

**REMINDER:**

**Strategic Planning  
Session**

**Sunday, November 5**

**1:00pm to 5:00pm**

**IVWC Office**



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, November 9, 2023

**5:00 PM SECOND THURSDAY  
NEW SCHEDULE!**

Join Zoom Meeting

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

Meeting ID: 473 823 6869

Passcode: SaveFish

One tap mobile

+13462487799,,4738236869#,,,,\*76632288# US (Houston)

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Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

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+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

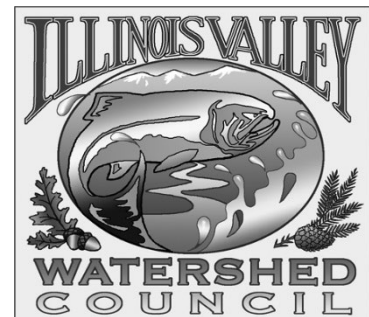
+1 301 715 8592 US (Washington DC)

Meeting ID: 473 823 6869

Passcode: 76632288

Find your local number: <https://us06web.zoom.us/j/kq9K0ESEz>

# Watershed Council Monthly Meeting November 9, 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 *November 9, 2023*

- 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. Strategic Planning Update
  - b. Budget Committee- Meeting date?
- V. **5:50 PM: New Business**
  - a. Open season November \*Action Item\*
  - b. Grant Station Membership
  - c. Insurance renewal, review
- VI. **6:10 PM: Council Updates & Staff Reports**
  - a. Kevin report
  - b. Arlyse report
- VII. **6:20 PM Partnering Agency Reports**
  - a. Illinois Valley SWCD
  - b. Others
- VIII. **6:25 PM: Public Comments** (Relating to this agenda or IVWC Operations)
- IX. **6:30 PM: Adjournment**

# Illinois Valley Watershed Council

## Meeting Minutes

Meeting called to order October 12, 2023, 5pm by Kevin O'Brien

(Katrina Poydack, Chair, had to leave for a family emergency)

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

Notes taken by Patty Downing.

- Minutes

- Don Young made a **motion** to approve minutes from the last meeting.
- Carol Crawford seconded the motion.
- **Minutes were approved without dissent.**

- Financial Report

- Carol Crawford made a **motion** to approve the Financial Report.
- Don Young seconded the motion.
- **The Financial Report was approved without dissent.**

- Old Business

- Strategic Planning - next meeting date changed to November 5. Kevin O'Brien shared Rob Hambleton's notes from the last strategic planning meeting and suggested all board should read them.

- New Business

- Crook's Creek site visit date confirmed as October 21.
  - All are invited to meet at Watershed Council office and carpool to site at 9 am. Kevin will send a reminder to all board members.

- Marcy Sowa and Joy McEwen have both resigned from the Watershed Council Board citing time limitations.
  - Patty Downing recommended we put on a future meeting agenda, or in Strategic Planning, creating a plan for board recruitment.
  - Budget Committee Meeting - Currently Katrina Poydack, Don Young, Carol Crawford and Bob Schmidt. The group agreed to accept Patty Downing on the committee as well.
  - I.V. Garden Club - Janice Denney proposed the Watershed Council seek an ongoing support donation from the Garden Club. Kevin O'Brien will report to the board the results of that endeavor.
  - A suggestion was made by Janice Denney to include more acknowledgment of indigenous peoples and history of place received general consensus. John Belleville offered to research the indigenous contacts that the District has and report back.
- Council updates and Staff reports
    - Kevin O'Brien WC Coordinator written report.  
Golf course project with ODFW - they will be writing the grant.
    - Arlyse DeLoyola WC Office manager written report.
- SWCD report
    - John Bellville reported. Blurb sent to press on water monitoring. John Belleville will be presenting at the IV Garden Club this week. He also mentioned a project that could destroy "forever chemicals" in surface waters.
- Adjournment
    - Gene Merrill made a motion to adjourn.
    - Bob Schmidt seconded the motion.
    - **The motion was approved without dissent.**
    - **Meeting was adjourned at 6:00 pm.**

Illinois Valley Watershed Council

11/2/2023 12:44 PM

Register: Checking Account

From 10/01/2023 through 10/31/2023

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
10/02/2023	1021	Staples Advantage	Accounts Payable	Easel for SP	99.26	X		82,336.32
10/03/2023	1022	Pacific Office Autom...	Accounts Payable		99.53	X		82,236.79
10/16/2023	1023	Amazon Business	Accounts Payable		136.53	X		82,100.26
10/16/2023	1024	IV DATA CENTER	Accounts Payable		21.25	X		82,079.01
10/19/2023	1025	US Cellular	Accounts Payable		63.05			82,015.96
10/26/2023	1027	Great American Insur...	Accounts Payable	051053893	990.00			81,025.96
10/26/2023	1028	CRYSTAL FRESH	Accounts Payable		9.50			81,016.46
10/30/2023			Grants Received:Gover...	Deposit		X	20,767.65	101,784.11
10/30/2023	11026	Cardmember Services	Umpqua Bank CC IV...		83.59			101,700.52
10/31/2023	1029	A+ Storage	Accounts Payable		84.50			101,616.02
10/31/2023	1030	IV DATA CENTER	Accounts Payable		450.00			101,166.02

**Illinois Valley Watershed Council**  
**Profit & Loss**  
 July through October 2023

	Jul - Oct 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Contributions Received</b>	
Contributions - Unrestricted	100.00
<b>Total Contributions Received</b>	100.00
<b>Grants Received</b>	
Government Grants	31,305.65
Grants Received - Other	23,233.00
<b>Total Grants Received</b>	54,538.65
<b>Total Income</b>	54,638.65
<b>Gross Profit</b>	54,638.65
<b>Expense</b>	
<b>Contracted Services</b>	-1,786.54
<b>Insurance</b>	
Executive Protection & EPL	990.00
<b>Total Insurance</b>	990.00
<b>Other</b>	
Bank Fees	2.42
Copier Lease	334.76
Dues & Subscriptions	275.00
Food & Water	124.28
Internet Services	85.00
Payroll Fees	350.00
Rent Expense	2,138.00
Software	2,183.70
Telephone	302.63
<b>Total Other</b>	5,795.79
<b>Project Expenses</b>	
Travel - Mileage	387.77
<b>Total Project Expenses</b>	387.77
<b>Salaries &amp; Wages</b>	
401K Automatic Contribution	877.75
Employee Contributed 401K	-635.08
Employer Matching Funds 401K	877.75
Employer Paid Payroll Taxes	2,287.81
Tax Withholding- Employee	-668.42
Salaries & Wages - Other	24,871.99
<b>Total Salaries &amp; Wages</b>	27,611.80
<b>Supplies &amp; Materials</b>	5,503.06
<b>Training and Associated Travel</b>	570.00
<b>Total Expense</b>	39,071.88
<b>Net Ordinary Income</b>	15,566.77
<b>Net Income</b>	15,566.77

Illinois Valley Watershed Council  
**Profit & Loss**  
October 2023

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	<u>Oct 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Contributions Received	
Contributions - Unrestricted	25.00
<b>Total Contributions Received</b>	25.00
Grants Received	
Government Grants	20,767.65
<b>Total Grants Received</b>	20,767.65
<b>Total Income</b>	20,792.65
<b>Gross Profit</b>	20,792.65
<b>Expense</b>	
<b>Insurance</b>	
Executive Protection & EPL	990.00
<b>Total Insurance</b>	990.00
<b>Other</b>	
Copier Lease	99.53
Internet Services	21.25
Rent Expense	534.50
Telephone	63.05
<b>Total Other</b>	718.33
<b>Salaries &amp; Wages</b>	
Employee Contributed 401K	-203.65
Tax Withholding- Employee	-668.42
Salaries & Wages - Other	872.07
<b>Total Salaries &amp; Wages</b>	0.00
<b>Supplies &amp; Materials</b>	245.29
<b>Total Expense</b>	1,953.62
<b>Net Ordinary Income</b>	18,839.03
<b>Net Income</b>	<b>18,839.03</b>

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Illinois Valley Watershed Council  
**Balance Sheet**  
As of October 31, 2023

	<u>Oct 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking Account	101,166.02
IVWC PayPal	145.16
<b>Total Checking/Savings</b>	<u>101,311.18</u>
<b>Total Current Assets</b>	<u>101,311.18</u>
<b>TOTAL ASSETS</b>	<b><u>101,311.18</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Umpqua Bank CC IVWC	11.37
<b>Total Credit Cards</b>	<u>11.37</u>
<b>Total Current Liabilities</b>	<u>11.37</u>
<b>Total Liabilities</b>	11.37
<b>Equity</b>	
Unrestricted Net Assets	85,733.04
Net Income	15,566.77
<b>Total Equity</b>	<u>101,299.81</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>101,311.18</u></b>



## November 2023 Staff Report of the IVWC Watershed Coordinator

(10/31/2023...BOO!! 😊)

### **Crooks Creek Project:**

Thanks to those that came out early Saturday morning the 21<sup>st</sup> for our site visit to the Crooks Creek project sites. I decided afterwards that in the future I'm not going to put site visits together or conduct them for us the month ahead of OWEB Open Cycles for grant proposals. Adds too much unnecessary stress during a critical time twice a year for us.

I did complete and submit a restoration program "ask" (another term for a grant application) to OWEB to complete the 13 structures we didn't have enough funds to complete in '23. Total project cost: \$172,673. We're asking OWEB to take on \$136,622 of that total. Our wages and mileage amount to less than \$11K of that total. There is almost \$12.4K in indirects (10% of the total we ask OWEB for) that we would get if fully funded. The indirect is what Arlyse uses to build our discretionary fund with when she doesn't need to use it for other purposes like rent or copy paper, etc.

I was going to include the abstract I submitted for each of the projects we put in for this week with OWEB, but Arlyse beat me to the punch after hearing my intent and put together a document for us with the abstracts for all three submittals on it. She'll include it with our packets.

**Strategic Planning:** Our next facilitated SP session with Rob Hambleton of Soul Canyon Training & Development was re-set for THIS Sunday November 5<sup>th</sup> from 1-5pm at our office. If you have any doubt as to whether you need to be there for it, please allow me to help: YOU DO!!!! 😊 We are setting the course for the future of our WC together. If that's not exciting to you, then I'd suggest that there might be a different question that would be good to ask yourself and contemplate. We may not have a better opportunity than this process to have as big an impact to directly serve our watershed and its communities (human and otherwise!) than through this process and ones similar to it as we move forward together.

This train has left the station. All aboard!! 😊

We will have eats here for everyone. We'll eat good again, so I'd suggest coming with an appetite. We'll open our session going through the food line first and start with a working lunch. Let's GO!!

**Restoration Partnership Initiative/Strategic Alliance with Josephine County:** I'll update at the meeting what happens when John and I meet with Alex Lopez of DOGAMI (Dept of Oregon Geology And Mineral Industry) tomorrow (11/1/2023) afternoon. We're initially looking now to produce a targeted assessment guide for residents and others . . . slow-going program. Everything I'm hoping for is still ahead of us. Easy Does It.

**Water Quality Monitoring Program:** John and I seem to be getting some clear time to start going down the discovery trail together for other funding sources to secure partnerships with for our passive monitoring WQM program. We've both been covered up with other high priority projects and programs. We're still going to progress with David Alvarez of USGS and his incredible lab and team to help us get this launched.

If you've ever had to break trail through tropical jungle or rainforest, you can appreciate what some of this is like to deal with for programs like this and the JoCo partnership. It is an investment. A big investment before any payoff. I believe we will get there. If we stick together.

**IV Country Club Restoration Project with ODFW:** Phil Simpson, the ODFW fish biologist who presented to us about this potential project came through for us and wrote about 95% of a Technical Assistance grant for the project that is under our name (per your decision after Phil's presentation...).

You can read about the project in the Abstract he wrote for it that's part of that separate document Arlyse pungled together for us. Total project cost: \$99,682. We're asking OWEB to take on \$86,482 of that total. OWEB did away with the match requirement for TA asks, so that's why they're shouldering most of this load. Our wages and mileage amount to less than \$2K of that total. There's not much we'll need to do for it is the reason. Not until we go for implementation, that is. This is just an ask for design dollars. There is almost \$7.9K (10% of the total we ask OWEB for) in indirects that we would get if fully funded. Again, the indirect costs we get to claim with many grants are what what Arlyse uses to build our discretionary fund with when she doesn't need to use it for other purposes like rent or copy paper, etc.

**Mendoza-East Fork Project:** No way I have enough time or energy to do this justice here, so I'll be expounding on this one at the meeting. It is a very, very important project for this watershed and this organization. For now, please look at the abstract document already referred to in this report. Beyond that, this will have to hold you until our meeting:

Total project cost: \$421,524. We're asking OWEB to take on \$203,906 of that total... just under half of the total. This – and all asks submitted under their Restoration Program – require at least 25% match. I have yet to secure one red penny for match for this one. But I have one other potential funder in mind to ask and am on the hunt for potential back-burner funders as needs be. Our wages and mileage amount to less than \$15K of that total. There is just over \$18.5K in indirects (10% of the total we ask OWEB for) that we would get if fully funded. The indirect is what Arlyse uses to build our discretionary fund with when she doesn't need to use it for other purposes like rent or copy paper, etc.

**General Comments Regarding Our Robust Submittal Season for OWEB:** Please bear in mind that we have proposed OWEB fund IVWC for right at a total of \$414.5K of funding for the 3 projects. Two are Restoration Program proposals, and that is their largest piece of their allocation pie each open cycle. The other is under their Technical Assistance Program.

It is unlikely that all three will be fully funded. I do not know how many others in the Region we will be competing against. It won't be for a lack of effort or quality of product though if we aren't funded. But we will always miss the shots we do not take.

Essayons,

Kevin O'Brien, Watershed Coordinator



## Arlyse DeLoyola *Office Manager*

Staff Report- November 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 October.
- Voicemails, email and phone calls.

I am still battling to get the team fully migrated to Business 365. I spent last week copying emails. I have gotten to the bottom of our DNS issue and have contacted Kelley Connect to get us access to the DNS so we can move to Microsoft fully. Given their fabulous track record, it could be a while. The first time I contacted them, they referred me to the host, saying they had nothing to do with it. I had to point out that I paid them for it and provide the record that shows they are indeed the "reseller" of our domain name. Lord help us! On the plus side, Microsoft, once you get to them, have very amiable and helpful agents. Most with accents that I have difficulty with, so I do have to concentrate really hard when listening. The team we are working with is based in England, so they're always emailing and calling at 7:00 am....

I did manage to re-build the QuickBooks and make it functional again, so I will hang on a bit longer to this version. The time will come- likely sooner than later- that we have to upgrade.

Special thanks to Patty for doing a great job taking notes for the minutes in October while I was traveling back from Convention!

Kevin put his nose to the grindstone and pumped out three grant requests this past week! I am amazed he was able to keep even a shred of his sanity while awaiting partner contributions integral to the asks.

Mid-month I will be heading down to San Diego to torture my body once again for 60 miles of walking in the fight against breast cancer. Following that, we will head east and spend the Thanksgiving holiday in Texas. I'll be back sometime after that weekend, weather dependent. I hope you all enjoy Thanksgiving as well.

Arlyse

