

Illinois Valley Watershed Council is inviting you to a scheduled Zoom meeting. You may also attend in person at 331 E Cottage Park Drive Suite 1B- Cave Junction

Topic: Illinois Valley Watershed Council Monthly Meeting

Time: Thursday, August 3, 2023 - 5:00pm Please note new time!!

Join Zoom Meeting

<https://us06web.zoom.us/j/4738236869?pwd=Z1ZxVlkyYUtWUkprMVVLL3BwdzdoZz09>

Meeting ID: 473 823 6869

Passcode: SaveFish

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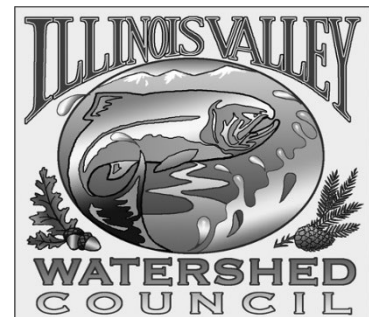
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Watershed Council

Monthly Meeting

August 3, 2023





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
August 3, 2023 *IVWC Office/ZOOM*

- I. 5:00 PM: Call to Order**
- II. 5:20 PM: Acceptance of Minutes**
- III. 5:25 PM: Acceptance of Financial Reports**
- IV. 5:35 PM: Old Business**
 - a. Josephine County BoCC Update
 - b. Crooks Creek Project Update
 - c. OWEB Passive Water Quality Monitoring Update
- V. 5:50 PM: New Business**
 - a. OWEB 23-25 Capacity Award/2021-2023 wrap up (presentation)
 - b. East Fork Illinois- Mendoza Project
 - c. Strategic Planning
 - d. Forest Service partnership Update
- VI. 6:10 PM: Council Updates & Staff Reports**
 - a. Kevin report (Oral only)
 - b. Arlyse report
- VII. 6:20 PM Partnering Agency Reports**
- VIII. 6:25 PM: Public Comments (Relating to this agenda or IVWC Operations)**
- IX. 6:30 PM: Adjournment**

Meeting Minutes

Meeting Called to Order July 6, 2023, by Katrina Poydack, Chair at 5:06 pm

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Carol Crawford	James Gurley	Patty Downing
Janice Denney	Gene Merrill	Don Young
Katrina Poydack	Marcy Sowa	Joy McEwen
Kevin O'Brien (Staff)	John Bellville (SWCD Staff)	Bob Schmidt
Arlyse DeLoyola (Staff)		

SCRIBE

Notes were taken by: Arlyse DeLoyola

Before the business meeting began, a presentation was made by Matt Sager of Harness Giving. He explained the programs they offer for donations. There are a few different levels of service, as described, and the Council was asked to consider them for future action.

- **Minutes:** The minutes of the May,2023 meeting were presented to the council for review.
 - **Janice Denney made a motion to approve the minutes as presented.**
 - **Carol Crawford seconded that motion.**
 - **The minutes were approved without dissent.**

- **Financials:** The Financial Reports for May 2023 and July 1, 2022 – May 31,2023, were presented to the Council for review.
 - **Carol Crawford made a motion to accept the financial reports.**
 - **Janice denney seconded that motion.**
 - **The motion was approved without dissent.**

OLD BUSINESS

- **Strategic Planning:**

Kevin reported that Rob of Soul Canyon Development & Training is currently in Hawaii, but plans to begin the process when he returns and will be looking for advance input from the Council members. He encouraged anyone who has not contacted Rob yet to do so as soon as possible.

- **Josephine County Update**

No word has been received from the commissioners regarding our desire to work together. Arlyse mentioned that Bob Webb had spoken to a County representative during an action at his neighbors' property and was met with some resentment due to a misunderstanding of what was written in the Grants Pass Courier. She said that Bob had tried to dispel the notion that the Council had meant any disrespect and assured the party that the goal was to work together in remediating the damage caused by illegal activities in the valley.

Kevin will continue to reach out to the commissioners and will add others to his correspondenc

NEW BUSINESS

- **Discuss Harness Giving presentation**

Discussion was held on the opening presentation. The Council agreed that there is a need for non-traditional funding and that we also need more social media presence. Kevin stated that this should be part of the Strategic Planning process, and could be implemented at a later date, after consideration.

CONTINUING

- **Staff and partnering agency reports were presented to the board:**

- **Kevin gave his verbal report.** He told the Council he has been having some heart issues but is monitoring the situation closely and will seek treatment if needed.
- He is working in the field currently on the BLM Good Neighbor/ OWEB Deer C1 Phase 3 (Crooks Creek) project, as John's plate is full with Water Quality Monitoring and other projects. They are currently about half way through the project. The contractor is doing good work on the two private pieces and will move into public land after those are finished and work there until the funds are depleted.
- He noted that he'd met with the US Forest Service recently and there are plans for the Council to take on a few projects for them in 2023-2024. There will be a habitat survey, culvert replacement, and other work done in the partnership. Agreements are being written and will be put in place soon.
- **Arlyse** reviewed her report and added that we have been given an online subscription to the Grants Pass Courier by the Four Way Community Foundation and that board members were encouraged to take advantage of it by checking in with her for credentials.
- **Partnering Agencies:**
John Bellville spoke for the IV Soil & Water Conservation District, mentioning the Oregon State University and Southern Oregon University were both interested in the Water Quality Monitoring program, and he would be in contact with them going forward.

NEXT MEETING

The next meeting is to be held at 5:00 pm on **August 3, 2023** at the office and via ZOOM. Details will be in your packets.

ADJOURNMENT

Meeting Adjourned by Katrina Poydack, Chair, at 6:15 PM.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Watershed Council

7/28/2023 9:44 AM

Register: Checking Account

From 06/01/2023 through 06/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/05/2023			Undeposited Funds	Deposit		X	916.80	92,361.54
06/06/2023	978	CRYSTAL FRESH	Accounts Payable		19.00	X		92,342.54
06/06/2023	979	Amazon Business	Accounts Payable	office chair and...	259.34	X		92,083.20
06/07/2023	980	IV DATA CENTER	Accounts Payable		90.00	X		91,993.20
06/07/2023	981	Wells Fargo	Accounts Payable		67.31	X		91,925.89
06/08/2023	debit	Cardinal-Employee ...	Accounts Payable		2,549.45	X		89,376.44
06/08/2023	debit	Cardinal-Tax Impound	Accounts Payable		1,238.45	X		88,137.99
06/08/2023	DEBIT	Cardinal Business Se...	Accounts Payable		50.00	X		88,087.99
06/13/2023			Undeposited Funds	Deposit		X	981.29	89,069.28
06/14/2023	ACH	Slavic 401K Fund	Accounts Payable	Retirement fund	697.93	X		88,371.35
06/19/2023	982	US Cellular	Accounts Payable		84.40	X		88,286.95
06/19/2023	983	IV DATA CENTER	Accounts Payable		21.25	X		88,265.70
06/27/2023	984	Dave Grosjacques	Accounts Payable		51.42			88,214.28
06/27/2023	985	Staples Advantage	Accounts Payable		156.86			88,057.42
06/27/2023	986	A+ Storage	Accounts Payable		84.50			87,972.92
06/27/2023	987	IV DATA CENTER	Accounts Payable		450.00			87,522.92
06/28/2023	ACH	Cardinal-Employee ...	Accounts Payable	pp ending 6/15/...	1,579.83	X		85,943.09
06/28/2023	ACH	Cardinal-Tax Impound	Accounts Payable		664.97	X		85,278.12
06/28/2023	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		85,228.12
06/28/2023	ACH	Slavic 401K Fund	Accounts Payable		464.10	X		84,764.02

Illinois Valley Watershed Council
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	84,764.02
IVWC PayPal	47.58
Total Checking/Savings	<u>84,811.60</u>
Total Current Assets	<u>84,811.60</u>
TOTAL ASSETS	<u>84,811.60</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Umpqua Bank CC IVWC	121.37
Total Credit Cards	<u>121.37</u>
Total Current Liabilities	<u>121.37</u>
Total Liabilities	121.37
Equity	
Unrestricted Net Assets	136,295.86
Net Income	-51,605.63
Total Equity	<u>84,690.23</u>
TOTAL LIABILITIES & EQUITY	<u>84,811.60</u>

Illinois Valley Watershed Council

Profit & Loss

June 2023

07/28/23

Cash Basis

	<u>Jun 23</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	25.00
Total Contributions Received	25.00
Fee For Service	981.29
Total Income	1,006.29
Gross Profit	1,006.29
Expense	
Other	
Bank Fees	1.21
Copier Lease	67.31
Internet Services	111.25
Payroll Fees	100.00
Rent Expense	534.50
Telephone	84.40
Total Other	898.67
Salaries & Wages	
401K Automatic Contribution	300.13
Employee Contributed 401K	0.00
Employer Matching Funds 401K	300.13
Tax Withholding- Employee	0.00
Salaries & Wages - Other	6,002.73
Total Salaries & Wages	6,602.99
Supplies & Materials	556.57
Taxes	
Employer Paid Payroll Taxes	591.74
Total Taxes	591.74
Training and Associated Travel	
Mileage	51.42
Total Training and Associated Travel	51.42
Total Expense	8,701.39
Net Ordinary Income	-7,695.10
Net Income	<u><u>-7,695.10</u></u>

Illinois Valley Watershed Council
Profit & Loss
 July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	578.28
Contributions Received - Other	393.06
	<hr/>
Total Contributions Received	971.34
Employee HB Cont	59.17
Fee For Service	1,569.73
Grants Received	
Foundation Grants	7,000.00
Government Grants	74,214.00
	<hr/>
Total Grants Received	81,214.00
Loan	2,914.13
	<hr/>
Total Income	86,728.37
	<hr/>
Gross Profit	86,728.37
	<hr/>
Expense	
Contracted Services	
Accounting Fees	7,740.00
Contracted Services - Other	29,288.94
	<hr/>
Total Contracted Services	37,028.94
Corporation Fees- OR Non-Profit Insurance	50.00
Executive Protection & EPL	555.00
General Liability Insurance	2,491.00
Workers Comp Insurance	225.36
	<hr/>
Total Insurance	3,271.36
Other	
Bank Fees	39.52
Copier Lease	776.45
Dues & Subscriptions	545.00
Internet Services	407.50
Payroll Fees	1,398.03
PO Box Rent	106.00
Rent Expense	6,562.50
Telephone	1,014.95
	<hr/>
Total Other	10,849.95
Project Expenses	
Contract Labor	3,520.00
Materials & Supplies	207.04
Travel - Mileage	-292.66
	<hr/>
Total Project Expenses	3,434.38
Salaries & Wages	
401K Automatic Contribution	2,409.28
Employee Contributed 401K	1,058.78
Employer Matching Funds 401K	1,809.50
Medical Insurance	486.68
Tax Withholding- Employee	3,204.86
Salaries & Wages - Other	56,615.88
	<hr/>
Total Salaries & Wages	65,584.98

Illinois Valley Watershed Council
Profit & Loss
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
Supplies & Materials	
Postage, Mailing Service	360.50
Supplies & Materials - Other	19,383.11
Total Supplies & Materials	<u>19,743.61</u>
Taxes	
Employer Paid Payroll Taxes	4,203.88
Taxes - Other	164.00
Total Taxes	<u>4,367.88</u>
Training and Associated Travel	
Lodging	928.10
Mileage	701.12
Training and Associated Travel - Other	404.88
Total Training and Associated Travel	<u>2,034.10</u>
Total Expense	<u>146,365.20</u>
Net Ordinary Income	-59,636.83
Other Income/Expense	
Other Income	
Refunds	8,031.20
Total Other Income	<u>8,031.20</u>
Net Other Income	<u>8,031.20</u>
Net Income	<u><u>-51,605.63</u></u>



Arlyse DeLoyola
Office Manager
Staff Report July 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 to bank account for June. Will have July ready for the meeting.
- Voicemails, email and phone calls.

This is one of those meetings that will sneak up on us, being just a week after the District meeting. I am still mired in year-end/biennium end work, so this will be short and sweet. We finished the biennium in great shape and things look great for this fiscal year.

We'll hopefully have a short presentation on the Capacity Grant which was made by OWEB that helps explain our responsibilities as a grantee.

Kevin is still out on project, so he'll give you a verbal staff report again.

Back to work!

Arlyse