



Topic: Illinois Valley Soil & Water Conservation District Meeting

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

Monthly Meeting

Thursday, June 22, 2023, 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 June 22, 2023- *SWCD Office/ZOOM*

- I. 6:00 PM: Call to Order
- II. 6:30 PM: Acceptance of Minutes
- III. 6:35 PM: Acceptance of Financial Reports
- IV. 6:40 PM: Old Business
 - a. Water Quality Monitoring Report
- V. 6:50 PM: New Business
 - a. Draft contract review
 - b. Oregon State Fire Marshall Assessments- [Oregon Defensible Space](#)
(email recipients may click the link in blue above to review)
- VI. 7:00 PM: Staff and Partnering Agency Reports
 - a. John's report
 - b. Cheryl's report
 - c. Arlyse's Report (read only)
- VII. 7:20 PM Public comments
- VIII. 7:25 Partnering Agency Reports/Comments
- IX. 7:30 PM: Adjourn

Meeting Minutes

Meeting called to order May 25,2023 by William Reid, Chairman at 6:03 pm

ATTENDED IN PERSON ATTENDED VIA ZOOM ABSENT

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

SCRIBE

Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes of the March meeting were presented to the Board for review.
 - **Bob Webb made a motion to approve the minutes of the April meeting.**
 - **Jim Gurley seconded the motion.**
 - **The motion passed without dissent.**

- **Financials:** The financial reports were presented for review by the Board.
 - **Bob Webb made a motion to accept the Financial Reports as presented.**
 - **Katrina Poydack seconded the motion.**
 - **The motion passed without dissent.**

OLD BUSINESS

- **Water Quality Monitoring:**
 John Bellville announced that a team is doing a great job with sampling and transporting. We have purchased a PH meter and will likely begin using it in the June sampling. He has planned three community events to share the results and introduce the sampling team to the public. The first will be at the Kerby Art Guild on June 19th from noon to 3:00pm, the second June 21st at Wild River Pizza and he is working on confirming the third at the Dome School.
 He noted that two of the HOBOS have been stolen, one was deployed under the bridge at Dryden and the other at Old Stage Park. Discussion was held on possible tracking tags for the future.
 The theft of the equipment is prompting consideration for deployment of passive samplers on private lands to make theft less likely.

John also asked the board for their blessing to move to a four-day work-week later in June. Arlyse mentioned that the job was initially posted as such so did not require a vote and no members expressed any concerns.

NEW BUSINESS

- **Oregon Water Resources Survey:**

An email went out to all this afternoon regarding a survey to help update the strategy to inform Oregon water planning and policy. Kevin O'Brien noted that this was a great opportunity to assure that OWRD knows that we still have concerns in the Illinois Valley regarding illegal appropriation of water. He stated that he has seen estimates as much as 400% of the normal, sustainable cannabis cultivation for our valley. Cheryl shared her screen and showed directors where they could go to do the survey

- **Other New Business:**

Cheryl announced that on Tuesday, a prescribed burn will be taking place on one of the treated properties in O'Brien. (barring an active wildfire or ban by ODF) She invited all to attend and will share coordinates with anyone interested.

- **Staff Reports:**

- John reviewed his report stating that he is meeting with Bob Niedermayer next week to set dates for the Local Advisory Committee meetings. He gave a brief update on the Crook Creek project as well as Stakeholder Engagement. He and Kevin are continuing to seek a meeting with the Josephine County Commissioners and have been seeking advice from experts regarding mitigation of damage done by illegal cannabis grows.
- Cheryl reviewed her report, adding that she has a volunteer signed up for events who will likely bring in others. The speaker that she had scheduled for the FROG meeting in June has postponed until July but she is seeking a replacement.
- She has begun a project management course and is enjoying it.
- She will table at the farmer's market twice per month. Katrina suggested that board members volunteer to attend with her.
- She announced that on June 20th there will be an event at the Kerby Art Guild on Serpentine Ecology. She will send out details.
- She then gave a Power-Point presentation of the progress on her project.
- Arlyse reviewed her report and noted that she will be on vacation next week.

NEXT MEETING

The next meeting is to be held on June 22nd at 6:00pm

ADJOURNMENT

The meeting adjourned at 7:20 pm.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Soil & Water Conservation District

Profit & Loss

06/07/23

May 2023

Cash Basis

	May 23
Ordinary Income/Expense	
Income	
Grants Received	30,337.86
Other Revenue	339.00
Total Income	30,676.86
Gross Profit	30,676.86
Expense	
Accounting Fees	6,750.00
Mileage	127.27
Other	
Dues & Subscriptions	135.96
Food and water	19.00
Payroll Fees	394.80
Postage/Mailing fees	10.53
Rent Expense	534.50
Telephone	150.06
Website/Internet fees	21.25
Total Other	1,266.10
Supplies & Materials	2,785.33
Training and associated travel	217.00
Wages and Salaries	
Employee Contributed 457	17.30
Medical Insurance	
Health Insurance-Employee cont.	-243.81
Medical Insurance - Other	1,219.00
Total Medical Insurance	975.19
Retirement Fund Expenses	
Employer Contribution Standard	135.78
Employer Match	46.54
Total Retirement Fund Expenses	182.32
Wages and Salaries - Other	10,370.42
Total Wages and Salaries	11,545.23
Water Quality Monitoring	
Contract Water Quality Staff	9,566.68
Contracted Laboratory Analysis	4,116.00
Contracted Services	36.93
Mileage Reimbursement /Sampling	236.19
Total Water Quality Monitoring	13,955.80
Total Expense	36,646.73
Net Ordinary Income	-5,969.87
Other Income/Expense	
Other Income	
Refunds	79.00
Total Other Income	79.00
Net Other Income	79.00
Net Income	-5,890.87

Illinois Valley Soil & Water Conservation District

Profit & Loss

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Illinois Valley Soil & Water Conservation District

6/15/2023 12:26 PM

Register: Checking Account

From 05/01/2023 through 05/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2023	21124	Amazon Business	Accounts Payable	50% Owl III, la...	1,172.98	X		80,376.35
05/01/2023	21125	Christopher MacKay	Accounts Payable		859.59	X		79,516.76
05/03/2023	ach	Confident Staffing	Accounts Payable		1,709.33	X		77,807.43
05/03/2023	21126	American Steel Mast...	Accounts Payable		220.00	X		77,587.43
05/03/2023	21127	Crystal Fresh	Accounts Payable	123731	19.00	X		77,568.43
05/03/2023	21128	Illinois Valley Water...	Accounts Payable	Retirement cost...	383.32	X		77,185.11
05/04/2023	21129	Grants Pass Water Lab	Accounts Payable		4,116.00	X		73,069.11
05/04/2023	21130	Staples	Accounts Payable	LA 1041286	20.96	X		73,048.15
05/08/2023			Grants Received	Deposit		X	30,337.86	103,386.01
05/08/2023			Refunds	Deposit		X	79.00	103,465.01
05/09/2023			Other Revenue	Deposit		X	339.00	103,804.01
05/09/2023	21131	Cardinal Business Se...	Accounts Payable	784581	4,783.67	X		99,020.34
05/09/2023	21132	Richard W. Brewster	Accounts Payable	Annual Review	6,750.00	X		92,270.34
05/09/2023	21133	Staples	Accounts Payable	LA 1041286	81.88	X		92,188.46
05/09/2023	21134	Illinois Valley Water...	Accounts Payable		2,586.26	X		89,602.20
05/10/2023	ach	Confident Staffing	Accounts Payable		307.30	X		89,294.90
05/15/2023	21136	Arlyse DeLoyola	Accounts Payable		127.27	X		89,167.63
05/15/2023	21137	Carolyn Taormina	Accounts Payable		78.99			89,088.64
05/15/2023	21138	David Stone	Accounts Payable		39.30			89,049.34
05/15/2023	21139	Maelagh Baker	Accounts Payable		117.90			88,931.44
05/17/2023	Debit	Confident Staffing	Accounts Payable		2,112.66	X		86,818.78
05/17/2023	21140	IV DATA CENTER	Accounts Payable		21.25	X		86,797.53
05/18/2023	21141	Staples	Accounts Payable	LA 1041286	197.41	X		86,600.12
05/18/2023	21142	OSU Extension	Accounts Payable		10.53			86,589.59
05/22/2023	ach	VOYA Financial	Accounts Payable		613.39	X		85,976.20
05/22/2023	21143	Cardinal Business Se...	Accounts Payable	784581	5,323.97	X		80,652.23
05/22/2023	21144	US Cellular	Accounts Payable	951128871	150.06			80,502.17
05/22/2023	21145	Tops & Tees	Accounts Payable	50% deposit on...	120.00	X		80,382.17
05/22/2023	21146	Umpqua Bank	Umpqua Credit Card	4798 5100 616...	2,279.30	X		78,102.87
05/23/2023	21147	Pacific Source Healt...	Accounts Payable		1,219.00	X		76,883.87
05/24/2023	ACH	Confident Staffing	Accounts Payable	Elishua 18 hou...	691.42	X		76,192.45
05/24/2023	21148	Illinois Valley Water...	Accounts Payable		916.80	X		75,275.65
05/25/2023	21149	A+ Storage	Accounts Payable		84.50			75,191.15
05/25/2023	21150	IV DATA CENTER	Accounts Payable		450.00	X		74,741.15
05/25/2023	21151	Maleagh Baker	Accounts Payable	Sampling 160 ...	104.80			74,636.35

Illinois Valley Soil and Water Conservation District Resolution #

A RESOLUTION ADOPTING PUBLIC CONTRACTING RULES AND PROCEDURES

WHEREAS, Illinois Valley Soil and Water Conservation District (“District”) is an Oregon special district which 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 change 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 _____

Board Chair

ATTESTED:

District Secretary

EXHIBIT A
PUBLIC CONTRACTING RULES AND PRODECURES
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 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 consultant 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. For contracts advertised on or after January 1, 2020, the District may consider pricing proposals of three top-ranked consultants, provided the solicitation document states what factors will be used to evaluate proposals, including pricing information. The weight given to a price proposal may not exceed 15 percent of the total score.
- (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

(1) Except as otherwise provided in these rules, the powers and duties of the Local Contract Review Board ("LCRB") under the Public Contracting Code must be exercised and performed by the Illinois Valley SWCD Board of Directors.

(2) 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 Coordinators, or Grant Managers, or designee (hereinafter "Contract Officers") without further approval of the District's Board of Directors.

(3) 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 therefor 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:

(a) One and no more than two members of the Local Contracting Review Board (LCRB), who are free of conflicts of interest;

- (b) The District's Project Manager; and
- (c) The District Manager

will review all responses to the contract solicitation and make recommendations for the Contract Officer to carry out.

- (4) 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. Twice per calendar year (approximately April 1st and October 1st) the District will advertise in at least three (3) local papers, advising interested contractors to visit the District's website weekly for upcoming Public Improvement projects. Solicitations for construction of a Public Improvement project estimated to cost between \$5,000 and \$125,000 shall be posted to the District's website, 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 \$100,000 or more also must be published at least once in a newspaper of general circulation in the area where the contract is to be performed. If a Public Improvement contract is estimated to exceed \$125,000 in price, the project also must be advertised in at least one trade newspaper of general statewide circulation.
 - 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 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. Contracts over \$250,000 require a commercial license.
- 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(1) and D(2). However, a *Project Implementation Agreement* will be required between the landowner and the District.

(F) Small Procurements (Under \$10,000)

- a. Public contracts for 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 in order 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 (C) of this Resolution.
- g. With the exception of Competitive Price Quotes and Competitive Proposals advertised according to the process in Section C(4) 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, using the template provided by the District's attorney.

(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 (C) 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 (C) 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

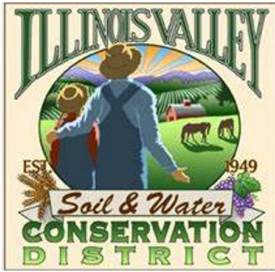
- a. "Emergency" shall be defined as follows: "Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract 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, 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's Office Manager, the Illinois Valley Watershed Coordinator, Grant Manager, or designee may dispose of surplus property in the manner that is, in the discretion of the District's Board, deemed most advantageous to the District or the community at large.



June 2023 Conservation Program Manager Staff Report

- **Local Advisory Committee (LAC)**
 - Bob Niedermeyer and I met up for lunch on Friday 6/9. He suggested that we try to organize the next LAC meeting for the second week of November.
- **Crooks Creek Project**
 - Mr. O'Brien is back in town – safely returned from The Land of Saints and Scholars (Ireland). Logs and root wads have been staged. We are prepped and ready for project work to begin on the 15th.
- **Stakeholder Engagement**
 - We will have some fresh new bumper stickers available soon. Cheryl has skillfully collaborated with a notable Boise artist on an 'I Fuel Break For Quail' design.
 - The IVSWCD will be hosting a 'Serpentine Ecology' seminar at the Southern Oregon Guild of Artists and Artisans (Kerby Belt Building) - Tuesday 6/20 at 5:30pm.
- **Post-Fire Recovery**
 - The ball is now rolling on post-fire restoration.
 - I have sent out draft landowner agreements for the Upper Illinois River Post-Fire Restoration project and the grant agreement is ready to sign.
- **Josephine County**
 - Kevin and I are in the process of following up with the Commissioners regarding developing a technical assistance process for abandoned cannabis site cleanup in the Illinois Valley. We are hoping to schedule a meeting with them within the next month and put those Coronavirus State & Local Recovery Funds to good use!
- **Training**
 - I am set to finish the Principles of Public Procurement class on 6/15.
 - I am continuing with NRCS Conservation Planner Training.
- **Hathkapasuta**
 - We are gearing up for Hathkapasuta (Saturday 6/24). Please lend a hand if you are available! We need volunteers to assist with staffing the IVSWCD/IVWC table throughout the day.
- **Guest Speaker at July Meeting**
 - Dan Van Dyke, Rogue District Fish Biologist for ODFW, has agreed to host a guest Q&A session at the IVSWCD July Board Meeting.

Respectfully submitted,

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

Illinois Valley Water Quality Monitoring Program Public Meetings

Hosted by the Illinois Valley Soil and Water Conservation District

Monday June 19, 6PM - Southern Oregon Guild Gallery
(Kerby Belt Building)

24353 Redwood Hwy, Kerby, OR 97531

Wednesday June 21, 12pm - Wild River Pizza
249 N Redwood Hwy, Cave Junction, OR 97523

Saturday July 1, 12pm - Takilma Dome School
9367 Takilma Rd, Cave Junction, OR 97523

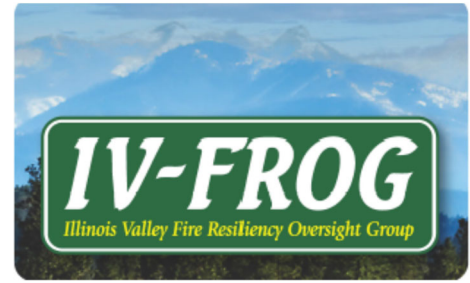
Come to a meeting and learn about the water quality in your valley!

Food and refreshments at all events.





IVSWCD STAFF REPORT
Cheryl Nelson,
Engagement Coordinator



DATES: May 18 – June 14th, 2023

IVFROG – Illinois Valley Collective Mobilization for Fish and Fire Grant

IVFROG Event Planning

Tuesday, June 20th from 5:30-7:00 at Kerby Belt Building Guild Art Gallery. Featuring two presenters on Serpentine Ecology and Fire-Adapted Landscapes. Light refreshments served.

IVFROG/Prescribed Burn Association/OSU Extension

Collaborated with partners and private landowner to host community event with training on prescribed burning. Good turnout of volunteers and agency/wildfire industry reps. Technology on hand included drone with heat sensing apparatus and a mobile weather station and air quality monitor. Total acres = 2

IVFROG Monthly Meeting

Attended May's meeting in the field. NRCS's Dave Ferguson led tour of fuels reduction work on landowner's property. IVFROG Certificate of Appreciation presented to Aaron Howard. In attendance were IVSWCD, Wilson Biochar, ODF NRCS Foresters, IVCDO FEMA Program Manager, Sean Hendrix of Grayback Forestry, Firewise Coordinator and IVWC Board Member Janice Denny.

Site Visit to Sucker Creek

Landowner inquired about setting up an appointment for consultation on erosion of cutbank. Followed up with site visit from BLM Hydrologist and Fish Biologist. Consultation included advice to relocate main driveway away from the creek. Also noted property as a candidate for fuels reduction/wildfire mitigation.

IVFROG at CJ Farmer's Market x 2

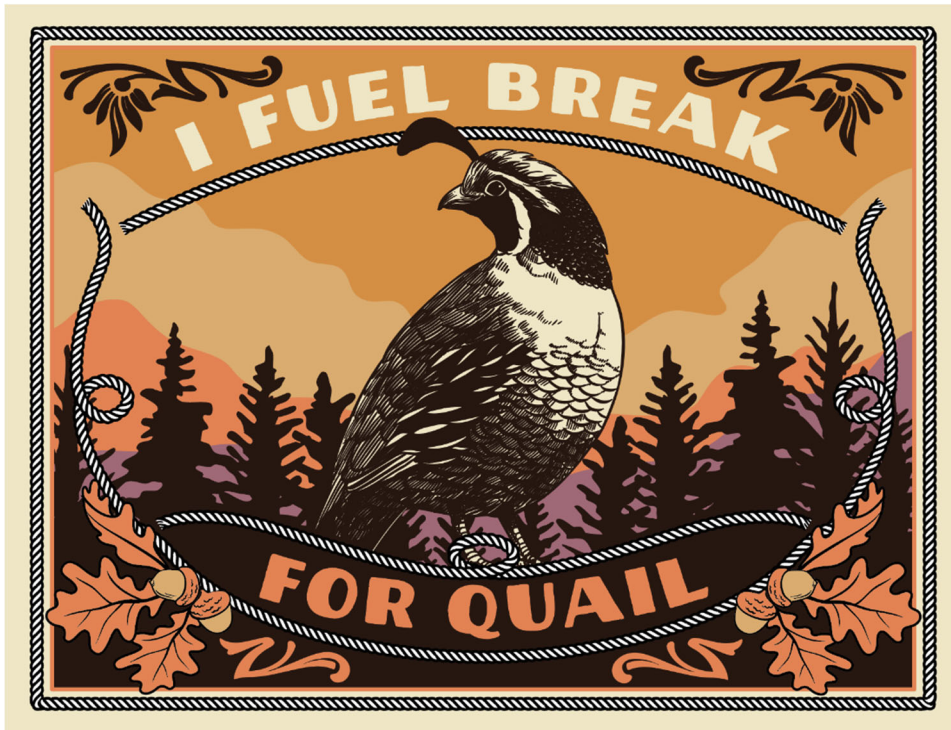
First Go: Set-up table/signs and brochures under shade tree from 4-7pm.
Second Go: Networked with several vendors and hung signage on message board for the Serpentine Ecology event and the IVFROG flier. Not positive if this is the most conducive environment for pitching wildfire resiliency. After discussion with John, agreed that it serves the IVSWCD well to liaison with local community members in a variety of settings.

Stakeholder Engagement Equity Work

- Attended Indigenous People's Burning Network (IPBN) Beginner Workshop ... facilitated by The Nature Conservancy. 5th of 12 Monthly Sessions.
- [Indian Youth Service Corps | Bureau of Land Management \(blm.gov\)](#)
- [#1 - A forest in trust : three-quarters of a century of Indian forestry, ... - Full View | HathiTrust Digital Library](#)
- [The Assassination of Hole in the Day – Minnesota Historical Society \(mnhs.org\)](#)
- [The North American tree-ring fire-scar network | U.S. Geological Survey \(usgs.gov\)](#)
- [American Indian Treaties Portal \(unl.edu\)](#)

T.E.L.E. Implementation

- Worked with graphic designer to create I FUEL BREAK FOR QUAIL graphic
- Web and fb updates on a continuing basis
- IVFROG fliers local businesses and organizations.
- Continuing work with Station Mgr at KXCJ to create a jingle for IV Frog.
- Finalized IVFROG logo with addition of Siskiyou Mountains skyline (Wendy Williams photography)



FREE COMMUNITY EVENT

ECOLOGY

SERPENTINE

Explore the Illinois Valley's **WACKY SOILS** and **FIRE-ADAPTED LANDSCAPES**



Featured Speakers: Kristi Mergenthaler, Botanist and
Southern Oregon Land Conservancy's Stewardship Director
Chris Adlam, PhD, OSU Regional Fire Specialist

Tuesday, JUNE 20th

5:30-7:00 p.m.

at the

Kerby Belt Building

Guild Gallery

LIGHT REFRESHMENTS WILL BE SERVED



Oregon State University
Extension Service
Fire Program



Southern Oregon
LAND
CONSERVANCY





Staff Report

Office Manager

Arlyse DeLoyola

June 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 May.
- Emails/Voicemail/US Mail

Plans have changed and I will not be in attendance at this meeting. Bob Webb will be taking notes. (Thank you, Bob).

I have begun sending items to the accountant for the review.

We have been busy gathering equipment in anticipation of our public meetings, some of which will have happened by meeting time. John is experienced with this type of equipment, and it looks like it will work great. I tested out the PA and one of the mics already.

We have nearly exhausted the ODA AG Water Quality Support grant with just this month left to use it up. I think we will be pretty close to the mark. The sampling team have been a joy to work with.

We still have a way to go on Capacity but we are watching it closely. I think we'll be just fine.

Hope you are all enjoying this beautiful summer.

Arlyse

