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, December 11, 2025
331 E Cottage Park Drive Suite 1 or Join the Zoom Meeting

Topic: Illinois Valley Watershed Council Monthly Meeting
Time: December 11, 2025 5:00 PM Pacific Time (US and Canada)

Meeting ID: 869 6068 6555 Passcode: SaveFish

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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. 5:01 PM: Acceptance of Minutes
III. 5:05 PM: Acceptance of Financial Reports
IV. 5:10 PM: Committee Reports – Policy Committee Meeting Tuesday December 16, 2:00pm

V. 5:15 PM: Old Business
- **a.** Social Media Admin Policy- Action
- **b.** Board Recruitment update
- **c.** Mining- Carol
- **d.** January 24 SIA Event

VI. 6:00 PM: New Business
- **a.** Roadless Area Rule-Carol
- **b.** Election of Officers (next month)
- **c.** Health Benefit- Action
- **d.** Cost-of-Living- Action

VII. 6:20 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

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

Meeting Minutes

Meeting Called to Order November 20, 2025 at 4:40 pm by Carol Crawford, Chair.

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Katrina Poydack		Gene Merrill
Carol Crawford		Arlyse DeLoyola Staff
Bill Joerger		
Patty Downing		
Kevin O'Brien, E.D.		

SCRIBE

Notes were taken by: Patty Downing

- **Minutes:** The minutes of the October 2025 meeting were presented to the council for review.
  - **Patty Downing made a motion to approve the minutes.**
  - **Katrina Poydack seconded that motion.**
  - **The minutes were approved unanimously.**
- **Financials:** The Financial Reports for October 2025 were presented to the Council for review.
  - **Patty Downing made a motion to accept the financial reports.**
  - **Katrina Poydack seconded that motion.**
  - **The motion was approved without dissent.**

Committee Reports:
None presented

OLD BUSINESS

a. Social Media Policy-

Discussion was held and it was decided to wait for Gene and Bill to be available to vote, which will give us time to work out any bugs.

b. Logo-

No report

c. Board Recruitment

Not much action as Kevin has been out of town.

d. Mining:

Discussion on mining issue was held. There are lots of unanswered questions. The consensus was that the board would continue to gather factual information about the process that is scheduled to take place. Carol has emailed the company with questions.

NEW BUSINESS

- **Engagement Grant:**

We are still awaiting the award decisions on the OWEB and OCF applications. Kevin will email the board when he hears anything.

- **Strategic Implementation Event**

  The planned December event will now take place in January. Kevin and John will plan a tree/plant sale and barbeque. When a date is selected we will promote it.

- **Other**

  Patty asked if we could resume Policy committee meetings.

  Katrina noted that she had deployed several Artificial Mussels and gave a report on the placements.

  Board Trust Activity- Discussion to be re-scheduled when Gene can join us.

CONTINUING

- **Staff and Partnering Agency reports:**

  a. Kevin's report

  He has no concerns for the board. The site visits will not be done until Spring for Crooks Creek and Horse Creek . he noted that the US Forest Service is happy with the work completed.

  Oregon Department of Fish and Wildlife is still interested in doing a project at the Golf Course.

  b. Arlyse's report

  Written only and questions should be held for next month.

Board Actions/Homework:

- Continue to review Social Media Policy and come prepared to discuss and act on it at our December meeting.

Partnering Agency Reports: None

Public Comments:
None

NEXT MEETING·

The next monthly meeting is to be held at **5:00** pm on **December 11, 2025.**

ADJOURNMENT

Meeting Adjourned by Carol Crawford- Chair, at 5:36 pm.

Approved Minutes: Signature_____ **Date**_____

Illinois Valley Watershed Council
Profit & Loss
July through November 2025

	Jul - Nov 25	
Ordinary Income/Expense		
Income		
Contributions Received		
Contributions - Unrestricted	266.85	Kevin
Contributions Received - Other	2,250.00	Bottledrop & 2R & IV Microsoft chip-in
Total Contributions Received	2,516.85	
Grants Received		
Government Grants	378,584.95	
Total Grants Received	378,584.95	
Other Revenue	16.00	
Total Income	381,117.80	
Gross Profit	381,117.80	
Expense		
Contracted Services		
Accounting Fees	7,500.00	Bi-annual review
Tax Preparation	99.90	Tax 990
Contracted Services - Other	300,392.50	Horse Creek/Crooks Creek
Total Contracted Services	307,992.40	
Insurance		
Executive Protection & EPL	1,051.00	
General Liability Insurance	3,218.00	
Total Insurance	4,269.00	
Other		
Bank Fees	6.85	
Copier Lease	345.84	
Dues & Subscriptions	140.32	
Internet Services	104.44	
Payroll Fees	500.00	
Power	222.90	
Rent Expense	3,522.00	
Software	265.00	
Telephone	968.29	
Total Other	6,075.64	
Printing & Copying	61.71	
Project Expenses		
Travel - Mileage	1,022.21	
Total Project Expenses	1,022.21	
Salaries & Wages	41,224.55	
Supplies & Materials		
Printing and Copying	63.77	
Supplies & Materials - Other	418.42	
Total Supplies & Materials	482.19	
Taxes	156.00	
Total Expense	361,283.70	
Net Ordinary Income	19,834.10	
Net Income	**19,834.10**	

Illinois Valley Watershed Council
Profit & Loss
November 2025

	Nov 25	
Ordinary Income/Expense		
Income		
Grants Received		
Government Grants	112,656.36	
Total Grants Received	112,656.36	
Total Income	112,656.36	
Gross Profit	112,656.36	
Expense		
Contracted Services		
Accounting Fees	7,500.00	Bi-annual review
Tax Preparation	99.90	Tax 990
Contracted Services - Other	111,787.50	Horse Creek
Total Contracted Services	119,387.40	
Insurance		
General Liability Insurance	3,065.00	
Total Insurance	3,065.00	
Other		
Bank Fees	1.37	PayPal fees on Kevin's donations
Internet Services	21.25	
Payroll Fees	100.00	
Rent Expense	1,174.00	
Telephone	361.23	
Total Other	1,657.85	
Printing & Copying	13.00	
Salaries & Wages	7,241.35	
Supplies & Materials	22.69	
Taxes	156.00	
Total Expense	131,543.29	
Net Ordinary Income	-18,886.93	
Net Income	**-18,886.93**	

Illinois Valley Watershed Council
Balance Sheet
As of November 30, 2025

	Nov 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	80,299.95
CommunityBusiness Savings	1,925.00
IVWC PayPal	258.48
Stripe Account	-0.18
Total Checking/Savings	82,483.25
Total Current Assets	82,483.25
TOTAL ASSETS	**82,483.25**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Umpqua Bank CC IVWC	115.22
Total Credit Cards	115.22
Total Current Liabilities	115.22
Total Liabilities	115.22
Equity	
Unrestricted Net Assets	62,533.93
Net Income	19,834.10
Total Equity	82,368.03
TOTAL LIABILITIES & EQUITY	**82,483.25**

Register: Checking Account

From 11/01/2025 through 11/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/01/2025	1312	Stilton LLC	Accounts Payable		472.50	X		98,613.11
11/01/2025	1313	A+ Storage	Accounts Payable		114.50	X		98,498.61
11/03/2025	1311	US Cellular	Accounts Payable		125.46	X		98,373.15
11/06/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,326.31	X		96,046.84
11/06/2025	ACH	Cardinal-Tax Impound	Accounts Payable		1,119.59	X		94,927.25
11/06/2025	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		94,877.25
11/06/2025	1318	Oregon Department ...	Accounts Payable	CT-12	156.00			94,721.25
11/10/2025			Grants Received:Gover...	Deposit		X	112,656.36	207,377.61
11/11/2025	1319	Anderson Rock & Di...	Accounts Payable		111,787.50	X		95,590.11
11/24/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,137.90	X		93,452.21
11/24/2025	ACH	Cardinal-Tax Impound	Accounts Payable		1,012.40	X		92,439.81
11/24/2025	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		92,389.81
11/24/2025	1320	IV DATA CENTER	Accounts Payable		21.25			92,368.56
11/24/2025	1321	Stilton LLC	Accounts Payable		472.50			91,896.06
11/24/2025	1322	A+ Storage	Accounts Payable		114.50			91,781.56
11/24/2025	1323	US Cellular	Accounts Payable		235.77			91,545.79
11/24/2025	1324	Richard Brewster CPA	Accounts Payable		7,500.00			84,045.79
11/24/2025	1325	Staples Advantage	Accounts Payable		22.69			84,023.10
11/24/2025	1326	Pacific Office Autom...	Accounts Payable		13.00			84,010.10
11/26/2025	ACH	Slavic 401K Fund	Accounts Payable		645.15	X		83,364.95
11/26/2025	1327	Great American Insur...	Accounts Payable	051053893	3,065.00			80,299.95

Illinois Valley Watershed Council
Arlyse DeLoyola
PO Box 352
Cave Junction, OR 97523
Registration #45669

Re: Annual Report Submission for period ending 06/30/2025

Dear Officers/Directors:

We recently reviewed the CT-12/CT-12F/CT-12S annual report that you submitted for the fiscal year beginning 07/01/2024 and ending 06/30/2025. Thank you for your submission. Your annual filing has been accepted.

Thank you,

Charitable Report Staff

Charitable Activities Section
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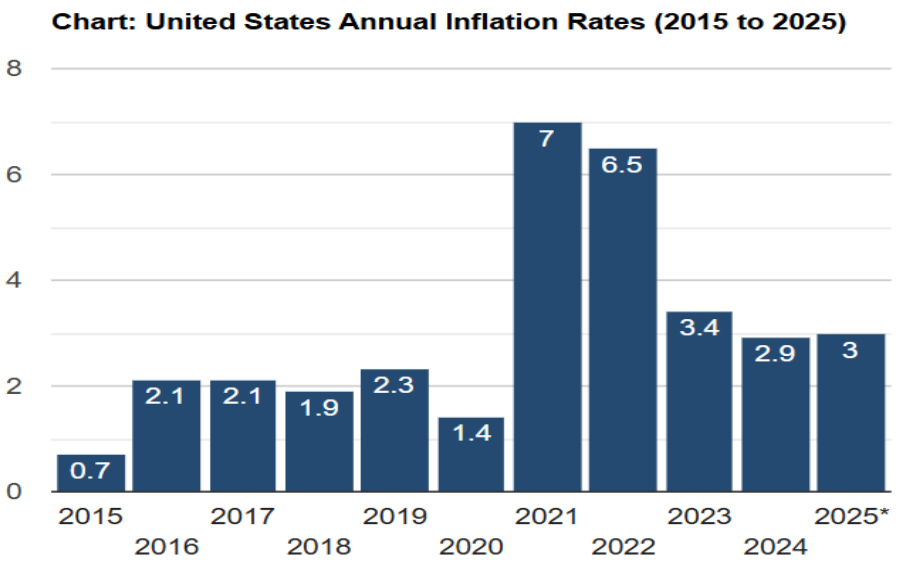

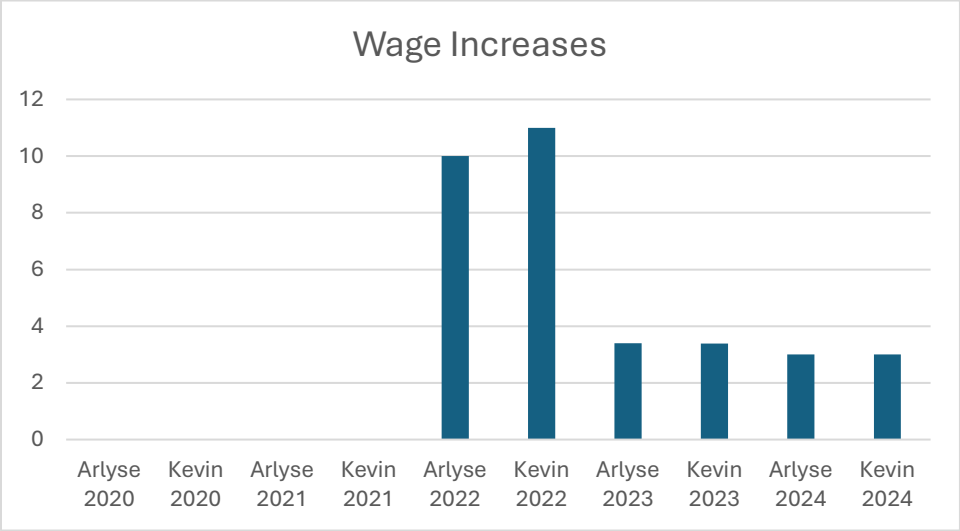

Medical Insurance Estimate for 2026: 277.42 per month or a net bonus of $3329.04

December 2025 Executive Director's Report

(04Dec2025)

Time has flown by since we met late last month. I hope everyone had a safe and enjoyable Thanksgiving.

- OWEB is likely to have deposited the final 10% for Crooks Creek project into our account by the time we meet next week, but not before Arlyse's financial report is out for the month.
- The WC is again contracting with Siskiyou Research Group for spawning surveys and snorkel surveys through a Special Project Agreement (SPA) the WC entered into with the Forest Service this past summer. Unfortunately, the FS was unable to secure funding to include Level II stream surveys like we did last year.
- Our Horse Creek project contractor – Anderson Rock & Dirt – will be sending his final invoice ($25,512.50) this week.
- I've been staying in very close communication with FS and ODFW staff regarding the $50K funding piece for Horse Creek project that ODFW secured gets fully executed ASAP. I have been assured that everything is in order and that the Agreement is imminent.
- Tough news: the OWEB Engagement Program grant proposal I put together and submitted last August was not recommended for funding by the Regional Review Team. We won't know the review team's evaluation comments or details of the funding recommendation "...until evaluations are distributed in the last week of December." (from Mark Grenbemer's email updating regional applicants like us). I'd like to discuss it a bit more in person with you all next week at the meeting.
- Our account on the Oregon Community Foundation website still shows our (engagement capacity) grant proposal is still under review. We truly should be hearing on it any moment... they'd originally advertised that they expected to notify applicants by the end of last month. I applied for $32,400. OCF metrics generally show that only 1 out of 4 applications are awarded with a normal award amount ranging between $15-20K. I was clear our project was scalable at a lesser award amount.
- On the finding and developing restoration projects to help fund our mission... I have begun preliminary planning with FS staff to develop restoration projects for funding through an initiative being administered by the National Fish and Wildlife Foundation. I'm not sure if it will pan out, but it's worth pursuing for sure at this point.
- Arlyse, John, and I are meeting next Tuesday to start fleshing out the Outreach Event we will be doing for the District's North Valley Strategic Implementation Area. I'll give you a thumbnail of what we come up with and what we'll need help with at our WC meeting on Thursday. Please save Saturday, January 24th for the event.
- SFI's new ED and I had a short conversation recently to set the stage for seeing if there's some common ground to further develop a working relationship on. We're planning to get together after the holidays.

- I'm continuing to coordinate with Patty as she develops our social media presence and am doubling down on availability and accessibility of myself for her. She's been so good for us in that area... thank you very much, Patty!
- I'll discuss my activity and inactivity in board recruitment in person with you all when we meet. Thanks.

In service to our shared mission,

Kevin O'Brien, Executive Director

Arlyse DeLoyola

Office Manager

Staff Report- DECEMBER 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.
- Reconciling bank account for review and filing invoices.

Hi all-
I hope this Holiday Season brings you all you're wishing for.
We had our initial group training on TimeTrex (new payroll software) yesterday, but only John and I were able to attend, so there will be more sessions later.
I have been battling a virus all week and so far, it's winning.

My trial of the accounting software ended and I really wasn't blown away by AccountEdge, so I think I will hold off on any changes and let my replacement choose what is best for them.
Please remember that all Watershed Council board are considered Associate members of the Soil & Water Conservation District Board, and that you are welcome to contribute at their meetings. I also want to invite you to out Christmas Meeting, Potluck, and White Elephant Gift Exchange on December 18th at 6:00pm. Let me know what you'll be bringing if you can, so I can fill in any holes in the menu .
Thanks and Merry Christmas ,
Arlyse