

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, October 12, 2023

**5:00 PM 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)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

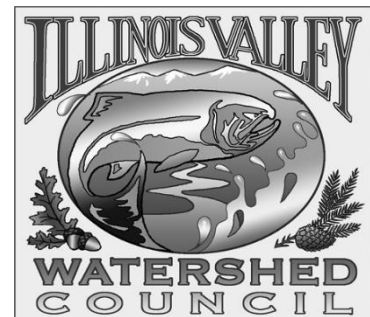
+1 301 715 8592 US (Washington DC)

Meeting ID: 473 823 6869

Passcode: 76632288

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

# Watershed Council Monthly Meeting October 12, 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 *October 12, 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
- V. **5:50 PM: New Business**
  - a. Confirm Crook Creek Site Visit date
  - b. Recent resignations/state of the union
  - c. Open season November
  - d. Budget meeting- Dec? Revisit committee composition
- VI. **6:10 PM: Council Updates & Staff Reports**
  - a. Kevin report
  - b. Arlyse report (written only)
- 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**

### Meeting Minutes

Meeting Called to Order September 7, 2023, by Katrina Poydack, Chair at 5:00 pm

**ATTENDEES**

**ZOOM ATTENDEES**

**ABSENTEES**

Carol Crawford	Gene Merrill	James Gurley
Janice Denney		Joy McEwen
Katrina Poydack		
Patty Downing		
Bob Schmidt		
Don Young		
Kevin O'Brien (staff)		
Arlyse DeLoyola (staff)		
Phil Simpson, ODFW		
Rob Hambleton, Soul Canyon		
Bob Webb (IVSWCD)		

**SCRIBE**

Notes were taken by: Arlyse DeLoyola

Before the business meeting began and while a quorum was arriving, Phil Simpson, of Oregon Department of Fish & Wildlife gave a presentation on a proposed restoration project on the golf course. Once a quorum was established discussion was held on partnering with ODFW.

- o **Carol Crawford made a motion to partner with ODFW on the project.**
- o **Bob Schmidt seconded the motion**
- o **The motion carried without dissent.**
  
- **Minutes:** The minutes of the August, 2023 meeting were presented to the council for review.
  - o **Bob Schmidt made a motion to approve the minutes with a correction to attendance.**
  - o **Janice Denney seconded that motion.**
  - o **The minutes were approved without dissent.**
  
- **Financials:** The Financial Reports for July and August 2023 were presented to the Council for review.
  - o **Bob Schmidt made a motion to accept the financial reports.**
  - o **Carol Crawford seconded that motion.**
  - o **The motion was approved without dissent.**

**OLD BUSINESS**

- **Strategic Planning**  
 Session to be held after business meeting.

## NEW BUSINESS

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- **ESET contract with SWCD for Cybersecurity**

The council was reminded that the district had voted to partner with the council in contracting with Secure Smart Office for ESET Cybersecurity software and training. They were reminded that a grant has been submitted to cover 50% of the cost and that the Council would pay for its share of the ten devices covered.

- **Janice Denney made a motion to approve the purchase of the software and training.**
- **Bob Schmidt seconded the motion.**
- **The motion passed without dissent.**

- **Harness Giving**

Kevin reminded the Council of the presentation a few months ago from Harness Giving offering a fundraising service. He explained that he and Arlyse would be meeting with them again next week and that they should be prepared to act on the subject in October. He stated he would be suggesting the best package as a one-year trial and we could cancel if it didn't work well. No action was taken.

- **Council Term Expiration: Joy McEwen**

It was noted that Joy McEwen's term on the Council expired in June (we did not have a meeting that month). Discussion was held and it was determined no action would be taken on the matter until we are further along in the Strategic Planning and have developed procedures and rules.

- **River Restoration NW Symposium**

Kevin asked the Council to approve the cost of his attendance at the upcoming River Restoration Northwest Symposium, to be held at Skamania Lodge near Stevenson, Washington.

- **Carol Crawford made a motion to approve the expense.**
- **Don Young seconded the motion.**
- **Discussion was held.**
- **The motion passed without dissent.**

- **Meeting Night and Time**

1. Kevin announced that he had received a resignation from Marcy Sowa due to the fact that she is unable to attend at the current scheduled time. Discussion was held regarding a possible change.
  - **Patty Downing made a motion to move the monthly meeting to the second Thursday of the month at 5:00pm.**
  - **Janice Denney seconded the motion.**
  - **The motion passed four votes to two.**

**CONTINUING**

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- **Staff and partnering agency reports:**
  - **Staff reports were presented to the board in writing with no review.**
  - **Partnering Agencies: No reports.**

A strategic planning session was led by Rob Hambleton.

Specifically worked on was the mission statement. Discussion centered around what we do and how to best describe it in a succinct manner.

Also discussed were our values as an organization, our vision statement, and who we serve. It was suggested that we select our board members based upon their agreement with our mission and values, not just based on representation of various interests.

The next planning session will be held Saturday, September 16<sup>th</sup> from 3:30pm to 7:30 pm.

**NEXT MEETING**

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The next monthly meeting is to be held at 5:00 pm on **October 12, 2023.**

**ADJOURNMENT**

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Meeting Adjourned by Katrina Poydack, Chair, at 7:00 PM.

**Approved Minutes:**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Edited to note:**

**Strategic planning session was moved to Sunday, September 17, 2023 1:00pm to 5:00 pm.**

Illinois Valley Watershed Council

10/4/2023 11:48 AM

Register: Checking Account

From 09/01/2023 through 09/30/2023

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>
09/05/2023	1012	Staples Advantage	Accounts Payable		30.60	X		93,463.42
09/07/2023	ACH	Cardinal-Employee ...	Accounts Payable	pp ending 8/31/...	2,625.63	X		90,837.79
09/07/2023	ACH	Cardinal-Tax Impound	Accounts Payable	pp ewnding 8/3...	1,249.13	X		89,588.66
09/07/2023	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		89,538.66
09/11/2023	1013	Secure Smart Office	Accounts Payable		2,183.70	X		87,354.96
09/13/2023	ACH	Slavic 401K Fund	Accounts Payable		635.45	X		86,719.51
09/17/2023	1014	ARLYSE DELOYO...	Accounts Payable	supplies for me...	29.09	X		86,690.42
09/19/2023	1016	US Cellular	Accounts Payable		70.74	X		86,619.68
09/26/2023			Reimbursement	Deposit		X	1,880.25	88,499.93
09/26/2023	ACH	Cardinal-Employee ...	Accounts Payable	pp ending 9/15/...	2,440.57	X		86,059.36
09/26/2023	ACH	Cardinal-Tax Impound	Accounts Payable		1,109.98	X		84,949.38
09/26/2023	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		84,899.38
09/26/2023	1015	IV DATA CENTER	Accounts Payable		21.25	X		84,878.13
09/26/2023	1017	Cardmember Services	Umpqua Bank CC IV...		234.52			84,643.61
09/28/2023	1020	Kevin O'Brien	Accounts Payable		174.56	X		84,469.05

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

	<u>Sep 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Contributions Received</b>	
Contributions - Unrestricted	25.00
<b>Total Contributions Received</b>	<u>25.00</u>
<b>Total Income</b>	<u>25.00</u>
<b>Gross Profit</b>	25.00
<b>Expense</b>	
<b>Other</b>	
Bank Fees	1.21
Food & Water	89.76
Internet Services	21.25
Payroll Fees	100.00
Software	2,183.70
<b>Total Other</b>	<u>2,395.92</u>
<b>Project Expenses</b>	
Travel - Mileage	174.56
<b>Total Project Expenses</b>	<u>174.56</u>
<b>Salaries &amp; Wages</b>	
401K Automatic Contribution	188.26
Employee Contributed 401K	-238.29
Employer Matching Funds 401K	188.26
Employer Paid Payroll Taxes	699.57
Tax Withholding- Employee	0.00
Salaries & Wages - Other	7,222.96
<b>Total Salaries &amp; Wages</b>	<u>8,060.76</u>
<b>Supplies &amp; Materials</b>	<u>64.89</u>
<b>Total Expense</b>	<u>10,696.13</u>
<b>Net Ordinary Income</b>	-10,671.13
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Reimbursement	1,880.25
<b>Total Other Income</b>	<u>1,880.25</u>
<b>Net Other Income</b>	<u>1,880.25</u>
<b>Net Income</b>	<u><u><b>-8,790.88</b></u></u>

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

	<b>Jul - Sep 23</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Contributions Received</b>	
Contributions - Unrestricted	75.00
<b>Total Contributions Received</b>	75.00
<b>Grants Received</b>	
Government Grants	10,538.00
Grants Received - Other	23,233.00
<b>Total Grants Received</b>	33,771.00
<b>Total Income</b>	33,846.00
<b>Gross Profit</b>	33,846.00
<b>Expense</b>	
Contracted Services	93.71
<b>Other</b>	
Bank Fees	3.63
Copier Lease	235.23
Dues & Subscriptions	250.00
Food & Water	112.91
Internet Services	63.75
Payroll Fees	300.00
Rent Expense	1,069.00
Software	2,183.70
Telephone	168.84
<b>Total Other</b>	4,387.06
<b>Project Expenses</b>	
Travel - Mileage	387.77
<b>Total Project Expenses</b>	387.77
<b>Salaries &amp; Wages</b>	
401K Automatic Contribution	1,050.93
Employee Contributed 401K	-43.98
Employer Matching Funds 401K	1,050.93
Employer Paid Payroll Taxes	2,049.02
Tax Withholding- Employee	0.00
Salaries & Wages - Other	21,013.12
<b>Total Salaries &amp; Wages</b>	25,120.02
<b>Supplies &amp; Materials</b>	5,136.40
<b>Training and Associated Travel</b>	595.00
<b>Total Expense</b>	35,719.96
<b>Net Ordinary Income</b>	-1,873.96
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Reimbursement	1,880.25
<b>Total Other Income</b>	1,880.25
<b>Net Other Income</b>	1,880.25
<b>Net Income</b>	<b>6.29</b>



11:47 AM  
10/04/23  
Cash Basis

Illinois Valley Watershed Council  
**Balance Sheet**  
As of September 30, 2023

	<u>Sep 30, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking Account	84,469.05
IVWC PayPal	118.95
<b>Total Checking/Savings</b>	<u>84,588.00</u>
<b>Total Current Assets</b>	<u>84,588.00</u>
<b>TOTAL ASSETS</b>	<b><u>84,588.00</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Umpqua Bank CC IVWC	-159.15
<b>Total Credit Cards</b>	<u>-159.15</u>
<b>Total Current Liabilities</b>	<u>-159.15</u>
<b>Total Liabilities</b>	-159.15
<b>Equity</b>	
Unrestricted Net Assets	84,811.60
Net Income	-64.45
<b>Total Equity</b>	<u>84,747.15</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>84,588.00</u></b>



## **October 2023 Staff Report of the IVWC Watershed Coordinator**

(10/03/2023)

### **Crooks Creek Project:**

I am going after OWEB Restoration Program funding in this fall 2024 cycle for us to fund the remaining 13 structures on Crooks Creek that have been designed and permitted but that we didn't have funds to build this year. Deadline is October 30<sup>th</sup> for mandatory online submission.

Please mark your calendars for 9:30am Saturday, October 21<sup>st</sup> ... we will rendezvous then at our office in CJ long enough to figure out carpooling (we should minimize the number of vehicles traveling onto our partnering private landowners' properties!) and then head out for our site visit up Crooks Creek! There will be a fair amount of walking on uneven and brushy ground to see a representative number of structures and to get a feel for the scope of the project, so please be prepared for that. Please dress for the forecasted weather and you will definitely want to wear field footwear for the day. I'm planning to have us back at our office no later than about 1:00pm that day.

**Strategic Planning:** Our next facilitated SP session with Rob Hambleton of Soul Canyon Training & Development is scheduled for Sunday October 15<sup>th</sup> from 1-5pm at our office. I hope by this point all of you consider attendance and engagement at these sessions something essential and FUN! We will have eats here for everyone. I'm planning to make a venison stew if I can borrow Arlyse's huge crock pot 😊 ... mine's big but not that big, lol!!

We are setting the course for the future of our WC together. 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. If you hadn't already when we first started discussing embarking on this aspect of our reorganization journey/adventure, I hope that by now you can see more clearly why I support this initiative so wholeheartedly.

**Restoration Partnership Initiative with Josephine County:** Nothing new to report here and it is OWEB grant-writing month so I'm unlikely to move many pieces on the board for this for another month-plus. John and I have discussed a fantastic idea of his that will potentially provide a great resource for our community and help set the stage with/for our engagement with the Josephine County BoCC.

**Water Quality Monitoring Program:** Disappointing news/update: OWEB posted evaluations for the Spring 2023 late last week and our proposal fell south of OWEB's funding line. The Regional Review Team recommended the project for funding but OWEB's appropriation for this cycle fell short of being able to fund the project.

We've reached out to David Alvarez with the USGS (project partner, co-author of proposal) to update him and have requested a meeting with him to discuss moving the proposal forward through a yet to be identified potential funding source(s). Mark Grenbemer (our regional rep with OWEB) is on vacation this week and next, but I've a meeting scheduled with him for October 19<sup>th</sup> to discuss another project with him about but will also drill into whether/not reapplying through OWEB next year is viable for the project.

Some days we get to eat the bear, and some days the bear gets to eat us. Unfortunately, the bear got us this time.

**Potential Stream Project with ODFW and Golf Course:** Preliminary stages... no updates here yet.

**Mendoza-East Fork Project:** This potential project is the second proposal of two we'll be submitting to OWEB during their current open cycle for their Restoration Program. Crooks Creek – Phase 2 is the other. Joey Howard with Cascade Stream Solutions and I have roughed out roles for the proposal's assemblage and have started lifting on it. As long as we can have a 70% design submitted with the application, we can go straight to OWEB's Restoration Program for funding instead of the normal prerequisite they have of running restoration projects through their Technical Assistance program.

I have been and continue to engage with the partnering landowners (currently two private properties) and will be reaching out and engaging with two downstream property owners to advise them of the project's existence and ramifications for them.

**Council Capacity:** We just received the unsigned agreement for this program yesterday (ha, the biennium started July 1<sup>st</sup> !!). By the time you read this (yes, even if your eyes are on this on Thursday the 5<sup>th</sup>!) we will have signed and returned it to them for final processing and execution. Once fully executed, the pipeline will be clear for requesting and receiving the quarterly disbursements the agreement establishes for us.

Respectfully submitted,

Kevin O'Brien, Watershed Coordinator

**From:** Marcy Sowa <[sowamarcy@gmail.com](mailto:sowamarcy@gmail.com)>  
**Sent:** Wednesday, September 6, 2023 9:51 PM  
**To:** [kevin@ivstreamteam.org](mailto:kevin@ivstreamteam.org); Arlyse DeLoyola <[officemanager@ivstreamteam.org](mailto:officemanager@ivstreamteam.org)>  
**Subject:** Re: attendance tap-in for tomorrow night

I would love to say I can be there at 5, but I don't get off work until 5:30, so 6 is really the earliest for me. I can only make 5 if I am off for the day.

I am thinking it would be best for me to step down from the watershed council. I am having such a hard time committing like a board member needs to. I don't want to burn bridges and would love to rejoin when I retire and have the time.

I can write an official letter if I need to.

I am so sorry.

Very best,  
Marcy

Hi, Marcy.

I understand but am sad to hear your thoughts and decision to leave the WC. You haven't burnt any bridges and I'm sure the WC would love to consider you for a board position in the future.

There's no need for an official letter, we will use this email as notice of your resignation. It has been an honor serving the Valley with you, Marcy. Thank you for serving with us.

Please understand your term as an SWCD Director for IVSWCD does not end until December 31, 2024.

Kevin O'Brien  
Watershed Coordinator, Illinois Valley Watershed Council

he/him/his  
*Endeavoring towards wholehearted communication*

~ \* ~ INSPIRE CHANGE ~ \* ~

331 East Cottage Park Dr., Ste. 1B  
P.O. Box 352  
Cave Junction, OR 97523  
desk: 541-592-3731  
cell: 541-441-8801  
<https://ivstreamteam.specialdistrict.org/>

**From:** Joy McEwen <[joy@digginlivin.com](mailto:joy@digginlivin.com)>  
**Sent:** Thursday, September 28, 2023 4:08 PM  
**To:** [kevin@ivstreamteam.org](mailto:kevin@ivstreamteam.org)  
**Subject:** Re: Passive wqm grant evaluation from OWEB

Hi Kevin,  
I've decided that I would prefer to not serve for another term. Thank you very much for the opportunity. I appreciate you taking me in even when there was opposition even in the very beginning. I wish you all the best and I hope that your next board members will have more free time than I do. I'm working mom and barely getting by.  
Thanks for all you do!  
Sincerely,  
Joy

Sent from my iPhone

Hi, Joy ~

I understand and appreciate you letting me/us know. I will pass the information on to the other directors.

We appreciated your service, Joy. All the best to you always!

Kevin O'Brien  
Watershed Coordinator, Illinois Valley Watershed Council

he/him/his

*Endeavoring towards wholehearted communication*

~ \* ~ INSPIRE CHANGE ~ \* ~

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<https://ivstreamteam.specialdistrict.org/>



**Arlyse DeLoyola**  
*Office Manager*  
Staff Report- October 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 September. Filed August.
- Voicemails, email and phone calls.

I apologize for missing this meeting. Our changed schedule made the meeting fall during my National Convention, so I will be traveling back home that day. Thanks to Patty for volunteering to take notes. The folder you need will be in your file.

I will be in attendance for the Strategic Planning Session the following Sunday.

I have reviewed a draft of our Annual Review from Brewster Accounting and submitted suggestions for changes.

We should have it back in plenty of time for the No meeting.

We have received the Grant Agreement for our OWEB Capacity grant. Once it is signed by Katrina and OWEB, we should be able to request funds.

With this date change, we are back to being able to view and approve the prior month's financial reports. You have the September reports in this packet.

Arlyse

**Enjoy Autumn!**

