



## Topic: Illinois Valley Soil & Water Conservation District Meeting

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

### Monthly Meeting

Thursday, March 23, 2023, 6:00 PM PDT

Join Zoom Meeting <https://zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbnFUdz09>

Meeting ID: 954 3509 9861

Passcode: Conserve

One tap mobile

+13462487799,,95435099861#,,,,\*21861768# US (Houston)

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+1 346 248 7799 US (Houston)

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Meeting ID: 954 3509 9861

Passcode: 21861768

Find your local number: <https://zoom.us/j/ab7y7ctjWv>



## 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 March 23, 2023- *SWCD Office/ZOOM*

- I. 6:00 PM: Call to Order
- II. 6:05 PM: Acceptance of Minutes
- III. 6:15 PM: Acceptance of Financial Reports
- IV. 6:20 PM: Old Business
  - a. Coffee & Quail Report-IVCMFF
  - b. Water Quality Monitoring Report
  - c. Owl III report/request discussion
- V. 6:45 PM: New Business
  - a. To Be Announced
- VI. 7:00 PM: Staff and Partnering Agency Reports
  - a. John's report
  - b. Cheryl's report
  - c. Arlyse's Report
- VII. 7:20 PM Public comments
- VIII. 7:30 PM: Adjourn

## Meeting Minutes

Meeting called to order February 23, 2023 by William Reid, Chairman at 6:00 pm

ATTENDED IN PERSON    ATTENDED VIA ZOOM    ABSENT

<b>William Reid</b>	<b>Jim Gurley</b>	<b>Gene Merrill (WC)</b>
<b>Katrina Poydack</b>	<b>Marcy Sowa</b>	<b>Joy McEwen (WC)</b>
<b>Rhett Nelsen</b>	<b>Cheryl Nelson Staff</b>	<b>Patty Downing (WC)</b>
<b>Bob Webb</b>		<b>Janice Denney (WC)</b>
<b>Bob Schmidt</b>		
<b>Carol Crawford (WC)</b>		
<b>Don Young (WC)</b>		
<b>Arlyse DeLoyola Staff</b>	<b>Kevin O'Brien (WC)</b>	
<b>John Bellville Staff</b>		

### SCRIBE

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Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes of the January meeting were presented to the Board for review.
  - **Rhett Nelsen made a motion to approve the minutes of the January meeting.**
  - **Bob Schmidt seconded the motion.**
  - **The motion passed without dissent.**
- **Financials:** The financial reports were presented for review by the Board.
  - **Bob Schmidt made a motion to accept the Financial Reports as presented.**
  - **Rhett Nelsen seconded the motion.**
  - **The motion passed without dissent.**

### OLD BUSINESS

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**White Ditch Update:** John reported that the project would not be extended and he is in the process of wrapping it up. He had asked OWRD for a pivot to use remaining funds to assist landowners in formation of a ditch association, but they were unable to grant the change. Any future ditch projects will require user associations before applying for grants to avoid similar situations.

**Budget Committee Update:** Katrina Poydack reported that the budget committee had met and recommended a 6.2% Cost-of-Living increase of employee wages.

- **Katrina Poydack made a motion to accept the recommendation of the committee and grant a 6.2% Cost-of-Living increase to employees.**
- **Rhett Nelsen seconded the motion.**
- **The motion passed without dissent.**

Arlyse noted that the committee had also approved a preliminary biennial budget. The budget was reviewed and discussed by the board.

- **Katrina Poydack made a motion to approve the preliminary biennial budget.**
- **Rhett Nelsen seconded the motion.**
- **The motion passed without dissent.**

**Feedback on Director Eligibility:** John relayed that the Oregon Association of Conservation Districts (OACD) has asked for feedback regarding director eligibility for election. In question was the requirement for Zone Directors to own and manage at least 10 acres of land. Discussion ensued and a poll was taken. All seven directors agreed that the current eligibility requirements should remain. John will relay their opinion to OACD.

## **NEW BUSINESS**

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**Coffee and Quail:** Cheryl invited all to the outreach event happening Saturday, March 11 from 10:00 and to 12:00 noon at the Illinois Valley Senior Center Building. A mailer has been sent to over 600 addresses in the valley. There will be a presentation by the Klamath Bird Observatory, coffee and snacks. A suggestion was made to ask the AG teacher in Cave Junction about student participation in hosting the event. (and other volunteer opportunities) Bob Webb offered to speak with her. Katrina Poydack also volunteered to assist with set-up on the 10<sup>th</sup> and on the event day.

**Conservation Program Manager Probation:** Bill reported that John's six-month probationary period had expired February 13. He had given him a performance review earlier today and called for a motion to end the probation and retain John Bellville on a permanent basis.

- **Rhett Nelsen made a motion to retain John Bellville as permanent Conservation Program Manager.**
- **Katrina Poydack seconded the motion.**
- **The motion passed unanimously.**

**Owl III tele-meeting equipment:** John asked the board to consider the purchase of additional equipment to improve our virtual meeting quality. He introduced a product called the Owl III, which will do a 360 degree view of the room and pivot in the direction of the speaker improving the sound from our Zoom attendees. He proposed splitting the \$1049 cost with the Watershed Council, as both organizations would use it for meetings.

- **Jim Gurley made a motion to purchase the Owl III unit pending approval by the IV Watershed Council Board**
- **Marcy Sowa seconded the motion.**
- **The motion passed with Bob Schmidt abstaining.**

**Other Business:** It was asked whether we needed more action on the bank signatories. Arlyse stated that since the district only dropped signers, there was no further action needed.

## **CONTINUING**

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- **Staff Reports: John Bellville**

- John reviewed his written report. He discussed passive sampling as an additional method for the Water Quality Monitoring Program. He noted that discussion was continuing with Rogue Community College regarding sampling techs. He discussed his plans to participate in the Basin-Wide Stewardship Plan after meeting with Randy White of Jackson SWCD. He thanked Kevin for his continued on-boarding support, guidance, and training.

He met earlier in the week with Tracey Reed, former CPM, and asked her what she wished she had known six months into her position with the District. He mentioned that he was able to attend the new Director Training that was changed from in-person to virtual last week. He hoped that the hosts would be able to provide a recorded version for those who could not attend. On February 27<sup>th</sup> he will be traveling to Crescent City to take the first step in his credentialing as a Certified Conservation Planner.

- **Cheryl Nelson**  
Cheryl reviewed her report and relayed that she and John had met with Oregon Water Enhancement Board this afternoon regarding the Post Fire Recovery Grant. She also reported that her leadership training was very valuable.
  
- **Arlyse** had nothing to add to her written report.

**NEXT MEETING**

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The next meeting is to be held on March 23rd at 6:00pm

**ADJOURNMENT**

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The meeting adjourned at 7:03 pm.

APPROVED MINUTES: \_\_\_\_\_

DATE: \_\_\_\_\_

## Illinois Valley Soil &amp; Water Conservation District

## Balance Sheet

03/02/23

As of February 28, 2023

Cash Basis

	<u>Feb 28, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking Account	69,785.22
Savings Account - Thompson Crk	231.62
Total Checking/Savings	<u>70,016.84</u>
Total Current Assets	<u>70,016.84</u>
<b>TOTAL ASSETS</b>	<b><u>70,016.84</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-15.68
Total Accounts Payable	-15.68
Credit Cards	
Umpqua Credit Card	-735.67
Total Credit Cards	<u>-735.67</u>
Total Current Liabilities	<u>-751.35</u>
Total Liabilities	-751.35
Equity	
Opening Balance Equity	8,402.66
Unrestricted Net Assets	67,183.76
Net Income	-4,818.23
Total Equity	<u>70,768.19</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>70,016.84</u></b>

Illinois Valley Soil & Water Conservation District

3/2/2023 3:59 PM

Register: Checking Account

From 02/01/2023 through 02/28/2023

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
02/01/2023	21068	Amazon Business	Accounts Payable		220.39	X		89,534.57
02/08/2023	21069	Cardinal Business Se...	Accounts Payable	784581	5,478.75	X		84,055.82
02/13/2023	ACH	VOYA Financial	Accounts Payable		416.40	X		83,639.42
02/13/2023	21070	Staples	Accounts Payable	LA 1041286	21.22	X		83,618.20
02/16/2023	21071	Grants Pass Water Lab	Accounts Payable	12/13/22 sampl...	5,152.00	X		78,466.20
02/16/2023	21072	IV DATA CENTER	Accounts Payable		21.25			78,444.95
02/21/2023	21073	US Cellular	Accounts Payable	951128871	150.59			78,294.36
02/21/2023	21074	A+ Storage	Accounts Payable	50% Unit 87	84.50			78,209.86
02/21/2023	21075	IV DATA CENTER	Accounts Payable		450.00			77,759.86
02/22/2023	21076	Pacific Source Healt...	Accounts Payable		1,450.00	X		76,309.86
02/22/2023	21077	Staples	Accounts Payable	LA 1041286	6.20			76,303.66
02/22/2023	21078	Umpqua Bank	Umpqua Credit Card	4798 5100 616...	135.96			76,167.70
02/23/2023	ACH	VOYA Financial	Accounts Payable		240.60	X		75,927.10
02/23/2023	21079	Cardinal Business Se...	Accounts Payable	784581	4,791.62	X		71,135.48
02/23/2023	21080	OSU Extension	Accounts Payable		1,350.26			69,785.22

Illinois Valley Soil & Water Conservation District  
**Profit & Loss**  
February 2023

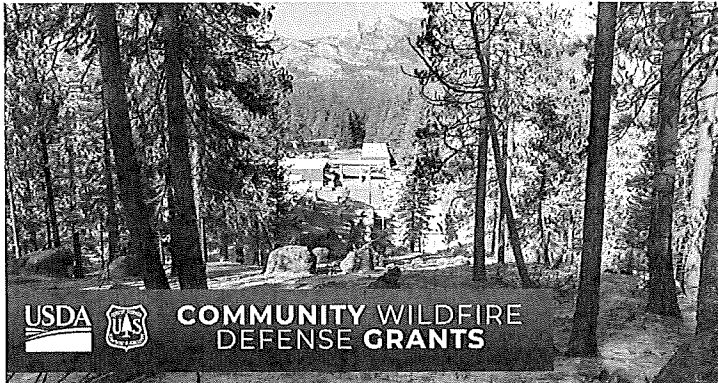
	<u>Feb 23</u>
Ordinary Income/Expense	
Expense	
Contracted Services	6,082.40
Other	
Dues & Subscriptions	135.96
Payroll Fees	412.02
Postage/Mailing fees	80.74
Printing & Copying	339.12
Rent Expense	534.50
Telephone	150.59
Website/Internet fees	21.25
Total Other	1,674.18
Supplies & Materials	247.81
Wages and Salaries	
Employee Contributed 457	0.01
Medical Insurance	
Health Insurance-Employee cont.	-290.00
Medical Insurance - Other	1,450.00
Total Medical Insurance	1,160.00
Retirement Fund Expenses	
Employer Contribution Standard	186.00
Employer Match	91.00
Total Retirement Fund Expenses	277.00
Wages and Salaries - Other	10,528.34
Total Wages and Salaries	11,965.35
Total Expense	19,969.74
Net Ordinary Income	-19,969.74
Net Income	<u><u>-19,969.74</u></u>



**Illinois Valley Soil & Water Conservation District**  
**Profit & Loss**  
 January 2023

	Jan 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Grants Received	59,841.50
<b>Total Income</b>	59,841.50
<b>Gross Profit</b>	59,841.50
<b>Expense</b>	
<b>Insurance</b>	
General Liability Insurance	2,754.00
<b>Total Insurance</b>	2,754.00
<b>Internet Services</b>	135.96
<b>Other</b>	
Copier lease	67.31
Payroll Fees	435.55
Rent Expense	1,095.00
Telephone	150.59
Website/Internet fees	21.25
<b>Total Other</b>	1,769.70
<b>Supplies &amp; Materials</b>	911.99
<b>Wages and Salaries</b>	
Employee Contributed 457	0.00
<b>Medical Insurance</b>	
Health Insurance-Employee cont.	-368.90
Medical Insurance - Other	1,450.00
<b>Total Medical Insurance</b>	1,081.10
<b>Retirement Fund Expenses</b>	
Employer Contribution Standard	262.80
Employer Match	102.80
<b>Total Retirement Fund Expenses</b>	365.60
<b>Wages and Salaries - Other</b>	11,047.21
<b>Total Wages and Salaries</b>	12,493.91
<b>Total Expense</b>	18,065.56
<b>Net Ordinary Income</b>	41,775.94
<b>Net Income</b>	41,775.94

# U.S. FOREST SERVICE ANNOUNCES FUNDING, INCLUDING CONSERVATION DISTRICTS PROJECTS



Yesterday, Agriculture Secretary Tom Vilsack announced that the U.S. Department of Agriculture's Forest Service is investing \$197 million in 100 project proposals benefiting 22 states and seven tribes, as part of the [Community Wildfire Defense Grant program](#). Among the project proposals selected for this round funding, 10 included conservation districts as the primary award recipient.

Conservation district project proposals to receive funding include:

- Humboldt County Resource Conservation District
- Nevada County Resource Conservation District
- Resource Conservation District of Tehama County
- Sierra Resource Conservation District
- Western Shasta Resource Conservation District
- Grant Soil and Water Conservation District
- Illinois Valley Soil and Water Conservation District
- Curry County Soil and Water Conservation District
- Kittitas County Conservation District
- Lincoln County Conservation District

The Community Wildfire Defense Grant program helps communities, tribes, non-profit organizations, state forestry agencies, and Alaska Native corporations, plan for and mitigate wildfire risks as the nation faces an ongoing wildfire crisis. The Forest Service will announce another round of funding later in 2023. Additional information about this grant program and the full list of selected projects can be found on [USDA's website](#).

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## HIGH TUNNELS RESULT IN BLOSSOMING PARTNERSHIPS

*By: Matthew Olson, Wild Rice Soil Conservation District, ND*

The [NACD District Job Board](#) has multiple open positions across the U.S. for job opportunities with local districts and conservation organizations. Currently posted open positions include an Executive Director, Conservationists, Planners, Technicians, Program and Administrative Assistants, and more.

Check out the job board to learn more, and to share any open positions in your district.

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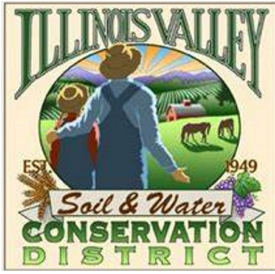
### Join Conservation Drainage Network for Annual Meeting

The Conservation Drainage Network will hold its Annual Meeting from **April 4-6, 2023**, in Easton, Maryland. The 2023 meeting will focus on both improving and advancing the implementation of conservation drainage by raising awareness and sharing key obstacles and opportunities. Attendees can choose to participate either in-person or view sessions online. More information about this event can be found on the [network's website](#) and anyone interested in attending is encouraged to register [here](#).

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### USFS Requests Applications for Community Forest Program Grants

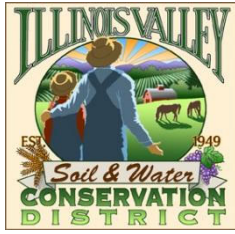
The U.S. Forest Service (USFS) has announced a [request for applications](#) for the Community Forest &



## **March 2023 Conservation Program Manager Staff Report**

- **Local Advisory Committee (LAC)**
  - I will be scheduling a meeting with Randy White before his retirement at the end of this month and will plan to help lead the Local Advisory Committee (LAC) starting in April. No date set for the next meeting as of today.
- **Small Grant Team – Region 06**
  - I will tentatively be leading the OWEB Small Grant Team Region 06 for the 2023-2025 biennium and will be linking up with Brian Barr (Rogue River WC) to prepare for the biennial handoff.
- **NRCS Conservation Planner Training**
  - I now, after a trip to both Crescent City and Medford, have a LincPass and am beginning Conservation Planner Training.
- **Illinois Valley Water Quality Monitoring**
  - We are in the process of hiring seasonal water quality sampling technicians to begin work in April.
  - We are preparing to write grants to extend the program in close partnership with the Illinois Valley Watershed Council.
  -
- **Stakeholder Engagement Project**
  - Coffee & Quail was a success. Approximately 60 people turned out for the event.
  - We have begun strategic planning in IVFROG. The March (3/15) meeting will mark our first foray into a strategic planning session.
- **Grants**
  - *The IVSWCD applied for and was awarded \$23,333.33* through the IVCandO-administered Coronavirus State and Local Fiscal Recovery Funds (SLFRF). We can use this money to work with Josephine County Commissioners to help provide technical prescriptions for abandoned cannabis cultivation sites in the Illinois Valley.
  - The OWEB Post-Fire Recovery grant (recommended for funding) was revised and resubmitted. It is now being re-evaluated. We will know whether it is approved by April 1 (if not sooner).
  - The IVSWCD is getting ready for another round of grant writing. Some grants on the radar that we will likely be applying for:
    1. ODA Capacity Grant (Deadline 5/1)
    2. ODA Agricultural Water Quality (Round 2; Deadline 5/3)
    3. USDA Conservation Assistance to Underserved Producers (Deadline 4/27)
    4. Four Way Foundation (Deadline 4/1)
    5. OWEB Restoration (Deadline 5/1)
  - No new news on the resubmitted OWEB Partnership TA or Community Wildfire Defense Grant (CWDG) yet.

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



**STAFF REPORT**  
**Cheryl Nelson,**  
**Engagement Coordinator**

**DATES: From February 16 – March 14, 2023**

**IVCMFF Progress Report**

Big Announcement!

*What?*

This monthly Staff Report is respectfully submitted sans bullet points.

*Why?*

To promote engagement.

*With whom?*

You all, the IVSWCD Board of Directors.

**COFFEE & QUAIL** We organized a public event to raise awareness of wildfire resiliency in the Illinois Valley. OSU Staff attended to help with check-in and crunch numbers on what media was the most effective for advertising. Support from local businesses was a key to the success of the event. The turnout exceeded expectations but there were ample coffee and snacks for all. Leads for fuels mitigation projects were generated and are already being followed up on with assistance from ODF.

Especially appreciated on the morning of the event were Carol and Arlyse's offers of help. Some great suggestions by IVSWCD Board members were offered for future events, including a Botany talk and live music venue. A feature article in this week's edition of the IVNews is anticipated.

**IVFROG MONTHLY MEETING** NRCS' David Ferguson presented a suggested IVFROG Workplan that was met with approval by the majority of attendees. It helped to set-up the framework for our March meeting. Stakeholders will delve deeper into the logistics of long-range strategic planning, matched up with available capacity among partners.

Oregon Department of Forestry is the probable acting fiscal agent on the Regional Conservation Partnership Program (RCPP) funding being sought. IVSWCD has committed to outreach for future projects. New format for Meeting Agendas/Notes was introduced and will debut at the March Mtg. - Available to Board Members upon request.

**COMMUNITY WILDFIRE DEFENSE GRANT (CWDG)** Still no updates on whether or not this grant (we submitted Oct/2022) will be funded. If successful, it will provide 112k in defensible space/fuels mitigation funding for landowners west of Kerby Mainline Road and Laurel Road and bordered on the east by Walters Road. This grant as submitted included the dual goal of establishing a Firewise Community in the Cedar Ridge subdivision.

## **Stakeholder Engagement Enhancement Work**

Attended Indigenous People’s Burning Network (IPBN) Beginner Workshop ... facilitated by The Nature Conservancy. 2nd of 12 Monthly Sessions. Topics: FPIC/UN Declaration on Rights of Indigenous People. Presented to national network of attendees on Tolowa dee ni’ Nation history and ancestral lands.

Continuing Leadership Training – The Leadership Challenge (TLC). Course goals include: ENABLE OTHERS TO ACT; INSPIRE A SHARED VISION; CHALLENGE THE PROCESS & ENCOURAGE THE HEART.

FAC\*- DEIJ Visioning - Unfortunately had to miss last Friday’s session due to time conflicts.

\*Fire Adapted Community Network

## **T.E.L.E. Accomplishments**

Directed and finalized a video highlighting partners of IV-FROG. Highlights/explores incentives to become fire-adapted or to get Firewise. Included, with permission, is a segment from a Rogue Forest Partners video shared at the most recent “State of the Birds.”

The video debuted at our recent Coffee & Quail Event and will be posted to iv-frog.org website and on social media.

IVFROG/IVFSH outreach metrics; 40% of attendees were mailed Business Reply Mailer.

One proven T.E.L.E. method employed: moving landowners from ‘novice’ to ‘model’ stewards begins by engaging them in a community event.

## **Administrative**

-Ongoing: Answer phones, outgoing calls to stakeholders; meet and greet office visitors, promote partner agency conservation projects.

-EMAILS!!! I will address the matter at our next staff meeting during the ‘Strategy’ session!





# **Staff Report**

## **Office Manager**

### **Arlyse DeLoyola**

### **March 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 February.
- Emails/Voicemail/US Mail

As promised, the Employee Handbook is under review by the hiring committee. A second meeting was scheduled for March 20, so you'll have an update at the meeting. I'd like to suggest we call this committee the Personnel Committee instead of "hiring" since there is so much more to it than hiring.

The new director training from Oregon Department of Agriculture (ODA) is now available for viewing. Please contact us at the office if you wish to partake.

John and I continue to monitor the Capacity budget for the remainder of the biennium and have taken some steps to assure that we will end the biennium having used the entirety of the grant. As noted before the challenge has been the fact that we started using this grant two quarters into the biennium and then had Tracey's vacancy to compound the issue. It has presented a unique opportunity to improve our office equipment and add some nice tools for the future.

I am also continuing to review the financial records for the biennium, comparing entries in QuickBooks and Excel to be sure they match, which is a tedious, but necessary step in assuring we are reporting accurately to our funders.

Happy Spring!

Arlyse

