

Meeting

Monthly Illinois Valley Watershed Council Meeting
Thursday May 9, 2024 5:00 pm
IV Stream-Team Headquarters- 331 E Cottage Park Dr Suite 1b
Cave Junction OR 97523

Illinois Valley Watershed Council is inviting you to a scheduled Zoom meeting.

Topic: Illinois Valley Watershed Council Monthly Meeting

Time: 5:00 pm Thursday, May 9, 2024

Join Zoom Meeting

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+1 646 931 3860 US

+1 689 278 1000 US

+1 929 436 2866 US (New York)

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Illinois Valley Watershed Council
331 E Cottage Park Suite 1B - P.O. Box 352
Cave Junction, OR 97523
Phone: 541-592-3731

Monthly Council Meeting Agenda *May 9, 2024*

- I. 5:00 PM: Call to Order
- II. 5:02 PM: Acceptance of Minutes
- III. 5:05 PM: Acceptance of Financial Reports
- IV. Committee Reports
- V. 5:25 PM: Old Business
- VI. 5:50 PM: New Business
- VII. 6:00 Strategic Plan Check-In
 - a. Review of actions completed.
- VIII. 6:15 PM: Council Updates & Staff Reports
 - a. Kevin report
 - b. Arlyse report (written only)
 - c. Board Action Items/Homework
- IX. 6:30 PM Partnering Agency Reports
 - a. Illinois Valley SWCD
 - b. Others
- X. 6:45 PM: Public Comments (Relating to this agenda or IVWC Operations)
- XI. 7:00 PM: Adjournment

Meeting Minutes

Meeting Called to Order April 11, 2024, by Katrina Poydack, Chair at 5:05 pm.

ATTENDEES

ZOOM ATTENDEES

ABSENTEES

Carol Crawford	John Bellville (IVSWCD)	Gene Merrill
Janice Denney		
Katrina Poydack		
Patty Downing		
Bob Schmidt		
Don Young		
James Gurley		
Kevin O'Brien (staff)		
Arlyse DeLoyola (staff)		

SCRIBE

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the March 2024 meeting were presented to the council for review.
 - Carol Crawford made a motion to approve the minutes.
 - Janice Denney seconded that motion.
 - The minutes were approved without dissent.

- **Financials:** The Financial Reports for March 2024 were presented to the Council for review.
 - Carol Crawford made a motion to accept the financial reports.
 - Jim Gurley seconded that motion.
 - The motion was approved without dissent.

OLD BUSINESS

It was decided that we would take care of old business ahead of Committee Reports.

- **DEIJ Policy Vote**
 The Council was given the policy at last month's meeting for review.
 - A motion was made by Kevin O'Brien to accept and implement the proposed Diversity, Equity, Inclusion and Justice Policy.
 - Janice Denney seconded the motion.
 - The motion passed unanimously.

- **COMMITTEE REPORTS**

- **Policy Committee-**

The Policy Committee was the only committee that met since the last Council meeting. They plan to have other draft policies ready for review at each meeting. Carol asked that they be limited to two per meeting. The committee is currently working on Board Roles and Responsibilities.

NEW BUSINESS

- **Executive Director Vote**

Chairperson Poydack withdrew her agenda item regarding concerns on the executive director vote and explained that she would now consider voting. Discussion was held and no formal action taken.

- **Potential Fundraising Partnership Ideas**

Gene Merrill had a scheduling conflict and could not be at this meeting but had expressed a willingness for the Juvenile Detention/Correction Facility to partner with the Watershed Council in a possible fundraising endeavor that may include a native plant nursery. Plans are still in a formative stage.

Denney Re-Appointment

It was noted that Janice Denney's term had ended.

- **A motion was made by Bob Schmidt to appoint Janice to another four-year term.**
- **Don Young Seconded the motion.**
- **Discussion was held.**
- **A roll call vote was made and the motion failed 4-3 with one abstention.**

Further discussion was held on the topic and it was determined that a temporary appointment could be a logical solution until permanent board recruitment policies are determined.

- **Kevin O'Brien made a motion to re-appoint Janice Denney for a period of six (6) months from her expiration date. (Through August)**
- **Carol Crawford seconded the motion.**
- **Discussion was held with Janice not in attendance,**
- **The motion carried with two abstentions.**

- **Potential Vice-Chair Position**

The Chairperson asked the board if they had interest in naming a Vice-Chair, as is allowed in our By-Laws. Janice Denney expressed an interest in serving in that capacity.

- **Kevin O'Brien made a motion to appoint Janice Denney Vice -Chairperson.**
- **Carol Crawford seconded the motion.**
- **The motion carried with one abstention.**

- **Hanby Block-Party May 29**

The Council was reminded that the District had agreed to participate in the Hanby area Block Party at the "Green Buildings" hosted by IVCDO and IV DATA and staff was seeking the board's blessing to participate and possibly their help. Discussion was held about what activities could be done.

- **A motion was made by Patty Downing for the Council to participate in the Hanby Block Party.**
- **Janice Denney seconded the motion.**

- **The motion passed without dissent.**

CONTINUING

- **Strategic Plan Check-In:**

Kevin first stated that he appreciated the hard work that everyone has done to this point. We need to continue the work and be gentle with one another.

He went over the timeline on the plan and noted that we met all the goals for Quarter 4 2023 and Quarter 1 2024 except for Fundraising. Goals for Quarter 2 were largely not applicable due to missing out on the grants applied for. The Water Quality Monitoring grant is being applied for at this time and the Cannabis Site Clean-Up guide has been contracted. Community partners have not been interviewed except for what's in the Strategic Plan. In engagement, we are falling behind. Patty Downing stated that she would like to see us have an engagement committee now.

- **Staff and partnering agency reports:**

- Kevin reviewed his written report. The grant application reviews were discussed along with strategies for resubmittal.

- Arlyse stated that the office will be closed from Wednesday on next week due to her vacation and Kevin and John attending the CONNECT Conference. She also asked for a substitute note-taker for the May meeting, as she is unable to attend. Patty Downing volunteered as long as everything is lined up. Arlyse assured her it will be.

- **Partnering Agencies:**

John Bellville had to leave the meeting early due to a family commitment.

- **Public Comment**

There were no public comments.

NEXT MEETING

The next monthly meeting is to be held at **5:00 pm on May 9, 2024.**

ADJOURNMENT

Meeting Adjourned by Katrina Poydack, Chair, at 7:11 PM.

Approved Minutes:

Signature_____

Date_____

Illinois Valley Watershed Council

4/29/2024 12:45 PM

Register: Checking Account

From 04/01/2024 through 04/29/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
04/02/2024	1081	Cardmember Services	Umpqua Bank CC IV...		504.00		57,805.20
04/02/2024	1082	Amazon Business	Accounts Payable		328.64		57,476.56
04/02/2024	1084	Kevin O'Brien	Accounts Payable		197.52		57,279.04
04/02/2024	1092	Cardmember Services	Umpqua Bank CC IV...		632.99		56,646.05
04/04/2024			Grants Received:Gover...	Deposit		14,656.40	71,302.45
04/04/2024	DEBIT	Slavic 401K Fund	Accounts Payable	CARDINAL Error	685.46		70,616.99
04/04/2024	1085	Staples Advantage	Accounts Payable	\$68 printer, ink car...	135.33		70,481.66
04/04/2024	1086	Siskiyou Research Gr...	Accounts Payable		11,256.00		59,225.66
04/05/2024			Grants Received:Gover...	Deposit		20,767.65	79,993.31
04/09/2024	ACH	Cardinal-Employee ...	Accounts Payable		2,177.38		77,815.93
04/09/2024	1087	US Cellular	Accounts Payable		121.02		77,694.91
04/10/2024	ACH	Cardinal Business Se...	Accounts Payable		50.00		77,644.91
04/10/2024	ACH	Cardinal-Tax Impound	Accounts Payable		1,107.67		76,537.24
04/10/2024	1088	IV DATA CENTER	Accounts Payable		21.25		76,515.99
04/11/2024	1089	Amazon Business	Accounts Payable		69.00		76,446.99
04/16/2024			Refunds	Deposit corrects Cardinal error		68.00	76,514.99
04/17/2024	ACH	Slavic 401K Fund	Accounts Payable	retirement	528.12		75,986.87
04/24/2024	1090	IV DATA CENTER	Accounts Payable		450.00		75,536.87
04/24/2024	1091	A+ Storage	Accounts Payable		102.00		75,434.87
04/25/2024			Reimbursement	Deposit repayment for ESET cyber-security		1,746.96	77,181.83
04/25/2024	ACH	Cardinal-Employee ...	Accounts Payable		2,467.56		74,714.27
04/25/2024	ACH	Cardinal-Tax Impound	Accounts Payable		1,283.27		73,431.00
04/25/2024	ACH	Cardinal Business Se...	Accounts Payable		50.00		73,381.00

Illinois Valley Watershed Council
Balance Sheet
As of April 29, 2024

	<u>Apr 29, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	73,381.00
Stripe Account	27.78
Total Checking/Savings	<u>73,408.78</u>
Total Current Assets	<u>73,408.78</u>
TOTAL ASSETS	<u>73,408.78</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Umpqua Bank CC IVWC	598.00
Total Credit Cards	<u>598.00</u>
Total Current Liabilities	<u>598.00</u>
Total Liabilities	598.00
Equity	
Unrestricted Net Assets	85,784.46
Net Income	-12,973.68
Total Equity	<u>72,810.78</u>
TOTAL LIABILITIES & EQUITY	<u>73,408.78</u>

Illinois Valley Watershed Council
Profit & Loss
 April 1 - 29, 2024

	Apr 1 - 29, 24
Ordinary Income/Expense	
Income	
Grants Received	
Government Grants	35,424.05
Total Grants Received	35,424.05
Total Income	35,424.05
Gross Profit	35,424.05
Expense	
Contracted Services	11,256.00
Fundraising Expense	897.00
Other	
Copier Lease	18.02
Dues & Subscriptions	25.00
Internet Services	21.25
Payroll Fees	100.00
Rent Expense	552.00
Software	14.99
Telephone	121.02
Total Other	852.28
Project Expenses	
Travel - Mileage	197.52
Total Project Expenses	197.52
Salaries & Wages	
401K Automatic Contribution	339.80
Employee Contributed 401K	-0.91
Employer Matching Funds 401K	339.80
Employer Paid Payroll Taxes	700.97
Tax Withholding- Employee	0.00
Salaries & Wages - Other	6,801.80
Total Salaries & Wages	8,181.46
Supplies & Materials	532.97
Training and Associated Travel	25.00
Total Expense	21,942.23
Net Ordinary Income	13,481.82
Other Income/Expense	
Other Income	
Refunds	68.00
Reimbursement	1,746.96
Total Other Income	1,814.96
Other Expense	
Ask My Accountant	68.00
Total Other Expense	68.00
Net Other Income	1,746.96
Net Income	15,228.78

Illinois Valley Watershed Council

Profit & Loss

04/29/24

July 1, 2023 through April 29, 2024

Cash Basis

	<u>Jul 1, '23 - Apr 29, 24</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	638.41
Total Contributions Received	<u>638.41</u>
Fee For Service	3,492.00
Grants Received	
Foundation Grants	1,008.28
Government Grants	87,497.35
Grants Received - Other	23,233.00
Total Grants Received	<u>111,738.63</u>
Total Income	<u>115,869.04</u>
Gross Profit	115,869.04
Expense	
Contracted Services	
Grant Administration	21.91
Contracted Services - Other	14,469.46
Total Contracted Services	<u>14,491.37</u>
Corporation Fees- OR Non-Profit	50.00
Fundraising Expense	1,495.00
Insurance	
Executive Protection & EPL	1,249.75
General Liability Insurance	2,483.00
Total Insurance	<u>3,732.75</u>
Other	
Bank Fees	15.31
Copier Lease	706.94
Dues & Subscriptions	824.00
Food & Water	389.51
Internet Services	301.50
Payroll Fees	1,043.00
PO Box Rent	113.00
Rent Expense	5,397.50
Software	2,218.69
Telephone	1,080.72
Total Other	<u>12,090.17</u>
Project Expenses	
Travel - Mileage	585.29
Total Project Expenses	<u>585.29</u>
Salaries & Wages	
401K Automatic Contribution	3,402.39
Employee Contributed 401K	235.85
Employer Matching Funds 401K	3,516.27
Employer Paid Payroll Taxes	7,072.78
Tax Withholding- Employee	1,968.46
Workers Comp Insurance	219.40
Salaries & Wages - Other	71,615.22
Total Salaries & Wages	<u>88,030.37</u>

Illinois Valley Watershed Council

Profit & Loss

04/29/24

July 1, 2023 through April 29, 2024

Cash Basis

	<u>Jul 1, '23 - Apr 29, 24</u>
Supplies & Materials	
Postage, Mailing Service	5.08
Supplies & Materials - Other	<u>6,637.64</u>
Total Supplies & Materials	6,642.72
Taxes	90.00
Training and Associated Travel	
Lodging	496.08
Per Diem	13.58
Training and Associated Travel - Other	<u>3,122.10</u>
Total Training and Associated Travel	3,631.76
Total Expense	<u>130,839.43</u>
Net Ordinary Income	-14,970.39
Other Income/Expense	
Other Income	
Refunds	317.75
Reimbursement	<u>1,746.96</u>
Total Other Income	2,064.71
Other Expense	
Ask My Accountant	<u>68.00</u>
Total Other Expense	68.00
Net Other Income	<u>1,996.71</u>
Net Income	<u><u>-12,973.68</u></u>



Arlyse DeLoyola
Office Manager
Staff Report- May 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.
- Voicemails, email and phone calls.

I was able to get back from Texas a day early, thanks to my husband's ability to drive for days at a time. The trip totaled over 4800 miles and the return trip was 33 hours straight. We were fortunate with the weather most of the time and enjoyed the show and short visit with our daughter. The rabbits did ok- better the second day than the first.

I will be returning from the next trip when this meeting happens, so thanks to Patty for stepping in to take notes for me this month.

Again, not a lot is happening here at the office, as the team has been immersed in grant-writing pretty much non-stop since the last round of results came in.

I am going to print financial reports ahead of the end of the month for this packet, so they will be un-reconciled, but should still be accurate.

Once I return, I can start working on budgeting for the second year of the biennium. Now that we have a better idea of what grants we are NOT getting, we can figure out where we need to tighten up, if we do.

Thanks to John for helping deliver all the bags of cans and bottles to Bottledrop for the Earth-Week drive. I will have match numbers next month.

Kevin and I are still the only two participating in the online giving program through Harness. Please tell your friends about the Round-Up program and/or sign yourself up! The minimum charge is \$9.99 per month, and it's based on whatever credit card you choose. It simply rounds your purchases up to the next full dollar amount and at the end of the month, transfers either that amount or the minimum \$9.99 to the Council. That's less than a meal at McDonald's anymore-you can do it! I don't even notice it, but you can bet I will be deducting every cent come tax-time! If you know of anyone who might be looking for a worthy organization to leave a trust to, tell them about us. The Four Way Community Foundation will happily handle the trust for them as one of the services they provide the community.

I negotiated with the CEO of First Community Credit Union over the past few years since they closed the branch here, hoping to have them donate their building to us. They considered it but have decided that it needs too much work so they will tear it down and put a state-of-the-art mobile banking station there instead. I tried! See you when I get back-

Arlyse