

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, May 4, 2023 - 5:00pm
"May the Fourth be With You!"

Join Zoom Meeting

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

Meeting ID: 473 823 6869

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Meeting ID: 473 823 6869

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

Watershed Council Monthly Meeting May 4, 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
May 4, 2023 *IVWC Office/ZOOM*

- I. **5:00 PM: Call to Order**

- II. **5:05 PM: Acceptance of Minutes**

- III. **5:10 PM: Acceptance of Financial Reports**

- IV. **5:30 PM: Old Business**
 - a. Strategic planning update
 - b. Josephine County Update

- V. **5:50 PM: New Business**
 - a. Meeting Date Change June - Action
 - b. Forest Service Slater Fire Environmental Assessment Discussion

- VI. **6:10 PM: Council Updates & Staff Reports**
 - a. Kevin report
 - b. Arlyse report

- VII. **6:20 PM: Public Comments** (Relating to this agenda or IVWC Operations)

- VIII. **6:30 PM: Adjournment**

Meeting Minutes

Meeting Called to Order April 6, 2023, by Katrina Poydack, Chair at 5:01 pm

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Carol Crawford	Joy McEwen 6:00	
Janice Denney	Gene Merrill 5:10	
Patricia Downing	James Gurley 5:50	
Don Young	Marcy Sowa 5:40	
Katrina Poydack		
Bob Schmidt		
Kevin O'Brien (Staff)	John Bellville (SWCD Staff)	
Arlyse DeLoyola (Staff)		
Bob Webb		
Roger Brandt		

SCRIBE

Notes were taken by: Arlyse DeLoyola

A presentation on the proposed Old Stage Park was given by Roger Brandt. He explained the City's plans for the property and his plan for applying for a grant to complete the project. He asked for a letter of support from the Council. Discussion was held.

- **Minutes:** The minutes of the March,2023 meeting were presented to the council for review.
 - **Bob Schmidt made a motion to approve the minutes with one correction.**
 - **Carol Crawford seconded that motion.**
 - **The minutes were approved with the correction.**

- **Financials:** The Financial Reports for February 2023 and July 1, 2022 – February 28,2023, were presented to the Council for review.
 - **Bob Schmidt made a motion to accept the financial reports.**
 - **Carol Crawford seconded that motion.**
 - **The motion was approved without dissent.**

OLD BUSINESS

Strategic Planning:

Kevin reported that he had met with Rob of Soul Canyon Development & Training, and he is set to begin working on our plan in May, most likely.

NEW BUSINESS

- **Owl III:**

Kevin requested that the board consider the purchase of a second Owl III with the District. It would be beneficial to have one unit that stays in the office and another that can be taken on location for presentations and meetings held offsite.

- **Patty Downing made a motion to approve the purchase of 50% of another OWL III device with the District.**
- **Carol Crawford seconded the motion.**
- **Discussion was held.**
- **The motion passed with one abstention by Bob Schmidt.**

- **Ratification of email voting**

- **Patty Downing made a motion to ratify votes taken by email last week including approval of a letter of support for old Stage Park.** (text of original email will follow these notes)
- **Carol Crawford seconded the motion.**
- **The motion passed without dissent.**

- **Financial Policy Approval**

- Kevin and Arlyse explained that one of the new requirements for the Council Capacity grant from Oregon Water Enhancement Board was specific language be included in our Financial Policy.
- Arlyse presented an updated policy for the board's consideration which included the required language, excluded the Petty Cash portion, corrected spelling and grammar errors, and updated the policy to today's banking practices.
- **Gene Merrill made a motion to ratify the new Financial Policy as presented.**
- **Carol Crawford seconded the motion.**
- **Discussion was held.**
- **The motion passed without dissent.**

- **Authorization of Grant Writing Funds**

Kevin reviewed the email request for \$2500 in unrestricted funds to contract a grant writer to help with upcoming project asks.

- **Patty Downing made a motion to approve up to \$2500 in funds to pay for a contract grant writer from discretionary (unrestricted) funds.**
- **Carol Crawford seconded the motion.**
- **Discussion was held as to why the motion was necessary since email votes had been ratified and it was explained that it was better to have a vote in the minutes as well.**

CONTINUING

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

- Kevin reviewed his written report and added that he and John were working very hard on the Water Quality Monitoring current grant and planning for the future with multiple grant opportunities ahead.
- He discussed his and John's presentations to the Josephine County Commissioners, which were well-received and generated some press. He also added that one of the policies that will need to be

added is a media/public relations policy, which will direct media to engage through an appointed representative, who will be authorized to speak for the Council.

- Arlyse added that those Council Members viewing on ZOOM would be contacted by Rachel from Umpqua Bank to complete the process of becoming a signer on the account.
-

NEXT MEETING

The next meeting is to be held at 5:00 pm on May 4th, 2023 at the office and via ZOOM. Details will be in your packets.

ADJOURNMENT

Meeting Adjourned by Katrina Poydack, Chair, at 6:23 PM.

APPROVED MINUTES: _____

DATE: _____

Attachment: Text of email votes ratified at this meeting:

Item #1: Grant writing support.

John and I need outside help for April's water quality program grant writing load. We have met with a highly qualified individual that is available for it. Please authorize obligation of unrestricted WC funds Not To Exceed \$2,500.00 for contractual grant writing.

Are you in favor of \$2,500.00 of unrestricted funds being obligated for contractual grant writing services??

Item #2: Letter of Support for Old Stage Park proposal.

Roger Brandt is writing a grant proposal for developing Old Stage Park. The grant's deadline is before our next meeting on April 6th.

Are you in favor of me writing a letter of support for the project??

Item #3: Support for Four Way Foundation Grant.

We are growing and need the tools to support that growth as well as additional growth. Four Way's grant window (deadline 4/1/23) snuck up on me this year so we didn't cover this at our March meeting.

Are you in favor of us submitting a \$2,000.00 grant for a drone that will be used in developing projects, reporting on projects, grant submittals, outreach and education efforts, etc.??

Illinois Valley Watershed Council

4/26/2023 2:24 PM

Register: Checking Account

From 03/01/2023 through 03/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/01/2023	943	A+ Storage	Accounts Payable		84.50			90,561.33
03/01/2023	944	Network of Oregon ...	Accounts Payable		200.00	X		90,361.33
03/03/2023	ach	Cardinal-Employee ...	Accounts Payable	Feb 28 pp	1,947.08	X		88,414.25
03/03/2023	ach	Cardinal-Tax Impound	Accounts Payable		967.34	X		87,446.91
03/03/2023	ach	Cardinal Business Se...	Accounts Payable		50.00	X		87,396.91
03/03/2023	ach	Slavic 401K Fund	Accounts Payable		661.77	X		86,735.14
03/10/2023			Grants Received:Gover...	Deposit		X	23,232.00	109,967.14
03/13/2023	ACH	Slavic 401K Fund	Accounts Payable		416.82	X		109,550.32
03/14/2023			Grants Received:Found...	Deposit		X	5,000.00	114,550.32
03/20/2023	946	US Cellular	Accounts Payable		84.40	X		114,465.92
03/21/2023	947	IV DATA CENTER	Accounts Payable		21.25			114,444.67
03/21/2023	948	IV DATA CENTER	Accounts Payable		450.00			113,994.67
03/23/2023	ACH	Cardinal-Employee ...	Accounts Payable		2,383.59	X		111,611.08
03/23/2023	ACH	Cardinal-Tax Impound	Accounts Payable		1,117.81	X		110,493.27
03/24/2023	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		110,443.27
03/28/2023	ach	Slavic 401K Fund	Accounts Payable		651.52	X		109,791.75
03/30/2023	949	CRYSTAL FRESH	Accounts Payable		19.00			109,772.75
03/30/2023	950	Wells Fargo	Accounts Payable		134.63			109,638.12
03/30/2023	952	Soul Canyon Trainin...	Accounts Payable		5,000.00			104,638.12

2:27 PM

04/26/23

Cash Basis

Illinois Valley Watershed Council

Balance Sheet

As of March 31, 2023

	<u>Mar 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	104,638.12
IVWC PayPal	649.64
Total Checking/Savings	<u>105,287.76</u>
Total Current Assets	<u>105,287.76</u>
TOTAL ASSETS	<u>105,287.76</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	136,295.86
Net Income	<u>-31,008.10</u>
Total Equity	<u>105,287.76</u>
TOTAL LIABILITIES & EQUITY	<u>105,287.76</u>

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

July 2022 through March 2023

	Jul '22 - Mar 23
Ordinary Income/Expense	
Income	
Grants Received	205,654.35
Total Income	205,654.35
Gross Profit	205,654.35
Expense	
Accounting Fees	6,000.00
Contracted Services	15,183.28
Equipment & Software	99.99
Insurance	
General Liability Insurance	2,754.00
Total Insurance	2,754.00
Internet Services	730.36
Licenses & Permits	450.00
Mileage	529.36
Other	
Advertising	568.79
Copier lease	638.46
Dues & Subscriptions	1,062.98
Food and water	539.38
Payroll Fees	4,625.77
Postage/Mailing fees	617.81
Printing & Copying	463.36
Rent Expense	5,074.50
Taxes	
Government Ethics Assessment	87.81
Taxes - Other	165.00
Total Taxes	252.81
Telephone	1,382.37
Website/Internet fees	593.75
Total Other	15,819.98
Reconciliation Discrepancies	0.00
Supplies & Materials	19,806.73
Training and associated travel	2,647.36
Wages and Salaries	
Employee Contributed 457	719.14
Medical Insurance	
Health Insurance-Employee cont.	-3,110.41
Medical Insurance - Other	14,315.57
Total Medical Insurance	11,205.16
Retirement Fund Expenses	
Employer Contribution Standard	1,334.46
Employer Match	707.37
Total Retirement Fund Expenses	2,041.83
Retirement Savings Match	61.21
Wages and Salaries - Other	106,177.28
Total Wages and Salaries	120,204.62
Water Quality Monitoring	
Mileage Reimbursement /Sampling	339.38
Water Quality Monitoring - Other	71.87
Total Water Quality Monitoring	411.25
Total Expense	184,636.93
Net Ordinary Income	21,017.42
Other Income/Expense	
Other Income	
Interest Income	0.02
Refunds	291.22
Total Other Income	291.24
Other Expense	
Fire protection	1,173.04
Total Other Expense	1,173.04
Net Other Income	-881.80
Net Income	<u>20,135.62</u>

Illinois Valley Watershed Council
Profit & Loss
March 2023

	<u>Mar 23</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	25.00
Total Contributions Received	25.00
Grants Received	
Foundation Grants	5,000.00
Government Grants	23,232.00
Total Grants Received	28,232.00
Total Income	28,257.00
Gross Profit	28,257.00
Expense	
Contracted Services	5,000.00
Other	
Copier Lease	134.63
Dues & Subscriptions	200.00
Internet Services	21.25
Payroll Fees	100.00
Rent Expense	534.50
Telephone	84.40
Total Other	1,074.78
Salaries & Wages	
401K Automatic Contribution	460.47
Employee Contributed 401K	619.95
Employer Matching Funds 401K	484.71
Tax Withholding- Employee	1,467.47
Salaries & Wages - Other	4,495.65
Total Salaries & Wages	7,528.25
Supplies & Materials	19.00
Taxes	
Employer Paid Payroll Taxes	617.68
Total Taxes	617.68
Total Expense	14,239.71
Net Ordinary Income	14,017.29
Net Income	<u>14,017.29</u>

EXPENSES: OWEB Capacity Grant 21-23 (ending 6/30/23)

Category	Total Budgeted	Actual	Remaining	%remaining
Wages/Salaries	\$111,641.00	\$73,109.19	\$38,531.81	35%
Contracted Services	\$8,100.00	\$5,815.00	\$2,285.00	28%
Travel	\$2,000.00	\$1,608.18	\$391.82	20%
Supplies/Materials	\$2,000.00	\$3,633.46	-\$1,633.46	-82%
Other(rent/phones/copie	\$24,724.00	\$22,010.05	\$2,713.95	11%
Total	\$148,465.00	\$106,175.88	\$42,289.12	28%

Time remaining- 8.5 months
Actual Cash on hand 4/26/23 \$19,056.22

EXPENSES: Old Forest Service Agmt

Category	Total Budgeted	Actual	Remaining	%remaining
Wages/Salaries	\$45,789.75	\$86,768.71	-\$40,978.96	-89%
Contracted Services	\$253,998.24	\$206,198.76	\$47,799.48	19%
Supplies/Materials	\$2,272.70	\$5,306.78	-\$3,034.08	-134%
Travel	\$1,439.31	\$3,464.66	-\$2,025.35	-141%
Total	\$303,500.00	\$301,738.91	\$1,761.09	1%

Actual Cash on hand 4/26/2023 \$1,761.09

Forest Service Page/Dunn Creek

Category	Total Budgeted	Actual	Remaining	%remaining
Wages/Salaries	\$4,672.00	\$1,030.61	\$3,641.39	78%
Contracted Services	\$46,328.00	\$19,163.53	\$27,164.47	59%
Supplies & Materials	\$9,000.00	\$9,000.00	\$0.00	0%
Total	\$90,000.00	\$29,194.14	\$60,805.86	68%

Actual Cash on hand 4/26/23 \$14,477.86

EXPENSES: Unrestricted Funds

Category	Amount
	\$48,482.67 Previous balance
Donations (Kevin)PayPal	\$95.16
Bottledrop Account	\$57.48
Pampered Chef Party	\$255.80
Amazon Smile	\$45.75
Fred Meyer Rewards	\$3.24
Expensed to URF	-\$1,137.50
Total	\$47,802.60

Actual cash on hand 4/26/23



May 2023 Staff Report of the IVWC Watershed Coordinator

(4/27/2023)

OWEB Council Capacity Program: We submitted the ex post facto allowed housekeeping items Courtney asked us to get together and submit for our FY23-25 program ask (application). I can't rem

Crooks Creek Project: Things are underway for the project. "Things" being harvest and decking of large wood on BLM-managed public lands. I issued the District's contractor for the job (please remember the project was initially entered into in the District's name with OWEB) the Notice To Proceed (NTP). Karl "Shorty" Villers (project Contractor) has been very good about his communications with me and keeping things moving forward. I have – mostly out of necessity/lack of bandwidth, partially out of partner/contractor history – performed no on-site Quality Assurance (QA) beyond phone conversations/documentation of progress since issuing the NTP. For those interested and remembering last year's tragic implementation postponement, Shorty's nephew and crew boss Mike is recovering steadily from that near-fatal vehicle accident and afield working while continuing his rehabilitation from the injuries he survived.

The project is essentially a large wood complex project for Crooks Creek, an important tributary of Deer Creek East of Selma. Two private properties and some tracts of public lands will receive approximately 35 structures by the time the whole project is complete. It is now planned as a two phase project; starting with the build on the private pieces in the 2023 In Water Work Period (IWWP) and extending as far onto the public lands as remaining funds allow after completing the work on private lands. All partners involved are aware of and expecting the contract will exhaust available secured project funds before we run out of designed sites. We plan to submit a grant application to OWEB (Restoration Program) for whatever remaining sites during this fall's Open Solicitation so that if that ask is funded, implementation could continue and be completed during the 2024 IWWP. The sweet thing is all regulatory permits and National Environmental Policy Act (NEPA) coverage for the project extends through the 2025 IWWP if securing additional funds hits delays.

Strategic Planning: I'm shooting for a phone call with Rob Hambleton before our meeting a week from today in hopes of setting with him and providing all of you additional clarity for a start date for OUR process. 😊 We are still golden from my calendar/need perspective for this. Please understand I want to be intimately involved throughout the process, so if that means starting sometime after I return from Ireland on Saturday June 10th, that would be my plan. If there are things that can start sooner than that and not place Rob in a position to need me while I'm abroad, I'm all for starting ASAP. Please remember he was recently promoted and has been relocated back to the Medford area for that position. That is his full-time corporate position and Priority #1. I am fully supportive of continuing to honor that value of his in scheduling our process. Importantly, he is already aware of the timing for our and my functional needs of the project's deliverables, and no mission critical objectives are in jeopardy by our later than expected start. All said, it is going to happen. I'm excited to know our contractor may be way more accessible to and for us for any in-person activities that he may have planned or will bubble up as needed. Fortuitous and unexpected opportunity, methinks.

Restoration Partnership Initiative with Josephine County: John and I have had zero bandwidth to further The Cause 😊 since providing the Commissioners with our respective complementary organizational updates at the end of March. That will be changing after 5/3 somewhat. Enough to get some communications going towards a meeting with the County's Community Development Department Director and Commissioner West. A Daily Courier article the week after our update gave us additional insight into some of the wickets we will be encountering, including the newspaper editor's desire for edgy copy that sells papers. I am committed to the objective.

Water Quality Monitoring Program: Ha, please either attend the meeting, or call me after 5/3 but before 5/25 because there is just too damn much to try to squeeze in here. We are involved setting a mammoth piece of groundwork for a long-lasting program. It may not be fully successful for a while and may involve a lot of "No!" 's or "Maybe down the road..." type of answers for a while. If you think that's frustrating for you in your chair, try swapping with John or me. Please. But it has to be done. It is part of the price of standing up a program of this scope and magnitude. Especially one that is unprecedented in the Rogue River Basin. It has been designed to complement and even hinge between our two organizations. In my mind it represents a fantastic first step together as autonomous organizations collaborating on a high priority objective. You can be proud.

As a teaser for the meeting though, two hefty grant proposals will have been submitted by our meeting on 5/4 that John and I spearheaded assemblage of. One for the District to Oregon Department of Agriculture (ODA) for the grab sampling program, the other for the WC (if you peeps can't figure that one out, you really need to try harder 😊!) to the Oregon Watershed Enhancement Board (OWEB) for the passive sampling program. We have done what we can do to this point and hope it will be enough. Time will tell. Now we wait.

Respectfully submitted,

Kevin O'Brien, Watershed Coordinator



To whom it may concern,

We would like to offer our strongest support for the monitoring projects the Illinois Valley Watershed Council (IVWC) and Illinois Valley Soil and Water Conservation District (IVSWCD) are each developing, respectively.

Both proposals seek to monitor water quality status and trend data for a wide array of parameters and chemicals associated with agricultural practices across the subbasin. Agriculture continues to be an important part of the subbasin economy, although the tourist and service sectors are growing rapidly. Agricultural production on private land is centered on livestock, hay, and forage production. As stand-alone monitoring projects, each are important on their own and offer the potential to collect, analyze, and summarize critical water quality data.

These data and the summaries will enable targeted outreach/education, and inform restoration project planning and design for IVSWCD, IVWC. Furthermore, the two projects will facilitate the establishment of a formal water quality monitoring program between IVSWCD and IVWC.

The Rogue River Watershed Council recently led an effort to develop a watershed health report card. Through this process it was apparent many subbasins lacked the necessary water quality monitoring data to adequately summarize current conditions. Currently, there is essentially zero water quality monitoring data for the Illinois River subbasin. These two projects would serve to remedy that and enable strategic action to accelerate ecological uplift in our watershed.

Thank you for considering this letter of support for these important projects.

Sincerely, *John Speece*

John Speece

Project Manager
Rogue River Watershed Council
89 Alder Street
Central Point, OR 97502
jspeece@rogueriverwc.org



File Code: 2610; 2510
Date: April 27, 2023

IVWC/IVSWCD
331 East Cottage Park Dr., Ste 1B
P.O. Box 352
Cave Junction, OR 97523

Dear Mr. O'Brien and Mr. Bellville,

I am writing in support of the Illinois Valley Watershed Council's and Illinois Valley Soil and Water Conservation District's proposed water quality monitoring activities within the Illinois River subbasin. The proposed monitoring will build off the past work by these organizations and supports the mission and key elements of the Oregon Plan for Salmon and Watersheds. Further, this work meaningfully contributes towards understanding the current and future water quality conditions within the Illinois River subbasin, and ultimately will contribute towards instream and riparian habitat improvement. The IVWC's and IVSWCD's collaborative work to bring together private landowners, state agencies, and federal land management agencies to understand water quality conditions and foster water quality improvements more fully is to be commended.

The Rogue River-Siskiyou National Forest manages a substantial portion of the Illinois River subbasin, both in the headwaters and downstream of the privately owned portions of the Illinois Valley (Cave Junction and surrounding communities). Much of the cold, clean water used by fish, agricultural interests and recreationists within the watershed originates on the National Forest. Water Quality improvements within streams and land downstream of the National Forest contributes towards our shared goals for watershed health, riparian conditions, and instream habitat.

I understand the difficulty involved in planning and implementing a largescale monitoring program and support the IVWC's and IVSWCD's efforts to improve the subbasin through collaborative natural resource projects and partnerships. The Rogue River-Siskiyou National Forest is a strong partner with IVWC and IVSWCD and a fervent supporter of aquatic restoration and monitoring within the Illinois River subbasin. We look forward to continuing to work together and building upon past success within the watershed.

Sincerely,

Scott Blower
District Ranger





Arlyse DeLoyola
Office Manager
Staff Report May 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 March. Will have April ready for the meeting.
- Voicemails, email and phone calls.

Kevin and I will both be away on June 1st, the date of our next meeting. We have placed on the agenda to possibly change the date to June 15th. Please check your calendars and be ready for this discussion.

I continue to prepare for the end of the biennium, hoping that by doing so, I'll have a much smoother wrap up. This year we have a full review by the accountant.

There hasn't been much else going on for me specific to the Council besides the usual bill paying. Much of the team's attention has been focused on Water Quality Monitoring and the pending grants to continue and increase this effort.

Arlyse

