



Illinois Valley Soil and Water Conservation District

331 E Cottage Park Dr Suite 1B - P.O. Box 352

Cave Junction, OR 97523 Phone: 541-592-3731

Monthly Board Meeting Agenda January 23, 2025- SWCD Office/ZOOM

IVSWCD is inviting you to a scheduled Zoom meeting.

Topic: Illinois Valley Soil & Water Conservation District Meeting

Time: January 23, 2025 - 6:00 pm Join Zoom Meeting:

<https://us06web.zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbnFUdz09>

Meeting ID: 954 3509 9861

Passcode: Conserve

6:00 PM- Swearing-in of new board members

- I. **6:10 PM: Call to Order**
- II. **6:11 PM: Acceptance of Minutes**
- III. **6:15 PM: Acceptance of Financial Reports**
- IV. **6:20 PM: Old Business**
 - a. **Schedule 75th Anniversary Planning meeting**
 - b. **Schedule budget committee meeting**
- V. **6:35 PM: New Business**
 - a. **Contract Administration Policy Update**
 - b. **Trout Unlimited Memorandum of Understanding**
 - c. **Bio-Char Kiln Rental and Workshops**
 - d. **OWRD (Oregon Water Resources Department) - Flume/Weir technical Assistance**
- 6:55 PM: Staff and Partnering Agency Reports**
 - e. **John's report**
 - f. **Arlyse's Report**
 - g. **Partnering Agency Reports**
- VI. **7:10 PM Public comments**
- VII. **7:15 Adjournment**

Meeting Minutes

Meeting Called to Order Thursday December 19, 2024, by Bob Webb, Chairman at 6:00 pm.

LIVE ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Bob Webb	Eric Nusbaum, ODA	Gene Merrill (IVWC)
Jim Gurley		Marcy Sowa
Bob Schmidt		Rhett Nelsen
Katrina Poydack		Kevin O’Brien (IVWC)
Janice Denney		
Carol Crawford (IVWC)		
John Bellville, Staff		
Arlyse DeLoyola, Staff		
Maelagh Lockett-Baker , Staff		
William Reid		
Kathleen Strong		
Ted DeLoyola		
Larry Erbe		
Katherine Mechling		
Beth Pietrzak, ODA		

SCRIBE

Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes of the November meeting were presented to the Board for review.
 - **Jim Gurley made a motion to approve the minutes for November.**
 - **Katrina Poydack seconded the motion.**
 - **The motion carried.**

- **Financials:** The Financial Reports from November 2024 were presented to the Board for review.
 - **Bob Schmidt made a motion to accept the financial reports.**
 - **Jim Gurley seconded that motion.**
 - **The motion carried without dissent.**

OLD BUSINESS

- **Inter-Governmental Agreement (IGA) with Two Rivers SWCD**
 John announced that the IGA for next Biennium had been signed by both organizations. Discussion was held.
- **MOU with Community Wildfire Resiliency Coalition**
 John brought up the pending Memorandum of Understanding with Community Wildfire Resilience Coalition, which will allow us to partner with this organization on the Thompson Creek Tract, pending the successful grant applications. The result would be an opportunity for a training and educational facility and the reduction of fire hazard on the District-owned property.

- **Katrina Poydack made a motion to approve the proposed memorandum of Understanding.**
- **Bob Schmidt seconded the motion.**
- **The motion passed unanimously.**

NEW BUSINESS

- **At-Large 2 Position Vacancy**

An application for the vacant At-Large 2 position was received and approved by ODA for eligibility.

- **Jim Gurley moved to accept the application and appoint Janice I Denney as At-Large 2 director.**
- **Bob Schmidt seconded the motion**
- **The motion passed unanimously.**
- **Janice was given the Oath of Office by Chairman Bob Webb and welcomed to the board.**

- **Resolution for Annual Meeting**

Bob Webb read a proposed resolution to establish the date of the annual meeting for 2024.

- **Jim Gurley made a motion to approve the Resolution.**
- **Janice Denney seconded the motion.**
- **The motion passed without dissent.**

CONTINUING

- **Staff Reports:**

John reviewed his report, stating that the revised SIA will be submitted Friday 12/20, followed by a monitoring meeting. He submitted a final report for a 2 Rivers open grant, which will allow them to receive grant monies through OWEB again. A signed agreement has been received from Oregon State University for their project. John will have a draft Sampling Analysis Plan (SAP) to the Department of Environmental Quality (DEQ) by late January for the next sampling season.

John is helping plan the Connect Conference to be held in April in Florence. He is also coordinating with natural Resources Conservation Service (NRCS) for his Conservation Planner training.

Arlyse had nothing to add to her written report.

- **Partnering Agency Reports:**

Eric Nusbaum spoke for Oregon Department of Agriculture (ODA) thanking the board for their willingness to help the Two Rivers SWCD. He stated that he has planned a four-hour for directors in January at Jackson SWCD. He will send details. He also noted that there is a grant available for website upgrades to ADA compatibility. He suggested that the District move to a .gov domain with this grant.

Beth Pietrzak, Water Quality manager for ODA gave an update on the progress of the SIA. 963 tax lots in the chosen area were evaluated with just one property categorized as High priority, 14 as Compliance opportunities, and 421 as Restoration Opportunities. The remaining 527 were categorized as Likely in Compliance with Agricultural Water Quality rules. The next step is letters to the landowners and the planning of workshops and more beginning in April.

Public Comment: Bill Reid, former Chair, stated that he is happy to see the District continuing to progress.

NEXT MEETING

The next monthly meeting is to be held on January 23 at 6:00 pm at the Illinois Valley SWCD Office and via ZOOM.

ADJOURNMENT

The meeting was adjourned at 6:49 pm and was followed by a pot-luck and White Elephant gift exchange.

APPROVED MINUTES: _____ DATE: _____

Illinois Valley Soil & Water Conservation District

01/13/25

Profit & Loss

Cash Basis

December 2024

	<u>Dec 24</u>
Ordinary Income/Expense	
Income	
Donations	2,500.00
Grants Received	36,924.00
Other Revenue	530.89
Service Contracts	
OSU SONDE	980.93
Total Service Contracts	<u>980.93</u>
Total Income	<u>40,935.82</u>
Gross Profit	40,935.82
Expense	
Accounting Fees	12,000.00
Contracted Services	
Mileage SONDE	26.47
Total Contracted Services	<u>26.47</u>
Meeting Expense	
Food and water	99.41
Total Meeting Expense	<u>99.41</u>
Other	1,576.75
Software Subscription	258.87
Supplies & Materials	6,078.95
Wages and Salaries	8,750.53
Water Quality Monitoring	
Contracted Services	12.02
Shipping Samples	50.20
Total Water Quality Monitoring	<u>62.22</u>
Total Expense	<u>28,853.20</u>
Net Ordinary Income	12,082.62
Other Income/Expense	
Other Income	
Interest Income	0.01
Total Other Income	<u>0.01</u>
Net Other Income	<u>0.01</u>
Net Income	<u><u>12,082.63</u></u>

Illinois Valley Soil & Water Conservation District
Profit & Loss
 July through December 2024

	Jul - Dec 24
Ordinary Income/Expense	
Income	
Donations	8,000.00
Grants Received	127,741.00
Other Revenue	530.89
Service Contracts	
OSU SONDE	980.93
Total Service Contracts	980.93
Total Income	137,252.82
Gross Profit	137,252.82
Expense	
Accounting Fees	12,000.00
Bank Fees	1.64
Contracted Services	
Mileage SONDE	40.25
Contracted Services - Other	211,905.05
Total Contracted Services	211,945.30
Director Expense	75.00
Meeting Expense	201.39
Mileage	200.33
Other	8,470.23
Software Subscription	710.51
Supplies & Materials	8,386.12
Training and associated travel	
Lodging	586.94
Training and associated travel - Other	1,593.28
Total Training and associated travel	2,180.22
Wages and Salaries	55,103.15
Water Quality Monitoring	
Contracted Laboratory Analysis	11,320.00
Contracted Services	12.02
Mileage Reimbursement /Sampling	402.50
Shipping Samples	210.74
Total Water Quality Monitoring	11,945.26
Total Expense	311,219.15
Net Ordinary Income	-173,966.33
Other Income/Expense	
Other Income	
Interest Income	0.01
Total Other Income	0.01
Other Expense	
Fire protection	1,395.54
Total Other Expense	1,395.54
Net Other Income	-1,395.53
Net Income	-175,361.86

Illinois Valley Soil & Water Conservation District

01/13/25

Balance Sheet

Cash Basis

As of December 31, 2024

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	62,372.27
Savings Account - Thompson Crk	231.68
Total Checking/Savings	<u>62,603.95</u>
Total Current Assets	<u>62,603.95</u>
TOTAL ASSETS	<u>62,603.95</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-229.99
Total Accounts Payable	-229.99
Credit Cards	
Umpqua Credit Card	737.87
Total Credit Cards	<u>737.87</u>
Total Current Liabilities	<u>507.88</u>
Total Liabilities	507.88
Equity	
Unrestricted Net Assets	237,457.93
Net Income	-175,361.86
Total Equity	<u>62,096.07</u>
TOTAL LIABILITIES & EQUITY	<u>62,603.95</u>

Illinois Valley Soil & Water Conservation District

1/13/2025 12:56 PM

Register: Checking Account

From 12/01/2024 through 12/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/02/2024	1006	Cardinal Net-To-Bank	Accounts Payable		131.86	X		49,718.88
12/02/2024	1007	Cardinal Net-To-Bank	Accounts Payable		200.27	X		49,518.61
12/02/2024	1011	Cardinal Net-To-Bank	Accounts Payable		102.22	X		49,416.39
12/02/2024	1012	Cardinal Net-To-Bank	Accounts Payable		102.22	X		49,314.17
12/02/2024	21522	Amazon Business	Accounts Payable		78.95	X		49,235.22
12/02/2024	21523	Pacific Power	Accounts Payable		44.48	X		49,190.74
12/02/2024	21524	Maelagh Baker	Accounts Payable		26.47	X		49,164.27
12/03/2024			Other Revenue	Deposit refund		X	10.89	49,175.16
12/04/2024			Other Revenue	Deposit Webb travel reimbursement			520.00	49,695.16
12/09/2024			Undeposited Funds	Deposit WQM donation		X	2,500.00	52,195.16
12/09/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		2,054.32	X		50,140.84
12/09/2024	ACH	Cardinal Tax Impound	Accounts Payable		1,070.65	X		49,070.19
12/09/2024	ACH	VOYA Financial	Accounts Payable		566.02	X		48,504.17
12/10/2024	ACH	Cardinal Business Se...	Accounts Payable	784581	50.00	X		48,454.17
12/10/2024	21525	Pacific Office Autom...	Accounts Payable		39.74	X		48,414.43
12/16/2024	1013	Cardinal Net-To-Bank	Accounts Payable		196.27	X		48,218.16
12/16/2024	21526	United States Postal ...	Accounts Payable	Box rent	116.00	X		48,102.16
12/17/2024	21527	IV DATA CENTER	Accounts Payable		21.25	X		48,080.91
12/18/2024	21528	US Cellular	Accounts Payable	951128871	161.78			47,919.13
12/19/2024	21529	Pacforest Supply	Accounts Payable	sheilds	6,000.00			41,919.13
12/23/2024			Grants Received	Deposit WQM final		X	36,924.00	78,843.13
12/23/2024	21530	Elan Financial Services	Umpqua Credit Card	4798 5100 616..Deposit	110.99			78,732.14
12/24/2024			Undeposited Funds	Sonde reimbursement		X	980.93	79,713.07
12/24/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		2,134.72	X		77,578.35
12/24/2024	ACH	Cardinal Tax Impound	Accounts Payable		971.24	X		76,607.11
12/24/2024	ACH	VOYA Financial	Accounts Payable		528.24	X		76,078.87
12/24/2024	21531	Pacific Source Healt...	Accounts Payable		692.50			75,386.37
12/24/2024	21532	A+ Storage	Accounts Payable		102.00			75,284.37
12/24/2024	21533	Stilton LLC	Accounts Payable		472.50			74,811.87
12/25/2024	ACH	Cardinal Business Se...	Accounts Payable	784581	50.00	X		74,761.87
12/26/2024	21534	Arlyse DeLoyola	Accounts Payable		99.41	X		74,662.46
12/30/2024	21535	POA Medford Division	Accounts Payable		10.00			74,652.46
12/30/2024	21536	Richard W. Brewster	Accounts Payable	review	12,000.00			62,652.46
12/31/2024	21537	Fed-Ex	Accounts Payable		50.20			62,602.26
12/31/2024	21538	John Bellville	Accounts Payable		64.99			62,537.27
12/31/2024	21539	Rogue Valley Engrav...	Accounts Payable		165.00			62,372.27

EXPENSES:	ODA Capacity Grant 23-25 (ending 6/30/25)			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual used</i>	<i>Remaining</i>	<i>%remaining</i>
Wages/Salaries	\$128,364.00	\$114,357.67	\$14,006.33	11%
Contracted Services	\$16,000.00	\$12,093.72	\$3,906.28	24%
Travel	\$6,000.00	\$4,458.02	\$1,541.98	26%
Supplies/Materials	\$5,700.00	\$1,511.03	\$4,188.97	73%
Other(rent/phones/copier, etc.	\$37,124.00	\$29,711.56	\$7,412.44	20%
Total	\$193,188.00	\$162,132.00	\$31,056.00	16%
Time remaining-6 months	<i>On hand 12/31/24</i>	<i>-\$17,211.00</i>	request submitted	12/29/2024

EXPENSES:	OWEB WQM 24-26 ends 2/8/27			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual used</i>	<i>Remaining</i>	<i>%remaining</i>
Wages/Salaries	\$7,960.00	\$6,883.63	\$1,076.37	14%
Contracted Services	\$116,487.00	\$45,805.13	\$70,681.87	61%
Supplies/Materials	\$8,471.00	\$3,163.13	\$5,307.87	63%
Travel/Mileage	\$5,025.00	\$2,890.34	\$2,134.66	42%
Other	\$300.00	\$413.00	-\$113.00	-38%
Indirect	\$10,486.00	\$3,288.00	\$7,198.00	69%
Total	\$148,729.00	\$62,443.23	\$86,285.77	58%
Time remaining- 5.5 months	<i>On hand 12/31/24</i>	<i>-\$1,116.77</i>		

EXPENSES:	CSLRF			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual used</i>	<i>Remaining</i>	<i>%remaining</i>
Wages/Salaries	\$3,059.35	\$853.47	\$2,205.88	72%
Other	\$273.98			
Contracted Services	\$20,000.00	\$20,000.00	\$0.00	0%
Total	\$23,333.33	\$20,853.47	\$2,479.86	11%
	<i>On hand 12/31/24</i>	<i>\$2,205.88</i>		

EXPENSES:	POST FIRE			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual used</i>	<i>Remaining</i>	<i>%remaining</i>
Wages/Salaries	\$56,688.00	\$18,986.00	\$37,702.00	67%
Contracted Services	\$185,750.00	\$204,705.05	-\$18,955.05	-10%
Supplies/Materials	\$55,600.00	\$32,325.90	\$23,274.10	42%
Travel	\$330.00	\$18.94	\$311.06	94%
Other	\$2,060.00	\$375.00	\$1,685.00	82%
Indirect	\$30,043.00	\$25,501.40	\$4,541.60	15%
Total	\$330,471.00	\$281,912.29	\$48,558.71	15%
Time remaining: 5 months	<i>On hand 12/31/2024</i>	<i>-\$21,412.29</i>		

EXPENSES:	Community Wildfire Defense			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual used</i>	<i>Remaining</i>	<i>% remaining</i>
Salaries/Wages/Benefits	\$0.00	\$0.00	\$0.00	
Contracted Services	\$99,004.00	\$100.00	\$98,904.00	99.90%
Supplies/Materials	\$4,400.00	\$4,000.00	\$400.00	9.09%
Equipment	\$0.00	\$0.00	\$0.00	0.00%
Indirect	\$10,340.00	\$410.00	\$9,930.00	96.03%
on Hand 12/31/2024	\$0.00			
Grant ends 8/15/2027				

EXPENSES:

SIA

Category	Total Budgeted	Actual used	Remaining	% remaining
Salaries/Wages/Benefits	\$89,600.00	\$2,670.49	\$86,929.51	
Contracted Services	\$0.00	\$0.00	\$0.00	#DIV/0!
Supplies/Materials	\$7,500.00	\$0.00	\$7,500.00	100.00%
Travel	\$6,005.00	\$0.00	\$6,005.00	0.00%
Indirect	\$15,466.00	\$410.00	\$15,056.00	97.35%
	\$118,571.00	\$3,080.49	\$115,490.51	97.40%
On hand 12/31/2024		-\$3,080.49		

EXPENSES:

OSU Contract SONDE

Category

Contracted Expenses	\$3,550.00	\$1,876.53	\$1,673.47
On hand 12/31/2024		-\$895.60	

EXPENSES:

Two Rivers Contract

Category

Contracted Expenses		\$658.56	
On hand 12/31/2024		-\$658.56	

EXPENSES:

Private Donation AG Water Quality

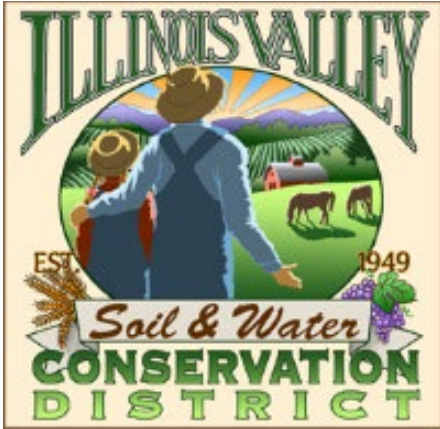
Category

EXPENSES:	\$8,000.00	\$5,848.16	\$2,195.84
On hand 12/31/2024		\$2,195.84	

Unrestricted Funds

Category

Unrestricted on hand 12/31/2024			\$34,070.67
Banked Accrual			\$4,122.99
Banked Post Grant Funds			\$450.00
Previously banked			\$24,058.60
		Checking bal	\$62,702.26
		Savings Bal	\$231.67
		Sub Total	\$62,933.93
		Accounts payable	\$781.35
		Total	\$62,152.58



Resolution of the Illinois Valley Soil & Water Conservation District

Resolution # 2025-01

A Resolution Adopting Revised Public Contracting Rules and Procedures for the Illinois Valley Soil and Water Conservation District

WHEREAS, Illinois Valley Soil and Water Conservation District (“District”) is an Oregon special district that is subject to Oregon’s public contracting laws; and

WHEREAS, ORS 279A.065 (5) provides that a local contracting agency may adopt its own rules of procedure for public contracting that:

- (A)** Specifically state that the model rules adopted by the Attorney General do not apply to the contracting agency; and
- (B)** Prescribe the rules of procedure that the contracting agency will use for public contracts, which may include portions of the model rules adopted by the Attorney General; and

WHEREAS, the District desires to update its local contracting rules to reflect changes in state law and to streamline District contracting practices and procedures;

NOW, THEREFORE, BE IT RESOLVED:

1. That, except as otherwise provided herein, the District hereby adopts the Oregon Attorney General’s Model Public Contracting Rules (“Model Rules”) as the contracting rules for the District, as such Model Rules now exist or are later modified.
2. That the District adopts the public contracting rules described in Exhibit A, which is attached to this Resolution and incorporated herein by reference. The Rules described in Exhibit A shall be in addition to, and shall supersede any conflicting provisions, in the Model Rules.
3. That the District shall regularly review changes in the Public Contracting Code and the Model Rules to ensure that the Exhibit A Rules are consistent with current law.

APPROVED AND ADOPTED on _____

Robert Webb, Board Chair

Memorandum of Understanding
Regarding Collaboration, Mutual Support, and
Irrigation Modernization Efforts in the Illinois Valley

I. Purpose

This Memorandum of Understanding (MOU) establishes a collaborative partnership between the Illinois Valley Soil and Water Conservation District (Illinois Valley SWCD; IVSWCD) and Trout Unlimited (TU) to form the Illinois Valley Irrigation Modernization Partnership. The purpose of this partnership is to collaborate and co-manage various irrigation modernization projects in the Illinois Valley to enhance water efficiency, support sustainable agriculture, and improve aquatic habitats.

II. Objectives

1. **Collaboration:** Foster a cooperative relationship between IVSWCD and TU to achieve shared goals in irrigation modernization.
2. **Project Management:** Jointly manage and oversee irrigation modernization projects to ensure successful implementation and outcomes.
3. **Resource Sharing:** Share resources, expertise, and information to maximize the effectiveness of the partnership.
4. **Community Engagement:** Engage with local stakeholders, including farmers, landowners, and community members, to promote the benefits of irrigation modernization.
5. **Environmental Stewardship:** Enhance water conservation efforts, restore stream flow, and improve aquatic habitats in the Illinois Valley.

III. Roles and Responsibilities

Illinois Valley SWCD:

1. Provide technical assistance and expertise in soil and water conservation practices.
2. Facilitate communication and coordination with local landowners and stakeholders.
3. Assist in securing funding and resources for irrigation modernization projects.

Trout Unlimited:

1. Provide technical assistance and expertise in aquatic habitat restoration, water rights, and water conservation.
2. Assist with monitoring and evaluating the environmental benefits of irrigation modernization projects.
3. Support outreach and education initiatives to raise awareness about the benefits of irrigation modernization.
4. Assist in securing funding and resources for irrigation modernization projects that benefit native aquatic species.

IV. Governance

1. **Meetings:** Hold regular meetings to review progress, discuss challenges, and plan future activities.
2. **Reporting:** Provide periodic reports on the status of projects and partnership activities to relevant stakeholders.

V. Duration and Termination

This MOU will remain in effect for a period of five (5) years from the date of signing unless terminated earlier by mutual agreement of both parties. Either party may terminate this MOU with 30 days' written notice to the other party.

VI. Amendments

This MOU may be amended by mutual written consent of both parties.

VII. Signatures

By signing below, the parties agree to the terms and conditions outlined in this MOU.

Illinois Valley Soil and Water Conservation District (IVSWCD)

Name:

Title:

Date:

Trout Unlimited (TU)

Name:

Title:

Date:

EXHIBIT A
PUBLIC CONTRACTING RULES AND PROCEDURES
Illinois Valley Soil and Water Conservation District Resolution

(A) Solicitation Requirements

In addition to any other requirements for solicitations required by law, all requests for proposals or invitations to bid shall include the following requirements:

- (1)** Pursuant to ORS 279A.110, the bidder or proposer shall certify in the bid or proposal that the bidder or proposer has not discriminated and will not discriminate against a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business in awarding a subcontract.
- (2)** Pursuant to ORS 279A.167, the bidder or proposer shall certify that the bidder or proposer has completed Pay Equity Training provided by the Oregon Department of Administrative Services.

(B) Personal Services

(1) Definition

“Personal Services” shall be defined to include those services that require technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include but are not limited to architects; engineers; surveyors; attorneys; accountants; auditors; computer specialists; artists; designers; performers; GIS specialists; watershed restoration specialists; foresters; grant writers; project managers; program managers; and consultants.

(2) Contracts for Personal Services other than Architectural, Engineering, Surveying, and Related Services:

- (a)** A personal services contract for ongoing services, such as but not limited to: accountants; lawyers; auditors; computer specialists; artists; designers; performers; GIS specialists; watershed restoration specialists; foresters; grant writers; project managers; program managers; and consultants; can be awarded on a non-competitive direct appointment basis. Criteria such as past performance, experience, credentials, etc., should be weighed when selecting a contractor.
- (b)** A personal services contract for services with a discrete timeline and/or scope of work, totaling less than \$100,000 in either a calendar or fiscal year, may be awarded by direct appointment, without competitive bidding.
- (c)** A personal services contract for services with a discrete timeline and/or scope of work, totaling between \$100,000 and \$300,000 in either a calendar or fiscal year, may be awarded after obtaining at least three informal quotes, according to the procedures for Intermediate Procurement described in ORS 279B.070.

- (d) A personal services contract for services with a discrete timeline and/or scope of work, totaling more than \$300,000 in either a calendar or fiscal year shall be awarded using competitive sealed proposals as provided in ORS 279B.060 unless exempted from competitive bidding by resolution of the Local Contract Review Board (LCRB) according to the requirements of ORS 279B.085.
- (e) Personal services contracts exempted from competitive proposal processes may be awarded in any manner authorized by the LCRB.
- (f) Personal services contracts existing on the effective date of these Rules may be extended by direct appointment, without competitive bidding.

(3) Contracts with Architects, Engineers, Land Surveyors, and Related Services:

- (a) A contract for Architectural, Engineering, Surveying, and Related Services may be entered into by direct appointment if such contract is estimated not to exceed \$100,000 in a calendar year or fiscal year; or if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the vendor that was awarded under these Rules, and the new contract is a continuation of that project.
- (b) Unless otherwise provided in this Section, contracts for Architectural, Engineering, Surveying, or Related Services shall be awarded according to the procedures for competitive proposals described in ORS 279B.060, ORS 279C.110, ORS 279C.120, and these rules.
- (c) All contracts for Architectural, Engineering, Surveying, or Related Services of \$100,000 or more shall be entered into using qualification-based selection, consistent with ORS 279C.110. The District may consider proposals of three top-ranked consultants, provided the solicitation document states what factors will be used to evaluate proposals, including pricing information. Not more than 15 percent of the weight in the evaluation shall be given to each prospective consultant's price proposal.
- (d) Screening and selection procedures under section (3)(c) may include considering each candidate's:
 - (1) Specialized experience, capabilities, and technical competence, which the candidate may demonstrate with the candidate's proposed approach and methodology to meet the project requirements;
 - (2) Resources committed to perform the work and the proportion of the time that the candidate's staff would spend on the project, including time for specialized services, within the applicable time limits;
 - (3) Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration;
 - (4) Ownership status and employment practices regarding disadvantaged business enterprises including businesses located within the Illinois Valley Soil and Water Conservation District boundaries, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, emerging small businesses or historically underutilized businesses;

- (5) Availability to the project locale;
- (6) Familiarity with the project locale; and
- (7) Proposed project management techniques.

(e) If the screening and selection procedures under this section (3)(d) result in the District’s determination that two or more candidates are equally qualified, the District may select a candidate through any process that is not based on the candidate’s pricing policies, proposals or other pricing information.

(C) Delegation

- (a) Except as otherwise provided in these rules, the powers, and duties of the LCRB under the Public Contracting Code must be exercised and performed by the Illinois Valley SWCD Board of Directors.
- (b) Unless expressly limited by the LCRB or these Rules, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the District’s Manager, Watershed Council Coordinator, Grant Manager, or designee (hereinafter “Contract Officers”) without further approval of the District’s Board of Directors.
- (c) The Contract Officers shall have the authority to approve any public contract, including Public Improvement projects, of \$50,000 or less; provided the amount of such contract and the purpose therefore is funded through an existing cooperative agreement, grant agreement, administrative agreement, or similar legally binding instrument.

For public contracts that exceed \$100,000, including those for Public Improvements, a Selection Committee comprised of at least:

- 1 One and no more than two members of the LCRB, who are free of conflicts of interest;
- 2 The District’s Project Manager (or District Manager); and
- 3 The District Office Manager

will review all responses to the contract solicitation and make recommendations for the Contract Officer to carry out.

(d) The person or entity to whom authority is delegated shall be responsible for ensuring compliance with all applicable public contracting laws, including but not limited to competitive bidding requirements, if any.

(D) Advertising

- a. Solicitations for the construction of a Public Improvement project estimated to cost between \$100,000 and \$300,000 shall be posted to the OregonBuys website or one newspaper of general circulation for a period of at least one (1) week before an award is made. This includes solicitations using Bids, Requests for Proposals (RFPs), and Competitive Price Quotes and Competitive Proposals (as described in ORS 279C.400).

- b. Advertisements for public improvement projects of \$300,000 or more must be published either electronically on the OregonBuys website or one trade newspaper of general statewide circulation (see ORS 279.360).
 - A. The advertisement and the solicitation for a Public Improvement must state whether the project type is subject to Prevailing Wage Rates (ORS 279C.800 through ORS 279C.870) or the Davis Bacon Act (ORS 279C.360).
 - B. If a site visit is required for a Public Improvement contract, a statement to that effect containing the date, time, and location of the site visit, will be included in the solicitation.
- c. Advertisements for contracts that are not public improvements and are not Small or Intermediate Procurements must be published at least once on in at least one newspaper of general circulation in the area where the contract is to be performed, or electronically (on local and/or state websites) if doing so is likely to be cost-effective. The form of advertisement(s) should foster competition among bidders or proposers as much as possible.
- d. Advertisements must be given at least seven (7) days before the solicitation closing date.
- e. In addition to advertising requirements, Contract Officers may also directly notify a contractor(s) of an upcoming Contract.

(E) Licensing, Bonding, Insurance

- a. For Public Improvement projects, all contractors as defined by ORS 701.055(5)(a) & (e) must be licensed with the Construction Contractors Board (CCB), regardless of project type or contract amount.
- b. All contractors working on a Public Improvement project must be bonded and insured at least to the minimum amounts required by the CCB.
- c. Per ORS 701.010 (1), landowners or authorized representatives implementing a Public Improvement project on their own land are exempted from Rules D(a) and D(b). However, a *Project Implementation Agreement* will be required between the landowner and the District.

(F) Small Procurements (Under \$50,000)

- a. Public contracts for the procurement of goods and services that are not Personal Services that are under \$50,000, and public improvements under \$50,000, are not subject to competitive bidding requirements. The Contract Officers shall make a reasonable effort to obtain competitive quotes to ensure the best value for the District.
- b. The District may amend a public contract awarded as a small procurement beyond the maximum limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price by a sum that is greater than twenty-five percent (25%) of the original contract price.
- c. Whenever possible, agreements for small procurements shall be in writing.

(G) Intermediate Procurements

- a. A contract for procurement of goods, or for services which are not Professional Services, estimated to cost between \$50,000 and \$300,000 in a calendar year, or a contract for a Public Improvement project that is estimated to cost between \$50,000 and \$300,000 in a calendar year, may be awarded according to the processes for intermediate procurements described in ORS 279B.070.
- b. If the proposed contract is expected to exceed \$200,000, both the specifications for the solicitation and the competitive price quotes or competitive proposals, must be in writing.
- c. Public Improvement contracts advertised or awarded under this section must still comply with all statutory requirements, including those related to the payment of prevailing wages for public improvements of \$50,000 or more.
- d. For Public Improvement projects, Contract Officers may request competitive price quotes or competitive proposals for “time and materials” rates, for individual or multiple project components, or for any percentage of the project total.
- e. Competitive price quotes or competitive proposals for a Public Improvement project are non-binding unless stated otherwise in the announcement.
- f. Public Improvement contracts solicited through this section must follow the advertising requirements established through Section (D) of this Resolution.
- g. Except for Competitive Price Quotes and Competitive Proposals advertised according to the process in Sections D(a) and D(b) of these Rules, Public Improvement contracts solicited through this section must include a description of the evaluation criteria and weighting in the announcement.
- h. All contracts for projects solicited through this section will be in writing.

(H) Methods for Awarding Contracts Using *Request for Proposals (RFPs)*

- a. In making an award using the *Request for Proposal* process outlined in ORS 279B.060, the District may use any evaluation method determined to be most appropriate for the selection process, including, but not limited to, the processes described in ORS 279B.060(6)(b). The evaluation process(es) must be stated in the RFP. OAR 137-047-0261 through 137-047-0263 shall apply to the evaluation of proposals.
- b. Requests for Proposals solicited through this section must follow the advertising requirements established through Section (D) of this Resolution.

(I) Public Improvement Contracts

- a. Except as provided in these Rules, all Public Improvement contracts shall be advertised and awarded according to the requirements of the Oregon Revised Statutes (ORS), chapter 279C.
- b. “Public Improvement” means a project for construction, reconstruction, or major renovation on real property by or for the District. “Public Improvement” does not include:

- i. Projects for which no funds of the District are directly or indirectly used, except for participation that is incidental or related primarily to project design, management, or inspection.
 - ii. Projects implemented by a Landowner on their own property which are funded in whole or in part by grant funds received from the District pursuant to a formal grant-making process.
 - ii. Emergency work, minor alteration, ordinary repair or maintenance necessary to preserve a public improvement.
- c. Solicitation for Bids must comply with the advertising requirements established through Section (D) of this Resolution, as well as all applicable requirements of ORS 279C.365 through ORS 279C.414 and 279C.830.
- d. All announcements for a Public Improvement project must:
 - i. Describe the public improvement contract;
 - ii. State the address and/or website where the specifications for the project may be reviewed;
 - iii. Specify the date that prequalification applications must be filed under ORS 279C.430 and the class or classes of work for which bidders must be prequalified if prequalification is a requirement;
 - iv. State the date and time after which bids will not be received, which must be at least seven (7) days since the solicitation was posted to the District's website, published in the newspaper, as appropriate;
 - v. State the name and title of the person designated to receive the bids; and
 - vi. State the date, time, and place where the District will publicly open the bids.
- e. Specifications for Public Improvement contracts may not expressly or implicitly require any product by any brand name or mark, nor the product of any particular manufacture or seller, unless the Local Contract Review Board has exempted the product from competitive bidding after making the following written findings:
 - i. It is unlikely that the exemption will encourage favoritism in the awarding of the Public Improvement contracts or substantially diminish competition for Public Improvement contracts;
 - ii. The specification of a product by brand name or mark, or the product of a particular manufacturer or seller, would result in substantial cost savings to the contracting agency;
 - iii. There is only one manufacturer or seller of the product or the quality required; or
 - iv. Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment or supplies. [ORS 279C.345].
- f. The District may perform Public Improvement projects using in-house personnel and resources, in accordance with the requirements of ORS 279C.305 through ORS 279C.310.
- g. Contracts for Public Improvement projects shall comply with all applicable requirements of ORS 279C.500 through ORS 279C.590 and ORS 279C.800, et seq.

(J) Emergency Contracts

- a. “Emergency” shall be defined as follows: “Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition.”
- b. The Board Chair and the Contract Officers have the authority to determine when emergency conditions exist sufficient to warrant an emergency contract and shall so declare in writing. The nature of the emergency shall be documented in writing prior to executing the contract, or as soon as possible thereafter.
- c. Pursuant to ORS 279B.080, the Board Chair or the Contract Officers may make, or authorize others to make, procurements of goods or services in an emergency, including dispensing with competitive bidding if time is of the essence. The method used for the selection of the contractor shall be documented in writing as soon as is practicable and made part of the District’s files.

(K) Disposal of Surplus Property

- 1. “Surplus Property” is defined as any personal property of the District that has been determined by the District Manager, District Office Manager, Watershed Coordinator, Grant Manager, or designee as being of no use or value to the District.
- 2. Disposal of surplus property must be approved by formal board motion.
- 3. Once board approval has been made, the District Manager, District Office Manager, the Illinois Valley Watershed Coordinator, Grant Manager, or designee may dispose of surplus property in the manner that is, at the discretion of the District’s Board, deemed most advantageous to the District or the community at large.



Biochar Kiln Equipment Use Agreement

The District has agreed to allow _____ (the User) to use Biochar Kiln and associated equipment, listed on the equipment inventory sheet attached, from (date) _____ to _____ for the purpose of producing biochar from natural vegetation from silvicultural activities consistent with the provisions of RCW 70A.15.5120 and does not contain any prohibited materials as defined in RCW 70A.15.5010(1) or natural vegetation from agricultural activities in provided that the biomass does not contain any prohibited materials as defined in RCW 70A.15.5010(1).

The User is responsible for ensuring all kiln burn participants have and properly utilized personal protective equipment: eye protection, leather gloves, long sleeve cotton shirt, and respiratory mask (e.g. KN 95). initial here: _____

The User is responsible for having a first aid kit, that includes burn treatment supplies. initial here: _____

The User acknowledges they are familiar with the equipment, have inspected the equipment and accept it in its current condition. initial here: _____

The User shall indemnify and hold harmless the District, it officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss of damage to property, which arises out of the use of the equipment or from any activity, work or thing done, permitted or suffered by the User from the use of the equipment except only such injury or damage as shall have been occasioned by the sole negligence of the District. initial here: _____

The User shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the equipment. initial here: _____

The User will operate and maintain the equipment in a safe manner and use the equipment only for its intended use. initial here: _____

The User shall obtain all required permits from the Department of Natural Resources where the Department has silvicultural burning jurisdiction or where the Northwest Clean Air Agency has jurisdiction. initial here: _____

The User will be responsible to the District for any and all damages to the equipment for the duration of this Agreement. initial here: _____

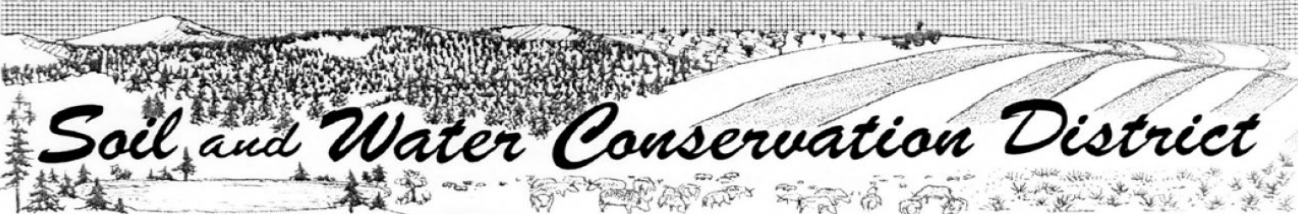
The User shall use the District’s Biochar Onsite Safety Checklist: <https://arcg.is/01TGmW0>

Date: _____

Signed: _____

Ring of Fire Kiln Equipment				* 2023 prices
Category	Description	QTY	Unit Cost (Incl. tax & SH)	
Hand Tools	Fluke 62 Max Industrial Infrared Thermometer		\$102.72	*
	General Tools MMD4E Digital Moisture Meter		\$40.67	*
	Wildland Fire Fuel Sizing Gauge		\$29.81	*
	Husky D-handle Aluminium Scoop		\$26.09	*
	57 in. Fiberglass Handle 16-Tines Bow Rake		\$32.35	*
	TRUPER MAC Forest Service Tools Mcleod Rake 48"		\$85.90	*
	Heavy Duty Weed Torch Burner,Propane Torch Weed Burner (CSA Certified),Flamethrower with 9.8 FT Hose,500,000 BTU		\$50.70	*
Kiln	Ring of Fire (98" diameter, 5.6 cubic yards, 330lbs)	1	\$2,962.00	*
	Kiln Body Panels 18 ga CR steel sheet 40" x 48"	6		*
	Kiln Body Panel Flanges 12 ga CR steel angle	12		*
	Flange Attachment Bolts 5/16" x 1" long	72		*
	Flange Attachment Nuts 5/16" hex head	72		*
	Flange Attachment Washers 5/16" fender washer x 1 ½ OD	72		*
	Connector Brackets Angle 2" x 1-1/2 " x 1/8" – 40"length	6		*
	Heat Shield Panels 26 ga steel sheet 36" x 53"	6		*
	Fasteners for inner and outer panels 3/8" wing nuts	36		*
Water	5 Gallon Bucket		\$5.37	*
	105 Gallon Large Capacity Water Storage Bladder Collapsible Portable Water Tank		\$62.57	*
Misc	31 Gallon Aluminium Trash Cans (stored at PMC)		\$37.73	*
	20 Gallon Propane Tank		\$64.71	*

*prices will likely be more than the 2023 list price, users are expected to reimburse the district for the current cost and if unable to replace the materials in 10 business days pay for the necessary the district staff time.



- **ODA 2024 North Illinois Valley Strategic Implementation Area (SIA)**
 - Still waiting on word from ODA.
 - We will be having our first Local Monitoring Team (LMT) meetings this month. These meetings are essentially charettes where the monitoring plan for the SIA will be designed.
- **Two Rivers SWCD**
 - Arlyse and I continue to assist TRSWCD with administrative support.
 - I would like to start working on five-year plans with both IVSWCD and TRSWCD as we move towards co-management later this year.
 - I am applying for an ODA ADA grant due 1/17. Pending funding, this will get a TRSWCD website online.
- **Cannabis Cleanup**
 - We have identified a viable 20-acre abandoned cannabis site remediation project in Selma, OR.
 - This project, if we can get it funded, will be our pilot cannabis cleanup project and a flagship project for the SIA.
 - Pacific Ridgeline will be the cleanup contractor; NWFF will likely conduct a pre-project environmental site assessment (ESA).
- **Sweet Cron Irrigation Modernization Project**
 - The Sweet Cron Irrigation Modernization Project was funded through the OWRD WPGI initiative.
 - We hope to get this project on the ground within the next year.
 - The IVSWCD has received some good press from IV News and the Daily Courier regarding this project.
- **Smith River Complex Weed Surveying and Seed Collection**
 - Nothing to report.
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
 - I am picking up the seedlings for the project from Scholls Valley and delivering them to the tree cooler at J Herbert Stone Nursery on February 7.
- **Illinois Valley Water Quality Monitoring Program**
 - The sampling team continues to check the OSU sondes on a monthly basis.
 - I am in the process of revising our Sampling and Analysis Plan (SAP). A SAP revision is a requirement for the disbursement of our OWEB WQM 24-6 funding.
 - Also in process: compiling water quality data and submitting it to DEQ.
- **Community Wildfire Defense Grant (CWDG) – Kerby Fuels Reduction Project**
 - Preparing to start fuels reduction work in February.
- **OWEB Small Grant Team Region 06**
 - One application was funded during Cycle 6.
 - **06-24-004 - APWC - Upper East Fork Stream Restoration**
- **OCEAN Connect: Education and Engagement Track Committee**
 - I am helping plan the Education and Engagement Track for the OCEAN Connect conference which will occur April 8-10 in Florence.
- **Training**

- HAZWOPER 40 training has been completed – this helps with liability regarding abandoned cannabis site remediation projects.
- **Grants**
 - We are still waiting to hear back on the Trout Unlimited applications for the Jimmy Little Ditch Irrigation Modernization design work and match for the Sweet Cron Irrigation Modernization Project.
 - I have been helping multiple local landowners with the Oregon Community Food Systems Network's Farmer and Rancher Disaster Resilience Grant Program application process.
 - Grants in the hopper:
 - CWDG: Thompson Creek (due 2/28)
 - ODA ADA grant (due 1/17)
 - ODA AgWQ Support Grant 2025-2027 (due 3/8)
 - 3 SIA+ small grants for the cannabis remediation project in Selma (due 3/20)

Respectfully,
John Bellville, District Manager
Illinois Valley Soil & Water Conservation District



Staff Report

Office Manager - Arlyse DeLoyola

January 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 all accounts for December and filed receipts.
- Submitted financial reports as required on grants
- Emails/Voicemail/US Mail

As I write this, the fires in the Los Angeles area are heavy on my mind. I'm sure some of us have family and friends in the area who we worry about. This event makes me even more proud of the work we are doing in fuels reduction. A tragedy like this will make property owners think about how safe they can make their surroundings. Residents of the Illinois Valley are aware of the dangers of wildfire. We all know that we live in a fire-prone landscape and my wish is that we can continue to keep the subject at the forefront of our community by continuing our important partnerships with IVFROG and other such organizations. We can't afford to ignore the issue or become lax with our fire defense strategies. While it's not our ONLY mission, we should endeavor to continue the good work we have done in this area.

I am sending this packet out early this month. I will be out of the office starting Tuesday, January 14th until meeting day on the 23rd. Please forgive any disorganization at the meeting, as I will have just flown back.

We have a lot to cover this month, including welcoming our newest board members.

John and I have also been talking about beginning to strategize better within the organization. He will be talking to you about creating a plan soon. It's an exciting time for this District and we need to take measured steps in our growth to avoid the pitfalls that may come with it.

Arlyse

