Income</b>	<u><u>-14,501.92</u></u>

**Illinois Valley Watershed Council**  
**Profit & Loss**  
 July through November 2023

	<u>Jul - Nov 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Contributions Received</b>	
Contributions - Unrestricted	325.00
<b>Total Contributions Received</b>	325.00
<b>Grants Received</b>	
<b>Government Grants</b> (Page Ck, Crooks Ck 23-25 Capacity)	31,305.65
<b>Grants Received - Other</b> (Capacity 21-23)	23,233.00
<b>Total Grants Received</b>	54,538.65
<b>Total Income</b>	54,863.65
<b>Gross Profit</b>	54,863.65
<b>Expense</b>	
<b>Contracted Services</b>	-1,786.54
<b>Insurance</b>	
Executive Protection & EPL	1,249.75
General Liability Insurance	2,449.00
<b>Total Insurance</b>	3,698.75
<b>Other</b>	
Bank Fees (PayPal fees)	2.42
Copier Lease	396.79
Dues & Subscriptions	539.00
Food & Water	211.75
Internet Services	195.25
Payroll Fees	502.50
Rent Expense	2,672.50
Software	2,183.70
Telephone	373.37
<b>Total Other</b>	7,077.28
<b>Project Expenses</b>	
Travel - Mileage	387.77
<b>Total Project Expenses</b>	387.77
<b>Salaries &amp; Wages</b>	
401K Automatic Contribution	1,625.33
Employee Contributed 401K	113.88
Employer Matching Funds 401K	1,739.21
Employer Paid Payroll Taxes	3,180.82
Tax Withholding- Employee	0.00
Salaries & Wages - Other	34,784.72
<b>Total Salaries &amp; Wages</b>	41,443.96
<b>Supplies &amp; Materials</b>	5,602.05
<b>Taxes</b>	90.00
<b>Training and Associated Travel</b>	
Lodging	168.44
Training and Associated Travel - Other	1,680.00
<b>Total Training and Associated Travel</b>	1,848.44
<b>Total Expense</b>	58,361.71
<b>Net Ordinary Income</b>	-3,498.06
<b>Net Income</b>	<b>-3,498.06</b>

Illinois Valley Watershed Council  
**Balance Sheet**  
As of November 30, 2023

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	<u>Nov 30, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking Account	82,451.52
IVWC PayPal	170.16
<b>Total Checking/Savings</b>	<u>82,621.68</u>
<b>Total Current Assets</b>	<u>82,621.68</u>
<b>TOTAL ASSETS</b>	<u><b>82,621.68</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Umpqua Bank CC IVWC	386.70
<b>Total Credit Cards</b>	<u>386.70</u>
<b>Total Current Liabilities</b>	<u>386.70</u>
<b>Total Liabilities</b>	386.70
<b>Equity</b>	
Unrestricted Net Assets	85,733.04
Net Income	-3,498.06
<b>Total Equity</b>	<u>82,234.98</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>82,621.68</b></u>





## **December 2023 Staff Report of the IVWC Watershed Coordinator** (12/06/2023)

### **Crooks Creek Project:**

OWEB Regional Review Team (RRT) site visit scheduled for January 9, 2024. Our partnering agencies private landowners will help me show off the proposed projects.

### **Strategic Planning:**

We expect to have a final draft version of the Strategic Plan for 2024-2026 and the WC amended bylaws to vote into place at our January meeting. Please be sure to carefully read over NEXT month's packet which will have those documents available for consideration. I'm grateful to everyone that participated at our in-person facilitated session. I believe it has been a real team-building experience for me.

### **Restoration Partnership Initiative/Strategic Alliance with Josephine County:**

We received word that our grant is not under the deadline we had thought it was. We essentially are able to put our plan for our first deliverable (the assessment guide) on a more reasonable timeframe for John and my current priorities and workload. This ensures we are taking a very thorough rollout of a program that we expect could be a delicate and is very likely long game in development and fruition. We're talking layers of bureaucracy and some seemingly tough mindsets. With that, we are putting it aside until this current grant push is over.

### **Water Quality Monitoring Program:**

We researched a new funding initiative being administered by ODFW for the next 15 years: The Private Forest Accord (PFA). After looking into it and meeting with the key contacts to us with ODFW that are working under that program, there seems to be a fit for sustaining and possibly even expanding our current program by submitting a proposal. John Bellville, District Manager with IVSWCD is shouldering the big lift and lead on it. I will provide support as I'm able. More on this at our meeting.

### **IV Country Club Restoration Project with ODFW:**

This one is hibernating awaiting OWEB's review and decision, which will be about the end of March-ish, 2024. TA projects do not warrant site visits from project on January 9<sup>th</sup> because it is a request for funding technical assistance to develop a suite of restoration activities from. OWEB only does site visits for proposals submitted under their Restoration Program.

### **Mendoza-East Fork Project, hereafter known as EFIR-Phase1 Project:**

We hosted a kickoff landowner meeting for partnering landowners and potentially affected landowners on November 30<sup>th</sup> to help prepare for the upcoming RRT site visit. The Mendozas and Rileys were in attendance. Lexi LeFevre was unavailable for the meeting due to previous travel plans but was aware of it and plans to view the recorded session. Joey Howard of Cascade Stream Solutions attended virtually and comprehensively and simply guided everyone through our proposed design that OWEB is considering. I covered where we've been, what's been going on, what we can possibly expect, and next steps. We served a light supper. I would say it was successful in accomplishing what I'd hoped it would.

I'm currently dug in on writing proposals for the previously mentioned PFA initiative as well as one to the Drinking Water Providers Partnership (DWPP) for this project to leverage against the OWEB proposal we submitted at the end of October. PFA is due 12/31/2023 and DWPP is due 1/05/2024. Busy holiday season. Hohoho! 😊

Respectfully submitted,

/s/

Kevin O'Brien, Watershed Coordinator



# Arlyse DeLoyola

## Office Manager

Staff Report- December 2023

### 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 November.
- Voicemails, email and phone calls.

We're getting closer on the Microsoft front. We just need Kelley to do a few more things for us. If only they were responsive.

I survived my fourth 60-mile walk last month and had a great time. I only had one blister and really no struggles at all beyond the normal stiff muscles and sore feet. The weather was nearly perfect, though not conducive to seeking hydration (cool) so I did learn a lesson about forcing myself to hydrate next time. We had so much fun that we agreed to do it again next year, so if you're of a mind to donate to the foundation, please do it through my fundraising account. Each walker commits to raising a minimum of \$2300. This year in San Diego we totaled 5.3 million!

Since returning, I have been busy playing catch up. Cardinal is moving the Council to a different payroll system. Ultimately I will be inputting hours directly to the platform, leaving out the middleman. Right now, it's a bit clunky as their staff learns to navigate it. Last payroll I didn't receive reports and also was not given permission to access them online, so I had to access both Kevin's and my pay stubs and back my way into figuring out the payroll taxes. That was fun....not! Hopefully this next one will go more smoothly.

I hope everyone enjoys the upcoming holidays. Arlyse

Follow this link to my fundraising page:

[https://www.the3day.org/site/TR/2023/SanDiegoEvent2024?px=7664460&pg=personal&fr\\_id=2286](https://www.the3day.org/site/TR/2023/SanDiegoEvent2024?px=7664460&pg=personal&fr_id=2286)

