

MEETING ANNOUNCEMENT

Illinois Valley Soil & Water Conservation District is inviting you to a scheduled Zoom meeting.

Topic: IVSWCD-Monthly Meeting

Time: Thursday, March 24, 2022 following IV Watershed Council Meeting and NRCS

Presentation Approximately 7:30 pm

Join Zoom Meeting

<https://us06web.zoom.us/j/4738236869?pwd=Z1ZxVlkyYUtWUkprMVVLL3BwdzdoZz09>

Meeting ID: 473 823 6869

Passcode: SaveFish

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Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 473 823 6869

Passcode: 76632288

Find your local number: <https://us06web.zoom.us/j/kq9K0ESEz>



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 24,2022- *SWCD Office/ZOOM*

- I. 7:10 PM: Call to Order
- II. 7:15PM: Acceptance of Minutes
- III. 7:18PM: Acceptance of Financial Reports
- IV. 7:20 PM: Old Business
 - a. Hiring update- Conservation Program Manager (set meeting)
- V. 7:40 PM: New Business
 - a. Water theft/Cannabis next steps
 - b. Volunteer Agreement for former Community Organizer
 - c. Equity, Diversity, Inclusion, and Justice
- VI. 7:50 PM: Staff and Partnering Agency Reports
 - a. Kevin's report
 - b. Cheryl's report
 - c. Arlyse's Report
- VII. Public comments
- VIII. 8:45 PM: Adjourn

Meeting Minutes

Meeting Called to Order Thursday February 24, 2022, by Bill Reid, Chairman at 6:01 pm

LIVE ATTENDEES	ZOOM ATTENDEES	ABSENTEES
William Reid	Marcy Sowa	Joy McEwen (WC)
Katrina Poydack	Jim Gurley	
Janice Denney (WC)	Patty Downing (WC)	
Carol Crawford (WC)	Gene Merrill (WC)	
Don Young (WC)	Eric Nusbaum, ODA	
Bob Webb	John Selker OSU	
Rhett Nelsen		
Kevin O'Brien (Staff)		
Arlyse DeLoyola (Staff)		
Cheryl Nelson		
Bob Schmidt		
Tracey Reed		
Chris Hall		
David Ferguson, NRCS		

SCRIBE

Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes from the January meeting were presented to the Board for review.
 - **Bob Schmidt made a motion to approve the minutes for January.**
 - **Katrina Poydack seconded that motion.**
 - **The motion carried without dissent.**

- **Financials:** The Financial Reports from January 1-30, 2022 were presented to the Board for review.
 - **Bob Schmidt made a motion to accept the financial reports.**
 - **Bob Webb seconded that motion.**
 - **The motion carried without dissent.**

OLD BUSINESS

- **Reorganization/action**
 - Kevin introduced a potential resolution for consideration by the board. Resolution 2022-01 would restructure the boards of the Illinois valley SWCD and Illinois Valley Watershed Council to become independent of one another.
 - **Jim Gurley made a motion to approve the resolution.**
 - **Katrina Poydack seconded the motion.**

Discussion was held, including an opinion by Eric Nusbaum, Operations Specialist from the Oregon Department of Agriculture, that the reorganization is in step with what most Districts and Watershed Councils statewide.

A letter from Oregon Watershed Enhancement Board Region 2 Program Representative Mark Grenbemer in favor of the action was read.

- The motion carried 5/1/1 with directors Gurley, Sowa, Poydack, Nelsen and Webb in favor, Director Schmidt opposed, and Chairman Reid abstained.

- **Hiring Committee Update:**

A review of the work the hiring committee has done was given. There have been no applications to date.

- **Budget Committee Update/Action:**

Arlyse shared the recommendation from the budget committee regarding the wage to post the Conservation Program Manager position and the potential for adding a retirement program as an incentive for applicants.

- **A motion to approve a resolution to include the Illinois Valley SWCD in the Oregon Savings Growth (deferred compensation) Plan with an automatic 5% of pay contributed by the District and a match of 5% available to all employees after the 60 day probation period was made by Rhett Nelsen.**
- **The motion was seconded by Katrina Poydack**
- **Discussion was held**
- **The motion passed without dissent.**

NEW BUSINESS

- **Report of the Community Organizer**

Chris Hall presented his final report on the Cannabis Industry Impacts to the Illinois Valley, which was completed this week. He emphasized that the report would be available on the website soon.

Discussion on the report was held, including Distinguished Professor of Water Resources at Oregon State University and candidate for congress, John Selker, who offered his assistance to the district if needed with distribution of the report and other matters. Chris asked for the board's blessing to continue to work as a volunteer on this subject. The chairman agreed.

- **Thompson Creek Road Maintenance**

Kevin reminded the board that the District is obligated to maintain the roads on the Thompson Creek Tract under a maintenance agreement.

- **State of the District**

Cheryl Nelson reported on her first week with the District and the interaction with the IVFROG.

CONTINUING

- **Staff and Partnering Agency Reports**

Kevin presented his report as the interim Program manager for the District.

Arlyse gave her report and added that she had met with a representative from Ricoh who had offered a training for all employees that would help us to save money over the long term as well as be more efficient.

- **Bob Webb made a motion to approve up to \$210 for the cost of the training.**
- **Marcy Sowa seconded the motion**
- **The motion passed with Jim Gurley abstaining**
-
- **David Ferguson, of Natural Resources Conservation Service** reported that his agency is working with IVFROG (Illinois Valley Fire Resiliency Oversight Group) and will

allocate \$150,000 for fuels reduction in a targeted area of the valley. He asked to be able hold NRCS's Local Work Group at the next monthly meeting. He will attend the O'Brien Fire Station Public Meeting on March 16, at 1pm to inform the public about the program.

The board and staff promised their support.

NEXT MEETING

- **The next meeting will be held March 24, 2022 at approximately 7:15pm (following the IVWC meeting) in the office and on ZOOM.**

ADJOURNMENT

- The meeting was adjourned at 8:15 pm by Chairman Bill Reid.

APPROVED MINUTES: _____ **DATE:** _____

Illinois Valley Soil & Water Conservation District

03/14/22

Profit & Loss

Cash Basis

February 2022

	<u>Feb 22</u>
Ordinary Income/Expense	
Income	
Grants Received	2,870.63
Total Income	<u>2,870.63</u>
Gross Profit	2,870.63
Expense	
Contracted Services	5,600.00
Internet Services	50.97
Mileage	19.31
Other	
Advertising	73.99
Dues & Subscriptions	9.90
Payroll Fees	269.53
Rent Expense	465.00
Telephone	76.62
Website/Internet fees	<u>71.24</u>
Total Other	966.28
Supplies & Materials	388.55
Wages and Salaries	<u>7,463.70</u>
Total Expense	<u>14,488.81</u>
Net Ordinary Income	-11,618.18
Other Income/Expense	
Other Income	
Refunds	<u>150.00</u>
Total Other Income	<u>150.00</u>
Net Other Income	150.00
Net Income	<u><u>-11,468.18</u></u>

Illinois Valley Soil & Water Conservation District

3/15/2022 8:30 AM

Register: Checking Account

From 02/01/2022 through 02/28/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/01/2022	20850	Amazon Business	Accounts Payable	UPS BATTERY	21.47	X		62,494.32
02/07/2022	20851	Cardinal Business Se...	Accounts Payable	784581	2,175.22	X		60,319.10
02/07/2022	20852	Rosebud Media, LLC	Accounts Payable		73.99	X		60,245.11
02/09/2022	20853	Tracey Reed	Accounts Payable		19.31			60,225.80
02/14/2022	20854	Staples	Accounts Payable	LA 1041286	31.08	X		60,194.72
02/15/2022	20855	Cardinal Business Se...	Accounts Payable	784581	3,113.37	X		57,081.35
02/16/2022	20856	Kelley Connect	Accounts Payable	domain name 3...	49.99	X		57,031.36
02/17/2022	20857	Christopher Hall	Accounts Payable		5,600.00	X		51,431.36
02/22/2022			Grants Received	Deposit		X	2,870.63	54,301.99
02/22/2022	20858	Cardinal Business Se...	Accounts Payable	784581	2,444.64	X		51,857.35
02/22/2022	20859	IV DATA CENTER	Accounts Payable	50% monthly i...	21.25			51,836.10
02/22/2022	20860	US Cellular	Accounts Payable	951128871	76.62			51,759.48
02/23/2022	20861	Umpqua Bank	Umpqua Credit Card	4798 5100 616...	60.87			51,698.61
02/24/2022	20862	A+ Storage	Accounts Payable	50% storage fees	65.00			51,633.61
02/24/2022	20863	IV DATA CENTER	Accounts Payable	50% Rent	400.00			51,233.61
02/28/2022			Refunds	Deposit		X	150.00	51,383.61
02/28/2022	20864	Bigfoot Print and Copy	Accounts Payable	Report printing	201.00			51,182.61

Illinois Valley Soil & Water Conservation District
Profit & Loss
 July 2021 through February 2022

	Jul '21 - Feb 22
Ordinary Income/Expense	
Income	
Donations	10,000.00
Employee HB Cont.	12.40
Grants Received	54,828.33
Other Revenue	305.82
Total Income	65,146.55
Gross Profit	65,146.55
Expense	
Accounting Fees	2,000.00
Contracted Services	7,362.50
Equipment & Software	99.99
Insurance	
General Liability Insurance	2,463.00
Total Insurance	2,463.00
Internet Services	557.66
Legal Fees	15.00
Meeting Expense	
Building rental	80.00
Total Meeting Expense	80.00
Mileage	114.06
Other	
Advertising	787.01
Copier lease	521.94
Dues & Subscriptions	1,087.15
Equipment Rental	105.00
Food and water	509.53
Payroll Fees	2,646.52
PO Box Rent	94.00
Postage/Mailing fees	1,444.80
Printing & Copying	10.00
Rent Expense	3,052.50
Taxes	127.81
Telephone	693.61
Website/Internet fees	507.37
Total Other	11,587.24
Payroll Accrual	4,024.58
Supplies & Materials	5,355.51
Training and associated travel	205.44
Wages and Salaries	65,655.52
Total Expense	99,520.50
Net Ordinary Income	-34,373.95
Other Income/Expense	
Other Income	
Interest Income	0.03
Refunds	150.00
Total Other Income	150.03
Other Expense	
Fire protection	1,025.34
Total Other Expense	1,025.34
Net Other Income	-875.31
Net Income	-35,249.26

Illinois Valley Soil & Water Conservation District

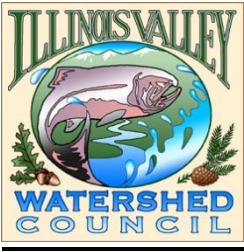
Balance Sheet

03/16/22

As of February 28, 2022

Cash Basis

	<u>Feb 28, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	51,182.61
Savings Account - Thompson Crk	231.59
Total Checking/Savings	<u>51,414.20</u>
Total Current Assets	<u>51,414.20</u>
TOTAL ASSETS	<u>51,414.20</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Umpqua Credit Card	135.00
Total Credit Cards	<u>135.00</u>
Total Current Liabilities	<u>135.00</u>
Total Liabilities	135.00
Equity	
Opening Balance Equity	8,402.66
Unrestricted Net Assets	78,125.80
Net Income	<u>-35,249.26</u>
Total Equity	<u>51,279.20</u>
TOTAL LIABILITIES & EQUITY	<u>51,414.20</u>



March, 2022 Staff Report of the Acting Conservation Pgm. Mgr.

White Ditch Technical Assistance Project: We haven't received the outstanding deliverables from Contractor Scott Fein. I plan to attempt to contact him again the week of 3/21/2022 to give him another opportunity before I explore outside compliance procedures with the funder and (potentially) the State Attorney General's office. I believe it would be best to have his material into us and handed off to the engineering firm for alternatives development before setting up another ditch user meeting, but we may need to forge ahead if this takes much longer.

Crooks Creek Project: Mike Crawford (fisheries biologist for our watershed with the BLM) and I have been meeting virtually every week for project development updates with each other. We just received maps from him that will be used in applying for the local, state, and federal regulatory permits required for the private lands portion of the project (two properties). We will be reviewing the project budget with Mike when he gets further along with the designs for the public lands portion of the project. Implementation is still targeted for the early end of the in water work period in 2022. There could be more work elsewhere in the Deer Creek drainage under a similar agreement with us in 2023 and possibly beyond, but it's too early to know for certain.

Stakeholder Engagement Project: Lots to unpack here, so that will need to happen at the meeting. We are well underway with Cheryl's onboarding, orientation, and otherwise getting up to speed with the project. For many reasons, it is very important all directors be very tuned into this project, as it is designed to have long lasting ramifications for our organizations. In short, it is likely how we will be approaching accomplishing restoration efforts on private lands going forward. The project's success will require active involvement from the director and staff levels.

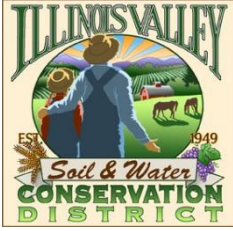
Water Quality Monitoring Program: The Sampling Analysis Plan submitted to DEQ last month is still under review by that agency for approval. We plan to submit the SAP along with a water temperature monitoring plan yet this month to receive their blessing to use some Agreement funds from that agency to couple with Bill Joerger's donation and get the sampling underway. Other high priorities have kept me from making headway on other funding sources to augment this year's sampling capacity. We are still on target for applying for a monitoring program grant from OWEB in early May that we are planning on to fund the 2023 project.

Partnership TA Proposal (OWEB): We will be resubmitting an amended proposal during OWEB's current open cycle that closes May 2nd. Funding would support the IVFROG and the Upper IV Focus Group in implementing our Stakeholder Engagement project.

Goff Small Grant Project: I made contact with Janet and Paul. They provided a positive update that the work had been progressing and they assured me it will be completed ahead of the June 11, 2022 project completion deadline.

Respectfully submitted,

Kevin O'Brien, Watershed Coordinator



IVSWCD Staff Report

Cheryl Nelson

Engagement Coordinator

[IVFROG/Upper Illinois River Focus Group]

Activities between: Feb. 25 through March 15, 2022

OWEB Stakeholder Engagement (SE) Grant -

- Attend inter-office meetings - communicate with staff re: next steps for IVFROG
- Study Grant Objectives
- Train up on Google Survey capabilities in anticipation of T.E.L.E. training for a minimum of 25 members
- Made inquiries with several vendors about costs and logistics of the Customer Relationship Management software (aka database) that IVFROG can use to measure outcomes/deliverables of grant.
- Contacted OSU Extension to follow-up on their procedures with regard to managing database of small woodland owners
- Navigate IVSWCD's existing landowner database (ACCESS)
- Met with Alexi of KS Wild to establish agenda and discuss format for upcoming public meeting Mar. 16
- Wrote copy for ad on KXCJ/submitted to IVNews/IV web Calendar and Takilma email list
- Volunteered to hang posters around the IV advertising public meeting
- Scoped out the 10+ acre parcels in the Upper Illinois River area (T.E.L.E. landowner profile model = 10 acres) -
- RSVP'd Upper IV Focus Area Work Group (Rogue Basin Partnership) monthly meeting re-scheduled for Mar. 30 at 2 p.m. /Introduce Engagement Coordinator
- IVCDO – met with Lindsey regarding line item in SE grant
- Sought information from David Ferguson on the boundaries of NRCS' CIS projects to determine eligibility for a landowner on Happy Camp Road.
- Assist Office Manager with regard to first funding request to OWEB for SE Grant.
- Contact Jes Webb about technical assistance with IVFROG Stakeholder Engagement effort. He is interested/followed up with email.
- Began Asset List compilation (What each member of IVFROG has to offer to engage landowners)
- Used IVFROG's shared Google Drive to research what stakeholders had covered in prior meetings
-

T.E.L.E. Training

Logistics: Need to offer the two-day course in smaller blocks of time TBD based on scheduling considerations for attendees. Prefer to have entire course completed inside of a 6 week time frame to keep on track with grant time frames. This would amount to meeting once a week for 2 hour sessions and having T.E.L.E. trainees work independently for approximately one hour/week with homework assigned.

Research grant funding source for portion of Budget addressing Media Consultation and Costs for

Printed/video Marketing Materials for Conservation : Feasibility Stages...Reached out to The Ford Family

Foundation for matching funds for our Stakeholder Engagement grant, requesting \$10,000 for hiring media consultant and for producing marketing materials for conservation. Although they provided 10k grant funds in 2018/2019 for R.A.R.E. the IVFROG Collaborative is not in their funding scope.

Researching Pacificorp, Roundtable and Dubs Fdtn for potential funding.

General Administrative:

- Greet and assist walk-in visitors to the office, answer phone calls.
- Respond to inter-office email requests in timely manner.
- Fill out IVSWCD Technical Assistance Cards as needed.

Engagement Coordinator Asides:

For a look at the thing from the other side of the aisle, the landowner's perspective, we Nelson's invited ODF to inspect our 5.6 heavily wooded and very steep acreage/property for the suitability of a grant for fuels reduction. \$500/acre was the quote. We are signing up but only for a percentage of total acreage.

Also we had FEMA on the property to assess the suitability of forest thinning/fuels reduction and the cost share for a metal roof (we signed up in 2018/2019). Stay tuned...

Extra Credit: Ask me if I inquired with IVCDO about their Residential Fire Resilience Revolving Loan Program <https://ivcdo.org/our-work/fireloanfund/> at the Fire Station on March 16th.