



Topic: Illinois Valley Soil & Water Conservation District Meeting

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

Monthly Meeting

Thursday, June 27, 2024 6:00 PM PDT

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

Meeting ID: 954 3509 9861

Passcode: Conserve

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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 June 27, 2024- *SWCD Office/ZOOM*

- I. 6:00 PM: Call to Order
- II. 6:05 PM: Acceptance of Minutes
- III. 6:10 PM: Acceptance of Financial Reports
- IV. 6:15 PM: Old Business
 - a. Water Quality Update
 - b. T.B.A.
- V. 6:40 PM: New Business
 - a. CWDG Contract Award
- VI. 7:00 PM: Staff and Partnering Agency Reports
 - a. John's report
 - b. Arlyse's Report (written only)
 - c. Partnering Agency Reports
- VII. 7:20 PM Public comments
- VIII. 7:30 PM: Adjourn

Meeting Minutes

Meeting Called to Order Thursday May 23, 2024, by Bill Reid, Chairman at 6:00 pm.

LIVE ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Bill Reid	Arlyse DeLoyola (Staff)	Gene Merrill (WC)
Katrina Poydack	Marcy Sowa	Patty Downing (WC)
Bob Schmidt		Don Young (WC)
Jim Gurley		
Bob Webb		
Rhett Nelsen		
Carol Crawford (WC)		
Janice Denney (WC)		
John Bellville (Staff)		
Kevin O'Brien (WC Staff)		

SCRIBE

Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes from the April meeting were presented to the Board for review.
 - **Bob Schmidt made a motion to approve the minutes for April.**
 - **Jim Gurley seconded the motion.**
 - **The motion carried.**

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

OLD BUSINESS

- **Water Quality Update:** Maelagh Baker, Team lead was introduced and gave an in-depth update on the Ag Water Quality Monitoring project. They are currently still testing 19 sites twice a month with a two-person team, but may move to a one-person team to stretch the funds further into the summer months, as the grant is only scheduled to last through June. Discussion was held on what could be done at the donated laboratory space and how that could help save money for future testing. Other methods of funding are being sought.

- **Election Materials Available**
 Arlyse reminded the board once again that election materials were now available on the ODA website. If members do not have access to the website they can come into the office and use the computers here. All the information and deadlines are available and some items have been changed from past years so be

sure to check carefully. There are four positions available this election year. At large 1, Zone 1, Zone 4 and Zone 5.

- **Planning for Hanby Block Party**

Discussion was held regarding next week's block party. A meeting was held just prior to this board meeting and plans were laid out. All board members were encouraged to attend.

- **Committee for the 75th Anniversary Celebration**

Discussion was held the 75th anniversary celebration. John suggested we have a fund-raising dinner in December for our Annual meeting and then host a concert event for the actual celebration. Committee members are Janice, Bob Webb and Katrina.

NEW BUSINESS

Irrigation Upgrade Grants:

John is working with several local folks regarding irrigation upgrade grants. Some of these clients are members of this board or are related to members of this board. It was suggested there may arise a conflict-of-interest issue, as the projects must be voted on and approved by the board. The issue was discussed and determined that as long as the grants were made available to the public with no preference to board members there would be no conflict.

- **A motion was made by Jim Gurley to move ahead with the current, viable irrigation grants as long as the grants through Oregon Water Resource Department are advertised to the public by June 1st.**
 - **Bob Schmidt seconded the motion**
 - **Directors Reid, Gurley, Sowa and Schmidt voted in favor and directors Nelsen, Poydack and Webb abstained due to potential conflict-of- interest.**
 - **The motion carried.**
-

CONTINUING

- **Staff Reports:**

John reviewed his report and it was discussed by the board.

Arlyse added to her report that she hoped to be well enough to return to the office next week after being sick this week.

- **Partnering Agency Reports:**

Kevin O'Brien spoke for the Illinois Valley Watershed Council-Nothing this meeting.

- **Public Comment:**

Janice mentioned that she has heard in the Garden Club that people are buying soil that is coming in with bugs in it and asked if anyone else had heard anything. Discussion was held.

NEXT MEETING

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

ADJOURNMENT

The meeting was adjourned at 7:13 pm.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Soil & Water Conservation District

6/19/2024 1:16 PM

Register: Checking Account

From 05/01/2024 through 05/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/03/2024			Grants Received	Deposit		X	24,158.50	58,024.50
05/13/2024	ACH	Cardinal Business Se...	Accounts Payable	784581	50.00	X		57,974.50
05/13/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		2,162.55	X		55,811.95
05/13/2024	ACH	Cardinal Tax Impound	Accounts Payable		1,033.01	X		54,778.94
05/13/2024	21386	Pacific Office Autom...	Accounts Payable		62.03	X		54,716.91
05/13/2024	21387	Refugium Consulting...	Accounts Payable	Contracted Guide	3,200.00	X		51,516.91
05/14/2024	ACH	VOYA Financial	Accounts Payable	Retirement	328.69	X		51,188.22
05/14/2024	21388	Sean Hendrix	Accounts Payable	Post-Fire Erosion Mitigation	1,800.00			49,388.22
05/16/2024	21389	Fed-Ex	Accounts Payable		10.89	X		49,377.33
05/16/2024	21390	Amazon Business	Accounts Payable		4.00	X		49,373.33
05/20/2024			Refunds	Deposit		X	69.08	49,442.41
05/20/2024	ACH	Confident Staffing	Accounts Payable		1,717.32	X		47,725.09
05/20/2024	21391	US Cellular	Accounts Payable	951128871	147.73	X		47,577.36
05/20/2024	21392	IV DATA CENTER	Accounts Payable		21.25	X		47,556.11
05/21/2024	ACH	Cardinal Business Se...	Accounts Payable	784581	50.00	X		47,506.11
05/21/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		2,101.70	X		45,404.41
05/21/2024	ACH	Cardinal Tax Impound	Accounts Payable		1,003.90	X		44,400.51
05/21/2024	21393	Elan Financial Services	Umpqua Credit Card		86.22	X		44,314.29
05/28/2024	ACH	VOYA Financial	Accounts Payable	Retirement	278.41	X		44,035.88
05/28/2024	21394	Pacific Office Autom...	Accounts Payable		6.39			44,029.49
05/28/2024	21395	Pacific Source Healt...	Accounts Payable		692.50			43,336.99
05/28/2024	21396	Uline	Accounts Payable		140.00			43,196.99
05/28/2024	21397	Fed-Ex	Accounts Payable		40.08			43,156.91
05/28/2024	21398	Uline	Accounts Payable		53.84			43,103.07
05/29/2024	21399	A+ Storage	Accounts Payable		102.00			43,001.07
05/29/2024	21400	IV DATA CENTER	Accounts Payable		450.00			42,551.07
05/30/2024	ach	Confident Staffing	Accounts Payable		1,334.65			41,216.42
05/30/2024	21401	John Bellville	Accounts Payable	Reimbursement	49.81			41,166.61
05/30/2024	21402	John Bellville	Accounts Payable	Ice packs	8.00			41,158.61
05/30/2024	21403	Illinois Valley Buildi...	Accounts Payable		11.49			41,147.12
05/30/2024	21404	Refugium Consulting...	Accounts Payable	Contracted Guide	3,600.00			37,547.12

Illinois Valley Soil & Water Conservation District
Profit & Loss
 May 2024

	May 24
Ordinary Income/Expense	
Income	
Grants Received	24,158.50
Total Income	24,158.50
Gross Profit	24,158.50
Expense	
Contracted Services	6,800.00
Meeting Expense	
Food and water	41.83
Total Meeting Expense	41.83
Other	
Copier lease	62.03
Payroll Fees	100.00
Printing & Copying	6.39
Rent Expense	552.00
Telephone	147.73
Website/Internet fees	21.25
Total Other	889.40
Software Subscription	57.01
Supplies & Materials	225.31
Wages and Salaries	
Employee Contributed 457	0.00
Employee Paid Taxes	70.66
Employer Paid Taxes	527.82
Medical Insurance	554.00
Retirement Fund Expenses	383.44
Wages and Salaries - Other	6,064.84
Total Wages and Salaries	7,600.76
Water Quality Monitoring	
Contract Water Quality Staff	3,051.97
Shipping Samples	50.97
Total Water Quality Monitoring	3,102.94
Total Expense	18,717.25
Net Ordinary Income	5,441.25
Other Income/Expense	
Other Income	
Refunds	69.08
Reimbursement	-1,800.00
Total Other Income	-1,730.92
Net Other Income	-1,730.92
Net Income	3,710.33

Illinois Valley Soil & Water Conservation District

Profit & Loss

06/19/24

July 2023 through May 2024

Cash Basis

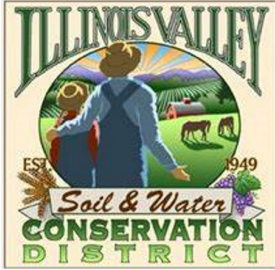
	<u>Jul '23 - May 24</u>
Ordinary Income/Expense	
Income	
Grants Received	271,495.47
Total Income	<u>271,495.47</u>
Gross Profit	271,495.47
Expense	
Bank Fees	16.88
Contracted Services	73,774.07
Insurance	
General Liability Insurance	<u>2,927.00</u>
Total Insurance	2,927.00
Internet Services	135.96
Licenses & Permits	375.00
Meeting Expense	
Food and water	883.48
Meeting Expense - Other	<u>299.80</u>
Total Meeting Expense	1,183.28
Mileage	1,327.95
Other	
Advance Return	1,490.00
Advertising	119.76
Copier lease	2,711.40
Dues & Subscriptions	
Membership Dues	580.86
Dues & Subscriptions - Other	<u>495.00</u>
Total Dues & Subscriptions	1,075.86
Payroll Fees	1,300.11
Postage/Mailing fees	113.00
Printing & Copying	496.87
Rent Expense	5,949.50
Taxes	
Government Ethics Assessment	567.41
Taxes - Other	<u>150.00</u>
Total Taxes	717.41
Telephone	1,659.30
Website/Internet fees	<u>601.75</u>
Total Other	16,234.96
Software	423.26
Software Subscription	3,549.75
Supplies & Materials	11,239.16
Training and associated travel	
Lodging	327.64
Training and associated travel - Other	<u>2,078.21</u>
Total Training and associated travel	2,405.85
Trash/Disposal	38.35
Wages and Salaries	
Employee Paid Taxes	1,024.41
Employer Paid Taxes	8,653.29
Medical Insurance	
Health Insurance-Employee cont.	-1,210.22
Medical Insurance - Other	<u>9,853.24</u>
Total Medical Insurance	8,643.02

Illinois Valley Soil & Water Conservation District
Profit & Loss
July 2023 through May 2024

	<u>Jul '23 - May 24</u>
Retirement Fund Expenses	
Employee Contributed 457	-38.28
Employer Contribution Standard	3,380.17
Employer Match	1,473.18
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Total Retirement Fund Expenses	4,815.07
Unemployment Insurance	303.43
Wages and Salaries - Other	89,074.17
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Total Wages and Salaries	112,513.39
Water Quality Monitoring	
Contract Water Quality Staff	15,570.71
Contracted Laboratory Analysis	26,888.76
Contracted Services	1,902.81
Mileage Reimbursement /Sampling	1,749.37
Shipping Samples	348.70
	<hr/>
Total Water Quality Monitoring	46,460.35
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Total Expense	272,605.21
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Net Ordinary Income	-1,109.74
Other Income/Expense	
Other Income	
Interest Income	0.03
Refunds	154.31
Reimbursement	1,750.19
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Total Other Income	1,904.53
Other Expense	
Fire protection	1,466.23
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Total Other Expense	1,466.23
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Net Other Income	438.30
	<hr/>
Net Income	-671.44
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Illinois Valley Soil & Water Conservation District
Balance Sheet
As of May 31, 2024

	<u>May 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	37,547.12
Savings Account - Thompson Crk	231.66
Total Checking/Savings	<u>37,778.78</u>
Total Current Assets	<u>37,778.78</u>
TOTAL ASSETS	<u>37,778.78</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-2,944.06
Total Accounts Payable	<u>-2,944.06</u>
Credit Cards	
Umpqua Credit Card	-193.76
Total Credit Cards	<u>-193.76</u>
Total Current Liabilities	<u>-3,137.82</u>
Total Liabilities	-3,137.82
Equity	
Unrestricted Net Assets	41,588.04
Net Income	-671.44
Total Equity	<u>40,916.60</u>
TOTAL LIABILITIES & EQUITY	<u>37,778.78</u>



June 2024 District Manager Staff Report

- **ODA Strategic Implementation Area**
 - IVSWCD will be getting a 2024 SIA. We have an upcoming stakeholder meeting on 7/16 that will help ODA determine where the SIA will be located.
- **Cannabis Cleanup (SFLRF)**
 - On 6/12, Kellum Tate-Jones (Refugium Facilitation and Consultation Services), Sheriff Dave Daniel, Undersheriff Travis Snyder, Kevin O'Brien (Illinois Valley Watershed Council), Wally Hicks, Thomas Peterson (JoCo Solid Waste), Mark Stevenson (JoCo Community Development), and myself convened for the inaugural meeting for the Coalition for the Remediation of Cannabis Sites (CoRCS).
 - Refugium is in the process of creating the Abandoned Cannabis Site Remediation Guide and helping identify potential funding sources for cannabis site cleanup.
- **Smith River Complex Weed Surveying and Seed Collection**
 - I have submitted a price proposal to the USFS and will be in discussion with them regarding this project.
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
 - Grayback's site preparation work is looking great. Pacific Ridgeline is doing some of the mechanical work on the Ormsby/Wagner property. I was able to inspect the work in person on 6/13. I would estimate that we are at 60% completion.
 - Seedlings have been ordered.
 - Cheryl Nelson will be working as the Engagement Coordinator for this project starting in early July.
- **Illinois Valley Water Quality Monitoring Program**
 - IVSWCD is, in partnership with IVWC, launching a fundraising campaign. We are still working on bridging the gap in funding between July and December.
 - Funding is looking good for next year.
 - The IVSWCD now has a gas chromatograph which has been donated courtesy of East Fork Cultivars (Takilma).
- **Community Wildfire Defense Grant (CWDG) – Kerby Fuels Reduction Project**
 - I plan to have a signed contract ready by early July.
 - I will be putting in for permits for the project properties so that project work is chainsaw-ready by the end of fire season.
- **Irrigation Upgrades**
 - I have been busy working, in partnership with Trout Unlimited, on OWRD Water Project Grants and Loans applications for the Sweet Cron Farm and Bob Webb's farm.
 - A site visit for a pre-design study for the Jimmy Little Ditch project will be conducted in mid-July.
- **Grants**
 - ODF has an Urban and Community Forestry grant opportunity that may be ideal for community engagement and fuels reduction on the Thompson Creek property.

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



Staff Report

Office Manager - Arlyse DeLoyola

June 2024

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 May.
- Filed receipts.
- Emails/Voicemail/US Mail

Hello Board,

I am so sorry I will miss this meeting! I will be enroute to (GULP!) my 45th High School Reunion in Priest Lake, Idaho, which is not where we all went to school, but where we are being hosted by one of our classmates. We're a tiny class so we'll all fit in her yard, those of us who are left and can make it.

It's been a wild month with the phone going down again, lots of teleworking due to deadlines, sampling and trying to figure out how to extend that program. In the midst of it there was a death in my husband's family and we're dealing with that this weekend. Scheduling who is flying in to where and when has been a challenge.

The fiscal year is nearly over and we need to take a look at our budget soon. John and I were sort of waiting to see what grants came in before scheduling a budget committee meeting. John's been up to his neck with work anyway and has not had time to even think about it, but it's a must, so be thinking of a date.

I have not given much thought to replacing our ancient Quickbooks either- another squirrel that needs chasing down soon. Meanwhile, it's holding together.

We have already had communication from the accountant concerning the end-of-year reporting, so we're on our way there already. Hopefully it will go smoothly.

See you when I get back.

Arlyse

