



Topic: Illinois Valley Soil & Water Conservation District Meeting

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

Monthly Meeting

Thursday, January 25, 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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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 January 25, 2024- *SWCD Office/ZOOM*

- I. 6:00 PM: Call to Order
- II. Presentation by Beth Pietrzak, Water Quality Specialist, Oregon Department of Agriculture
- III. 6:30PM: Acceptance of Minutes
- IV. 6:35 PM: Acceptance of Financial Reports
- V. 6:40 PM: Old Business
 - a. Budget Committee Report/Recommendation
- VI. 6:50 PM: New Business
 - a. Community Wildfire Defense Grant applications
 - b. Rogue Basin Region-Wide Initiative (John)
- VII. 7:10 PM: Staff and Partnering Agency Reports
 - a. John's report
 - b. Cheryl's report and final presentation
 - c. Arlyse's Report
 - d. Partnering Agency Reports
- VIII. 7:20 PM Public comments
- IX. 7:30 PM: Adjourn

Illinois Valley Soil & Water Conservation District
 Regular Monthly Meeting
 331 E Cottage Park Drive Suite 1B, Cave Junction, OR 97523/ZOOM

Meeting Minutes

Meeting called to order December 21,2023 by Bill Reid, Chairman at 6:04 pm

ATTENDED IN PERSON	ATTENDED VIA ZOOM	ABSENT
Bill Reid	Marcy Sowa	Robert Schmidt
Katrina Poydack		Gene Merrill (WC)
Rhett Nelsen		Patricia Downing (WC)
Jim Gurley		
Robert Webb		
Carol Crawford (WC)		
Janice Denney (WC)		
Don Young (WC)		
John Bellville- staff		
Kevin O'Brien (WC)		
Cheryl Nelson- staff		
Arlyse DeLoyola- staff		
Ted DeLoyola- Guest		
Kathy Mechling- Guest		
Joy McEwen- Guest		
Eric McEwen- Guest		

SCRIBE

Notes were taken by: Arlyse DeLoyola

The minutes of the previous meeting were presented for review.

- **A motion to accept the minutes for November was made by Rhett Nelsen.**
- **The motion was seconded by Bob Webb.**
- **The motion passed without dissent.**

The financial reports were presented for review.

- **Rhett Nelsen moved to accept the financial reports.**
- **Robert Webb seconded the motion.**
- **The motion passed without dissent.**

OLD BUSINESS- None

NEW BUSINESS-

Budget Meeting Report- tabled to January Meeting

CONTINUING

Staff Reports:

John Bellville reviewed his report:

Marcy Sowa asked about the possible beaver project in O'Brien. John stated that he was looking to apply for a small grant next offering cycle.

On-the-ground work should begin soon in the Post-Fire project and a good response to the mailer was received for the Community Wildfire Defense Grant.

Cheryl Nelson reviewed her report noting she is coming to the end of her grant tenure and IVFROG is gaining momentum to sustain itself as a 501c3 which she will continue to support. She mentioned that the District would always be credited with helping to create the cohort and being the first fiscal sponsor.

Arlyse DeLoyola added to her report that the office phone has been down but is now operational again. Email was down also but was fixed as well.

She noted that the Annual Report was in everyone's file folders but without binders, which have suffered a shipping delay. Those who wished to have theirs bound may leave them in the office.

Partnering Agency reports:

IV Watershed Council: Kevin O'Brien wished all the best for the Holiday season and praised the district for its work and continued growth under the leadership of John Bellville. He added that the Council is also poised for growth and that he is also writing as grant under the current offering.

Eric and Joy McEwen of Diggin' Livin' Farms and Apiary were introduced and gave a presentation on their experiences as beekeepers, authors, equipment suppliers, and resident experts in the field. A lively discussion was held regarding the current state of pollinators in our area.

NEXT MEETING

The next meeting is to be held on January 25, 2023 at 6:00 pm.

ADJOURNMENT

The meeting adjourned at 7:25 p.m. and was followed by a meal and White Elephant gift exchange.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Soil & Water Conservation District

1/17/2024 1:27 PM

Register: Checking Account

From 12/01/2023 through 12/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/04/2023	21304	IEH Laboratories & ...	Accounts Payable	sampling nitrat...	2,080.00	X		84,023.97
12/04/2023	21305	Pacific Office Autom...	Accounts Payable	50% copier	62.03	X		83,961.94
12/04/2023	21306	USPS	Accounts Payable	50% PO Box	113.00			83,848.94
12/07/2023	ACH	Cardinal Business Se...	Accounts Payable	784581	75.00	X		83,773.94
12/07/2023	ACH	Cardinal Net-To-Bank	Accounts Payable		3,492.81	X		80,281.13
12/07/2023	ACH	Cardinal Tax Impound	Accounts Payable		1,615.38	X		78,665.75
12/12/2023	ACH	Confident Staffing	Accounts Payable		768.24	X		77,897.51
12/12/2023	ACH	VOYA Financial	Accounts Payable		355.16	X		77,542.35
12/18/2023	21307	A+ Storage	Accounts Payable		84.50			77,457.85
12/18/2023	21308	Grants Pass Water Lab	Accounts Payable		1,155.00	X		76,302.85
12/18/2023	21309	IV DATA CENTER	Accounts Payable		450.00	X		75,852.85
12/18/2023	21310	IV DATA CENTER	Accounts Payable		21.25	X		75,831.60
12/19/2023	21311	Crystal Fresh	Accounts Payable	123731	19.00	X		75,812.60
12/19/2023	21312	US Cellular	Accounts Payable	951128871	150.74			75,661.86
12/20/2023	21314	Pacific Ridgeline For...	Accounts Payable		4,200.00			71,461.86
12/21/2023	ACH	Cardinal Business Se...	Accounts Payable	784581	75.00	X		71,386.86
12/21/2023	ACH	Cardinal Net-To-Bank	Accounts Payable		3,177.55	X		68,209.31
12/21/2023	ACH	Cardinal Tax Impound	Accounts Payable		1,452.49	X		66,756.82
12/21/2023	ACH	VOYA Financial	Accounts Payable		367.49	X		66,389.33
12/21/2023	21315	Elan Financial Services	Umpqua Credit Card	4798 5100 616...	217.98			66,171.35
12/21/2023	21316	John Bellville	Accounts Payable		44.90	X		66,126.45
12/27/2023	21317	Pacific Source Healt...	Accounts Payable		1,219.00			64,907.45

Illinois Valley Soil & Water Conservation District
Profit & Loss
 December 2023

	<u>Dec 23</u>
Ordinary Income/Expense	
Expense	
Contracted Services	4,200.00
Internet Services	156.96
Meeting Expense	
Food and water	453.46
Total Meeting Expense	453.46
Other	
Copier lease	62.03
Payroll Fees	150.00
Postage/Mailing fees	113.00
Rent Expense	534.50
Telephone	150.74
Website/Internet fees	21.25
Total Other	1,031.52
Software	12.02
Supplies & Materials	199.98
Training and associated travel	49.00
Wages and Salaries	
Employee Contributed 457	0.25
Employee Paid Taxes	-0.25
Employer Paid Taxes	893.37
Medical Insurance	
Health Insurance-Employee cont.	-243.80
Medical Insurance - Other	1,219.00
Total Medical Insurance	975.20
Retirement Fund Expenses	
Employer Contribution Standard	311.97
Employer Match	127.67
Total Retirement Fund Expenses	439.64
Wages and Salaries - Other	9,371.67
Total Wages and Salaries	11,679.88
Water Quality Monitoring	
Contract Water Quality Staff	768.24
Contracted Laboratory Analysis	3,235.00
Total Water Quality Monitoring	4,003.24
Total Expense	21,786.06
Net Ordinary Income	-21,786.06
Net Income	<u><u>-21,786.06</u></u>

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

July through December 2023

	<u>Jul - Dec 23</u>
Ordinary Income/Expense	
Income	
Grants Received	214,096.47
Total Income	<u>214,096.47</u>
Gross Profit	214,096.47
Expense	
Contracted Services	62,782.07
Internet Services	763.80
Meeting Expense	
Food and water	640.70
Total Meeting Expense	<u>640.70</u>
Mileage	1,047.73
Other	
Advertising	110.00
Copier lease	2,401.25
Dues & Subscriptions	
Membership Dues	580.86
Dues & Subscriptions - Other	495.00
Total Dues & Subscriptions	<u>1,075.86</u>
Payroll Fees	800.11
Postage/Mailing fees	113.00
Printing & Copying	438.00
Rent Expense	3,207.00
Taxes	142.09
Telephone	927.33
Website/Internet fees	495.50
Total Other	<u>9,710.14</u>
Software	159.22
Supplies & Materials	9,546.09
Training and associated travel	1,389.64
Wages and Salaries	
Employee Contributed 457	-256.37
Employee Paid Taxes	17.76
Employer Paid Taxes	5,109.41
Medical Insurance	
Health Insurance-Employee cont.	-515.28
Medical Insurance - Other	6,640.15
Total Medical Insurance	<u>6,124.87</u>
Retirement Fund Expenses	
Employer Contribution Standard	1,872.76
Employer Match	878.00
Total Retirement Fund Expenses	<u>2,750.76</u>
Unemployment Insurance	303.43
Wages and Salaries - Other	57,567.64
Total Wages and Salaries	<u>71,617.50</u>
Water Quality Monitoring	
Contract Water Quality Staff	8,162.55
Contracted Laboratory Analysis	23,066.76
Mileage Reimbursement /Sampling	1,582.20
Shipping Samples	262.22
Total Water Quality Monitoring	<u>33,073.73</u>
Total Expense	<u>190,730.62</u>
Net Ordinary Income	23,365.85
Other Income/Expense	
Other Income	
Interest Income	0.01
Refunds	85.23
Reimbursement	1,647.38
Total Other Income	<u>1,732.62</u>
Other Expense	
Fire protection	1,466.23
Total Other Expense	<u>1,466.23</u>
Net Other Income	<u>266.39</u>
Net Income	<u><u>23,632.24</u></u>

Illinois Valley Soil & Water Conservation District

Balance Sheet

As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	64,907.45
Savings Account - Thompson Crk	231.66
Total Checking/Savings	<u>65,139.11</u>
Total Current Assets	<u>65,139.11</u>
TOTAL ASSETS	<u>65,139.11</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Umpqua Credit Card	397.45
Total Credit Cards	<u>397.45</u>
Total Current Liabilities	<u>397.45</u>
Total Liabilities	397.45
Equity	
Unrestricted Net Assets	41,109.42
Net Income	23,632.24
Total Equity	<u>64,741.66</u>
TOTAL LIABILITIES & EQUITY	<u>65,139.11</u>

Grant	Wages/salaries	to date	thru FY 24	Thru FY 25	FY26	FY27
ODA Capacity	\$99,651.59	7/31/2025	\$35,000.00	\$64,651.59	\$64,182.00	\$64,182.00
CSLRF	\$15,149.69	split with WC	\$7,500.00			
IVCMFF	\$9,191.85	6/1/2024	\$9,191.85			
AG WQ	\$5,282.03	6/30/2024	\$5,282.03	\$10,000.00	\$10,000.00	\$10,000.00
Post Fire Recov	\$56,688.00	Aug-27	\$8,374.34	\$15,460.32	\$15,460.32	\$15,460.32
CWDG2			\$60,983.00	\$60,983.00	\$60,983.00	\$60,983.00
			\$65,348.22	\$151,094.91	\$150,625.32	\$150,625.32
	\$185,963.16					

Estimate	Current or low end	Base rate	Source Grants	all grants	to 6/30/24
Employee title	Hourly rate inclusive			Est hours	Est \$
Con. Pgm Mgr	\$36.06	\$26.86	All	1301.23	\$46,922.35
Eng.Coordinator	\$32.64	\$24.53	IVCMFF	220	\$7,180.80
Office Mgr	\$30.15	\$23.36	Cap	360	\$10,854.00
					\$64,957.15

9 weeks

Estimate 2	Plus 3%	Base rate	all grants	to 6/30/24
Employee title	Hourly rate inclusive		Est hours	Est \$
Con. Pgm Mgr	\$37.14	\$27.67	1301.23	\$48,327.58
Eng.Coordinator	n/a 32.64	\$25.83	220	\$5,682.60
Office Mgr	\$31.05	\$24.06	360	\$11,178.00
				\$65,188.18

Employee title	Hourly rate inclusive	Base rate	all grants	to 6/30/24
Con. Pgm Mgr	\$36.06	\$26.86	1301.23	\$46,922.35
Eng.Coordinator	\$32.64	\$24.53	220	\$7,180.80
Office Mgr	\$30.15	\$23.36	360	\$10,854.00
				\$64,957.15

FY24	CURRENT	John	Cheryl	Arlyse	Total \$
Grant	Wages/salaries	Est hrs			
		1300	220	360	
IV Collective	\$9,191.85	55.75	\$2,010.35	220	\$7,180.80
ODA AWQ	\$5,282.03	146.48	\$5,282.07	0.00	\$5,282.07
ODA Capacity	\$33,217.21	659.00	\$23,763.54	360	\$10,854.00
CSLRF	\$7,500.00	208.00	\$7,500.48		\$7,500.48
PFR	\$8,374.34	232.00	\$8,365.92		\$8,365.92
Est 2023	\$63,565.43	1301.23			
fy end			\$46,922.35	\$7,180.80	\$10,854.00
					\$64,957.15

FY25	at +3%	John	Cheryl	Arlyse	Total \$
Grant	Wages/salaries	Est hrs			
		2080		1248	
ODA AWQ?	\$10,000.00	269.25	\$9,999.95		\$9,999.95
ODA Capacity	\$64,651.59	904.73	\$33,601.57	1000	\$31,050.00
			\$0.00		\$0.00
CWDG 2?	\$60,983.00	906.02	\$33,649.58	248	\$7,700.40
		2080.00			\$38,750.40
	\$135,634.59		\$77,251.10		\$116,001.50

Employee title	Hourly rate inclusive	Base rate	all grants	to 6/30/24
Con. Pgm Mgr	\$37.14	\$27.67	1301.23	\$48,327.58
Eng.Coordinator	n/a 32.64	\$25.83	220	\$5,682.60
Office Mgr	\$31.05	\$24.06	360	\$11,178.00
				\$65,188.18

		2018-2019 Salary Schedules		John =26.86	Arlyse=23.36									
Job Family	Job Level	Job Classifications	OVERALL AVERAGE		Today's Dollars Min	Today's Dollars Max	Hourly Base	W/O TAX BASE AVERAGE		Today's Dollars Min	Today's Dollars Max	Hourly Base	TAX BASE AVERAGE	
			Min	Max				Min	Max				Min	Max
ADMINISTRATION	A5	District Manager/Executive Director	\$59,163	\$87,082	\$70,404	\$103,628	33.85-49.82	\$40,455	\$58,785	\$48,441	\$69,954	23.29-33.63	\$75,793	\$112,235
	A4	Administration Program Supervisor (CFO)	\$69,083	\$97,598	\$82,209	\$116,142		#DIV/0!	#DIV/0!				\$49,983	\$97,598
	A3	Senior Administrator	\$43,960	\$65,204	\$52,312	\$77,593	25.15-37.30	\$37,000	\$60,000	\$44,030	\$71,400	31.17-34.33	\$46,280	\$66,939
	A2	Administrative Specialist	\$35,274	\$53,270	\$41,976	\$63,391	20.18-30.48	\$25,267	\$36,813	\$30,068	\$43,807	14.46-21.06	\$40,277	\$58,755
	A1	Administrative Technician	\$25,445	\$33,804	\$30,280	\$40,227		\$13,300	\$16,600	\$15,827	\$19,754		\$31,517	\$42,406
	AT	Administrative Trainee / Seasonal	\$29,387	\$38,338	\$34,971	\$45,682		#DIV/0!	#DIV/0!				\$29,387	\$38,338
				\$0										
CONSERVATION	C5	Conservation Program Supervisor	\$64,168	\$96,647	\$76,360	\$115,010		#DIV/0!	#DIV/0!				\$64,168	\$96,647
	C4	Conservation Program Manager	\$55,188	\$76,803	\$65,674	\$91,396	31.57-43.94	\$40,000	\$60,000	\$47,600	\$71,400		\$62,783	\$85,204
	C3	Senior Conservationist	\$51,237	\$70,287	\$60,972	\$83,642		\$35,000	\$50,000	\$41,650	\$59,500		\$53,557	\$73,185
	C2	Conservation Specialist	\$45,555	\$61,497	\$54,210	\$73,181		\$42,833	\$57,083	\$50,971	\$67,929		\$46,721	\$63,388
	C1	Conservation Technician	\$36,398	\$50,573	\$43,314	\$60,182	20.82-28.93	\$27,832	\$32,730	\$33,120	\$38,949		\$39,254	\$56,521
	CT	Conservation Trainee / Seasonal	\$30,069	\$41,858	\$35,782	\$51,001		#DIV/0!	#DIV/0!				\$30,069	\$41,858
				\$0										
		NO TAX BASE			\$0									
		TAX BASE			\$0									
				\$0										
Other		Watershed Council Coordinator	\$33,394	\$65,778	\$39,739	\$78,276		#DIV/0!	#DIV/0!				\$33,394	\$65,778
		Education and Outreach Specialist	\$47,107	\$65,331	\$56,057	\$77,744		#DIV/0!	#DIV/0!				\$47,107	\$65,331
		Soil and Water Conservation Engineer	\$61,218	\$95,338	\$72,849	\$113,452		#DIV/0!	#DIV/0!				\$61,218	\$95,338



Esri, NASA, NGA, USGS, FEMA, Oregon State Parks, State of Oregon GEO,
Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS,
Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS

Property (Acreage)	Acres	Acreage Score (2 points per acre)	Adjacent to US-199? (10 pts)	Bordering public land? (10 pts)	Ridgeline? (10 pts)	Adjacent to perennial stream? (10pts)	Contiguous to other prospective properties? (10pts)	Total Points
22	40	80	0	10	10	0	0	100
20	23	46	0	0	0	0	10	56
17	12.1	24.2	0	10	0	0	0	34.2
19	6.31	12.62	0	10	0	0	10	32.62
1	6	12	10	0	0	0	10	32
21	15.3	30.6	0	0	0	0	0	30.6
6	1.92	3.84	10	0	0	0	10	23.84
3	1.89	3.78	10	0	0	0	10	23.78
2	1.29	2.58	10	0	0	0	10	22.58
18	6.15	12.3	0	0	0	0	10	22.3
23	5.11	10.22	0	10	0	0	0	20.22
8	4.48	8.96	0	0	0	0	10	18.96
16	4.26	8.52	0	0	0	0	10	18.52
25	8.8	17.6	0	0	0	0	0	17.6
12	3.59	7.18	10	0	0	0	0	17.18
7	3.42	6.84	0	0	0	0	10	16.84
15	3	6	0	0	0	0	10	16
14	2	4	0	0	0	0	10	14
13	1.78	3.56	10	0	0	0	0	13.56
5	0.17	0.34	0	0	0	0	10	10.34
24	3.93	7.86	0	0	0	0	0	7.86
11	3.76	7.52	0	0	0	0	0	7.52
10	3.03	6.06	0	0	0	0	0	6.06
9	2.83	5.66	0	0	0	0	0	5.66
4	0.33	0.66	0	0	0	0	0	0.66

Ranking Questions

1. Property acreage.
2. Proximity to other prospective project properties.
3. The applicant's land is located adjacent to US-199 ingress/egress.
4. The applicant's land is located adjacent to public land.
5. The applicant's land is located on a ridgeline.
6. The applicant's land is located adjacent to a perennial stream.

Board Member Ranking Sheet

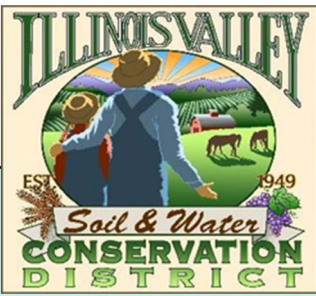
Property Number		Rank	Comment
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Property	Acres	Acreage Score (2 points per acre)	Adjacent to US-199? (10 pts)	Bordering public land? (10 pts)	Ridgeline? (10 pts)	Adjacent to perennial stream? (10pts)	Contiguous to other prospective properties? (10pts)	Total Points
1	6	12	10	0	0	0	10	32
2	1.29	2.58	10	0	0	0	10	22.58
3	1.89	3.78	10	0	0	0	10	23.78
4	0.33	0.66	0	0	0	0	0	0.66
5	0.17	0.34	0	0	0	0	10	10.34
6	1.92	3.84	10	0	0	0	10	23.84
7	3.42	6.84	0	0	0	0	10	16.84
8	4.48	8.96	0	0	0	0	10	18.96
9	2.83	5.66	0	0	0	0	0	5.66
10	3.03	6.06	0	0	0	0	0	6.06
11	3.76	7.52	0	0	0	0	0	7.52
12	3.59	7.18	10	0	0	0	0	17.18
13	1.78	3.56	10	0	0	0	0	13.56
14	2	4	0	0	0	0	10	14
15	3	6	0	0	0	0	10	16
16	4.26	8.52	0	0	0	0	10	18.52
17	12.1	24.2	0	10	0	0	0	34.2
18	6.15	12.3	0	0	0	0	10	22.3
19	6.31	12.62	0	10	0	0	10	32.62
20	23	46	0	0	0	0	10	56
21	15.3	30.6	0	0	0	0	0	30.6
22	40	80	0	10	10	0	0	100
23	5.11	10.22	0	10	0	0	0	20.22
24	3.93	7.86	0	0	0	0	0	7.86
25	8.8	17.6	0	0	0	0	0	17.6

Ranking Questions

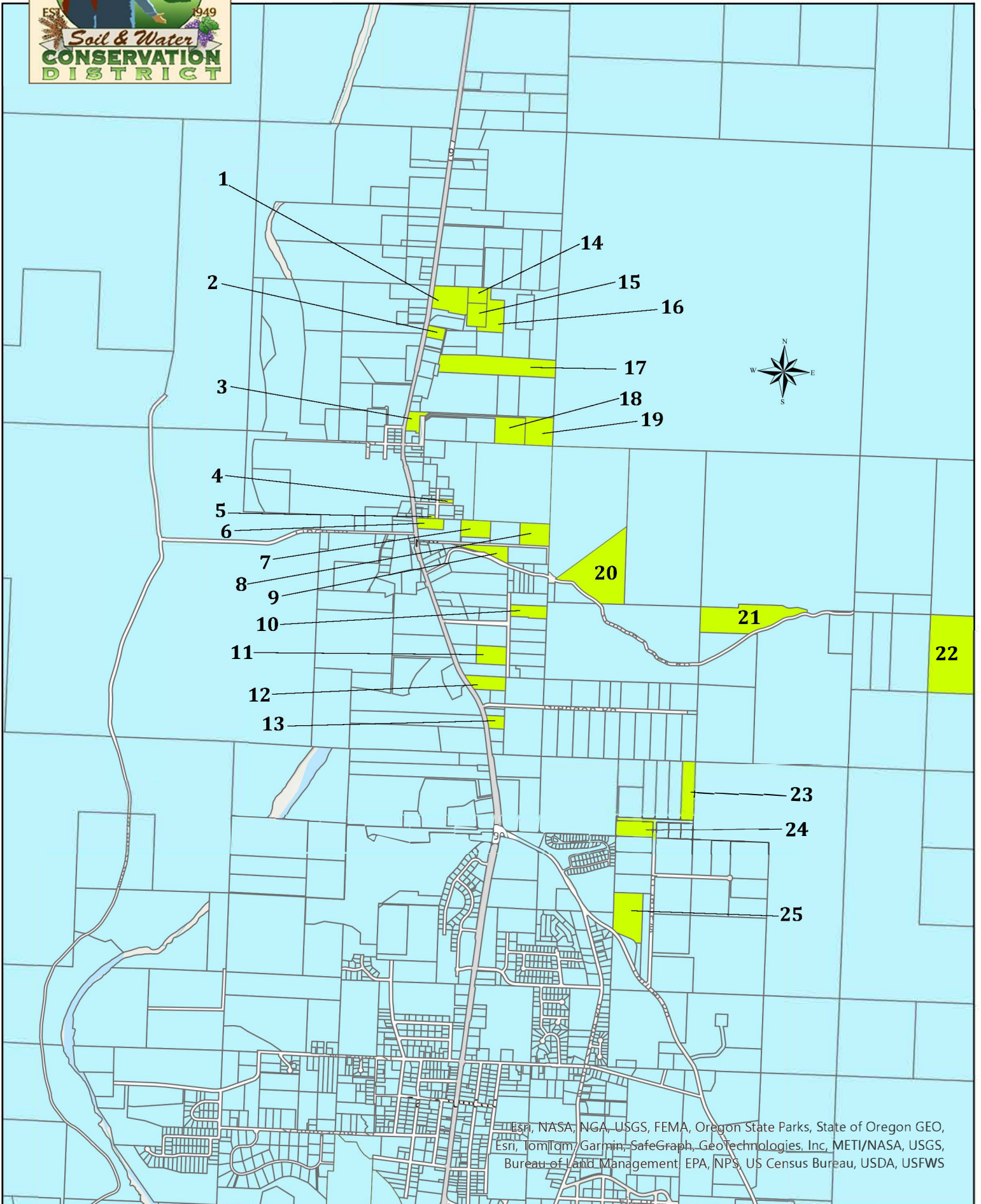
1. Property acreage.

2. Proximity to other prospective project properties.
3. The applicant's land is located adjacent to ingress/egress.
4. The applicant's land is located adjacent to public land.
5. The applicant's land is located on a ridgeline.
6. The applicant's land is located adjacent to a perennial stream.

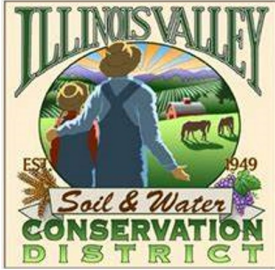


CWDG: Prospective Project Properties

Please rank properties based on attached evaluation sheet



Esri, NASA, NGA, USGS, FEMA, Oregon State Parks, State of Oregon GEO, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS



January 2024 District Manager Staff Report

- **Cannabis Cleanup (SFLRF)**
 - The IVSWCD and IVWC will be planning to contract this project by early February.
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
 - Design work is complete.
 - I am now in the process of acquiring permits.
- **Illinois Valley Water Quality Monitoring Program**
 - Updating the Sampling Analysis Plan (SAP) to align with what we're currently up to.
 - Working to make the current sampling schedule easier and more efficient for sampling techs.
- **Illinois Valley Collective Mobilization For Fire and Fish (Stakeholder Engagement) Project**
 - We are moving towards the last pages in the final chapter of the Stakeholder, or perhaps more aptly put, Neighbor Engagement project. I trust that this project, which has provided measurable community engagement and uplift in the Illinois Valley over the past two years, will be viewed as a prequel to the IVFROG magnum opus in years to come. Good work, Cheryl!
- **Community Wildfire Defense Grant (CWDG)**
 - 23.7% of landowners expressed interest in project work (28 out of 118 mailed).
 - Once a list of priority properties is established by the Local Contract Review Board (IVSWCD BoD), we will move on to right-sizing the project before putting it out to bid.
 - This project has a five-year timeline. However, I hope to get the work on the ground in winter 2024.
- **OWEB Small Grant Team – Region 06**
 - The team had a good review meeting on January 3rd. An invasive plant removal project proposed by the Rogue River Watershed Council was funded during Cycle 2.
- **Local Advisory Committee**
 - I am meeting with Bob Niedermeyer next Friday 1/26 to discuss the LAC. Tentatively planning to have a date for the next LAC meeting scheduled by 1/31.
- **Grants**
 - After many long hours and much help from Arlyse, Kevin, and local partners, I submitted the Private Forest Accord grant to extend and expand the water quality monitoring program on 1/31.
 - I am in the early stages of outreach for a small grant to fund the prospective Waldo/O'Brien Beaver Dam Analog project.
 - I am talking to folks about getting irrigation upgrade projects going as the IVSWCD begins a shift towards a focus on agricultural water quality centered projects.

Respectfully submitted,

John Bellville, District Manager

Illinois Valley Soil & Water Conservation District



Staff Report

Office Manager - Arlyse DeLoyola

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

I don't have anything earth-shattering to report. It seems like we just had the December meeting.

John and I have been working closely to be sure we are on track with the multitude of current grants.

We are currently reviewing the Stakeholder Engagement grant closely and planning to close it out next month. It's been a good project that has brought us a lot of recognition. I've enjoyed working with Cheryl and know she will stay engaged in our community in a positive way.

I've been "holding down the fort" while everyone else has been buried in grant-writing and other tasks.

We did manage to work in concert to get our Quarter 2 reporting done for ODA Capacity at deadline.

This week I have been working to get the 1099's for our contractors out and the reporting done to the IRS and State of Oregon. Hopefully by meeting time I'll have the last couple of stragglers W-9's in place so I can finish. It was a huge year for contracted services and we are realizing we need to have a better system in place if we continue our growth trajectory.

I've had a bit of a challenge converting all of our OWEB expense reporting to their new spreadsheet. It's not difficult, just time consuming.

Arlyse

**Happy
New Year!**