

Meeting

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 27, 2022 following IVSWCD meeting, approximately 7:30pm

Join Zoom Meeting <https://zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbnFUdz09>

Meeting ID: 954 3509 9861

Passcode: Conserve

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Find your local number: <https://zoom.us/u/ab7y7ctjWv>



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 27, 2022 IVWC Office/ZOOM

Times are approximate- meeting to follow IVSWCD Meeting

- I. 7:30 PM: Call to Order

- II. 7:35 PM: Acceptance of Minutes

- III. 7:40 PM: Acceptance of Financial Reports

- IV. 7:45 PM: Old Business
 - a. Strategic Planning Update
 - b. Retirement Plan (Action Item)

- V. 8:00 PM: New Business
 - a. Potential Meeting Night Change? (Katrina P)

- VI. 8:15 PM: Council Updates & Staff Reports
 - a. Kevin report
 - b. Arlyse report

- VII. 8:30 PM: Public Comments (Relating to this agenda or IVWC Operations)

- VIII. 8:45 PM: Adjournment

Meeting Minutes

Meeting Called to Order September 22, 2022, by Bill Reid, Chairman at 6:01 pm

ATTENDEES

ZOOM ATTENDEES

ABSENTEES

William Reid	Marcy Sowa	Joy McEwen
Don Young	Gene Merrill (6:19)	
Bob Schmidt	Arin Carmack, Cardinal Services	
Rhett Nelsen		
Katrina Poydack		
Janice Denney		
Patricia Downing		
Robert Webb		
Carol Crawford		
James Gurley		
Kevin O'Brien (Staff)		
Arlyse DeLoyola (Staff)		
John Bellville (SWCD Staff)		
Cheryl Nelson (SWCD Staff)		
David Ferguson NRCS		
Heather Medina-Sauceda NRCS		

SCRIBE

Notes were taken by: Arlyse DeLoyola

Council Chair Reid began the meeting with condolences to Rhett Nelsen on the loss of his father, Keith Nelsen, former member of the Council and District.

- **Minutes:** The minutes of the August 25, 2022 meeting were presented to the council for review.
 - **Bob Schmidt made a motion to approve the minutes with a correction. He asked that the record be amended to show he was not in attendance due to connectivity issues on ZOOM.**
 - **Bob Webb seconded that motion.**
 - **The motion carried without dissent.**

- **Financials:** The Financial Reports for August 2022 and July 1, 2022 – August 31, 2022, were presented to the Council for review.
 - **Bob Schmidt made a motion to accept the financial reports.**
 - **Carol Crawford seconded that motion.**
 - **Discussion was held.**
 - **The motion carried without dissent.**

OLD BUSINESS

- **Strategic Planning Update**
 - Kevin reported that he had spoken with Rob Hamilton and expected a draft by October 17th and a final by the 24th. There will be a meeting of the committee Monday the 26th at 10:00 and another October 24th. Bob Schmidt was recognized and presented a “minority report” from the committee with his suggestions on how to proceed with the Strategic

Planning, including hiring a facilitator to assist over a weekend. He questioned the necessity of spending so much money on a strategic plan. Discussion was held and no further action taken, as the committee has not determined the best course of action.

- **Cardinal Services Review**
 - Arin Carmack, Cardinal Business Services CEO, presented two options that could be alternatives to our current Co-Employment contract. A brief question and answer session was held. No action was taken, but Arin was asked to provide a side-by-side cost/benefit comparison for a future meeting. He was thanked for his presentation.
- **Council Vacancy**
 - The vacancy on the Council was discussed. Kevin will approach Mayor Martell to see if there is interest from staff or City Council in joining us. Gene Merrill noted that the High School now has an AG Teacher again and perhaps that would be an appropriate person to join the council.

NEW BUSINESS

- **Retirement Plan Discussion**
 - Arlyse reminded the Council that a few years ago a law had passed requiring businesses of all sizes to offer some form of retirement plan. She noted that initially all staff had waived their rights, but at this time, Kevin would like to begin one. The District plan was reviewed, but no action was taken.
- **Meeting Notes Substitute**
 - Kevin asked the Council to designate a substitute note-taker for meetings for when Arlyse is unable to attend. Patty Downing volunteered.
- **Update on Water League**
 - Kevin and John updated the Council on their recent meeting with members of The Water league. They reported it was a very good meeting. Mention was made of an email from the league inviting cooperation on a clean-up activity slated for November. Discussion was held.
 - **A motion was made by Rhett Nelsen to share the event on our Facebook page and possibly the website.**
 - **The motion was seconded by Janice Denney**
 - **The motion passed with one nay and one abstention.**
- **Degraded Lands Restoration**
 - Patty Downing explained that she had asked that the document and links be included in the packet as information addressing regeneration, preservation and sustaining our planet. She added that we need to be proactive in helping our community in regenerative processes.
 - **Other Business**
 - Bob Schmidt asked the Council to address his alternative plan for Strategic planning. Discussion ensued and no action was taken.

CONTINUING

- **Staff and partnering agency reports were presented to the board:**
 - Kevin reviewed his report. He added that he and John had met with Joseph Flaherty regarding creating a pollinator garden at the site of the old city swimming pool. Discussion was held and no action was taken.
 - Arlyse reviewed her report.
-

NEXT MEETING

The next meeting is to be held on October 27, 2022 directly following the IVSWCD meeting at the office and via ZOOM. Details will be in your packets.

ADJOURNMENT

Meeting Adjourned by Bill Reid, Council Chairman, at 7:54 PM.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Watershed Council
Profit & Loss
September 2022

	<u>Sep 22</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	25.00
Contributions Received - Other	54.39
	<u>79.39</u>
Total Contributions Received	79.39
Total Income	<u>79.39</u>
Gross Profit	79.39
Expense	
Contracted Services	
Accounting Fees	990.00
Contracted Services - Other	5,145.00
	<u>6,135.00</u>
Total Contracted Services	6,135.00
Other	
Copier Lease	78.79
Internet Services	62.50
Payroll Fees	96.78
Rent Expense	520.00
Telephone	72.30
	<u>830.37</u>
Total Other	830.37
Project Expenses	
Contract Labor	3,520.00
	<u>3,520.00</u>
Total Project Expenses	3,520.00
Salaries & Wages	
Medical Insurance	63.27
Salaries & Wages - Other	2,550.81
	<u>2,614.08</u>
Total Salaries & Wages	2,614.08
Supplies & Materials	
Postage, Mailing Service	5.99
Supplies & Materials - Other	165.27
	<u>171.26</u>
Total Supplies & Materials	171.26
Taxes	164.00
	<u>164.00</u>
Total Expense	13,434.71
	<u>13,434.71</u>
Net Ordinary Income	-13,355.32
	<u>-13,355.32</u>
Net Income	<u><u>-13,355.32</u></u>

Illinois Valley Watershed Council
Profit & Loss
July through September 2022

	<u>Jul - Sep 22</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	75.00
Contributions Received - Other	54.39
Total Contributions Received	<u>129.39</u>
Grants Received	
Government Grants	15,750.00
Total Grants Received	<u>15,750.00</u>
Total Income	<u>15,879.39</u>
Gross Profit	15,879.39
Expense	
Contracted Services	
Accounting Fees	990.00
Contracted Services - Other	21,905.00
Total Contracted Services	<u>22,895.00</u>
Other	
Bank Fees	1.21
Copier Lease	213.42
Internet Services	126.25
Payroll Fees	344.74
Rent Expense	1,860.00
Telephone	260.85
Total Other	<u>2,806.47</u>
Project Expenses	
Contract Labor	3,520.00
Travel - Mileage	-662.46
Total Project Expenses	<u>2,857.54</u>
Salaries & Wages	
Medical Insurance	63.27
Salaries & Wages - Other	8,023.92
Total Salaries & Wages	<u>8,087.19</u>
Supplies & Materials	
Postage, Mailing Service	184.39
Supplies & Materials - Other	13,662.11
Total Supplies & Materials	<u>13,846.50</u>
Taxes	164.00
Training and Associated Travel	
Lodging	928.10
Mileage	595.26
Training and Associated Travel - Other	384.88
Total Training and Associated Travel	<u>1,908.24</u>
Total Expense	<u>52,564.94</u>
Net Ordinary Income	<u>-36,685.55</u>
Net Income	<u><u>-36,685.55</u></u>

Illinois Valley Watershed Council
Balance Sheet
As of September 30, 2022

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	99,082.04
IVWC PayPal	528.27
Total Checking/Savings	<u>99,610.31</u>
Total Current Assets	<u>99,610.31</u>
TOTAL ASSETS	<u>99,610.31</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	136,295.86
Net Income	-36,685.55
Total Equity	<u>99,610.31</u>
TOTAL LIABILITIES & EQUITY	<u>99,610.31</u>

Illinois Valley Watershed Council

10/21/2022 2:14 PM

Register: Checking Account

From 09/01/2022 through 09/30/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/01/2022	867	KELLEY CONNECT	Accounts Payable	Kevin emaol is...	41.25	X		112,421.11
09/02/2022			Contributions Received	Deposit		X	54.39	112,475.50
09/02/2022	868	Amazon Business	Accounts Payable	supplies	73.93	X		112,401.57
09/02/2022	871	Oregon Department ...	Accounts Payable		164.00	X		112,237.57
09/02/2022	872	Richard Brewster CPA	Accounts Payable		990.00	X		111,247.57
09/09/2022	873	Staples Advantage	Accounts Payable	calendars (wall)	41.73	X		111,205.84
09/09/2022	874	Cardinal Business Se...	Accounts Payable	PP ending 8/31...	846.75	X		110,359.09
09/13/2022	875	Cascade Stream Solu...	Accounts Payable		3,935.00	X		106,424.09
09/13/2022	876	Cascade Stream Solu...	Accounts Payable	CC No-rise ana...	1,210.00	X		105,214.09
09/15/2022	877	Camps Custom Exca...	Accounts Payable	Page Creek, Du...	3,520.00	X		101,694.09
09/19/2022	878	IV DATA CENTER	Accounts Payable		21.25	X		101,672.84
09/20/2022	879	US Cellular	Accounts Payable		72.30			101,600.54
09/26/2022	880	Cardinal Business Se...	Accounts Payable		1,784.86	X		99,815.68
09/26/2022	881	Pacific Source Healt...	Accounts Payable		63.27	X		99,752.41
09/27/2022	882	Wells Fargo	Accounts Payable		78.79			99,673.62
09/27/2022	883	Staples Advantage	Accounts Payable	office supplies	71.58			99,602.04
09/27/2022	884	IV DATA CENTER	Accounts Payable		450.00			99,152.04
09/27/2022	885	A+ Storage	Accounts Payable		70.00			99,082.04

EXPENSES:	OWEB Capacity Grant 21-23 (ending 6/30/23)				
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Wages/Salaries	\$111,641.00	\$41,648.91	\$69,992.09	63%	
Contracted Services	\$8,100.00	\$5,390.00	\$2,710.00	33%	
Travel	\$2,000.00	\$1,370.18	\$629.82	31%	
Supplies/Materials	\$2,000.00	\$1,197.55	\$802.45	40%	
Other(rent/phones/copie	\$24,724.00	\$14,738.26	\$9,985.74	40%	
Total	\$148,465.00	\$64,344.90	\$84,120.10	57%	
Time remaining- 8.5 months					

Actual Cash on hand 10/21 **\$14,423.10**

EXPENSES:	Old Forest Service Agmt				
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Wages/Salaries	\$45,789.75	\$82,702.82	-\$36,913.07	-81%	
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	\$297,673.02	\$5,826.98	2%	

Actual Cash on hand 10/21 **\$5,826.98**

Forest Service Page/Dunn Creek

<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Wages/Salaries	\$4,672.00	\$1,030.61	\$3,641.39	78%	
Contracted Services	\$46,328.00	\$19,130.00	\$27,198.00	59%	
Supplies & Materials	\$9,000.00	\$9,000.00	\$0.00	0%	
Total	\$90,000.00	\$29,160.61	\$60,839.39	68%	

Actual Cash on hand 10/21 **\$14,511.39**

EXPENSES:	OWEB Page Creek Complexity		12/31/2022 extension?		
<i>Category</i>	<i>Total Budgeted</i>	<i>Actual</i>	<i>Remaining</i>	<i>%remaining</i>	
Wages/Salaries	\$10,240.00	\$5,467.09	\$4,772.91	47%	
Contracted Services	\$55,620.00	\$38,370.00	\$17,250.00	31%	
Supplies/Materials	\$15,330.00	\$21,941.18	-\$6,611.18	-43%	
Travel	\$752.00	\$30.65	\$721.35	96%	
Indirect	\$8,195.00	\$6.95	\$8,188.05	100%	
Post Grant	\$3,060.00	\$0.00	\$3,060.00	100%	
Total	\$93,197.00	\$65,815.87	\$27,381.13	29%	

Actual Cash on hand 10/21 **\$18,061.13**

EXPENSES:	Unrestricted Funds		12/31/2022 extension?		
<i>Category</i>	<i>Actual cash on hand 10/21</i>				

Donations (Kevin)PayPal	\$500.85
Refunded Payroll Tax	\$1,688.53
Bottledrop Account	\$801.76
PopeJoy	\$2,206.77
Kelly Ck	\$1,669.75
City Covid Relief	\$530.00
Pampered Chef Party	\$238.59
Amazon Smile	\$218.29
JOCo Relief	\$15,000.00
Previous indirect	\$15,351.30

Total **\$38,205.84**

Actual cash on hand 10/21



October, 2022 Staff Report of the IVWC Watershed Coordinator

Onboarding: We have continued to bring John along and up to speed on all things IVSWCD. John has already established himself as a willing, energetic, and loyal teammate. To this point he's had the opportunity to develop his supervisory, planning, organization, project management (from initial development to implementation but not quite everything in between), and networking skills. I'm sure he could easily add to that list. He's currently gaining very valuable grant writing experience. There's still a lot of ground to cover together with him on some very key programs and projects, but we are making solid progress and I'm glad to report I'm estimating I will be able to fall back into primarily a support role by year's end. He does not have a simple job and it will take time for him to have his legs fully under him, but he's doing very well. John leads by example. We will be putting together a training plan together for John

Crooks Creek Project: Mike Villars – our contractor's employee who was severely injured in a vehicle accident this past August – is doing very well with his physical rehabilitation from his injuries according to our contractor for the project in a conversation with the contractor on Tuesday, 18Oct22. I report that because several of you have asked me about Mike's condition and recovery as well as to report that with that news everything is solidly back on the rails for a June 15, 2023 implementation start date.

We have started working on putting together a significant ask to OWEB's Restoration Program to leverage against what we've already secured for the project (\$90K). Funds secured will cover the private lands included in the project, but will not be enough to be able to even start on the portions of the project that are on public lands managed by BLM upstream of the private pieces. I'm anticipating about a \$115-125/130K ask. If we were to be awarded it, all the sites on the big Crooks Creek map on the wall near my work station. That grant is also due on 31Oct2022.

Strategic Planning Project: The committee met on 10Oct2022 and came to consensus on recommending outside sourcing for process facilitation and drafting a strategic plan for the WC. We are awaiting potential contractor Rob Hambleton's proposal to review. Rob informed me he's a little behind after being sick and plans to get his draft proposal to us by this Friday (21Oct2022). The committee meets this coming Monday (24Oct2022) and will hopefully be able to review Rob's proposal and be able to come prepared to our board meeting next week with some good advances to report and potentially discuss and act on.

Restoration Partnership with Josephine County: We have been busy enough in the current grant writing season to have allowed Commissioner Fowler's request to indefinitely postpone our preliminary meetings somewhat indefinitely due to his schedule changing. We will be refocusing on this next month, likely with a mindset of asking Comm. Fowler to help us pivot to whoever will be responsible for all-things-IV as part of their responsibilities. We don't know if whoever serves us out here in the Valley will be one of the two Commissioners continuing, or Fowler's replacement. Stay tuned.

Forest Service Projects (Page Creek): We will be modifying our FS agreement again soon, this time to add an additional \$8K to manage some stream habitat assessment work going forward. That was an unexpected and most welcome piece of information. I'm so glad we've got the level of partnership relationship we do with the FS here locally.

Water Quality Monitoring Program: We have been scrambling to get our initial implementation yet this month in order on the heels of being awarded ODA funding to stand the program up, albeit only through next June (June, 2023). Very excited about it and very grateful that Bill Joerger remains very engaged with us as we set it up. Next steps not only include expanding our sampling right away, but also to modify the Sampling Analysis Plan (already!) that was actually signed into place as we were applying to ODA for the special support grant.

Stakeholder Engagement Project: I continue to participate in the cohort meetings and provide input and other support as the project grows. I'm looking forward to beginning to collaborate for the message development and delivery so we can grow our private lands restoration program.

Respectfully submitted,

Kevin O'Brien, Watershed Coordinator