



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, June 12, 2025

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

Topic: Illinois Valley Watershed Council Monthly Meeting
Time: June 12, 2025 5:00 PM Pacific Time (US and Canada)

Meeting ID: 869 6068 6555

Passcode: SaveFish

One tap mobile

+17193594580,,86960686555#,,,,*94761306# US

+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 (if any)**
- V. 5:25 PM: Old Business**
 - a. Logo
- VI. 5:50 PM: New Business**
 - a. Patty Leave of Absence Request
 - b. Hathkupasuta June 21 SAVE THE DATE!
- VII. 6:10 PM: Council Updates & Staff Reports**
 - a. Kevin's report
 - b. Arlyse's 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 May 8, 2025, by Janice Denney, Chair, at 5:01 pm.

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

SCRIBE

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the April, 2025 meeting were presented to the council for review.
 - Carol Crawford made a motion to approve the minutes.
 - Kevin O'Brien seconded that motion.
 - The minutes were approved without dissent.

- **Financials:** The Financial Reports for April 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.

Committee Reports:

Kevin stated there were no Committee meetings to report on. Neither scheduled meeting was held. Patty stated that the Policy Committee has a list of potential policies to discuss and a meeting was set for June 3 at 2:00 pm.

- Patty Downing made a motion to require all committees to assign a chair person.
- Kevin O'Brien seconded the motion.
- The motion passed unanimously.

OLD BUSINESS

- **Organizational Self-Assessment**
 Kevin read the results of the self-assessment, and they were discussed. He then asked the board to complete the back page, where they designated four priority activities they were most interested in strengthening in the next two years. Discussion was held and the results compiled for submission to OWEB.

- **Logo**
 Carol presented a rough-draft, which was discussed and suggestions were made. She will report back with updates.

- **Page Creek Planting**

Janice reported that she, Katrina and Abie toured the treated area to check progress. Most of the willow cuttings that were placed down the bank washed out with the heavy rain events. There are lots of blackberries in the area again, but it looks like one third of the elderberries took. A suggestion for the future was to create a grid and log each plant as they are put in.

NEW BUSINESS

- **Engagement Session Scheduling**

Kevin suggested we hold another engagement Brainstorming Session. June 14th from 10 am to noon was selected.

- **EPA class**

Patty reminded the board that the Environmental Protection Agency has a Watershed Course available online. She asked if others would like to take it and suggested they could gather here at the office. There was interest from several members.

CONTINUING

- **Staff and Partnering Agency reports:**

Kevin reviewed his report

Arlyse had nothing to add to her report.

Board Actions/Homework:

Attend Engagement Session June 14th.

Partnering Agency Reports:

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 June 12, 2025.**

ADJOURNMENT

Meeting Adjourned by Janice Denney, Vice-Chair, at 6:30 pm.

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

Illinois Valley Watershed Council
Profit & Loss
 July 2024 through May 2025

	Jul '24 - May 25
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	1,402.03
Total Contributions Received	1,402.03
Fee For Service	99.84
Grants Received	
Foundation Grants	643.40
Government Grants	111,413.60
Total Grants Received	112,057.00
Total Income	113,558.87
Gross Profit	113,558.87
Expense	
Contracted Services	
Tax Preparation	2,015.00
Contracted Services - Other	15,766.18
Total Contracted Services	17,781.18
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
Total Insurance	3,884.00
Other	
Bank Fees	22.22
Copier Lease	691.14
Dues & Subscriptions	635.00
Food & Water	27.67
Internet Services	233.75
Payroll Fees	1,093.00
PO Box Rent	116.00
Power	516.50
Rent Expense	6,257.00
Software	38.25
Telephone	1,365.09
Total Other	10,995.62
Printing & Copying	211.90
Project Expenses	
Materials & Supplies	66.99
Travel - Mileage	123.08
Total Project Expenses	190.07
Reconciliation Discrepancies	0.00
Salaries & Wages	95,674.50
Supplies & Materials	1,509.35
Taxes	157.00

1:39 PM
06/03/25
Cash Basis

Illinois Valley Watershed Council
Profit & Loss
July 2024 through May 2025

	<u>Jul '24 - May 25</u>
Training and Associated Travel	
Lodging	382.72
Mileage	222.32
Training and Associated Travel - Other	<u>340.04</u>
Total Training and Associated Travel	<u>945.08</u>
Total Expense	<u>133,491.70</u>
Net Ordinary Income	-19,932.83
Other Income/Expense	
Other Income	
Refunds	21.00
Reimbursement	<u>5,450.00</u>
Total Other Income	<u>5,471.00</u>
Net Other Income	<u>5,471.00</u>
Net Income	<u><u>-14,461.83</u></u>

Illinois Valley Watershed Council
Profit & Loss
May 2025

	<u>May 25</u>
Ordinary Income/Expense	
Expense	
Other	
Copier Lease	65.75
Dues & Subscriptions	25.00
Internet Services	21.25
Payroll Fees	100.00
Power	36.27
Rent Expense	587.50
Telephone	122.79
	<hr/>
Total Other	958.56
Printing & Copying	60.00
Salaries & Wages	
401K Automatic Contribution	213.33
Employee Contributed 401K	200.58
Employer Matching Funds 401K	362.62
Employer Paid Payroll Taxes	629.98
Tax Withholding- Employee	41.94
Salaries & Wages - Other	7,159.26
	<hr/>
Total Salaries & Wages	8,607.71
Supplies & Materials	98.90
	<hr/>
Total Expense	9,725.17
	<hr/>
Net Ordinary Income	-9,725.17
	<hr/>
Net Income	<u><u>-9,725.17</u></u>

Illinois Valley Watershed Council
Balance Sheet
As of May 31, 2025

	<u>May 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	54,216.69
Stripe Account	-0.18
Total Checking/Savings	<u>54,216.51</u>
Total Current Assets	<u>54,216.51</u>
TOTAL ASSETS	<u>54,216.51</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	25.00
Total Accounts Payable	<u>25.00</u>
Credit Cards	
Umpqua Bank CC IVWC	-25.00
Total Credit Cards	<u>-25.00</u>
Total Current Liabilities	<u>0.00</u>
Total Liabilities	0.00
Equity	
Unrestricted Net Assets	68,678.34
Net Income	-14,461.83
Total Equity	<u>54,216.51</u>
TOTAL LIABILITIES & EQUITY	<u>54,216.51</u>

Illinois Valley Watershed Council

6/3/2025 1:42 PM

Register: Checking Account

From 05/01/2025 through 05/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/05/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,464.12	X		62,035.22
05/05/2025	ACH	Cardinal-Tax Impound	Accounts Payable		1,241.04	X		60,794.18
05/05/2025	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		60,744.18
05/05/2025	ACH	Slavic 401K Fund	Accounts Payable	Retirement	702.47	X		60,041.71
05/06/2025	1242	Pacific Power	Accounts Payable		36.27	X		60,005.44
05/06/2025	1244	Cardmember Services	Umpqua Bank CC IV...		557.48	X		59,447.96
05/06/2025	1245	Staples Advantage	Accounts Payable		30.74	X		59,417.22
05/06/2025	1246	Pacific Office Autom...	Accounts Payable		65.75	X		59,351.47
05/07/2025	1247	Amazon Business	Accounts Payable		58.66	X		59,292.81
05/08/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,369.17	X		56,923.64
05/08/2025	ACH	Cardinal-Tax Impound	Accounts Payable		1,189.36	X		55,734.28
05/09/2025	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		55,684.28
05/15/2025	ACH	Slavic 401K Fund	Accounts Payable		641.55	X		55,042.73
05/19/2025	1248	IV DATA CENTER	Accounts Payable		21.25	X		55,021.48
05/19/2025	1249	CRYSTAL FRESH	Accounts Payable		9.50			55,011.98
05/20/2025	1250	US Cellular	Accounts Payable		122.79			54,889.19
05/20/2025	1252	A+ Storage	Accounts Payable		114.50			54,774.69
05/20/2025	1253	Pacific Office Autom...	Accounts Payable		60.00	X		54,714.69
05/20/2025	1254	Stilton LLC	Accounts Payable		473.00			54,241.69
05/29/2025	1255	Cardmember Services	Umpqua Bank CC IV...		25.00			54,216.69

From: Patty <nolimits@frontiernet.net>

Sent: Monday, June 2, 2025 8:54 PM

To: Arlyse DeLoyola <officemanager@ivstreamteam.org>; Kevin O'Brien <kevin@ivstreamteam.org>

Subject: please share with WC Board

Dear Watershed Council Board,

I have developed a serious health issue and would like to request a leave of absence.

I am very much hoping to have it resolved in 2 or 3 months time.

I love the council and the mission to which we are each dedicated.

And I do want to return.

So I am hoping you can agree to a leave of absence until I am more well.

Thank you so much for your consideration and for your dedication to our common cause!

Big Love,

Patty Downing

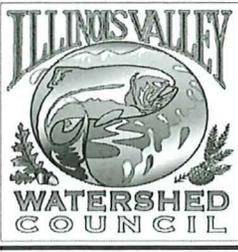
Rusk Ranch Nature Center

541-287-0172 cell

541-287-2164 nature center office

Web site <http://ruskranchnaturecenter.org>

Missing Links Mini-Golf Discovery Trail ~ Fun for the family!



June 2025 Executive Director's Report

(6/04/2025)

Lots going on so I think I'll just dive in and we can cover anything in this report or not in the report that you're wondering about or want to discuss at the meeting.

- I forwarded Patty's email requesting a Leave of Absence to everyone. Arlyse has included the topic on our agenda to consider next week.
- Hathkapasuta is right around the corner on Saturday June 21st and I've committed us to tabling at the event to include the stream table and our great partner Dave Grosjacques of Southern Oregon Fly Fishers. Please set aside 2-3 hours to help me engage with our neighbors and friends in our community. More discussion at the meeting...
- We received and accepted proposals from both outfits that attended the mandatory pre-bid site visit for the Horse Creek AOP culvert replacement project. I organized and facilitated the proposal evaluation process and selected Anderson Rock & Dirt Company out of Murphy, Oregon based on our collaborative ranking of the proposals. I expect a fully executed contract by the end of the week. Arlyse will submit our first invoice to the FS for the project early next week. ODFW has agreed to partner to partially fund the project that will enable it to move forward for construction on schedule. I still have contract admin tasks to complete ahead of our planned start on 8/04, but we are almost 'papered up' and ready for the fun stuff. It has been and will be a fun project.
- I'm pivoting to intense preparations for the Crooks Creek project that will start at some point later this month or early next (?!?). OWEB-funded, I still have several tasks to complete before we can submit our request for an advance to be able to move forward. The project will add an additional 13 LWM structures to the 22 we placed in 2023.
- I had hoped to be able to spread the two restoration projects that we've got going this summer into an early-season and late-season split, but the way it has played out it looks way more likely they will overlap in timeframe at least somewhat. Ugh. I need more time for more clarity on both schedules before I can plan for how to best handle that to everyone's satisfaction.
- The streamlined riparian restoration permit process I mentioned last month we're involved in with ODFW, JoCo Planning, and other sister WC's is moving forward... I'm hoping it will be approved by all by the time we meet next week as it could help our Crooks Creek project application process. I may have to move on it before it is finalized, as the clock is ticking.
- I had a pre-application virtual consultation with OWEB's Mark Grenbemer in anticipation of a proposal to their Engagement offering that is open now until August 4th. More on it at the meeting. I'm thinking we will submit, but I'm still investigating. It's a bit of a longshot for where we seem to be and how competitive the field is for the small amount they make available. Their investment in engagement leaves a LOT to be desired.

In service to our shared mission,

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

Kevin O'Brien, Executive Director



Arlyse DeLoyola
Office Manager
Staff Report- JUNE 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.
- Reconciled bank account for review and filed invoices.

Hello Board-

We are squeaking through this last month of the Biennium. July 1st, I'll begin preparing for the review, as this is our year for that.

I had to go through my calendar to jar my memory for what's been going on this past month.

Mostly, it's been District stuff, so the Council has been saving some wages on me!

I did start some grant research early last month, and will get back to that as time allows.

Kevin has been knee-deep in Horse Creek (not literally) planning and will shift to Crooks Creek, then we'll be into project season for him.

I'll be out of the office this Thursday (a week before the meeting) through Tuesday, so I will make the reminder calls/emails on Wednesday. Florida, here I come!

I am going to chart my hours from the past through the rest of this calendar year to see the actual and average number of hours I use for each organization. I think this will be helpful to the staff and board for future planning and budgeting, as well as hiring. You'll be replacing me next year sometime and I want you to have all the information you need. I'm curious to see the variance through the years.

Arlyse

