

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, September 7, 2023

5:00 PM

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)

+16699006833,,4738236869#,,,,*76632288# US (San Jose)

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

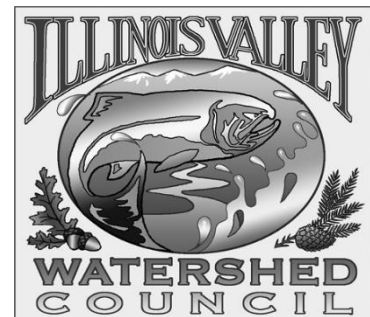
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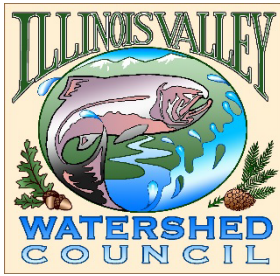
Find your local number: <https://us06web.zoom.us/j/kq9K0ESEz>

Watershed Council

Monthly Meeting

September 7, 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 *September 7, 2023*

- I. **5:00 PM: Call to Order**
- II. **5:00 PM: Update from Phil Simpson of Oregon Department of Fish & Wildlife/potential projects**
- III. **5:20 PM: Acceptance of Minutes**
- IV. **5:25 PM: Acceptance of Financial Reports**
- V. **5:35 PM: Old Business**
 - a. Strategic Planning Update
- VI. **5:50 PM: New Business**
 - a. Strategic planning workshop scheduling
 - b. ESET contract with SWCD for Cybersecurity *Action*
- VII. **6:10 PM: Council Updates & Staff Reports**
 - a. Kevin report
 - b. Arlyse report
- VIII. **6:20 PM Partnering Agency Reports**
- IX. **6:25 PM: Public Comments** (Relating to this agenda or IVWC Operations)
- X. **6:30 PM: Adjournment**

Meeting Minutes

Meeting Called to Order August 3, 2023, by Katrina Poydack, Chair at 5:16 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 and while a quorum was arriving, Rob Hambleton of Soul Canyon Training and Development was introduced to talk about the watershed Council's Strategic Planning process. Council members present introduced themselves to Rob with a brief history of their service to the Council and or District. Rob then went over what he understood to be the Council's goals and told the members he would be contacting each of them in the near future.

- **Minutes:** The minutes of the July, 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 June 2023 and FY 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

- **Josephine County Update**

Kevin and John will strategize about how to go forward to get a seat at the table with planning and the commissioners to remediate the damage done by illegal grows in our valley. They are trying to develop a partnership.

- **Crooks Creek Project**

Kevin reported that there are about two days left of work on the project, during which four structures should be able to be completed on public land.

- **OWEB Passive Water Quality Monitoring Update**

There has been no word on this grant yet.

NEW BUSINESS

- **OWEB 23-25 Capacity Award/2021-2023 wrap-up**

The wrap-up was tabled to the next meeting due to time constraints, but Kevin announced that this biennium's award is \$166,142.00 which is about \$30,000 more than the initial 21-23 capacity amount and over \$17,000 more than the adjusted 21-23 grant.

- **East Fork Illinois/Mendoza project**

There is a potential new project for bank stabilization on the east Fork of the Illinois River. It is likely that a grant will be applied for this fall without doing a technical Assistance Grant first, as there is some urgency in getting this done to save a home. Kevin plans to submit a proposal that includes a design that he hopes will allow OWEB to fund a Restoration Grant.

- **Strategic Planning**

This was discussed before the business meeting.

- **Forest Service partnership Update**

A new modification of \$8000 for Outreach has been added to the current USFS grant, and there are plans for an additional \$25,000 for habitat surveys. There is also a \$250,000 culvert project that may be a separate modification.

CONTINUING

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

- Kevin said that he had reviewed everything in the agenda items.
- Arlyse had nothing to add to her written report.
- **Partnering Agencies:**

John Bellville spoke for the IV Soil & Water Conservation District. He did a site visit this week along with a few board members and partners in O'Brien where a beaver dam is clogging a culvert used for irrigation. He stated he hopes to get a small grant to help this situation. Grab Sampling will begin again on Monday for the Agricultural water Quality monitoring Project. Julie Sinemore with Trout Unlimited has expressed interest in partnering on conservation projects in the Illinois Valley, including irrigation and habitat restoration.

NEXT MEETING

The next meeting is to be held at 5:00 pm on **September 7, 2023**

ADJOURNMENT

Meeting Adjourned by Katrina Poydack, Chair, at 6:42 PM.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Watershed Council

8/31/2023 7:55 AM

Register: Checking Account

From 07/01/2023 through 08/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/03/2023	988	Amazon Business	Accounts Payable		1,487.69	X		83,276.33
07/03/2023	989	Amazon Business	Accounts Payable		468.91	X		82,807.42
07/03/2023	990	Amazon Business	Accounts Payable		428.40	X		82,379.02
07/06/2023	991	Kevin O'Brien	Accounts Payable		106.31	X		82,272.71
07/10/2023	ach	Cardinal-Employee ...	Accounts Payable		2,412.41	X		79,860.30
07/10/2023	ach	Cardinal-Tax Impound	Accounts Payable		1,124.58	X		78,735.72
07/10/2023	ach	Cardinal Business Se...	Accounts Payable		50.00	X		78,685.72
07/12/2023	1002	Cardmember Services	Umpqua Bank CC IV...		1,689.08			76,996.64
07/17/2023	992	IV DATA CENTER	Accounts Payable		21.25	X		76,975.39
07/18/2023	993	Staples Advantage	Accounts Payable	11X17 paper, b...	43.77	X		76,931.62
07/19/2023	ACH	Slavic 401K Fund	Accounts Payable		667.86	X		76,263.76
07/19/2023	ACH	Slavic 401K Fund	Accounts Payable	Payroll date 7/...	635.16			75,628.60
07/19/2023	994	Rogue Basin Partners...	Accounts Payable		250.00			75,378.60
07/19/2023	995	Amazon Business	Accounts Payable		249.84	X		75,128.76
07/25/2023	ACH	Cardinal-Employee ...	Accounts Payable		2,354.98	X		72,773.78
07/25/2023	ACH	Cardinal-Tax Impound	Accounts Payable		1,102.68	X		71,671.10
07/25/2023	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		71,621.10
07/25/2023	997	Amazon Business	Accounts Payable		67.80			71,553.30
07/25/2023	998	Staples Advantage	Accounts Payable		1,254.76			70,298.54
07/31/2023	999	Wells Fargo	Accounts Payable		162.37			70,136.17
07/31/2023	1000	IV DATA CENTER	Accounts Payable		450.00			69,686.17
07/31/2023	1001	A+ Storage	Accounts Payable		84.50			69,601.67
08/07/2023			Grants Received	Deposit			23,233.00	92,834.67
08/08/2023	1004	Kevin O'Brien	Accounts Payable		106.90			92,727.77
08/09/2023	ACH	Cardinal-Employee ...	Accounts Payable	Pay period endi...	2,344.05			90,383.72
08/09/2023	ACH	Cardinal-Tax Impound	Accounts Payable		1,098.90			89,284.82
08/09/2023	ACH	Cardinal Business Se...	Accounts Payable		50.00			89,234.82
08/11/2023			Grants Received:Gover...	Deposit			1,260.00	90,494.82
08/16/2023	ach	Slavic 401K Fund	Accounts Payable		629.02			89,865.80
08/21/2023	1008	US Cellular	Accounts Payable		84.42			89,781.38
08/24/2023			Grants Received:Gover...	Deposit			9,278.00	99,059.38
08/24/2023	ach	Cardinal-Employee ...	Accounts Payable		2,444.48			96,614.90
08/24/2023	ach	Cardinal-Tax Impound	Accounts Payable		1,118.94			95,495.96
08/24/2023	ach	Cardinal Business Se...	Accounts Payable		50.00			95,445.96
08/28/2023	ACH	Slavic 401K Fund	Accounts Payable		540.67			94,905.29
08/28/2023	1009	CRYSTAL FRESH	Accounts Payable		19.00			94,886.29
08/28/2023	1010	Wells Fargo	Accounts Payable		72.86			94,813.43
08/30/2023	ach	Slavic 401K Fund	Accounts Payable		585.53			94,227.90
08/30/2023	1011	Dave's Outdoor Power	Accounts Payable		93.71			94,134.19

Illinois Valley Watershed Council
Profit & Loss
July through August 2023

	<u>Jul - Aug 23</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	50.00
Total Contributions Received	50.00
Grants Received	
Government Grants	10,538.00
Grants Received - Other	23,233.00
Total Grants Received	33,771.00
Total Income	33,821.00
Gross Profit	33,821.00
Expense	
Contracted Services	93.71
Other	
Bank Fees	1.21
Copier Lease	235.23
Dues & Subscriptions	250.00
Internet Services	21.25
Payroll Fees	200.00
Rent Expense	534.50
Telephone	84.42
Total Other	1,326.61
Project Expenses	
Travel - Mileage	213.21
Total Project Expenses	213.21
Salaries & Wages	
401K Automatic Contribution	862.67
Employee Contributed 401K	194.31
Employer Matching Funds 401K	862.67
Employer Paid Payroll Taxes	1,349.45
Tax Withholding- Employee	0.00
Salaries & Wages - Other	13,790.16
Total Salaries & Wages	17,059.26
Supplies & Materials	5,192.88
Training and Associated Travel	395.00
Total Expense	24,280.67
Net Ordinary Income	9,540.33
Net Income	<u>9,540.33</u>

Illinois Valley Watershed Council

Balance Sheet

As of August 31, 2023

	<u>Aug 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	94,134.19
IVWC PayPal	96.37
Total Checking/Savings	<u>94,230.56</u>
Total Current Assets	<u>94,230.56</u>
TOTAL ASSETS	<u>94,230.56</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	84,690.23
Net Income	9,540.33
Total Equity	<u>94,230.56</u>
TOTAL LIABILITIES & EQUITY	<u>94,230.56</u>

OWEB Capacity Grant 23-25(ending 6/30/25)

EXPENSES: Category	Total Budgeted	Actual	Remaining	% Remaining
Wages/Salaries/Benefits	\$122,087.00	\$5,581.82	\$116,505.18	95.4%
Contracted Services	\$8,000.00	\$93.71	\$7,906.29	98.8%
Travel/training	\$4,999.00	\$45.00	\$4,954.00	99.1%
Supplies/materials	\$6,676.00	\$6,676.00	\$6,676.00	100.0%
Other (rent, phones, copier etc)	\$24,380.00	\$1,528.90	\$22,851.10	93.7%
Total	\$166,142.00		\$158,892.57	95.6%
Actual Cash on hand 8/31/2023			(\$7,249.43)	

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

Category	Total Budgeted	Actual	Remaining	%remaining
Wages/Salaries	\$111,641.00	\$96,301.15	\$15,339.85	14%
Contracted Services	\$8,100.00	\$12,565.00	-\$4,465.00	-55%
Travel	\$2,000.00	\$2,262.05	-\$262.05	-13%
Supplies/Materials	\$2,000.00	\$11,649.43	-\$9,649.43	-482%
Other(rent/phones/copier, etc.	\$24,724.00	\$25,687.37	-\$963.37	-4%
Total	\$148,465.00	\$148,465.00	\$0.00	0%
Time remaining- 0 months				
Actual Cash on hand 8/31/2023			\$0.00	

OWEB Page Ck Complexity

Indirect & Post Grant

Funds on hand 8/31/23 **\$8,666.73**

Forest Service Page/Dunn Creek

Category	Total Budgeted	Actual	Remaining	%remaining
Wages/Salaries	\$9,622.00	\$2,250.65	\$7,371.35	77%
Contracted Services	\$46,328.00	\$19,163.53	\$27,164.47	59%
Supplies & Materials	\$9,000.00	\$0.00	\$9,000.00	100%
Total	\$64,950.00	\$21,414.18	\$43,535.82	67%
Actual Cash on hand 8/1/23			\$43,535.82	

Four Way Community Fdn

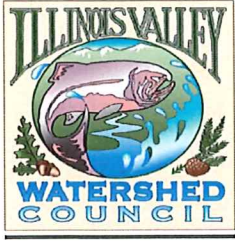
Total Budgeted	Actual	Remaining	% Remaining
\$2,000.00	\$1,487.69	\$512.31	26%
Actual cash on hand 8/31/23		\$512.31	

Unrestricted Funds in Checking

\$48,668.76

Not in checking account:	
Donations (Kevin)PayPal	\$95.16
Bottledrop Account	\$1,261.17
Total Outside	\$1,356.33

Checking	\$94,134.19
Paypal	\$95.16
Bottledrop	\$1,261.17
Actual cash on hand 8/31/2023	\$95,490.52



September 2023 Staff Report of the IVWC Watershed Coordinator
(8/30/2023)

Crooks Creek Project: By the time we ran out of the funding, we had successfully completed 22 designed large woody material structures on lower Crooks Creek; nine on Jeffrey Thieret's property, eight on Clay and Tracy Knopf's property, and the downstream-most five on the public lands managed by the BLM. Just over \$80K was spent on contracted services.

I am going to go after OWEB Restoration Program funding in this fall 2024 cycle to fund the remaining 13 structures on Crooks Creek that have been designed and permitted but that we didn't have funds to build.

I will be scheduling a director/staff only site visit for an upcoming Saturday, likely later in September or sometime in October. I will get the word out to all of you. There are several interesting aspects to look at and discuss while we are afield that day.

Strategic Planning: Rob has begun and will likely be attending our meeting again this month. Please and thank you in advance for being flexible with your schedule to be able to maximize your engagement with the process!!! Our Valley is depending on us, good people!! 😊

Restoration Partnership Initiative with Josephine County: Nothing new to report here except that there is available time for this important initiative on the horizon now.

Water Quality Monitoring Program: Our passive monitoring proposal made it through the Regional Review Team meeting and is still alive. Whether or not it is funded now depends on how much is allocated to the Region 2 monitoring program from Salem for this round. I am optimistic about it. We assembled and submitted a damn good proposal for it.

If funded, passive monitoring would likely be able to begin in the spring of 2024.

Potential Stream Project with ODFW and Golf Course: I met with Phil Simpson yesterday about potentially partnering to develop and implement a fish passage/stream crossing project on George Creek involving the Golf course. I invited Phil to present to us at our upcoming meeting and he accepted the invitation.

Mendoza-East Fork Project: We have started with Joey Howard of Cascade Stream Solutions, LLC (designer of the roughened channel on our Page Creek project) to have a 65% design ready for going after OWEB Restoration Program Funding for 2024 In Water Work Period implementation. Big lift, but gonna get it done. I have an adjacent private property interested in joining the partnership. We are estimating about a 1,500' reach being treated for bank stabilization/fish habitat enhancement.

Respectfully submitted,

Kevin O'Brien, Watershed Coordinator



Arlyse DeLoyola

Office Manager

Staff Report- September 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 July. Will have July AND AUGUST financial reports ready for the meeting.
- Voicemails, email and phone calls.

We are continuing in our effort to maximize office efficiency and minimize disruption. We will make a change to our Microsoft subscription this month to better serve our needs. We're going to the business platform, rather than a family package. This will allow us to remove ourselves from our current email host which we have been told will solve many of our issues sending and receiving email. We will receive the non-profit rate, which will mean only a slight increase in price over the family subscription.

Kevin is working with Rob Hambleton to schedule the first workshop for Strategic Planning. We're looking forward to diving into the process.

This month to begin our meeting Phil Simpson of ODFW (Oregon Department of Fish & Wildlife) will speak to us regarding potential projects in the watershed and what the ODFW is up to these days.

I will be finishing up the District end of year financial review soon and begin in earnest on the Council.

I hope you all are far from harm's way with this Smith Complex Conflagration. I know Patty and Bob Webb are in the thick of it. Please be safe.

Arlyse

