



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 Bi-Monthly Meeting

Time: January 27, 2022 6:00pm

Join Zoom Meeting

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

Bi-Monthly Council Meeting Agenda
January 27, 2022 *IVWC Office/ZOOM*

- I. 6:00 PM: Call to Order
- II. 6:05 PM: Acceptance of Minutes
- III. 6:10 PM: Acceptance of Financial Reports
- IV. 6:15 PM: Old Business
 - a. Report on financial review question
 - b. Update on Organizational Restructuring Discussion
- V. 6:30 PM: New Business
 - a. Recommendation to resume monthly meetings
 - b. Strategic Planning
- VI. 6:40 PM: Council Updates & Staff Reports
 - a. Kevin report
 - b. Arlyse report
- VII. 6:50 PM: Public Comments (Relating to this agenda or IVWC Operations)
- VIII. 7:00 PM: Adjournment

Meeting Minutes

Meeting Called to Order November 18, 2021 by Bill Reid, Chairman at 6:05 pm

ATTENDEES

ZOOM ATTENDEES

ABSENTEES

William Reid	Patricia Downing	Carol Crawford
Don Young	Marcy Sowa	
Robert Schmidt	Joy McEwen	
Rhett Nelsen	James Gurley	
Katrina Poydack	Gene Merrill	
Janice Denney	Tracey Brandt (SWCD Staff)	
Robert Webb		
Kevin O'Brien (staff)		
Arlyse DeLoyola (staff)		
Chris Hall (SWCD Staff)		
JoEl Palacios, guest		

SCRIBE

Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes from the September meeting were presented to the Council for review.
 - Bob Schmidt made a motion to approve the minutes for September.
 - Rhett Nelsen seconded that motion.
 - The motion carried without dissent.
- **Financials:** The Financial Reports from July 1, 2021– October31, 2021, were presented to the Council for review.
 - Bob Schmidt made a motion to accept the financial reports.
 - Gene Merrill seconded that motion.
 - Discussion was held as to whether a review by the accountant is necessary, since the cost has risen dramatically. It was explained that funders require financial reviews as a condition of funding.
 - The motion carried without dissent.

Presentation:

JoEl Palacios presented photographs of area clear-cuts and his reasons for wanting to work toward ending the clear-cutting process in Josephine County permanently. He stated that he is not anti-logging, but that clear cutting is not the best way to harvest this resource because of the disruptions it causes in the eco-system. He noted that several organizations are currently working toward this goal including the Sasquatch Woods people and Wild Oregon. He suggested that anyone wishing to join the fight against clear-cutting could contact him at 541-592-8254 or jojo.talkingwoods@gmail.com

OLD BUSINESS

- **Storage Update**
 - Arlyse noted that a 10 X 20 foot unit had been rented at A-1 Storage and the contents of the buildings had been moved. Kevin added that now what was needed were volunteers to make a dump run and possibly move or tear down the two sheds. Bob

Webb volunteered to take care of it. Bill asked if there was anyone else interested in taking the sheds and there was no response

- **A motion was made by Bob Schmidt to allow Bob Webb to dispose of the storage units in any manner he chooses.**
- **The motion was seconded by Katrina Poydack.**
- **The motion passed with one abstention (Bob Webb)**
- **Draft Memorandum of Understanding**
 - **A motion was made by Rhett Nelsen to table the discussion to January.**
 - **The motion was seconded by Bob Schmidt**
 - **The motion carried without dissent.**
- **Further Organizational Restructuring Discussion**
 - Kevin introduced the topic of separation of the boards of the IVWC and IVSWCD. Bill opened the discussion with concerns about communication between the boards and suggested that perhaps the Chairman of each would be a non-voting member of the other board. Several other ideas and concerns were expressed.
 - **A motion was made by Patty Downing to re-form the Watershed Council Board of Directors, effective January 1st to be comprised of Carol Crawford, Don Young, Gene Merrill, Janice Denney, Patty Downing, Joy McEwen and one other position for the current vacant spot, normally occupied by a representative from the City of Cave Junction as full directors. Further, that the seven elected directors of the Illinois Valley Soil & Water Conservation District be included on an interim basis as associate (non-voting) directors, with the Chairs advising one another.**
 - **The motion was seconded by James Gurley.**
 - **The motion failed as follows: Yea: James Gurley, Gene Merrill, Joy McEwen, Marcy Sowa and Patty Downing. Nay: William Reid, Don Young, Katrina Poydack, Bob Schmidt, Rhett Nelsen and Janice Denney. It was initially a tie due to two abstentions, which prompted the Chairman to force them to vote.**
- **Water Quality Goals & Objectives Action Item**
 - Chris Hall was called upon as chair of the WC Water Quality Committee to explain the draft.
 - **A motion was made by Katrina Poydack to accept the Draft Water Quality Goals & Objectives**
 - **The motion was seconded by Marcy Sowa**
 - **The motion carried with one abstention.**

NEW BUSINESS

Discussion was held on how to actually measure the carrying capacity of the valley. Chris explained that there is data available and processes that can be taken to develop this measurement.

Jim Gurley brought up Carbon Credits as an option to be looked at for the Thompson Creek tract. Chairman Reid explained that the SWCD was the legal owner of that property, therefore, this will be discussed at their meeting.

CONTINUING

- **Staff and partnering agency reports were presented to the board:**
 - Kevin gave his report, which included the MOU between the SWCD and WC for consideration of the board, which will be further addressed at the January meeting. He also explained that the Page Creek project is at a critical juncture and is waiting for action from the US Forest Service.

- Arlyse reviewed her report announcing that the SOREDI grant that was awarded last month was for \$15,000. Also noted was that the BottleDrop Gives account has raised over \$200 and all bags donated between now and December 1st are eligible for a 20% match.
- Bob Schmidt thanked Chris and Bill for their interview with the Courier, which resulted in a front-page story.

NEXT MEETING

The next meeting is to be held on January **27th** at 6:00 PM- at the office and via ZOOM. Details will be in your packets.

ADJOURNMENT

Meeting Adjourned by Bill Reid, Council Chairman, at 7:52 PM.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Watershed Council
Balance Sheet
As of December 31, 2021

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	71,526.21
IVWC PayPal	286.74
Total Checking/Savings	<u>71,812.95</u>
Other Current Assets	
Undeposited Funds	25.00
Total Other Current Assets	<u>25.00</u>
Total Current Assets	<u>71,837.95</u>
TOTAL ASSETS	<u>71,837.95</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	60.69
Unrestricted Net Assets	63,918.72
Net Income	7,858.54
Total Equity	<u>71,837.95</u>
TOTAL LIABILITIES & EQUITY	<u>71,837.95</u>

Illinois Valley Watershed Council
Profit & Loss
July through December 2021

	<u>Jul - Dec 21</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	212.14
Contributions Received - Other	32.79
Total Contributions Received	244.93
Employee HB Cont	-1,636.86
Grants Received	
Foundation Grants	500.00
Government Grants	53,432.14
Grants Received - Other	1,950.00
Total Grants Received	55,882.14
Total Income	54,490.21
Gross Profit	54,490.21
Expense	
Administrative Expense	-6.18
Contracted Services	
Accounting Fees	4,400.00
Total Contracted Services	4,400.00
Insurance	
Executive Protection & EPL	798.00
General Liability Insurance	829.00
Total Insurance	1,627.00
Other	
Bank Fees	13.26
Copier Lease	477.26
Dues & Subscriptions	450.00
Internet Services	127.50
Payroll Fees	1,042.15
PO Box Rent	94.00
Rent Expense	2,092.50
Telephone	613.16
Total Other	4,909.83
Project Expenses	
Travel - Mileage	196.95
Total Project Expenses	196.95
Salaries & Wages	
Medical Insurance	5,214.00
Salaries & Wages - Other	29,823.86
Total Salaries & Wages	35,037.86
Supplies & Materials	310.21
Taxes	156.00
Total Expense	46,631.67
Net Ordinary Income	7,858.54
Net Income	<u><u>7,858.54</u></u>

Illinois Valley Watershed Council

1/20/2022 12:27 PM

Register: Checking Account

From 11/01/2021 through 12/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/01/2021	736	IV DATA CENTER	Accounts Payable		300.00	X		76,490.41
11/01/2021	737	Pacific Source Healt...	Accounts Payable		869.00	X		75,621.41
11/01/2021	740	Cardinal Business Se...	Accounts Payable		3,153.95	X		72,467.46
11/01/2021	741	Wells Fargo	Accounts Payable	50% copier lea...	67.32	X		72,400.14
11/08/2021	742	Cardinal Business Se...	Accounts Payable	pp ending 10/3...	2,775.40	X		69,624.74
11/09/2021	743	Cardmember Services	Umpqua Bank CC IV...	step stool water...	27.98	X		69,596.76
11/15/2021			Grants Received:Found...	Deposit		X	500.00	70,096.76
11/19/2021	747	Cardinal Business Se...	Accounts Payable	PP ending 11/1...	3,279.58	X		66,817.18
11/22/2021			Contributions Received...	Deposit		X	37.14	66,854.32
11/26/2021			Grants Received:Gover...	Deposit		X	15,300.00	82,154.32
12/01/2021	744	IV DATA CENTER	Accounts Payable	50% Rent Dece...	300.00	X		81,854.32
12/01/2021	745	Pacific Source Healt...	Accounts Payable		869.00	X		80,985.32
12/01/2021	746	IV DATA CENTER	Accounts Payable	50% internet D...	21.25	X		80,964.07
12/01/2021	748	US Cellular	Accounts Payable	50% office pho...	89.84	X		80,874.23
12/01/2021	749	Network of Oregon ...	Accounts Payable		200.00			80,674.23
12/01/2021	750	Wells Fargo	Accounts Payable	50% Copier lea...	79.53	X		80,594.70
12/01/2021	751	Great American Insu...	Accounts Payable	051053893	829.00	X		79,765.70
12/01/2021	752	Great American Insu...	Accounts Payable	051053893	798.00	X		78,967.70
12/01/2021	753	Cardmember Services	Umpqua Bank CC IV...	step stool water...	77.50	X		78,890.20
12/02/2021	754	US Postal service	Accounts Payable		94.00	X		78,796.20
12/09/2021	755	Cardinal Business Se...	Accounts Payable	PP ending Nov ...	3,239.98	X		75,556.22
12/13/2021	756	Staples Advantage	Accounts Payable	50% Staples, p...	25.34	X		75,530.88
12/21/2021	757	Cardinal Business Se...	Accounts Payable		3,376.18	X		72,154.70
12/22/2021	758	IV DATA CENTER	Accounts Payable	50% internet fee	21.25	X		72,133.45
12/22/2021	759	IV DATA CENTER	Accounts Payable		400.00	X		71,733.45
12/22/2021	760	A+ Storage	Accounts Payable		65.00	X		71,668.45
12/28/2021	761	US Cellular	Accounts Payable	50% phone	74.92			71,593.53
12/30/2021	762	Wells Fargo	Accounts Payable		67.32			71,526.21

Illinois Valley Watershed Council Profit & Loss Budget vs. Actual July through December 2021

	OWEB Capacity 21-23 222-012				TOTAL			
	Jul - Dec 21	Budget	\$ Over Budget	% of Budget	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
Employee HB Cont	0.00	986.04	-986.04	0.0%	0.00	986.04	-986.04	0.0%
Grants Received								
Government Grants	31,733.00	30,725.00	1,008.00	103.3%	31,733.00	30,725.00	1,008.00	103.3%
Total Grants Received	31,733.00	30,725.00	1,008.00	103.3%	31,733.00	30,725.00	1,008.00	103.3%
Total Income	31,733.00	31,711.04	21.96	100.1%	31,733.00	31,711.04	21.96	100.1%
Gross Profit	31,733.00	31,711.04	21.96	100.1%	31,733.00	31,711.04	21.96	100.1%
Expense								
Contracted Services								
Accounting Fees	4,400.00				4,400.00	0.00	4,400.00	100.0%
Tax Preparation	0.00	1,000.00	-1,000.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
Total Contracted Services	4,400.00	1,000.00	3,400.00	440.0%	4,400.00	1,000.00	3,400.00	440.0%
Insurance								
Executive Protection & EPL	798.00	825.00	-27.00	96.7%	798.00	825.00	-27.00	96.7%
General Liability Insurance	829.00	850.00	-21.00	97.5%	829.00	850.00	-21.00	97.5%
Total Insurance	1,627.00	1,675.00	-48.00	97.1%	1,627.00	1,675.00	-48.00	97.1%
Other								
Advertising	0.00	60.00	-60.00	0.0%	0.00	60.00	-60.00	0.0%
Bank Fees	0.00	10.00	-10.00	0.0%	0.00	10.00	-10.00	0.0%
Copier Lease	477.26	420.00	57.26	113.6%	477.26	420.00	57.26	113.6%
Dues & Subscriptions	200.00	1,020.00	-820.00	19.6%	200.00	1,020.00	-820.00	19.6%
Food & Water	0.00	60.00	-60.00	0.0%	0.00	60.00	-60.00	0.0%
Internet Services	127.50	600.00	-472.50	21.3%	127.50	600.00	-472.50	21.3%
Payroll Fees	903.95				903.95	0.00	903.95	100.0%
Permits & Licenses	0.00	425.00	-425.00	0.0%	0.00	425.00	-425.00	0.0%
PO Box Rent	94.00	70.00	24.00	134.3%	94.00	70.00	24.00	134.3%
Rent Expense	2,092.50	1,800.00	292.50	116.3%	2,092.50	1,800.00	292.50	116.3%
Telephone	538.37	540.00	-1.63	99.7%	538.37	540.00	-1.63	99.7%
Total Other	4,433.58	5,005.00	-571.42	88.6%	4,433.58	5,005.00	-571.42	88.6%
Professional Fees								
Legal Fees	0.00	60.00	-60.00	0.0%	0.00	60.00	-60.00	0.0%
Professional Fees - Other	0.00	3,500.00	-3,500.00	0.0%	0.00	3,500.00	-3,500.00	0.0%
Total Professional Fees	0.00	3,560.00	-3,560.00	0.0%	0.00	3,560.00	-3,560.00	0.0%
Project Expenses								
Travel - Mileage	118.33				118.33	0.00	118.33	100.0%
Total Project Expenses	118.33				118.33	0.00	118.33	100.0%
Salaries & Wages								
Medical Insurance	3,476.00	5,214.00	-1,738.00	66.7%	3,476.00	5,214.00	-1,738.00	66.7%
Salaries & Wages - Other	16,941.70	17,586.00	-644.30	96.3%	16,941.70	17,586.00	-644.30	96.3%
Total Salaries & Wages	20,417.70	22,800.00	-2,382.30	89.6%	20,417.70	22,800.00	-2,382.30	89.6%
Supplies & Materials								
Postage, Mailing Service	0.00	60.00	-60.00	0.0%	0.00	60.00	-60.00	0.0%
Printing and Copying	0.00	90.00	-90.00	0.0%	0.00	90.00	-90.00	0.0%
Supplies & Materials - Other	295.22	60.00	235.22	492.0%	295.22	60.00	235.22	492.0%
Total Supplies & Materials	295.22	210.00	85.22	140.6%	295.22	210.00	85.22	140.6%
Taxes	156.00	200.00	-44.00	78.0%	156.00	200.00	-44.00	78.0%
Training and Associated Travel								
Mileage	0.00	468.00	-468.00	0.0%	0.00	468.00	-468.00	0.0%
Training and Associated Travel - Other	0.00	200.00	-200.00	0.0%	0.00	200.00	-200.00	0.0%
Total Training and Associated Travel	0.00	668.00	-668.00	0.0%	0.00	668.00	-668.00	0.0%
Total Expense	31,447.83	35,118.00	-3,670.17	89.5%	31,447.83	35,118.00	-3,670.17	89.5%
Net Ordinary Income	285.17	-3,406.96	3,692.13	-8.4%	285.17	-3,406.96	3,692.13	-8.4%
Net Income	285.17	-3,406.96	3,692.13	-8.4%	285.17	-3,406.96	3,692.13	-8.4%

Arlyse DeLoyola
Office Manager | Staff Report
January 2022



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 accounts for month of November and December and filed all invoices and receipts.
- Voicemails, emails and phone calls.
- Submitted expense report and request for funds to OWEB for Quarter 2/3

Thanks to all of you who donated cans during the promotion in December. Bottledrop gave us \$24.20 in matching funds for the period. We would LOVE more participation in this program, so please ask friends and neighbors to consider donating their cans and bottles to us. We are sitting at just under \$350 in our Bottledrop Account and working toward getting desks that may not fall apart when we move. We also have an option for automatic monthly donations on our Facebook page. We have one loyal participant (Kevin!) but would love to see more. Totally tax deductible....

Speaking of moving, we were able to negotiate with the landlords for the use of the outer lobby full time. It more than doubles our leased square footage for just \$100 more in rent for each organization.

With that, Kevin and I moved our workstations out into that area. Once we get the hallway secured, we'll be able to safely leave out our computers, but for now, as the conference room may be used by others, we are packing them up nightly. We are still considering and negotiating how to accomplish securing the office when we're not here.

When we moved our desks, which had both been damaged in the previous move from the old office, they literally fell apart. Kevin was able to cobble them back together with some brackets (ask him about his forehead!) but eventually, we'll need to replace them both. This type of furniture is just not made to be moved. Right now, good quality furniture is very expensive, so we will make do with what we have.

Happy New Year-
Arlyse