



Topic: Illinois Valley Soil & Water Conservation District Meeting

331 E Cottage Park Drive Suite 1 Cave Junction OR 97523

Monthly Meeting- October 2024

Thursday, October 24, 2024 6:05 PM

[Join Zoom Meeting https://zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbnFUdz09](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 October 24, 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. 2023 Annual Meeting Re-Do**
 - b. Bio-Char Kiln Move Update**
 - c. District Manager Training Update**
 - d. Community Wildfire Resiliency Coalition MOU**
 - e. Clear Creek Lab Lease**
- V. 6:30 PM: New Business**
 - a. Budget Committee Recommendations**
 - b. Proposed Public Meeting Policy**
- VI. 6:45 PM: Staff and Partnering Agency Reports**
 - a. John's report**
 - b. Arlyse's Report**
 - c. Partnering Agency Reports**
- VII. 7:25 PM Public comments**
- VIII. 7:30 PM: Adjourn**

Meeting Minutes

Meeting Called to Order Thursday September 26, 2024, by Bill Reid, Chairman at 6:01 pm.

LIVE ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Bill Reid	Kevin O’Brien IVWC	Bob Webb
Jim Gurley	Marcy Sowa	
Rhett Nelsen	Shannon Clark, Two Rivers SWCD	
Bob Schmidt	Justin Ferrell, Lakeview SWCD	
Katrina Poydack		
Carol Crawford (IVWC)		
Janice Denney (IVWC)		
John Bellville, Staff		
Arlyse DeLoyola, Staff		
Eric Nusbaum, ODA		

SCRIBE

Notes were taken by Arlyse DeLoyola

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

- **Financials:** The Financial Reports from August 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

- **Two Rivers Discussion**
 Eric Nusbaum of the Oregon Department of Agriculture thanked the board for approving the short-term assistance to Two Rivers SWCD that has been in effect since August 1. He suggested the board discuss possible shared staffing between the two districts beginning next biennium. (July 1, 2025) He introduced Justin Ferrell of Lakeview SWCD, who described how shared staffing works for Lakeview and Fort Rock-Silver Lake SWCD. A question-and-answer session was held which included Shannon Clark, Chair of Two Rivers SWCD.
 - **Rhett Nelsen made a motion to begin negotiations on a Memorandum of Understanding for shared staffing between IVSWCD and TRSWCD.**
 - **Bob Schmidt seconded the motion.**
 - **The motion passed without dissent.**

The guests left the meeting- Justin planned to email some sample documents for review.

- **Ag Water Quality**

John gave a brief report on the Water Quality project, which included the deployment of two sonde water quality monitoring stations in cooperation with Oregon State University's Forest Ecohydrology and Watershed Science (FEWS) Lab. The team will retrieve and send the data monthly to OSU to help develop their Wildfire Water Security Project.

- **75th Anniversary Celebration**

A brainstorming session was held earlier today to begin planning for our 75th Anniversary Celebration. It was suggested by Chairman Reid that we add "Diamond Jubilee" to any advertising.

- **Bio-Char Kiln Move Update**

There has been no action on moving the kilns.

- **District Manager Training Update**

It was determined that now was not a good time for John to do the Conservation Planner Training. He is continuing his HAZWOPER course and will attend the OACD Conference next month.

NEW BUSINESS

- **Re-Set Annual Meeting**

Due to a publishing error last fall, there is a need to re-schedule the Annual landowner Meeting.

- **A motion was made by Bill Reid to approve the required resolution to hold the meeting October 24th at 6:00 pm.**
- **Jim Gurley seconded the motion.**
- **The motion passed unanimously.**

Budget Committee Recommendations

John relayed that the Budget Committee had approved a wage increase, but because Katrina Poydack had to leave this meeting early and Bill was not present for the committee meeting, he asked that the subject be tabled until a later date.

- **Farm Bill Question**

Janice Denney requested information on the proposed Farm Bill which is before Congress. Discussion was held.

- **MOU From Community Wildfire Resiliency Coalition**

Chairman Reid reviewed a proposed Memorandum of Understanding between the IVSWCD and the Community Wildfire Resiliency Coalition. He found several areas that needed improvement or edit. The MOU will be edited and re-submitted at a later date.

- **Clear Creek Lab Lease**

Chairman Reid expressed concern over a proposed lease agreement for the Clear Creek Lab space. Discussion was held and the document will be revised.

CONTINUING

- **Staff Reports:**

John reviewed his report. The SIA mapping has begun and he will be working with ODA to address areas of concern.

Arlyse- no additions to her written report.

- **Partnering Agency Reports:**

Kevin O'Brien announced that the "All Council Engagement and Fundraising Strategy Session" has been moved to November 9th from 10am to Noon.

Public Comment: None

NEXT MEETING

Annual Meeting for 2023 will be held October 24th at 6:00pm

The next monthly meeting is to be held on October 24th at 6:10 pm at the Illinois Valley SWCD Office and via ZOOM.

ADJOURNMENT

The meeting was adjourned at 8:06 pm.

APPROVED MINUTES: _____ DATE: _____

Meeting Minutes

Meeting Called to Order Tuesday October 15, 2024, by Bill Reid, Chairman at 10:03 a.m.

LIVE ATTENDEES	REMOTE ATTENDEES	ABSENTEES
Bill Reid	Rhett Nelsen	Bob Webb
	Bob Schmidt	Marcy Sowa
	Katrina Poydack	Jim Gurley
Arlyse DeLoyola, Staff		

SCRIBE

Notes were taken by Arlyse DeLoyola
As this was a special meeting, the agenda item was called for.

- **Re-set annual meeting 2023**
 - **Chairman Reid read a resolution making the annual meeting for 2023 November 21 at 6:00 pm.**
 - **The resolution passed unanimously**

Public Comment: None

NEXT MEETING

The next monthly meeting is to be held on October 24th at 6:00 pm at the Illinois Valley SWCD Office and via ZOOM.

ADJOURNMENT

The meeting was adjourned at 10:06 a.m.

APPROVED MINUTES: _____ DATE: _____

Illinois Valley Soil & Water Conservation District

10/16/2024 1:30 PM

Register: Checking Account

From 09/01/2024 through 09/30/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/03/2024	1001	Cardinal Net-To-Bank	Accounts Payable		570.05	X		197,171.80
09/03/2024	1002	Cardinal Net-To-Bank	Accounts Payable		357.36	X		196,814.44
09/03/2024	21468	Amazon Business	Accounts Payable		91.54	X		196,722.90
09/03/2024	21469	Cheryl Nelson	Accounts Payable		40.00	X		196,682.90
09/04/2024	21470	Pacific Office Autom...	Accounts Payable	2315799001	62.03	X		196,620.87
09/05/2024	21471	Refugium Consulting...	Accounts Payable		6,200.00	X		190,420.87
09/12/2024			Undeposited Funds	Deposit		X	2,500.00	192,920.87
09/12/2024	ach	Cardinal Business Se...	Accounts Payable	784581	50.00	X		192,870.87
09/12/2024	21472	Staples	Accounts Payable	LA 1041286	24.41	X		192,846.46
09/13/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		2,139.51	X		190,706.95
09/13/2024	ACH	Cardinal Tax Impound	Accounts Payable		1,343.90	X		189,363.05
09/13/2024	ACH	VOYA Financial	Accounts Payable		317.47	X		189,045.58
09/13/2024	1004	Cardinal Net-To-Bank	Accounts Payable		866.44	X		188,179.14
09/16/2024	21473	Crystal Fresh	Accounts Payable	123731	19.00	X		188,160.14
09/16/2024	21474	IV DATA CENTER	Accounts Payable		21.25	X		188,138.89
09/18/2024	1005	Grayback Forestry	Accounts Payable	VOID:		X		188,138.89
09/18/2024	21475	Grayback Forestry	Accounts Payable		100,000.00	X		88,138.89
09/19/2024	21476	US Cellular	Accounts Payable	951128871	155.77			87,983.12
09/25/2024		Cardinal Tax Impound	Accounts Payable		1,166.50	X		86,816.62
09/25/2024	ACH	Cardinal Business Se...	Accounts Payable	784581	50.00	X		86,766.62
09/25/2024	ACH	Cardinal Net-To-Bank	Accounts Payable		2,069.97	X		84,696.65
09/25/2024	21477	Pacific Source Healt...	Accounts Payable		692.50			84,004.15
09/25/2024	21478	A+ Storage	Accounts Payable		102.00			83,902.15
09/25/2024	21479	Stilton LLC	Accounts Payable		450.00			83,452.15
09/26/2024	ach	Cardinal Net-To-Bank	Accounts Payable		570.07			82,882.08
09/26/2024	21480	Elan Financial Services	Umpqua Credit Card	4798 5100 616...	802.27			82,079.81
09/26/2024	21481	POA Medford Division	Accounts Payable		16.59			82,063.22
09/30/2024			Grants Received	Deposit		X	24,158.50	106,221.72
09/30/2024	ach	VOYA Financial	Accounts Payable		348.24			105,873.48
09/30/2024	21483	Grayback Forestry	Accounts Payable		56,665.05			49,208.43
09/30/2024	21484	Pacific Power	Accounts Payable		45.43			49,163.00

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

	<u>Sep 24</u>
Ordinary Income/Expense	
Income	
Donations	2,500.00
Grants Received	24,158.50
	<hr/>
Total Income	26,658.50
	<hr/>
Gross Profit	26,658.50
Expense	
Contracted Services	162,905.05
Meeting Expense	
Food and water	19.00
	<hr/>
Total Meeting Expense	19.00
Other	
Copier lease	62.03
Payroll Fees	100.00
Power and Electric	45.43
Printing & Copying	16.59
Rent Expense	552.00
Telephone	155.77
Website/Internet fees	21.25
	<hr/>
Total Other	953.07
Software Subscription	44.99
Supplies & Materials	170.91
Training and associated travel	348.65
Wages and Salaries	
Employee Paid Taxes	-85.55
Employer Paid Taxes	806.58
Medical Insurance	
Health Insurance-Employee c...	0.00
Medical Insurance - Other	554.00
	<hr/>
Total Medical Insurance	554.00
Retirement Fund Expenses	463.40
Wages and Salaries - Other	8,703.58
	<hr/>
Total Wages and Salaries	10,442.01
	<hr/>
Total Expense	174,883.68
	<hr/>
Net Ordinary Income	-148,225.18
	<hr/>
Net Income	<u><u>-148,225.18</u></u>

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

	Jul - Sep 24
Ordinary Income/Expense	
Income	
Donations	2,500.00
Grants Received	24,158.50
Total Income	26,658.50
Gross Profit	26,658.50
Expense	
Bank Fees	1.64
Contracted Services	170,105.05
Director Expense	75.00
Meeting Expense	
Food and water	82.98
Total Meeting Expense	82.98
Other	
Advertising	78.00
Copier lease	182.89
Dues & Subscriptions	
Membership Dues	845.49
Total Dues & Subscriptions	845.49
Payroll Fees	250.00
Power and Electric	137.93
Printing & Copying	50.86
Rent Expense	2,208.00
Telephone	467.31
Website/Internet fees	63.75
Total Other	4,284.23
Software Subscription	159.01
Supplies & Materials	2,408.89
Training and associated travel	926.30
Wages and Salaries	
Employee Paid Taxes	-85.55
Employer Paid Taxes	2,379.47
Medical Insurance	
Health Insurance-Employee cont.	-138.50
Medical Insurance - Other	1,800.50
Total Medical Insurance	1,662.00
Retirement Fund Expenses	
Employee Contributed 457	10.55
Employer Contribution Standard	1,008.93
Employer Match	359.92
Retirement Fund Expenses - Ot...	48.90
Total Retirement Fund Expenses	1,428.30
Wages and Salaries - Other	23,552.33
Total Wages and Salaries	28,936.55

Illinois Valley Soil & Water Conservation District
Profit & Loss (continued)
July through September 2024

	<u>Jul - Sep 24</u>
Water Quality Monitoring	
Contracted Laboratory Analysis	7,640.00
Mileage Reimbursement /Sampling	180.44
Shipping Samples	89.33
	<hr/>
Total Water Quality Monitoring	7,909.77
	<hr/>
Total Expense	214,889.42
	<hr/>
Net Ordinary Income	-188,230.92
	<hr/>
Net Income	-188,230.92
	<hr/> <hr/>

Illinois Valley Soil & Water Conservation District

Balance Sheet

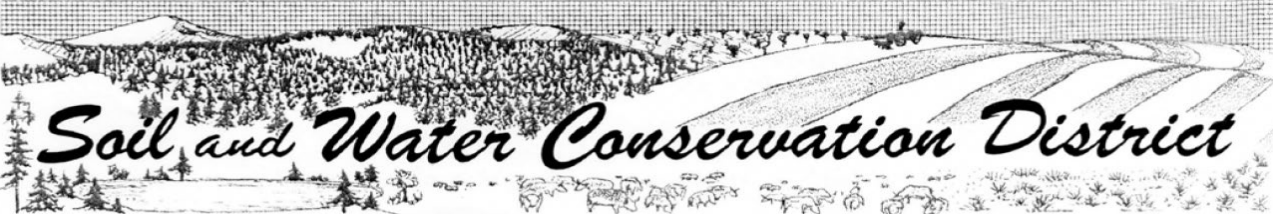
As of September 30, 2024

10/16/24

Cash Basis

	<u>Sep 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	49,163.00
Savings Account - Thompson Crk	231.67
Total Checking/Savings	<u>49,394.67</u>
Total Current Assets	<u>49,394.67</u>
TOTAL ASSETS	<u>49,394.67</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Umpqua Credit Card	167.66
Total Credit Cards	<u>167.66</u>
Total Current Liabilities	<u>167.66</u>
Total Liabilities	167.66
Equity	
Unrestricted Net Assets	237,457.93
Net Income	-188,230.92
Total Equity	<u>49,227.01</u>
TOTAL LIABILITIES & EQUITY	<u>49,394.67</u>

ILLINOIS VALLEY October 2024 District Manager Staff Report



- **OACD Annual Conference**
 - The conference, located in Hood River, was full of informative presentations and meetings.
 - Bob Webb and I made good connections with lead SWCD, ODA, NRCS, ODFW, and OWEB staff.
 - The SWCC meeting was engaging. A number of statewide conservation issues and programmatic agency updates were discussed at length.
- **ODA 2024 Strategic Implementation Area (SIA)**
 - I am now in conversation with ODA and DEQ about restructuring our monitoring efforts within the SIA area as part of the SIA process. We will develop a collaborative plan and an updated SAP to be implemented in 2025.
 - ODA has completed the remote evaluation.
- **Two Rivers SWCD**
 - Arlyse and I have been assisting TRSWCD with administrative support.
 - I will be working on a closing on an open TRSWCD small grant: East Fork Williams Exclusion Fencing (OWEB #06-22-008)
- **Cannabis Cleanup**
 - The abandoned cannabis site cleanup flow chart and assessment guide has been completed by Refugium Consulting and Facilitation Services. Drafts of both documents are included in the packet.
- **Smith River Complex Weed Surveying and Seed Collection**
 - This project will be administered by the IVWC. We are still waiting on the final agreement.
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
 - Slash pile burning will begin as soon as fire danger goes down.
 - The IVWC will likely manage the engagement side of the project beginning in 3/2025.
 - Replanting is slated for February – March 2025.
- **Illinois Valley Water Quality Monitoring Program**
 - Change of plans - grab sampling within the SIA area been paused as of 10/14. I am in conversation with Rob Hibbs (ODA) to see whether we can continue to sample for the remainder of the year under the SIA. I will have more information at the time of the monthly meeting.
 - We installed two sonde stations with Oregon State University's Forest Ecohydrology and Watershed Science (FEWS) Lab as part of their Wildfire Water Security research initiative. The team is checking on these and sending data to OSU every month.
 - We are currently awaiting an MOU from Oregon State University. Once fully executed, OSU will reimburse us for staff time spent on sonde monitoring for this project.
- **Community Wildfire Defense Grant (CWDG) – Kerby Fuels Reduction Project**
 - We held the kickoff meeting with project landowners and Grayback Forestry on Tuesday, October 1.
 - Project work will begin as November 2024. Work will wrap up by January 2026.
- **OWEB Small Grant Team Region 06**
 - Cycle 6 grant application window will be held 12/2-16.
- **Outreach**
 - I will be speaking at the Josephine County Farm Bureau Annual Meeting on October 21.

- **Training**
 - I am still working on OSHA HAZWOPER 40 training to ensure the IVSWCD can legally manage hazardous waste projects.
- **Grants**
 - Trout Unlimited, in collaboration with IVSWCD, has submitted: OWEB Water Acquisition (Cron Farm Irrigation Modernization)
 - We will be collaborating on the following upcoming grants:
 1. ODFW Private Forest Accord (Sweet Cron, Jimmy Little, and others)
 2. OWRD Feasibility Study Grants (Jimmy Little).
 - I am preparing to submit a second CWDG: Thompson Creek Woodland Conservation Tract Fuels Reduction grant once the grant window opens.
 - I am planning to submit the Waldo Road Beaver Exclusion Device Project to the ODFW Oregon Conservation & Recreation Fund program. The deadline is 10/29.
 - Community Wildfire Resiliency Coalition (CWRC) has submitted a complementary grant through the ODF Urban and Community Forestry program. This grant leverages CWDG and provides a parallel opportunity for CWRC-led workforce development and education on the Tract.
 - I am still in the process of developing grant applications for a pilot abandoned cannabis site cleanup project. We have a potential site identified.
 - We will know whether the OWEB IVSWCD WQM 24-26 grant has been funded by the end of the month.

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

Reclaiming Our Land: A Manual for Remediating and Restoring Abandoned Cannabis Cultivation Sites

Step 1

Select an illegal cannabis site that has been shut down by law enforcement or otherwise abandoned.



Step 2

Work with hazardous waste specialists and/or environmental consultants to determine the extent of environmental impact on the chosen site.



Step 3

Remove hazardous and nonhazardous waste from the site in collaboration with Solid Waste, contractors, and community partners.



Step 4

Mitigate site contamination, assess effectiveness of mitigation efforts, and restore the natural ecological functioning of the land.



Use of this Manual

The purpose of this document is to serve as a workflow and manual for the Illinois Valley Soil and Water Conservation District (IVSWCD) and its partners to coordinate the restoration of abandoned cannabis cultivation sites.

This manual is intended to be a living document that is updated in response to challenges, new information, evolving best practices, and feedback from users. As such, we recommend that this manual be ground-truthed through the remediation of a pilot site. This pilot site and the resulting adjustments to this manual are intended to lay the foundation for a regional strategy for mitigating the environmental impacts of illegal cannabis cultivation throughout the Illinois Valley.

This environmental hazard remediation workflow is intended solely for internal use by the IVSWCD and is not intended to serve as a guiding document for public use. Any reliance on the information contained herein by external parties is NOT recommended.

The content of this manual is NOT legal advice. For all legal inquiries, IVSWCD, Refugium LLC, and their collaborators recommend consulting a licensed environmental attorney.

Step 1: Site Selection

For field-testing this manual, select a pilot site in conjunction with the Coalition for the Remediation of Cannabis Sites (CoRCS) and an interested landowner.

For future expansion of the remediation and restoration program, consider prioritizing sites with the following characteristics:

- Presence of significant amounts of hazardous or nonhazardous waste or significant contamination
- Proximity to ecologically sensitive areas, such as wetlands, wildlife habitats, or protected lands
- Proximity to community spaces such as schools, churches, or parks
- High hydrological connectivity with nearby streams or rivers, especially during significant rainfall
- Cooperative and interested landowners
- Sites that are in violation of environmental regulations or have received enforcement actions

Although this guide primarily focuses on remediation and restoration of sites with landowners who are interested in working with the IVSWCD, note that Josephine County, the IVSWCD, and the Oregon Department of Agriculture can invoke Oregon

Senate Bill 326 to enforce cleanup of sites. For more information, consult with Josephine County legal counsel Wally Hicks at 541-474-5226 or WHicks@josephinecounty.gov.

Step 2: Site Assessment

Following site selection, determining the extent of contamination and environmental degradation is crucial for developing an effective remediation plan. The site assessment phase involves identifying potential hazards, evaluating ecological impacts, and assessing the need for further environmental investigations, such as Phase I and Phase II Environmental Site Assessments (ESAs). These assessments will guide remediation efforts and help prioritize necessary actions to restore the site.

1. Complete the IVSWCD Environmental Site Assessment Questionnaire.
2. If any of the Environmental Site Assessment Questionnaire noted the presence of any of the following materials or other signs of contamination, consider conducting a Phase I Environmental Site Assessment (ESA) through a contractor.
 - Labeled or unlabeled chemical containers or drums
 - Signs of soil contamination
 - Signs of water contamination
 - Unauthorized water use
 - Fire damage
 - Dead wildlife
 - Presence of human waste or drug paraphernalia
 - Large amounts of plastic, PVC piping, or metal drums
 - RVs in poor condition or other scrap material
3. Depending on the findings of the Phase I ESA, conduct a Phase II ESA.
4. Conduct an ecological assessment of the site, with a focus on watershed impact and vegetation surveys inclusive of invasive species identification and management recommendations as well as suggestions for appropriate native plant reintroduction.

A potential funding source for the assessment phase of the project is the [Solid Waste Orphan Site Account](#) program through the Oregon Department of Environmental Quality (DEQ). If the landowner is known, they must submit an Ability to Pay (ATP) analysis. For questions, contact SWOSA program manager Genevieve Perdue at genevieve.perdue@deq.oregon.gov or 503-935-1291. Fundraising efforts could also be used to fund site assessment, particularly for the initial pilot site remediation.

Following the remediation of an initial pilot site, funding for assessments of additional sites may be pursued from [OWEB Monitoring Grants](#) (contact Ken Fetcho at ken.fetcho@oweb.oregon.gov or 971-345-7018), the Private Forest Accord Grant Program (contact at pfa.grants@odfw.oregon.gov), [Nonpoint Source Water Quality Control](#) grants through DEQ, or [Oregon Department of Agriculture Capacity Grants](#) for soil and water conservation districts (contact SWCD Grants Administrator Sandi Hiatt at sandi.hiatt@oda.oregon.gov or 503-986-4704). Landowners may also provide funds for assessment.

Step 3: Hazardous and Nonhazardous Waste Removal and Disposal

This section outlines the necessary steps for removing toxic or hazardous waste, as well as other types of waste, from abandoned illegal cannabis cultivation sites. Proper disposal and mitigation of these materials are critical for protecting both the environment and community health and must comply with relevant state and federal regulations. The following resources provide essential guidelines for the safe and lawful removal of hazardous and non-hazardous waste.

1. Remove or otherwise mitigate toxic or hazardous waste from the site according to relevant policies and regulations. Presence of dangerous waste will have been identified in the assessment phase of site remediation.

For specific information regarding the rules, regulations, and policies governing the cleanup of hazardous waste and materials, please refer to the following list of essential resources and guidelines. These links provide direct access to relevant state and federal regulations, as well as additional support from local agencies.

Key Resources for Hazardous Waste Disposal in Oregon:

- [Oregon DEQ Hazardous Waste Program](#)
 - Overview of hazardous waste management, disposal methods, and regulatory guidelines.
- [Oregon DEQ - Hazardous Waste Rules \(OAR Chapter 340, Division 100-150\)](#)
 - Specific rules and regulations for hazardous waste in Oregon.
- [EPA Hazardous Waste Management](#)
 - Federal regulations on hazardous waste, including the Resource Conservation and Recovery Act (RCRA).
- [EPA Region 10 \(Pacific Northwest\)](#)
 - Information on environmental regulations specific to Oregon.

- [Oregon OSHA Hazardous Materials Guidelines](#)
 - Workplace safety standards for handling hazardous waste.
- 2. Remove additional nonhazardous waste from the site. This may be accomplished through working with an external contractor, collaborating with local volunteer organizations such as [PATHs](#) and [Motherline](#), or in conjunction with the Josephine County Solid Waste Agency.

One common type of waste present at illegal cannabis cultivation sites are RVs, many of which are in poor condition. The company [Remove My Camper](#), which has an office in Grants Pass, offers RV removal services regardless of camper condition.

Potential sources of funding for waste removal and disposal include the previously discussed programs as well as the [Environmental Program Trust](#) administered through the Josephine County Solid Waste Agency.

Step 4: Site Remediation and Restoration

The specific components of site restoration following waste removal will largely depend on the results of the environmental site assessment(s). Three phases of restoration are detailed here, but note that these may overlap with one another depending on the specific methods used. For instance, wetland installation addresses both contaminant remediation and restoring natural ecological function. Prioritizing methods that achieve multiple goals simultaneously, such as planting native species that not only support the reestablishment of local ecosystems but also absorb and neutralize soil contaminants, will allow optimization of restoration efforts as well as cost effectiveness.

Phase I: Contamination Remediation

Should the ESA(s) identify significant contamination of the soil or groundwater, the following remediation services can be explored in conjunction with environmental remediation consultants/contractors. Note that a combination of techniques may be necessary to address all contaminants depending on the results of the ESA(s).

- Design, installation, operation, and maintenance of a dual-phase soil vapor and groundwater remediation system.
- Monitored passive natural attenuation.
- Biological remediation techniques including phytoremediation, microbial bioremediation (including bioaugmentation and chemical biostimulation, by which nutrients or other chemicals are used to stimulate microbial activity), bioventing (injecting air into soil to enhance natural contaminant degradation), composting,

mycoremediation and mycofiltration, landfarming (spreading contaminated soil in thin layers across a designated area to promote natural contaminant degradation), and wetland treatment systems (constructing wetlands to treat contaminated soil and water through natural processes).

- [Bioswale installation](#) and maintenance for the management of contaminant runoff from the site.
- Chemical remediation techniques including chemical oxidation, chemical reduction, stabilization/solidification, surfactant-enhanced remediation, and soil washing.
- Physical remediation techniques including excavation of soil for ex-situ treatment, application of sorption agents such as activated carbon (via direct injection or soil amendment), or thermal remediation (ex-situ or in-situ) to volatilize contaminants for extraction.

Prior to beginning remediation work, consider conducting a feasibility study to determine the most cost-effective approach for each site. In-situ remediation techniques will typically be the most low-cost and should be prioritized unless contamination is so extensive as to require off-site treatment types. Particular consideration should be given to those remediation techniques which also contribute to overall site restoration, such as phytoremediation with native plants, wetland construction, and erosion control (including bioswale construction).

Phase II: Effectiveness Assessment

In the case that contaminant remediation is needed, effectiveness assessments following this remediation should be conducted to determine whether remediation succeeded in neutralizing pollutants. These may include confirmation soil and groundwater sampling, system rebound tests, bioassays (use of plants or invertebrates to detect the presence of toxins in soil or water), and/or soil sampling.

Phase III: Restoration of Natural Ecological Function

Most abandoned illegal cannabis cultivation sites exhibit significant environmental degradation in addition to improper waste disposal and contamination. This degradation may include deforestation, denuding of vegetation, the presence of invasive species, diversion of natural features of the watershed, illegally dug wells, soil erosion, and the disruption of terrestrial, riparian, and in-stream habitats. Following a thorough ecological assessment of the site, restoration of natural ecological function may be accomplished through any combination of the following activities:

- Replanting native flora; consider planting heat and drought tolerant flora

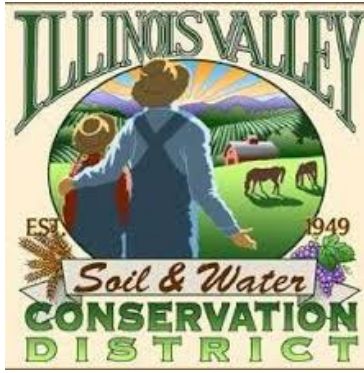
- Creating habitat for native fauna (assembling deadwood or brush piles, rock piles, leaf litter; reestablishing riparian buffers; installing large woody debris in streams; installing bird and bat box; etc.)
- Restoring natural hydrologic function (rerouting streams, fixing diversions, addressing illegal wells, closing wells, creating off-channel habitats, etc.)
- Beaver projects
- Bioswale installation
- Implementation of fire resilience programs

Potential organizations with whom to collaborate on this aspect of site remediation include the Southern Oregon Land Conservancy (SOLC), Illinois Valley Fire Resiliency Oversight Group (IV-FROG), the Illinois Valley Watershed Council, the Water League, Project Beaver, Illinois Valley Community Development Organizations (IVCanDO), Motherline, the Nature Conservancy, and the [Freshwater Trust](#). Consider facilitating the establishment of conservation easements between landowners and organizations such as the SOLC, which could potentially open up additional funding sources.

Potential funding sources for site restoration include the previously discussed sources as well as the [Oregon Wildlife Foundation](#) (cost reimbursement grants of up to \$5000 that require dollar-for-dollars matching), Oregon Department of Fish and Wildlife [Access and Habitat Program](#), [USDA Conservation Innovation Grants](#) (national and state programs; requires cost matching; up to \$100,000), the Roundhouse Foundation, and the Oregon Bird Stamp Program (cost matching not required but encouraged; up to \$50,000).

Conclusion

In conclusion, the remediation of abandoned illegal cannabis cultivation sites requires coordinated efforts among stakeholders, including landowners, regulatory agencies, environmental groups, and the broader community. Through strategic stakeholder engagement and community outreach, IVSWCD and its partners have the opportunity to raise awareness about the environmental and public health impacts of these sites, while promoting collaborative solutions. As the remediation program progresses, there is potential to lobby for a state-funded initiative that addresses the broader regional scope of the problem, encompassing the hundreds of illegal cultivation sites across the Illinois Valley and beyond. By building a foundation for regional collaboration and securing sustainable funding, we can ensure the long-term restoration and ecological health of our communities. This manual represents the first step in creating a comprehensive, scalable strategy to tackle this pressing environmental challenge.



541-592-3731

<https://www.ivswcd.org/>

ENVIRONMENTAL SITE ASSESSMENT QUESTIONNAIRE

Questions that do not apply to the Subject Site under consideration may be marked as “not applicable.”

This Environmental Questionnaire was prepared by Refugium, LLC, on behalf of the Illinois Valley Soil and Water Conservation District.

Subject Site	
Subject site address (street address, city, zip) or identification number	
GPS coordinates of site	
Date	

Primary Information	
Person completing this questionnaire	
Title/affiliation with subject site	
Number of years associated with site	

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Property Use and Details			
History of property use prior to cannabis cultivation (if known)			
Access to site	<input type="checkbox"/> Road (paved) <input type="checkbox"/> Road (gravel or dirt, accessible by most vehicles) <input type="checkbox"/> Road (gravel or dirt, accessible with high clearance, 4WD vehicle) <input type="checkbox"/> No vehicle access <input type="checkbox"/> Other: _____		
Duration of site use for cannabis cultivation (years)	#	Type of cannabis cultivation	<input type="checkbox"/> Regulated <input type="checkbox"/> Unregulated
Total number of permanent buildings on site	#	Are any of these permanent buildings unauthorized/unpermitted?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown <input type="checkbox"/> N/A
If unauthorized/unpermitted buildings are present, please describe.			
Temporary structures or dwellings present at site	<input type="checkbox"/> Tent(s) <input type="checkbox"/> RV(s) (how many? ____) <input type="checkbox"/> Other:		
If RVs are present, please describe their status (salvageable, not salvageable, etc.)			
Are there any plans for site redevelopment or change in use? If so, please describe.	<input type="checkbox"/> No <input type="checkbox"/> Yes:		
Has there been fire damage to the site? If so, please describe.	<input type="checkbox"/> No <input type="checkbox"/> Yes:		

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Contact Information	
Property owner name and title	
Property owner phone number and email	
Property owner address (if different from site address)	
Years of site ownership	
Site contact name and title (if different from property owner)	
Site contact phone number and email (if different from property owner)	
Previous owner(s)/occupant(s) name and title	
Previous owner(s)/occupant(s) phone number and email	
Years previous owner(s)/occupant(s) associated with site	

Printed name of person completing this form: _____

Signature of person completing this form: _____

Date: _____

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Utility Providers and Building Systems	
Electricity provider	<input type="checkbox"/> Pacific Power/PacifiCorp <input type="checkbox"/> Southern Oregon Electric <input type="checkbox"/> Josephine County Rural Electric Cooperative (JCREC) <input type="checkbox"/> Oregon Trail Electric Cooperative <input type="checkbox"/> None <input type="checkbox"/> Other: _____
Gas provider	<input type="checkbox"/> Avista <input type="checkbox"/> None <input type="checkbox"/> Other: _____
Water provider	<input type="checkbox"/> Private well <input type="checkbox"/> Local water district: _____ <input type="checkbox"/> None <input type="checkbox"/> Other: _____
Sewer provider	<input type="checkbox"/> City of Grants Pass <input type="checkbox"/> On-site septic system <input type="checkbox"/> None <input type="checkbox"/> Other: _____

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Known Environmental Concerns

Presence of Chemicals	
Are labeled chemical containers or drums present?	<input type="checkbox"/> No <input type="checkbox"/> Yes, these chemicals:
Are unlabeled chemical containers or drums present?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes to above, please describe type of container, number of containers, color of any visible chemicals, notable odors.	

Soil Conditions	
Are there notable signs of soil contamination, such as discoloration, grease/oil, strong odor, etc?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes to above, please describe notable signs of soil contamination, including approximate area of extent of soil contamination.	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is there significant erosion to the soil on the site?	<input type="checkbox"/> No <input type="checkbox"/> Yes

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Water Conditions			
Does the cultivation site encompass a natural water source?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
If yes to above, please specify the type(s) of natural water source.	<input type="checkbox"/> Pond/ lake	<input type="checkbox"/> Seasonal stream/ river	<input type="checkbox"/> Perennial stream/river <input type="checkbox"/> Other: _____
Have any natural waterways been rerouted for irrigation of the site?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
If the site is adjacent to a stream or river (perennial or seasonal), how close is the site to this channel?	<input type="checkbox"/> <50 feet	<input type="checkbox"/> 50-100 feet	<input type="checkbox"/> >100 feet
Are there signs of suspected unauthorized water use?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
If yes to above, what signs of suspected unauthorized water use are present at the site?	<input type="checkbox"/> Irrigation lines and/or pumps leading to natural water sources	<input type="checkbox"/> Illegally dug wells	<input type="checkbox"/> Other: _____ _____ _____
What, if any, signs of water contamination are present?	<input type="checkbox"/> Cloudiness	<input type="checkbox"/> Chemical sheen/film	<input type="checkbox"/> Dead fish
	<input type="checkbox"/> Strong odor	<input type="checkbox"/> Algae blooms	<input type="checkbox"/> Other: _____ _____ _____

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Solid Waste			
<p>Please select all forms of solid waste that are present.</p>	<input type="checkbox"/> PVC piping	<input type="checkbox"/> Plastic sheeting/tarps	<input type="checkbox"/> Irrigation lines
	<input type="checkbox"/> Scrap metal	<input type="checkbox"/> Downed trees/vegetation piles	<input type="checkbox"/> Timber/wood planking
	<input type="checkbox"/> Plastic plant containers/pots	<input type="checkbox"/> Food waste	<input type="checkbox"/> Human waste (e.g., feces, latrine pits, etc.)
	<input type="checkbox"/> Styrofoam waste	<input type="checkbox"/> Other plastic debris	<input type="checkbox"/> Drug paraphernalia (e.g., syringes, glassware, etc.)
	<input type="checkbox"/> RVs (salvageable); number: _____	<input type="checkbox"/> RVs (not salvageable); number: _____	<input type="checkbox"/> Metal or plastic drums
	<input type="checkbox"/> Other (please describe):		

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Wildlife and Ecosystem Impacts			
Dead animal wildlife present?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
If yes to above, please describe dead wildlife.			
Is there evidence of attempted harm to animal wildlife (e.g., poison, traps, etc.)?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
If yes to above, please describe.			
Is there evidence of destruction to vegetation (e.g., clearing, logging, burning, etc.)?			
If yes to above, please describe.			
Please select all invasive plant species present (if known).	<input type="checkbox"/> Scotch broom	<input type="checkbox"/> Himalayan blackberry	<input type="checkbox"/> Butterfly bush
	<input type="checkbox"/> English ivy	<input type="checkbox"/> Cheatgrass	<input type="checkbox"/> Knotweed
	<input type="checkbox"/> Shiny geranium	<input type="checkbox"/> Dog violet	<input type="checkbox"/> Knapweed
	<input type="checkbox"/> Tansy ragwort	<input type="checkbox"/> Foxtail	<input type="checkbox"/> Yellow starthistle
	<input type="checkbox"/> Goat's head/puncturevine	<input type="checkbox"/> English holly	<input type="checkbox"/> Poison hemlock
	<input type="checkbox"/> Thistle	<input type="checkbox"/> Tree of heaven	<input type="checkbox"/> Field bindweed
	<input type="checkbox"/> Other:		

PUBLIC MEETING POLICY
Illinois Valley Soil & Water Conservation District

Preparation for Board Meetings

Distribution of Materials to Board Members

The agenda, financial reports, and staff reports shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting.

At the same time, the District Manager shall provide members with detailed information relative to the agenda, including existing Board policy pertinent to Agenda items.

Distribution of Agenda to the Public

The proposed agenda will simultaneously be distributed to all District offices and other facilities, local news media, and posted at one or more locations convenient for review by District personnel and the public.

Board Meeting Agenda

The Office Manager shall draft the agenda after conferring with the District Manager. Unless modified by the Board, the agenda shall follow the following general format:

- Call to order
- Roll call by Secretary-Treasurer or designee
- Approval of the minutes
- Audience participation (testimony from citizens)
- Financial report
- Old business
- New business
- Staff Reports
- Partnering Agency Reports
- Items not on agenda open to public, Board and staff participation
- Agenda suggestions for future meetings from Board members and District personnel
- Adjournment
- Executive Session (*include citation to statutory authority*)

Notice and Location of Meetings

Application

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees, or advisory groups appointed by the Board if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

Compliance with Law

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.705.

Location of Meetings

All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberations toward a decision. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.

Meetings Held By Electronic Means

All meetings of the Board, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to:

- (a) Access and attend the meeting by telephone, video or other electronic or virtual means;
- (b) If in-person oral testimony is allowed, submit during the meeting oral testimony by telephone, video or other electronic or virtual means; and
- (c) If in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means, so that the governing body is able to consider the submitted testimony in a timely manner.

Regular Meetings

The Board shall hold regular monthly meetings on the fourth Thursday of each month January through October and the third Thursday of November and December. Such meetings shall be held at **331 E Cottage Park Drive Suite 1, Cave Junction OR 97523**, at **6:00p.m.**, or at such other places and times as the Board may designate from time to time.

Special Meetings

The Board may hold special meetings at the request of the President; the Vice-President in the absence of the President; or any three members of the Board. No special meeting shall be held upon less than 24 hours' public notice.

Emergency Meetings

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the officer or directors calling the meeting shall recite the reason(s) for calling the emergency meeting, and the reason(s) shall be noted in the minutes. Only business related directly to the emergency shall be conducted at an emergency

meeting. If the Board determines that the reasons for calling the meeting are insufficient, the meeting shall be immediately adjourned.

Notice of Meetings

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular or special meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be published or posted at the following locations within the District: **331 E Cottage Park Drive Suite 1.**

Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For emergency meetings, the District shall give as much notice as possible under the circumstances, but at minimum will contact local media to inform them of the meeting.

Executive Sessions

Notice for a meeting called solely to hold an executive session shall be given in the same manner as notice for regular, special and emergency meetings set forth above. The notice shall indicate the general subject matter to be considered and set forth the statutory basis for calling the executive session.

Interpreters for the Hearing Impaired

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

- The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.
- If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.
- The requirement for an interpreter does not apply to emergency meetings.
- The chief executive officer shall be responsible for developing and maintaining a list of qualified interpreters and is responsible for arranging for attendance of an interpreter at any meeting for which an interpreter is requested.

Board Meeting Conduct

Presiding Officer

The Board Chairperson shall preside at Board meetings. In the Chairperson's absence, the Vice-Chairperson shall preside. If both the Chairperson and Vice-Chairperson are absent, the remaining members shall select a board member to preside.

Conduct of Meetings

The Chairperson or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the presiding officer at the meeting may be overridden by a majority vote of the Board.

Public Participation

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Any individual who fails to leave the premises when asked to do so may be treated as a trespasser, and law enforcement personnel may be contacted to remove the individual.

Electronic Equipment

The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to ensure an orderly and safe meeting, including rules related to the operation of electronic recording equipment. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

Recording of Votes

Votes shall be recorded. Any member may request that his or her vote be changed prior to consideration of the next order of business.

Quorum Requisites

A majority of the positions on the Board (filled or vacant) shall constitute a quorum. A quorum is required to be present in order for the Board to deliberate or take any final action. If only a quorum is present, a unanimous vote shall be required to take final action.

Vote Explanations

Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

Conflict of Interest/Ex Parte Contacts

Any Board member with a potential conflict of interest shall declare the conflict for the record but may participate in discussions and vote. Any Board member with an actual conflict of interest shall declare the conflict for the record, and refrain from discussion or voting. If any member of

the Board has had any ex parte contact in a quasi-judicial matter, the member shall declare the contact prior to participating in discussion on the matter.

Smoking

Oregon's Indoor Clean Air Act prohibits smoking in District buildings and within 10 feet of all entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and air-intake vents. "Smoking" includes cigarettes, cigars, pipes, and the use of "inhalant delivery systems" (vaping); and other devices. The Board may adopt anti-smoking policies that are stricter than state law and prohibit smoking on District properties other than buildings.

Adjournment

Upon completion of the entire agenda, or at an hour pre-determined for the meeting to end, a board member shall make a motion to adjourn the meeting. Another board member shall second the motion, and the board chair (or acting board chair) shall declare the meeting adjourned.

Special circumstances: in the case of emergency circumstances (medical emergency, threat to public safety, etc.), the meeting may be adjourned without motion or preamble. If a loss of board quorum occurs for any reason during the course of the meeting, the meeting is considered adjourned at that point. The minutes of the meeting shall reflect how and why the meeting was adjourned.

Executive Sessions

Notice

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice shall indicate the general subject matter to be considered at the executive session and set forth the statutory basis for calling the executive session.

No Final Decisions

The Board may fully discuss board members' views but may not make any final decisions during any executive session.

Authorized Purposes

Executive sessions shall be held only for the following purposes:

ORS 192.660(2)(a). To consider the employment of a public officer, employee, staff member or individual agent if:

- A. The District has advertised the vacancy;
- B. The Board has adopted regular hiring procedures;
- C. In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and

- D. In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

This authority does not apply to:

- (1) The filling of a vacancy in an elective office.
- (2) The filling of a vacancy on any public committee, commission or other advisory group.
- (3) The consideration of general employment policies.
- (4) The employment of the chief executive officer, other public officers, employees and staff members of a public body when the procedures listed above have been followed.

ORS 192.660(2)(b). To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

ORS 192.660(2)(c). To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.119 and 441.993 including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.

ORS 192.660(d). To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

ORS 192.660(e). To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

ORS 192.660(f). To consider information or records that are exempt by law from public inspection.

ORS 192.660(g). To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

ORS 192.660(h). To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ORS 192.660(i). To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

ORS 192.660(j). To carry on negotiations under ORS chapter 293 with private persons or

businesses regarding proposed acquisition, exchange or liquidation of public investments.

ORS 192.660(k). To consider matters relating to school safety or a plan that responds to safety threats made toward a school.

ORS 192.660(n). To discuss information about review or approval of programs relating to the security of any of the following:

(A) A nuclear-powered thermal power plant or nuclear installation.

(B) Transportation of radioactive material derived from or destined for a nuclear-fueled thermal power plant or nuclear installation.

(C) Generation, storage or conveyance of:

(i) Electricity;

(ii) Gas in liquefied or gaseous form;

(iii) Hazardous substances as defined in ORS 453.005 (7)(a), (b) and (d);

(iv) Petroleum products;

(v) Sewage; or

(vi) Water.

(D) Telecommunication systems, including cellular, wireless or radio systems.

(E) Data transmissions by whatever means provided.

ORS 192.660(o). To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.

ORS 192.660(p). To consider matters relating to cyber security infrastructure and responses to cyber security threats.

ORS 192.660(3). Labor negotiations IF negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.

Conduct of Executive Session

The Chairperson or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the Chairperson shall direct any representatives of the news media who are present not to report information from the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

Minutes of Board Meetings

Minutes

The Board shall keep minutes of all of its meetings, including executive sessions, in accordance with the requirements of ORS 192.650. Minutes may be taken in writing or by audio

recording, and shall include at least the following information:

- All members of the Board present.
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name.
- The substance of any discussion on any matter.
- A reference to any document discussed at the meeting.

Minutes of executive sessions shall be kept separately from minutes of open meetings.

Disclosure of Executive Session Minutes

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board.

Retention

Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105.

Availability to the Public

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting.



Staff Report

Office Manager - Arlyse DeLoyola

October 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 September.
- Emails/Voicemail/US Mail

Hi all-

One more time with the Annual Meeting from last year. It's the gift that keeps on giving....

Thanks to the quorum of directors who were able to attend the brief meeting to re-schedule it again by resolution due to a publishing error.

The Voter's pamphlet is out and four candidates got bios in in, which hasn't happened since I have lived here, so great job candidates!

John and I are scheduling a meeting with Shannon from Two Rivers to go over a few details of each SWCD's operations. Hopefully this meeting will have happened by meeting time and we can report on it.

After this meeting, I believe the office will be closed the following week. The three of us all have leave planned, so if there's something anyone needs urgently, speak now! I will post a sign on the door.

There are some upcoming insurance requirements that necessitate board training and adding policies.

I am inserting a proposed Public Meeting Policy which is based on one written by SDAO which includes the language required by law. Please review it for errors so that we might be able to approve some form of it at this meeting and save ourselves 2% on insurance.

There is another new law that requires each board member receive public meeting law at least once per elected term. We will be working on that.

Arlyse

