



Topic: Illinois Valley Soil & Water Conservation District Meeting

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

Monthly Meeting- IV Watershed Council Meeting to follow

Thursday, October 27, 6:00 PM PDT

Join Zoom Meeting <https://zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbnFUDz09>

Meeting ID: 954 3509 9861

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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 October 27, 2022- *SWCD Office/ZOOM*

- I. 6:00 PM: Call to Order
- II. 6:15PM: Acceptance of Minutes
- III. 6:18PM: Acceptance of Financial Reports
- IV. 6:20 PM: Old Business
 - a. T.B.A.
- V. 6:30 PM: New Business
 - a. Annual Meeting Resolution
 - b. Restoration Grant Update
- VI. 6:45 PM: Staff and Partnering Agency Reports
 - a. John's report
 - b. Cheryl's report
 - c. Arlyse's Report
- VII. 7:00 Public comments
- VIII. 7:15 PM: Adjourn

Meeting Minutes

Meeting Called to Order Thursday September 22, 2022, by Bill Reid, Chairman at 7:59 pm

LIVE ATTENDEES	ZOOM ATTENDEES	ABSENTEES
William Reid	Marcy Sowa	Joy McEwen
Rhett Nelsen	Gene Merrill (WC)	
Janice Denney (WC)		
Bob Schmidt		
Don Young (WC)		
Patty Downing (WC)		
Katrina Poydack		
Jim Gurley		
Bob Webb		
Carol Crawford (WC)		
Cheryl Nelson (Staff)		
Arlyse DeLoyola (Staff)		
Kevin O'Brien (WC Staff)		
John Bellville (Staff)		
David Ferguson, NRCS		
Heather Medina-Sauceda		

SCRIBE

Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes from the August meeting were presented to the Board for review.
 - **Bob Webb made a motion to approve the minutes for August, with a correction to attendance.**
 - **Bob Schmidt seconded the motion.**
 - **The motion carried without dissent.**

- **Financials:** The Financial Reports from August 2022 and July- August 2022 were presented to the Board for review.
 - **Rhett Nelsen made a motion to accept the financial reports.**
 - **Bob Webb seconded that motion.**
 - **The motion carried without dissent.**

OLD BUSINESS

- **Employee Handbook/Personnel Policy manual update:**
 - Arlyse sent the initial draft to the committee but will schedule a meeting once she returns from vacation.

NEW BUSINESS

- **Thompson Creek Tract**

Kevin told the board that we are locked out of the Thompson Creek Tract. He assumes that Hancock has changed the locks. Director Webb has a contact with Hancock that he will speak with and hopefully we can get access to the property.

- **Meeting Notes Substitute**

Kevin reminded the board that a substitute note taker is needed to cover when the Office Manager is on leave. Patty Downing had volunteered for the Council, but not the District. Bob Webb volunteered for the District.

- **C. Nelson Probation**

Chairman Reid announced that he had completed Cheryl's probationary review. He informed the board that her review was satisfactory and recommended moving her from probationary to regular employee status.

- **Bob Schmidt made a motion to terminate Cheryl's probation and moving her to regular status.**
- **Katrina seconded the motion.**
- **The motion passed without dissent.**

CONTINUING

- **Staff Reports:**

John reviewed his report, noting that he was able to do a lot of networking and learning at the CONNECT Conference.

Cheryl reviewed her report and updated the board on her work toward making Cave Junction a FIREWISE community. She had spoken with mayor Martell who seemed to be on-board with the idea.

Arlyse had nothing to add to her written report.

- **Partnering Agency Reports**

Bill introduced David Ferguson, of National Resources Conservation Service. David gave a report on his agency's efforts in their Takilma Phase One work. They have 18 Landowners involved in their Regional Conservation Partnership.

He also spoke about Food Security and possible funding for conservation stewardship as well as local sourcing for produce, be it food or fiber. They are also getting into non-industrial forestry and urban produce.

He plans to hold the Local Working Group Meeting in January as a stand-alone meeting so we can involve more community.

David introduced Heather Medina-Sauceda, Basin Team Leader (Assistant State Conservationist for Field Operations) Natural Resources Conservation Service in Southern Oregon. She praised David's work, noting that he covers both Douglas and Josephine Counties himself and has She also noted that NRCS has tripled their funding and do not have enough staff to carry the load, so partnering with organizations like ours will be even more important going forward.

NEXT MEETING

The next meeting is to be held on October 27, 2022 at 6:00 pm at the Illinois Valley SWCD Office and via ZOOM.

ADJOURNMENT

The meeting was adjourned at 8:44pm.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Soil & Water Conservation District
Profit & Loss
 July through September 2022

	Jul - Sep 22
Ordinary Income/Expense	
Income	
Grants Received	41,755.63
Total Income	41,755.63
Gross Profit	41,755.63
Expense	
Contracted Services	3,647.00
Equipment & Software	99.99
Internet Services	152.91
Licenses & Permits	450.00
Mileage	451.59
Other	
Advertising	438.79
Copier lease	213.42
Dues & Subscriptions	451.06
Food and water	124.25
Payroll Fees	1,669.00
Postage/Mailing fees	215.97
Printing & Copying	16.00
Rent Expense	1,460.00
Taxes	15.00
Telephone	475.13
Website/Internet fees	466.25
Total Other	5,544.87
Retirement Fund Expenses	
Employer Contribution Standard	193.09
Employer Match	193.08
Total Retirement Fund Expenses	386.17
Supplies & Materials	1,564.16
Training and associated travel	2,564.66
Wages and Salaries	
Employee Contributed 457	719.13
Medical Insurance	4,478.73
Wages and Salaries - Other	33,068.95
Total Wages and Salaries	38,266.81
Water Quality Monitoring	
Mileage Reimbursement /Sampling	127.51
Water Quality Monitoring - Other	71.87
Total Water Quality Monitoring	199.38
Total Expense	53,327.54
Net Ordinary Income	-11,571.91
Other Income/Expense	
Other Income	
Refunds	120.00
Total Other Income	120.00
Net Other Income	120.00
Net Income	-11,451.91

Illinois Valley Soil & Water Conservation District
Profit & Loss
September 2022

	<u>Sep 22</u>
Ordinary Income/Expense	
Expense	
Contracted Services	3,486.00
Equipment & Software	99.99
Internet Services	50.97
Mileage	32.50
Other	
Copier lease	78.79
Payroll Fees	728.86
Postage/Mailing fees	17.97
Rent Expense	520.00
Telephone	147.62
Website/Internet fees	423.75
Total Other	1,916.99
Retirement Fund Expenses	
Employer Contribution Standard	118.65
Employer Match	118.65
Total Retirement Fund Expenses	237.30
Supplies & Materials	496.81
Training and associated travel	660.46
Wages and Salaries	
Employee Contributed 457	371.25
Medical Insurance	1,450.73
Wages and Salaries - Other	15,242.39
Total Wages and Salaries	17,064.37
Water Quality Monitoring	
Mileage Reimbursement /Sampling	127.51
Water Quality Monitoring - Other	71.87
Total Water Quality Monitoring	199.38
Total Expense	24,244.77
Net Ordinary Income	-24,244.77
Net Income	<u><u>-24,244.77</u></u>

Illinois Valley Soil & Water Conservation District

Balance Sheet

10/21/22

As of September 30, 2022

Cash Basis

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	67,661.73
Savings Account - Thompson Crk	231.61
Total Checking/Savings	<u>67,893.34</u>
Total Current Assets	<u>67,893.34</u>
TOTAL ASSETS	<u>67,893.34</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	719.99
Total Accounts Payable	<u>719.99</u>
Credit Cards	
Umpqua Credit Card	
Umpqua Bank Credit Card	414.70
Umpqua Credit Card - Other	2,612.97
Total Umpqua Credit Card	<u>3,027.67</u>
Total Credit Cards	<u>3,027.67</u>
Total Current Liabilities	<u>3,747.66</u>
Total Liabilities	<u>3,747.66</u>
Equity	
Opening Balance Equity	8,402.66
Unrestricted Net Assets	67,194.93
Net Income	-11,451.91
Total Equity	<u>64,145.68</u>
TOTAL LIABILITIES & EQUITY	<u>67,893.34</u>

EXPENSES: ODA Capacity Grant 21-23 (ending 6/30/23)					
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Wages/Salaries	\$138,476.00	\$48,893.99	\$89,582.91	65%	
Contracted Services	\$7,439.00	\$402.50	\$7,036.50	95%	
Travel	\$5,300.00	\$2,104.38	\$3,195.62	60%	
Supplies/Materials	\$10,202.00	\$1,460.10	\$8,741.90	86%	
Other(rent/phones/copier,	\$35,951.00	\$16,361.73	\$19,589.27	54%	
Total	\$197,368.00	\$69,221.80	\$128,146.20	65%	
Time remaining- 8.5 months					

Actual Cash on hand 10/21 \$60,440.15

EXPENSES: \G Water Quality Support 22-23(6/30/23)					
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Wages/Salaries	\$6,950.00	\$1,799.17	\$5,150.83	74%	
Contracted Services	\$50,804.00	\$0.00	\$50,804.00	100%	
Supplies/Materials	\$6,599.00	\$4,480.78	\$2,118.22	32%	
Other	\$600.00	\$0.00	\$600.00	100%	
Indirect	\$6,720.00	\$0.00	\$6,720.00	100%	
Total	\$71,673.00	\$6,279.95	\$65,393.05	91%	

Actual Cash on hand 10/21 -\$6,279.95

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	\$7,480.00	\$1,799.17	\$5,680.83	76%	
Contracted Services	\$79,125.00	\$0.00	\$79,125.00	100%	
Supplies & Materials	\$1,500.00	\$0.00	\$1,500.00	100%	
Travel/Training	\$375.00	\$0.00	\$375.00	100%	
Post Grant	\$400.00	\$0.00	\$400.00	100%	
Total	\$90,000.00	\$1,799.17	\$88,200.83	95%	

Actual Cash on hand 10/21 -\$1,799.07

EXPENSES: White Ditch OWEB					12/31/2022 extension?
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Wages/Salaries	\$5,625.00	\$3,694.35	\$1,930.65	34%	
Contracted Services	\$56,050.00	\$35,485.00	\$20,565.00	37%	
Supplies/Materials	\$0.00	\$50.00	-\$50.00	-100%	
Travel	\$275.00	\$47.47	\$227.53	83%	
Indirect	\$6,195.00	\$1,950.00	\$4,245.00	69%	
Total	\$68,145.00	\$41,226.82	\$26,918.18	40%	

Actual Cash on hand 10/21 -\$681.62

EXPENSES: White Ditch OWRD					12/31/2022 extension?
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Task 1	\$5,350.00	\$731.35	\$4,618.65	86%	
Task 2	\$11,600.00	\$8,831.00	\$2,769.00	24%	
Task 3	\$17,350.00	\$3,935.25	\$13,414.75	77%	
Task 4	\$17,350.00	\$1,485.00	\$15,865.00	91%	
Task 5	\$12,350.00	\$0.00	\$12,350.00	100%	
Total	\$64,000.00	\$14,982.60	\$49,017.40	77%	

Actual cash on hand 10/21 -\$3,753.53

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	\$33,146.72	\$68,636.28	67%
Travel	\$3,341.00	\$607.32	\$2,733.68	82%
Supplies/materials	\$3,725.00	\$197.66	\$3,527.34	95%
Other	\$250.00	\$0.00	\$250.00	100%
Indirect	\$11,556.00	\$2,046.00	\$9,510.00	82%
Total	\$120,655.00	\$35,997.70	\$84,657.30	70%
	<i>Actual cash on hand 10/21</i>	<i>-\$14,274.70</i>		

EXPENSES:	Dwight Ck Small Grant	6/11/2022		
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>
Wages/Salaries	\$800.00	\$800.00	\$0.00	0%
Contracted Services	\$500.00	\$323.53	\$176.47	35%
Supplies/materials	\$2,890.00	\$3,233.98	-\$343.98	-12%
Travel	\$173.00	\$80.49	\$92.51	53%
Other	\$500.00	\$425.00	\$75.00	15%
Indirect	\$486.00	\$486.00	\$0.00	0%
Post Grant	\$300.00	\$300.00	\$0.00	0
Total	\$5,649.00	\$5,649.00		
	<i>Actual cash on hand 10/21</i>	<i>-\$896.08</i>	<i>(submitted and accepted)</i>	

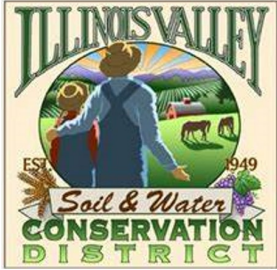
Landowner will not be reimbursed until funds are received.

EXPENSES:	Rounhouse Foundation (IVCMFF)	6/11/2022		
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>
Media & marketing	\$10,000.00	\$324.25	\$9,675.75	97%
Total	\$10,000.00	\$324.25		
	<i>Actual cash on hand 10/21</i>	<i>\$9,675.75</i>		

EXPENSES:	RBP/RLF (White Ditch Supplemental)	12/31/2022		
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>
Wages/Salaries/travel	\$7,340.71	\$1,265.31	\$6,075.40	83%
Total	\$7,340.71	\$1,265.31	\$6,075.40	83%
	<i>Actual cash on hand 10/21</i>	<i>-\$187.50</i>		

EXPENSES:	Joerger WQM Donation			
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>
WQM Actuvutues	\$10,000.00	\$2,998.38	\$7,001.62	70%
Total	\$10,000.00	\$2,998.38	\$7,001.62	70%
	<i>Actual cash on hand 10/21</i>	<i>\$7,001.62</i>		

EXPENSES:	Unrestricted Funds			
<i>Category</i>				
Unrestricted on hand	<i>Actual cash on hand 10/21</i>	<i>\$7,372.87</i>		



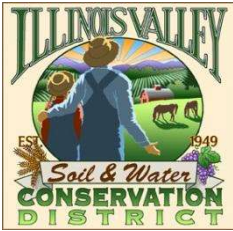
October 2022 Staff Report of the IVSWCD

1. **Illinois Valley Water Quality Monitoring** The IVSWCD and IVWC worked together on applying for an ODA Agricultural Water Quality Grant. The application, submitted 9/24, was approved 9/30. We are now in the process of standing up the first comprehensive water quality monitoring program in the history of the Illinois Valley. The first sampling will tentatively take place the week of 10/24.
2. **Community Wildfire Defense Grant** The IVSWCD applied for a grant that, if approved, would fund fuels reduction/restoration. We will find out the results by 12/31.
3. **Fire Restoration Grant** Members of the IVSWCD and IVWC have been spending considerable time working on a fire restoration grant through OWEB. Numerous meetings, outreach efforts and grant writing sessions are placing us in a good position for submittal on 10/31.
4. **Stakeholder Engagement Project** Cheryl and I have been engaging in weekly Stakeholder Engagement Project meetings. IVF+SH will likely assimilate into a workgroup within IVFROG. We are beginning to brainstorm production of landowner outreach materials and would like to include the board members in message development process by requesting feedback on rough drafts. We are developing a presentation for the Fuels Reduction and Prescribed Fire Meeting at the Medford Interagency Office on 11/1. I will be presenting on behalf of IVFROG.
5. **White Ditch** We have submitted progress reports. We are awaiting response from key stakeholders.
6. **Art and Science Kids Field Trip** Kevin and I were invited to participate as guest speakers at an ASK field trip to Grayback Campground. I gave a presentation on rivers, creeks, and lakes during morning snack time. Kevin taught about the Capture, Store, Safely Release (CSR) watershed principle. We went on an educational hike – talking about different aspects of watershed health – and helped with a science experiment.
7. **Honorable Mention** IVSWCD was awarded an Honorable Mention in the NACD Distinguished Service Awards.
8. **Welcome back!** Arlyse and Kevin have returned from their much deserved vacations. We are very glad to have them back.

Best regards,

John Bellville

Conservation Program Manager



STAFF REPORT

**Cheryl Nelson,
Engagement Coordinator**

IVFROG/IVF+SH

Activities between: September 22nd- Oct. 20th, 2022

OWEB Stakeholder Engagement (SE) Grant -

- Developed the agenda, advertised, convened, and distributed notes and followed up on action items identified at IVFROG & IVF+SH September/October meetings.
- John and I continue to track and record Stakeholder Engagement Scope of Work Progress.
- Attended Fire Adapted Community (FAC) New Member Orientation
- Pursued Leadership Training permissions/buy-in from funder and IVFROG stakeholders.
- Set-up meeting for next week with Cedarbrook HOA and Grants Pass Fire Firewise Rep.
- Brainstormed with ODF reps. on grants, esp. programmatic versus staff hours in-kind match.
- Updated Landowner database with new requests for Fuels Reduction.
- Submitted USFS Community Wildfire Defense Grant (USDA) for \$113k. with letters of support from City of CJ, NPS, Wild Rivers RD, IVCanDo and Cedarbrook HOA
- Discussed various funding opportunities through SB762 with OSFM Fire Risk Reduction Specialist.
- Drafted/Solicited Letters of Support from Stakeholders for OWEB Restoration Grant.
- Worked on OWEB Restoration Grant 'Community Uplift' section of Application.
- Working on Action.Implementation.Mitigation.(A.I.M.) grant for approx. \$50k for fuels reduction project planning (same deadline as OWEB Restoration 10/31).
- IVFROG Invited to Medford Interagency Office Fuels Reduction Event, John will go in my place to FROG-cilitate.

T.E.L.E. (Tools for Engaging Landowners Effectively)

- Identified and have begun collaborating with potential marketing consultant to facilitate T.E.L.E. message development.
- Beginning the Workshop phase of TELE Message development/beta-testing in November.
- May incorporate more marketing costs into AIM grant budget
- Still plan on working with (OSU) on Direct Mail pieces for use in conjunction with cohesive marketing strategy.
- John has skillset to edit video shorts and has offered to help Jes Webb.

October's Narrative Contribution: The federal grant application for the USFS Community Wildfire Defense Grant (CWDG) was one of those deep-dive grant writing endeavors that, when John finally hit the SUBMIT button, left me 'coming up for air'. Even if the District is unsuccessful in competing for the funding, it was a shining example of successful teamwork. It really does make the dream work!

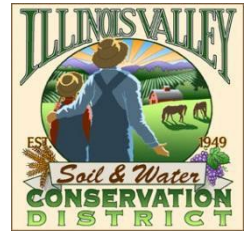


Arlyse DeLoyola

Office Manager

Combined Staff Report

October 2022 ~ IVWC & IVSWCD



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 September.
- Voicemails, email and phone calls.

IV Soil & Water Conservation District: I expect the accountant's review to be in any day- I wrote this last month! There were some delays in the processing and Brewster had some additional questions that were delayed by my vacation, so the report is now being processed and I will pick it up in Medford as soon as it's ready. Unfortunately, this means we are a bit late filing with the Secretary of State. Since it is a full review, there is no way to produce it other than with the accounting firm.

The Goff project presented some additional challenges late last month, but we answered them and hopefully will receive the funding very soon.

Oregon Water Resources had displayed amazing patience throughout the combined impacts of the pandemic and Tracey's departure in addition to the other difficulties we've encountered on the White Ditch project. Kevin and I submitted three calendar quarters worth of reporting this week and requested an extension on the project.

By meeting time I will have also requested funds for the IV Collective grant, which Cheryl works under exclusively.

John and Kevin worked very hard on short notice to submit a grant to ODA to significantly fund our fledgling Water Quality Monitoring project. It has been approved and we have begun the process of ordering more equipment. This is a unique grant with a very short life, so we will need to be aggressive in our samplings in order to expend the grant by the end of the fiscal year. This should tie nicely into the spring offering, where we can hopefully earn another grant to continue the work for the next two years.

IV Watershed Council: Quarter five expense report and quarter six funds request have been filed with OWEB for the Capacity Grant.

I began the process of getting the Watershed Council's retirement program going through Cardinal. At this time the expected start date will be November 15.

Both: I had a great vacation and will have another short trip just after the meeting, then that's IT until Spring. Thanks to my co-workers for handing everything while I was/am away. I appreciate the flexibility this team affords me. Arlyse