

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

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

### Monthly Meeting

Thursday, February 22, 2024 6:00 PM PST

[Join Zoom Meeting https://zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbnFUdz09](https://zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbnFUdz09)

Meeting ID: 954 3509 9861

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One tap mobile

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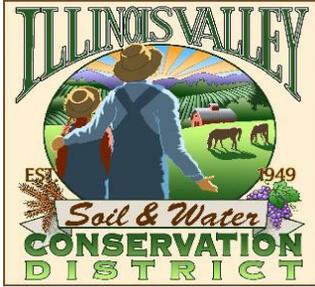
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## Illinois Valley Soil and Water Conservation District

331 E Cottage Park Dr Suite 1B - P.O. Box 352

Cave Junction, OR 97523 Phone: 541-592-3731

### Monthly Board Meeting Agenda February 22, 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. 6:40 PM: Old Business  
T.B.A.
- V. 6:50 PM: New Business
- VI. T.B.A.
  
- VII. 7:10 PM: Staff and Partnering Agency Reports
  - a. John's report
  - b. Arlyse's Report
  - c. Partnering Agency Reports
  
- VIII. 7:20 PM Public comments
  
- IX. 7:30 PM: Adjourn

## Meeting Minutes

Meeting Called to Order Thursday January 25, 2024, by Bill Reid, Chairman at 5:58 pm

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

### SCRIBE

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Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes from the December meeting were presented to the Board for review.
  - **Rhett Nelsen made a motion to approve the minutes for December.**
  - **Bob Webb seconded the motion.**
  - **The motion carried without dissent.**
  
- **Financials:** The Financial Reports from December 2023 were presented to the Board for review.
  - **Jim Gurley made a motion to accept the financial reports.**
  - **Rhett Nelsen seconded that motion.**
  - **The motion carried without dissent.**

### OLD BUSINESS

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- **Budget Committee Report**
  - The budget committee met in early December and recommended a cost-of-living increase to employees. Discussion was held and the board were provided potential revenues vs. wage expenses and a report on the Consumer Price Index for 2023.
  - **Bob Webb made a motion to approve a 3.4% Cost-of-Living increase for employees.**
  - **Katrina Poydack seconded the motion.**
  - **The motion passed without dissent.**

Illinois Valley Soil & Water Conservation District

2/15/2024 3:43 PM

Register: Checking Account

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

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/02/2024	21318	IEH Laboratories & ...	Accounts Payable		1,512.00	X		63,395.45
01/02/2024	21319	Pacific Office Autom...	Accounts Payable		62.03	X		63,333.42
01/03/2024	21320	Fed-Ex	Accounts Payable	Account # 220...	29.73	X		63,303.69
01/03/2024	21321	Alex Salcido	Accounts Payable	Balance due on...	100.00	X		63,203.69
01/08/2024	21322	Grants Pass Courier	Accounts Payable		9.76	X		63,193.93
01/08/2024	21328	Pacific Office Autom...	Accounts Payable		44.50	X		63,149.43
01/08/2024	21329	Staples	Accounts Payable	LA 1041286	99.88	X		63,049.55
01/09/2024	ACH	Cardinal Business Se...	Accounts Payable	784581	75.00	X		62,974.55
01/09/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		2,977.05	X		59,997.50
01/09/2024	ACH	Cardinal Tax Impound	Accounts Payable		1,354.55	X		58,642.95
01/09/2024	21330	Fed-Ex	Accounts Payable		5.78	X		58,637.17
01/09/2024	21331	Government Ethics C...	Accounts Payable		567.41	X		58,069.76
01/09/2024	21332	Special Districts Insu...	Accounts Payable	1-18598	2,927.00	X		55,142.76
01/10/2024	ACH	VOYA Financial	Accounts Payable		358.93	X		54,783.83
01/17/2024	ACH	Confident Staffing	Accounts Payable		199.39	X		54,584.44
01/17/2024	21333	IV DATA CENTER	Accounts Payable		21.25	X		54,563.19
01/17/2024	21334	A+ Storage	Accounts Payable		84.50			54,478.69
01/17/2024	21335	IV DATA CENTER	Accounts Payable		450.00	X		54,028.69
01/22/2024	ACH	Cardinal Business Se...	Accounts Payable	784581	75.00	X		53,953.69
01/22/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		3,366.56	X		50,587.13
01/22/2024	ACH	Cardinal Tax Impound	Accounts Payable		1,564.53	X		49,022.60
01/22/2024	ACH	VOYA Financial	Accounts Payable		347.77	X		48,674.83
01/22/2024	21336	Staples	Accounts Payable	LA 1041286	43.12			48,631.71
01/22/2024	21337	US Cellular	Accounts Payable	951128871	151.51			48,480.20
01/23/2024	21338	Illinois Valley Buildi...	Accounts Payable		240.57	X		48,239.63
01/25/2024	21339	Pacific Office Autom...	Accounts Payable		17.95			48,221.68
01/25/2024	21340	Elan Financial Services	Umpqua Credit Card	4798 5100 616...	1,047.58			47,174.10
01/25/2024	21341	Pacific Source Healt...	Accounts Payable		609.50	X		46,564.60
01/29/2024	21342	Illinois Valley Buildi...	Accounts Payable	VOID:		X		46,564.60
01/29/2024	21343	Cheryl Nelson	Accounts Payable		34.06			46,530.54
01/29/2024	21344	Cheryl Nelson	Accounts Payable		13.00			46,517.54
01/31/2024			Bank Fees	Service Charge	5.00	X		46,512.54

**Illinois Valley Soil & Water Conservation District**  
**Profit & Loss**  
January 2024

	Jan 24
Ordinary Income/Expense	
Expense	
Bank Fees	11.88
Contracted Services	100.00
Insurance	
General Liability Insurance	2,927.00
Total Insurance	2,927.00
Internet Services	156.96
Meeting Expense	
Food and water	172.25
Total Meeting Expense	172.25
Mileage	47.06
Other	
Advertising	9.76
Copier lease	106.53
Payroll Fees	75.00
Printing & Copying	17.95
Rent Expense	534.50
Taxes	
Government Ethics Assessment	567.41
Total Taxes	567.41
Telephone	151.51
Website/Internet fees	21.25
Total Other	1,483.91
Software	240.00
Supplies & Materials	975.10
Wages and Salaries	
Employee Contributed 457	0.62
Employee Paid Taxes	0.00
Employer Paid Taxes	909.58
Medical Insurance	
Health Insurance-Employee cont.	-243.80
Medical Insurance - Other	609.50
Total Medical Insurance	365.70
Retirement Fund Expenses	
Employer Contribution Standard	301.84
Employer Match	126.22
Total Retirement Fund Expenses	428.06
Wages and Salaries - Other	8,949.93
Total Wages and Salaries	10,653.89
Water Quality Monitoring	
Contract Water Quality Staff	199.39
Contracted Laboratory Analysis	1,512.00
Shipping Samples	35.51
Total Water Quality Monitoring	1,746.90
Total Expense	18,514.95
Net Ordinary Income	-18,514.95
Net Income	-18,514.95

## Illinois Valley Soil &amp; Water Conservation District

## Profit &amp; Loss

02/15/24

July 2023 through January 2024

Cash Basis

	<u>Jul '23 - Jan 24</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Grants Received	214,096.47
<b>Total Income</b>	<u>214,096.47</u>
<b>Gross Profit</b>	214,096.47
<b>Expense</b>	
Bank Fees	11.88
Contracted Services	62,882.07
<b>Insurance</b>	
General Liability Insurance	<u>2,927.00</u>
<b>Total Insurance</b>	2,927.00
Internet Services	920.76
<b>Meeting Expense</b>	
Food and water	813.15
Meeting Expense - Other	<u>299.80</u>
<b>Total Meeting Expense</b>	1,112.95
Mileage	1,094.79
<b>Other</b>	
Advertising	119.76
Copier lease	2,507.78
<b>Dues &amp; Subscriptions</b>	
Membership Dues	580.86
Dues & Subscriptions - Other	<u>495.00</u>
<b>Total Dues &amp; Subscriptions</b>	1,075.86
Payroll Fees	875.11
Postage/Mailing fees	113.00
Printing & Copying	455.95
Rent Expense	3,741.50
<b>Taxes</b>	
Government Ethics Assessment	567.41
Taxes - Other	<u>142.09</u>
<b>Total Taxes</b>	709.50
Telephone	1,078.84
Website/Internet fees	<u>516.75</u>
<b>Total Other</b>	11,194.05
Software	399.22
Supplies & Materials	10,521.19
Training and associated travel	1,389.64
<b>Wages and Salaries</b>	
Employee Contributed 457	-255.75
Employee Paid Taxes	17.76
Employer Paid Taxes	6,018.99
<b>Medical Insurance</b>	
Health Insurance-Employee cont.	-759.08
Medical Insurance - Other	<u>7,249.65</u>
<b>Total Medical Insurance</b>	6,490.57
<b>Retirement Fund Expenses</b>	
Employer Contribution Standard	2,174.60
Employer Match	<u>1,004.22</u>
<b>Total Retirement Fund Expenses</b>	3,178.82

## Illinois Valley Soil &amp; Water Conservation District

## Profit &amp; Loss

02/15/24

July 2023 through January 2024

Cash Basis

	Jul '23 - Jan 24
Unemployment Insurance	303.43
Wages and Salaries - Other	66,517.57
<b>Total Wages and Salaries</b>	<b>82,271.39</b>
<b>Water Quality Monitoring</b>	
Contract Water Quality Staff	8,361.94
Contracted Laboratory Analysis	24,578.76
Mileage Reimbursement /Sampling	1,582.20
Shipping Samples	297.73
<b>Total Water Quality Monitoring</b>	<b>34,820.63</b>
<b>Total Expense</b>	<b>209,545.57</b>
<b>Net Ordinary Income</b>	<b>4,550.90</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	0.02
Refunds	85.23
Reimbursement	1,647.38
<b>Total Other Income</b>	<b>1,732.63</b>
<b>Other Expense</b>	
Fire protection	1,466.23
<b>Total Other Expense</b>	<b>1,466.23</b>
<b>Net Other Income</b>	<b>266.40</b>
<b>Net Income</b>	<b>4,817.30</b>

## Illinois Valley Soil &amp; Water Conservation District

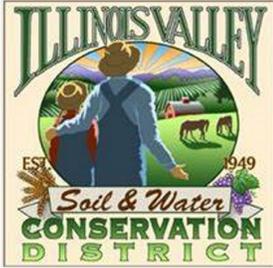
02/15/24

**Balance Sheet**

Cash Basis

As of January 31, 2024

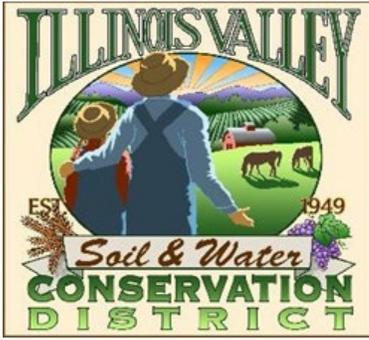
	<u>Jan 31, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking Account	46,512.54
Savings Account - Thompson Crk	231.65
Total Checking/Savings	<u>46,744.19</u>
Total Current Assets	<u>46,744.19</u>
<b>TOTAL ASSETS</b>	<b><u>46,744.19</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Umpqua Credit Card	817.49
Total Credit Cards	<u>817.49</u>
Total Current Liabilities	<u>817.49</u>
Total Liabilities	817.49
Equity	
Unrestricted Net Assets	41,109.40
Net Income	4,817.30
Total Equity	<u>45,926.70</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>46,744.19</u></b>



## **February 2024 District Manager Staff Report**

- **Cannabis Cleanup (SFLRF)**
  - Kevin and I met with Refugium, LLC (Eugene, OR) on 2/14.
  - Refugium seems keen to produce a Cannabis Site Restoration Guide and will provide us with a proposal within the next month.
- **HB4014 (Landowners Living With Beavers bill)**
  - On Monday 2/5, I gave a virtual oral testimony in support of HB4014.
  - This initiative would provide \$150 million for beaver restoration projects given to SWCDs and Watershed Councils in \$50,000 disbursements. It could be a good opportunity to increase SWCD capacity.
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
  - Permits have been approved by Josephine County.
  - The project will be out for bid within the next couple of weeks.
- **Illinois Valley Water Quality Monitoring Program**
  - Currently planning for the 2024 sampling season beginning in April.
  - In conversation with ODA about the potential for developing a Strategic Implementation Area.
- **Illinois Valley Collective Mobilization For Fire and Fish (Stakeholder Engagement) Project**
  - We are contracting with Roseburg's MaxArt to produce an educational IVFROG 'zine' (booklet) as a final deliverable for this project.
- **Community Wildfire Defense Grant (CWDG)**
  - I am mailing out landowner agreements. The final scope of the project will be established in mid-March.
- **OWEB Small Grant Team – Region 06**
  - The OWEB SGT 06 third application cycle is now open (2/15-2/29).
- **Local Advisory Committee**
  - TBA.
  - We are waiting for the date for the next biennial review. It will likely be scheduled for early April.
- **Grants**
  - Still in the early stages of outreach for a small grant to fund the prospective Waldo/O'Brien Beaver Dam Analog project. I met with representatives from Josephine County Public Works. I am waiting for a response from the County before pursuing funding for this project.
  - I am talking to multiple folks about getting irrigation upgrade projects going as the IVSWCD begins a shift towards a focus on agricultural water quality-centered projects.
  - We should be hearing back about the PFA (water quality monitoring) grant by 3/15 and CWDG: Thompson Creek at some point in April.

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



## **Staff Report**

**Office Manager - Arlyse DeLoyola**

**February 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 January. Filed receipts and statements.
- Emails/Voicemail/US Mail

I just heard from ODA that our second quarter capacity payment has been approved, so we should have that and a couple other infusions soon.

Carrying over from the Watershed Council meeting, we may need to discuss updating our QuickBooks again.

I am a bit pushed for time on this report as I just remembered I needed to get the packet out, so forgive the brevity.

See you at the meeting.

Arlyse

## SPECIAL PRESENTATION

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Beth Pietrzak presented a power point on the roles her organization plays in Oregon and specifically her Southern Oregon district. She emphasized the availability of Strategic Investment Area programs for both SWCDs and Watershed Councils as a means to provide valuable resources for the community. A question and answer session followed.

## NEW BUSINESS

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- **Community Wildfire Defense Grant Applications**
  - John provided score sheets, information, and maps on the properties whose owners responded to his mailing for fuels reduction available through the grant. Directors were asked to review the documents and rank the properties to assist with the selection and allow the most efficient and effective use of the funds. Board members asked to be given time to review the packets and John asked that they return them by next week.
- **Rogue Basin Region-Wide Initiative**
  - John announced that a meeting date would be set soon for April or May for the Local Advisory Committee on which two of our directors serve. Beth Pietrzak explained the role of the committee.

## CONTINUING

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- **Staff Reports:**

**John** presenting his report noting that the small grant team had approved one grant in the last meeting and that he would be applying for a grant to assist with a beaver dam removal in the next session.

**Cheryl** presented a power point review of the Illinois Valley Collective Mobilization for Fire and Fish grant which is nearing completion. She explained that the IV Fire Resiliency Oversight Group (IV FROG) will be continuing to meet monthly and is in the process of determining either a new fiscal sponsor or a 501c3 application to become a non-profit organization. She thanked the District for the opportunity to serve as the engagement coordinator for the past two years and for the enrichment opportunities she was afforded while serving. She then played a radio jingle that is planned for broadcast on the local station. She presented Chairman Reid with a Certificate of Appreciation for the District's support of IV FROG and its mission.

**Arlyse** had nothing to add to her written report.
- **Partnering Agency Reports:**
  - Kevin O'Brien spoke for the Illinois Valley Watershed Council, noting that their January meeting had been fruitful in that they had elected officers for the year, approved the By-Laws and a new Strategic Plan. He announced that the February meeting would be moved to the 15<sup>th</sup> due to scheduling conflicts.

## NEXT MEETING

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The next meeting is to be held on February 22 at 6:00 pm at the Illinois Valley SWCD Office and via ZOOM.

## ADJOURNMENT

The meeting was adjourned at 8:12 pm.

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

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