



Topic: Illinois Valley Soil & Water Conservation District Meeting

331 E Cottage Park Drive Suite 1B Cave Junction OR 97523

Monthly Meeting

Thursday, August 24, 2023 6:00 PM PDT

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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 August 24, 2023- *SWCD Office/ZOOM*

- I. 6:00 PM: Call to Order
- II. Guest Speaker: Alex Lopez, State of Oregon Registered Geologist and Public Affairs Coordinator, Oregon Department of Geology and Mineral Industries (DOGAMI)
- III. 6:30 PM: Acceptance of Minutes
- IV. 6:35 PM: Acceptance of Financial Reports
- V. 6:40 PM: Old Business
 - a. Water Quality Monitoring Report
 - b. Draft Contract Review *Action*
- VI. 7:00 PM: New Business
 - a. Conservation Program Manager Title Change request *Action*
 - b. Safety & Security Grant- ESET quote Cybersecurity
- VII. 7:10 PM: Staff and Partnering Agency Reports
 - a. John's report
 - b. Cheryl's report
 - c. Arlyse's Report
 - d. Partnering Agency Reports
- VIII. 7:20 PM Public comments
- IX. 7:25 Comments
- X. 7:30 PM: Adjourn

Meeting Minutes

Meeting called to order July 27, 2023, by Bill Reid, Board Chair at 6:00pm

ATTENDED IN PERSON ATTENDED VIA ZOOM ABSENT

William Reid	Jim Gurley	Bob Schmidt
Katrina Poydack	Rhett Nelsen	Joy McEwen (WC)
Bob Webb	Kevin O'Brien- WC Staff	Gene Merrill (WC)
Janice Denney (WC)	Marcy Sowa	Don Young (WC)
Carol Crawford(WC)		
John Bellville- Staff		
Cheryl Nelson - Staff		
Arlyse DeLoyola Staff		
Dan Van Dyke, ODFW		

SCRIBE

Notes were taken by John Bellville (pre-meeting) and Arlyse DeLoyola

Dan Van Dyke of Oregon Department of Fish & Wildlife was given the floor ahead of the meeting for a Question-and-Answer session with the meeting attendees. Highlights included:

- Beavers are doing well in the bear Creek Sub Basin and the Illinois Valley is a beaver habitat Emphasis Area.
- ODFW works to preserve more than just Salmon, although Salmon are part of a multi-species conservation plan.
- eDNA sampling is a tool used to identify the presence of rare, invasive, or exotic species in a watershed (through water monitoring)
- New Zealand Mud Snails were detected in the IV Watershed years ago. It would be interesting to conduct another study to see how that may have changed.
- Biologists have been linked to the spread of invasive species while conducting their research. Purple Loosestrife (*Lythrum salicaria*) is one example.
- Temperature Data is critical in Water Quality Monitoring. Exotic species can often survive in warmer temperatures and out-compete our colder water dependent native species.
- The Pike Minnow used to exist in the West Fork of the Illinois, but not the East Fork. Dan would encourage its eradication.
- Water Watch seems to be working on the removal of Pomeroy Dam.
Dan was thanked for his attendance and input.

OLD BUSINESS

Minutes-

The minutes were presented in the meeting packet.

- **Jim Gurley made a motion to accept the minutes of the June meeting with a correction to be made to attendance.**
- **Bob Webb seconded the motion.**
- **The motion passed without dissent.**

Financial reports-

The financial reports were presented in the meeting packet.

- **Katrina Poydack made a motion to accept the financial reports as presented.**
- **Bob Webb seconded the motion.**
- **The motion passed without dissent.**

Water Quality Report-

John Bellville gave a report on the AG Water Quality program. August 7, 2023 will be the first round of sampling on the new grant. There will be some changes in laboratories used. Southern Oregon University is interested in providing some interns starting next year.

Draft Contract Review-

Bill reminded the board that they had received the draft at the last meeting and were asked to review it. John suggested tabling it to next month so he could make some changes.

- **Bob Webb made a motion to adopt the policy and update as needed.**
- **Katrina Poydack seconded the motion.**
- **The motion passed with one nay vote and one abstention.**

NEW BUSINESS

(Not on Agenda)

Janice Denney noted that Cheryl Nelson had given a presentation to the Garden Club and “Rocked It” especially since the other speaker(s) had to cancel at the last minute. It was a successful outing and about half in attendance signed up for her program.

Bob Webb asked if we had written a letter to the County regarding helping with the clean-up of the illegal grows. Kevin and John have reached out but will do so again in earnest in the fall, after in-stream work is finished.

- Rhett Nelsen made a motion that we write a letter to the commissioners.
- The motion died for lack of a second.

CONTINUING

Staff & partnering Agency reports-

John Bellville reviewed his written report.

Cheryl Nelson reported that she had been in Jacksonville that day for a meeting on Wildfire resiliency and met Sarah from Rogue basin partnership. She is also working on a project management course.

Arlyse DeLoyola stated that she was still working on wrapping up the ODA Capacity Expense report for the biennium.

Partnering Agency Reports:

Kevin O’Brien gave an update on the Crooks Creek project (Deer Creek Phase 3).

GOOD OF THE ORDER

There were no public comments.

NEXT MEETING

The next meeting is to be held on August 24, 2023 at 6:00pm

ADJOURNMENT

The meeting was adjourned at 7:30 pm.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Soil & Water Conservation District
Profit & Loss
 July 2023

	Jul 23
Ordinary Income/Expense	
Income	
Grants Received	63,833.76
Total Income	63,833.76
Gross Profit	63,833.76
Expense	
Contracted Services	40,570.00
Internet Services	135.96
Mileage	124.45
Other	
Advertising	20.00
Copier lease	162.37
Dues & Subscriptions	250.00
Payroll Fees	200.11
Printing & Copying	161.00
Rent Expense	534.50
Telephone	150.06
Website/Internet fees	21.25
Total Other	1,499.29
Supplies & Materials	3,566.64
Training and associated travel	-0.50
Wages and Salaries	
Employee Contributed 457	-217.72
Employee Paid Taxes	0.00
Employer Paid Taxes	420.97
Medical Insurance	
Health Insurance-Employee cont.	426.70
Medical Insurance - Other	1,767.50
Total Medical Insurance	2,194.20
Retirement Fund Expenses	
Employer Contribution Standard	157.41
Employer Match	65.59
Total Retirement Fund Expenses	223.00
Wages and Salaries - Other	9,268.76
Total Wages and Salaries	11,889.21
Water Quality Monitoring	
Contract Water Quality Staff	192.06
Contracted Laboratory Analysis	8,232.00
Total Water Quality Monitoring	8,424.06
Total Expense	66,209.11
Net Ordinary Income	-2,375.35
Other Income/Expense	
Other Income	
Reimbursement	-102.81
Total Other Income	-102.81
Net Other Income	-102.81
Net Income	-2,478.16

Illinois Valley Soil & Water Conservation District
Balance Sheet
As of July 31, 2021

	<u>Jul 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	80,902.44
Savings Account - Thompson Crk	231.56
Total Checking/Savings	<u>81,134.00</u>
Total Current Assets	<u>81,134.00</u>
TOTAL ASSETS	<u>81,134.00</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Umpqua Credit Card	55.47
Total Credit Cards	<u>55.47</u>
Total Current Liabilities	<u>55.47</u>
Total Liabilities	55.47
Equity	
Opening Balance Equity	8,402.66
Unrestricted Net Assets	77,872.06
Net Income	<u>-5,196.19</u>
Total Equity	<u>81,078.53</u>
TOTAL LIABILITIES & EQUITY	<u>81,134.00</u>

Illinois Valley Soil & Water Conservation District

8/16/2023 3:00 PM

Register: Checking Account

From 07/01/2023 through 07/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/03/2023	ach	Confident Staffing	Accounts Payable		192.06	X		40,931.56
07/03/2023	21189	Amazon Business	Accounts Payable	PA, LAW BO...	2,387.81	X		38,543.75
07/03/2023	21190	Amazon Business	Accounts Payable	50% walkie tal...	410.90	X		38,132.85
07/03/2023	21191	Bigfoot Print and Copy	Accounts Payable		830.50	X		37,302.35
07/05/2023	21193	Grants Pass Water Lab	Accounts Payable		8,232.00	X		29,070.35
07/06/2023	21194	Cardinal Business Se...	Accounts Payable	784581	4,868.63	X		24,201.72
07/10/2023			Grants Received	Deposit		X	20,873.68	45,075.40
07/10/2023	ach	VOYA Financial	Accounts Payable		450.94	X		44,624.46
07/10/2023	21195	Kevin O'Brien	Accounts Payable	ICE- project site	52.43	X		44,572.03
07/10/2023	21196	Benchwood LLC	Accounts Payable		20,080.00	X		24,492.03
07/10/2023	21197	John Bellville	Accounts Payable		124.45	X		24,367.58
07/11/2023	21198	Bigfoot Print and Copy	Accounts Payable		161.00	X		24,206.58
07/13/2023	21200	Southern Oregon Lan...	Accounts Payable		250.00			23,956.58
07/17/2023	21201	Bob Webb	Accounts Payable	Dump run 7/12...	102.81	X		23,853.77
07/17/2023	21202	IV DATA CENTER	Accounts Payable		21.25	X		23,832.52
07/19/2023	21203	Rogue Basin Partners...	Accounts Payable		250.00			23,582.52
07/20/2023	21204	US Cellular	Accounts Payable	951128871	150.06			23,432.46
07/24/2023			Grants Received	Deposit		X	20,460.08	43,892.54
07/24/2023	ACH	Cardinal Business Se...	Accounts Payable	784581	75.00	X		43,817.54
07/24/2023	ACH	Cardinal Net-To-Bank	Accounts Payable	PP ending 7/15...	2,882.03	X		40,935.51
07/24/2023	ACH	Cardinal Tax Impound	Accounts Payable		1,374.72	X		39,560.79
07/24/2023	21205	Benchwood LLC	Accounts Payable		20,240.00			19,320.79
07/24/2023	21206	Umpqua Bank	Umpqua Credit Card	4798 5100 616...	864.11			18,456.68
07/24/2023	21207	Tops & Tees	Accounts Payable	Balance due aft...	140.00			18,316.68
07/24/2023	21208	Pacific Source Healt...	Accounts Payable		1,219.00			17,097.68
07/25/2023	21209	Illinois Valley Garde...	Accounts Payable	FROG	20.00			17,077.68
07/28/2023			Grants Received	Deposit		X	22,500.00	39,577.68
07/31/2023	21210	A+ Storage	Accounts Payable		84.50			39,493.18
07/31/2023	21211	IV DATA CENTER	Accounts Payable		450.00			39,043.18
07/31/2023	21212	Wells Fargo	Accounts Payable	97345735	162.37			38,880.81
07/31/2023	21213	Pacific Source Healt...	Accounts Payable		1,219.00			37,661.81

EXPENSES:		ODA Capacity Grant 23-25 (ending 7/31/2025)			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Wages/Salaries	\$128,364.00	\$5,248.62	\$123,115.38	96%	
Contracted Services	\$16,000.00	\$0.00	\$16,000.00	100%	
Travel	\$6,000.00	\$2,876.96	\$3,123.04	52%	
Supplies/Materials	\$5,700.00	\$11,840.78	-\$6,140.78	-108%	
Other(rent/phones/copier, et	\$37,124.00	\$30,573.38	\$6,550.62	18%	
Total	\$197,368.00	\$50,539.74	\$146,828.26	74%	
Time remaining- 3 months					

Actual Cash on hand 8/16/2023 **-\$6,159.17**

EXPENSES:		AG Water Quality Support 23-24(6/30/24)			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Wages/Salaries	\$8,300.00	\$168.32	\$8,131.68	98%	
Contracted Services	\$53,502.00	\$422.53	\$53,079.47	99%	
Supplies/Materials	\$681.00	\$68.72	\$612.28	90%	
Travel/Mileage	\$2,970.00	\$119.87	\$2,850.13	96%	
Other	\$300.00	\$0.00	\$300.00	100%	
Indirect	\$6,575.50	\$0.00	\$6,575.50	100%	
Total	\$72,328.50	\$0.00	\$72,328.50	100%	
Time remaining- 3 months					

Actual Cash on hand 8/16/2023 **-\$779.12**

EXPENSES:		BLM Gd Neighbor Auth (Deer Ck Phase 3)			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Wages/Salaries	\$7,950.00	\$7,311.55	\$638.45	8%	
Contracted Services	\$79,125.00	\$80,943.35	-\$1,818.35	-2%	
Supplies & Materials	\$1,500.00	\$220.10	\$1,279.90	85%	
Travel/Training	\$375.00	\$375.00	\$0.00	0%	
Other	\$600.00	\$700.00	-\$100.00	-17%	
Post Grant	\$450.00	\$450.00	\$0.00	0%	
Total	\$90,000.00	\$90,000.00	\$0.00	0%	
Funds request in 4/25/23					

Actual Cash on hand 8/16/23 **-\$18,328.38**

EXPENSES:		IV Collective Mob. Fish/Fire		6/1/2024	
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Wages/Salaries	\$101,783.00	\$75,676.85	\$26,106.15	26%	
Contracted Services	\$6,454.00	\$1,763.25	\$4,690.75	73%	
Travel	\$3,341.00	\$1,470.20	\$1,870.80	56%	
Supplies/materials	\$3,725.00	\$1,869.64	\$1,855.36	50%	
Other	\$250.00	\$323.83	-\$73.83	-30%	
Indirect	\$11,556.00	\$3,659.20	\$7,896.80	68%	
Total	\$127,109.00	\$84,762.97	\$42,346.03	33%	

Actual cash on hand 08/16/23 **\$5,873.03**

Time remaining 14 months

EXPENSES:		Rounhouse Foundation (IVCMFF)		6/11/2024	
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Media & marketing	\$10,000.00	\$9,452.25	\$547.75	5%	
Total	\$10,000.00	\$9,452.25			

Actual cash on hand 8/16/23 **\$547.75**

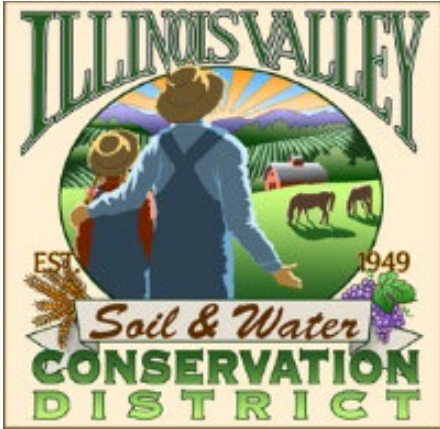
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>
EXPENSES:	Community Wildfire Defense			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>% remaining</i>
Salaries/Wages/Benefits	\$0.00	\$0.00	\$0.00	
Contracted Services	\$96,504.00	\$0.00	\$96,504.00	100.00%
Supplies/Materials	\$2,500.00	\$0.00	\$2,500.00	100.00%
Equipment	\$4,400.00	\$0.00	\$4,400.00	100.00%
Indirect	\$10,340.00	\$0.00	\$10,340.00	100.00%
	\$113,744.00	\$0.00	\$113,744.00	100.00%

Actual cash on hand 8/16/23

CSLRF-IVCDO				
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>% remaining</i>
Salaries/Wages/Benefits	\$15,555.66	\$0.00	\$15,555.66	100.00%
Contracted Services	\$7,777.67	\$0.00	\$7,777.67	100.00%
	\$23,333.33	\$0.00	\$23,333.33	100.00%
On hand 8/16/23	\$23,333.33		\$23,333.33	100.00%

Post-Fire Recovery OWEB				
<i>EXPENSES:</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>% remaining</i>
Salary/Wages	\$56,688.00	\$0.00	\$56,688.00	100.00%
Contracted Services	\$185,750.00	\$0.00	\$185,750.00	100.00%
Travel	\$330.00	\$0.00	\$330.00	100.00%
Supplies/materials	\$55,600.00	\$0.00	\$55,600.00	100.00%
Indirect	\$30,043.00	\$0.00	\$30,043.00	100.00%
other	\$2,060.00	\$0.00	\$2,060.00	100.00%
	\$330,471.00		\$330,471.00	100.00%

Unrestricted Funds				
<i>EXPENSES:</i>				
<i>Category</i>				
Unrestricted on hand	<i>Actual cash on hand 8/16/23</i>		\$15,984.16	
	<i>Total</i>		\$20,471.27	



Resolution of the Illinois Valley Soil & Water Conservation District

Resolution # 2023-01

A Resolution Adopting 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 _____

William G. Reid, Board Chair

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 \$50,000 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 \$50,000 and \$100,000 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 \$100,000 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 \$50,000 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, 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 \$50,000, 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 \$10,000 and \$150,000 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 \$150,000 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 \$10,000)

- a. Public contracts for the procurement of goods and services that are not Personal Services that are under \$10,000, and public improvements under \$5,000, 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 \$10,000 and \$150,000 in a calendar year, or a contract for a Public Improvement project that is estimated to cost between \$5,000 and \$100,000 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 \$75,000, 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.
 - iii. 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].

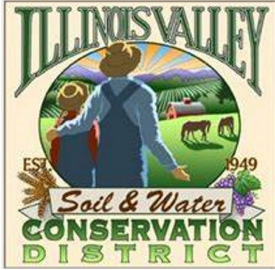
- f. The District may perform Public Improvement projects using in-house personnel and resources, in accordance with the requirements of ORS 279C.305 through ORS 279C.310.
- g. Contracts for Public Improvement projects shall comply with all applicable requirements of ORS 279C.500 through ORS 279C.590 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.



August 2023 Conservation Program Manager Staff Report

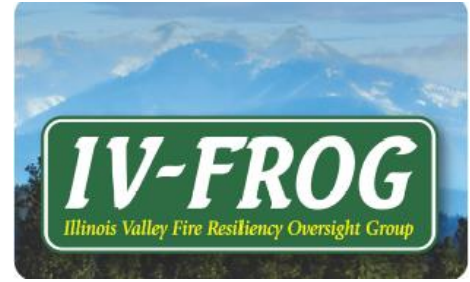
- **Illinois Valley Garden Club: August Meeting**
 - I have been invited to present at the Illinois Valley Garden Club meeting on Friday 8/18/23. I will be giving a brief presentation on Water Conservation & Mushroom Propagation. This will be followed by a workshop where folks get to inoculate and take home their very own mushroom logs inoculated with reishi (*Ganoderma lucidum*).
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
 - I am still working with participating landowners. We are getting closer to the contract phase.
- **Illinois Valley Water Quality Monitoring Program**
 - The first week of sampling under the new grant is complete!
 - [Water quality test results are up on the IVSWCD webpage](#) and the Swim Guide phone app.
 - We have some temperature data for April-August and are redeploying temperature monitors throughout the watershed from mid-August to early-October.
- **Stakeholder Engagement**
 - Cheryl has been connecting landowners with opportunities for both fuels reduction and stream restoration work. She has also been representing the Illinois Valley by participating in local and national fire resiliency conversations.
 - We have been collaborating with ODF on large-scale fuels reduction grant for the Illinois Valley.
- **OWEB Small Grant Team – Region 06**
 - I am in the process of gathering signatures for documents.
- **Illinois Valley: Growsite Cleanup**
 - The IVWC and IVSWCD are getting back to strategizing on how best to help with the cannabis growsite cleanup process.
- **Training**
 - I am almost done with drone pilot training and plan to get a drone pilot's license within the next month.
 - We will be receiving an NRCS computer in the coming weeks. Once received, I plan to continue with NRCS Conservation Planner training.
- **Grants**
 - The CWDG grant has been signed and executed. Work will begin in the coming months.
 - We will pursue a second CWDG grant for a larger project that allows for fuels reduction and maintenance work on the entirety of the Thompson Creek Tract.
 - We are planning on pursuing a small grant that allows us to boost our cybersecurity.
 - The IVWC has ranked second for Passive Water Quality Monitoring.

Respectfully submitted,

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



IVSWCD STAFF REPORT
Cheryl Nelson,
Engagement Coordinator



DATES: July 19th – Aug. 15th, 2023

IVFROG – Illinois Valley Collective Mobilization for Fish and Fire Grant

Rogue Basin Strategic Planning

On July 27th, IVFROG was invited to participate in the Rogue Basin CFLRP* Coordinating Group. This opportunity arose out of the District's participation in the Portland State National Policy Consensus Center's (NPCC) interviews of forest restoration partners/stakeholders in the affected areas. A follow-up meeting was held Aug. 10th. The groups focus is on collective action and providing an inclusive and transparent forum for dialogue that leads to effective collaboration.

RCPP**RCPP Grant Deadline is this week, IVSWCD providing help with the narrative portion.

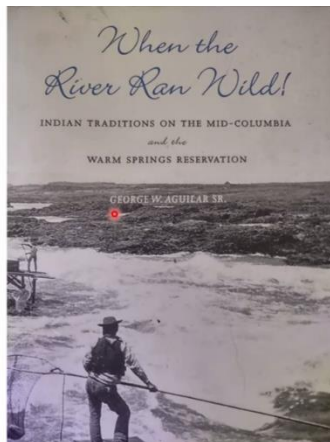
IVFROG Monthly Meeting

The July meeting was held in Selma with good attendance and representation from a wide variety of stakeholders. A Certificate of Appreciation was presented to IVFIRE for their contribution, specifically 4 grants awarded for equipment and staff. (Thanks to John B. for recording the meeting notes). August's meeting will feature presentations from Southern Oregon Forest Restoration Collaborative (SOFRC) Executive Director, Terry Fairbanks and USFS Special Projects Manager, Tabatha Rood.

Stakeholder Engagement Equity Work

Resources

- <https://warmsprings-nsn.gov/>
- <https://wscat.org/community/history/>
- <https://critfc.org/member-tribes-overview/treaty-q-a/>
- https://www.oregonencyclopedia.org/articles/native_american_treaties_eastern_oregon/
- <https://www.oregonhistoryproject.org/native-lands/>



T.E.L.E. Implementation

Signage and posters going around the Illinois Valley.
KXCJ Radio News & Views Interview and ongoing PSA's.
IV Garden Club Presentation on 7/21/Social Media blasts/Flat Fire updates.
Continually adding landowners who are interested in IVFROG Programs to the database

NOTE: Guest speaker Emma Sloan's presentation on 'Equity in Wildfire Resilience' was recorded and is available to all interested Board Members on the IVFROG google drive

<https://drive.google.com/drive/u/0/folders/1v2vK7alhu66FtVbOi3MXft5aXuGm6Lm>

or on the District's external hard drive.

*Collaborative Forest Landscape Restoration Project

**Resource Conservation Partnership Program - 5-year, multi-million-dollar grant to fund fuels reduction work exclusively in the IV



Staff Report

Office Manager

Arlyse DeLoyola

August 2023

GENERAL ADMIN

- Payroll submitted.
- Payroll accrual tracked.
- Grant specific expense tracking in QuickBooks and Excel.
- Preparations for board meeting (pre-meeting packet assembly, QB reporting, coordinating agenda, minutes).
- Kept up with partnering agencies' newsletters and memos.
- Reconciled QB accounts for July. Filed bills and statements.
- Emails/Voicemail/US Mail

We submitted all of the capacity reporting early to ODA and have requested the first quarter payment. There were some issues with my spreadsheet, as some of you heard, but thanks to Sandi Hiatt at ODA and several hours of looking, the errors were located and corrected and we still put it to bed over a week before deadline.

Sandi and I have devised some cross-checking measures that should help to avoid this next biennium. I also plan to be more rigid about quarterly check-ups.

The BLM Good neighbor / Deer creek Phase 3, AKA Crooks Creek project has finished. It was a nice project and we all learned some valuable lessons because of it. Hopefully we will get the final payment soon.

Ag Water Quality Monitoring for 2024 is off to a roaring start. One round of sampling is in the books.

John and I are looking into Cyber-Security options for our office. Special Districts Insurance Service has made this a priority for their clients by offering discounts and grants for protecting ourselves. I will apply for a grant that will pay 50% of the cost of this protection, and hopefully, the discounts will offset the majority of the rest. The company we are using was recommended by IV Data as the best for what we do. Security is getting more and more complex and we need to stay ahead of the curve. This company will also provide training for all employees as well.

I promised a grant review this month so I am going to get on it rather than expound any further!

Arlyse