



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 Bi-Monthly Meeting

Time: Thursday, March 24, 2022 6:00pm

Join Zoom Meeting

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

Meeting ID: 473 823 6869

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**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**  
*March 24, 2022*                      *IVWC Office/ZOOM*

- I. 6:00 PM: Call to Order
- II. 6:05 PM: Acceptance of Minutes
- III. 6:10 PM: Acceptance of Financial Reports
- IV. 6:15 PM: Old Business
  - a. Strategic Planning Update
  - b. Water Quality Monitoring Update
- V. 6:30 PM: New Business
  - a. Equity, Diversity, Inclusion, and Justice
  - b. Meeting Preparedness
  - c. Stakeholder Engagement Program and Project
- VI. 6:40 PM: Council Updates & Staff Reports
  - a. Kevin report
  - b. Arlyse report
- VII. 6:50 PM: Public Comments (Relating to this agenda or IVWC Operations)
- VIII. 7:00 PM: Adjournment

## Meeting Minutes

Meeting Called to Order February 24, 2022 by Bill Reid, Chairman at 8:22 pm

**ATTENDEES**

**ZOOM ATTENDEES**

**ABSENTEES**

William Reid	Patricia Downing	Joy McEwen
Don Young	Marcy Sowa	
Carol Crawford	James Gurley	
Rhett Nelsen	Gene Merrill	
Katrina Poydack		
Janice Denney		
Robert Webb		
Robert Schmidt		
Arlyse DeLoyola (staff)		
Kevin O'Brien (staff)		
Cheryl Nelson, SWCD Staff		
Bill Joerger, Guest		
David Ferguson, NRCS		

**SCRIBE**

Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes of the January 2021 meeting were presented to the council for review.
  - **Don Young made a motion to accept the minutes for January.**
  - **Janice Denney seconded that motion.**
  - **The motion carried without dissent.**
  
- **Financials:** The Financial Reports from July 1, 2021 –January 31, 2022, were presented to the Council for review.
  - **Bob Schmidt made a motion to accept the financial reports.**
  - **Rhett Nelsen seconded that motion.**
  - **The motion carried without dissent.**

**OLD BUSINESS**

- **Financial Review**
  - Arlyse reported that she had communicated with the accountant regarding the annual review and was advised that reviewing every other year would be acceptable for them as long as the taxes are completed in the off years.
  - **Don Young made a motion to move to an every-other year financial review schedule.**
  - **Bob Webb seconded the motion.**
  - **The motion passed without dissent.**
  
- **Organizational Restructuring Resolution**
  - Kevin presented the proposed resolution for the council to re-organize and restructure the board of directors. As it had been discussed at length during the SWCD meeting, a motion was made immediately by Bob Webb.
  - **Rhett Nelsen seconded the motion.**
  - **The motion passed without dissent.**

- **Strategic planning:**  
Kevin updated the board on the process of seeking a source to help draft a plan.

## **NEW BUSINESS**

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- **Project Update**
  - Kevin gave a project update.
- **Annual update to Josephine County Board of Commissioners**  
Kevin reminded the board he will give his report to the commissioners on March 1, 2022

## **CONTINUING**

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- **Staff and partnering agency reports were presented to the board:**
  - Kevin gave his report.
  - Arlyse reviewed her report and asked for a motion to approve the Ricoh training for the employees, to be split with the district.
  - **Bob Webb made a motion to approve the training.**
  - **Bob Schmidt seconded the motion.**
  - **The motion passed with Jim Gurley abstaining.**
- **Good of the Order:**
  - It was noted that Gene Merrill needed to be re-appointed to the Council.
  - **Bob Schmidt made a motion to re-appoint Gene Merrill for a four (4) year term.**
  - **Carol Crawford seconded the motion.**
  - **The motion passed without dissent.**

## **NEXT MEETING**

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The next meeting is to be held on March 24th at 6:00 pm meeting at the office and via ZOOM. Details will be in your packets.

## **ADJOURNMENT**

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Meeting Adjourned by Bill Reid, Council Chairman, at 8:46 PM.

APPROVED MINUTES: \_\_\_\_\_

DATE: \_\_\_\_\_

Illinois Valley Watershed Council  
**Balance Sheet**  
As of February 21, 2022

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	<u>Feb 21, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking Account	74,922.45
IVWC PayPal	336.74
Total Checking/Savings	<u>75,259.19</u>
Total Current Assets	<u>75,259.19</u>
<b>TOTAL ASSETS</b>	<b><u>75,259.19</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	60.69
Unrestricted Net Assets	63,918.72
Net Income	11,279.78
Total Equity	<u>75,259.19</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>75,259.19</u></b>

Illinois Valley Watershed Council

3/16/2022 11:56 AM

Register: Checking Account

From 02/01/2022 through 02/28/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/01/2022			Contributions Received	Deposit		X	0.30	78,153.29
02/01/2022	779	Amazon Business Ca...	Accounts Payable	UPS Battery	21.48	X		78,131.81
02/02/2022	780	Corporation Division	Accounts Payable	Annual Corpor...	50.00	X		78,081.81
02/07/2022	781	Cardinal Business Se...	Accounts Payable		3,028.29	X		75,053.52
02/08/2022	782	Network of Oregon ...	Accounts Payable	DEI	100.00	X		74,953.52
02/14/2022	783	Staples Advantage	Accounts Payable	tape, pens post-...	31.07	X		74,922.45
02/22/2022	784	Cardinal Business Se...	Accounts Payable	pp END 2/15/2...	1,626.92	X		73,295.53
02/22/2022	785	IV DATA CENTER	Accounts Payable		21.25			73,274.28
02/22/2022	786	US Cellular	Accounts Payable	50% phone	76.62			73,197.66
02/24/2022	787	A+ Storage	Accounts Payable	50% March sto...	65.00			73,132.66
02/24/2022	788	IV DATA CENTER	Accounts Payable		400.00			72,732.66
02/24/2022	789	Pacific Source Healt...	Accounts Payable		789.00			71,943.66

**Illinois Valley Watershed Council**  
**Profit & Loss**  
 July 2021 through February 2022

	Jul '21 - Feb 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Contributions Received</b>	
Contributions - Unrestricted	262.14
Contributions Received - Other	33.09
<b>Total Contributions Received</b>	295.23
Employee HB Cont	-1,636.86
<b>Grants Received</b>	
Foundation Grants	500.00
Government Grants	69,217.14
Grants Received - Other	1,950.00
<b>Total Grants Received</b>	71,667.14
<b>Total Income</b>	70,325.51
<b>Gross Profit</b>	70,325.51
<b>Expense</b>	
Administrative Expense	-6.18
<b>Contracted Services</b>	
Accounting Fees	4,400.00
<b>Total Contracted Services</b>	4,400.00
<b>Insurance</b>	
Executive Protection & EPL	798.00
General Liability Insurance	829.00
<b>Total Insurance</b>	1,627.00
<b>Other</b>	
Bank Fees	13.26
Copier Lease	544.58
Dues & Subscriptions	650.82
Internet Services	194.99
Payroll Fees	1,397.10
PO Box Rent	94.00
Rent Expense	3,022.50
Telephone	769.39
<b>Total Other</b>	6,686.64
<b>Project Expenses</b>	
Travel - Mileage	260.96
<b>Total Project Expenses</b>	260.96
<b>Salaries &amp; Wages</b>	
Medical Insurance	7,581.00
Salaries & Wages - Other	40,612.92
<b>Total Salaries &amp; Wages</b>	48,193.92
Supplies & Materials	491.98
Taxes	206.00
<b>Training and Associated Travel</b>	
Mileage	39.20
Training and Associated Travel - Other	100.00
<b>Total Training and Associated Travel</b>	139.20
<b>Total Expense</b>	61,999.52
<b>Net Ordinary Income</b>	8,325.99
<b>Net Income</b>	8,325.99

Illinois Valley Watershed Council  
**Profit & Loss**  
February 2022

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	<u>Feb 22</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Contributions Received</b>	
Contributions - Unrestricted	25.00
Contributions Received - Other	0.30
<b>Total Contributions Received</b>	<u>25.30</u>
<b>Total Income</b>	<u>25.30</u>
<b>Gross Profit</b>	25.30
<b>Expense</b>	
<b>Other</b>	
Internet Services	21.25
Payroll Fees	165.19
Rent Expense	465.00
Telephone	76.62
<b>Total Other</b>	728.06
<b>Salaries &amp; Wages</b>	
Medical Insurance	789.00
Salaries & Wages - Other	4,490.02
<b>Total Salaries &amp; Wages</b>	5,279.02
<b>Supplies &amp; Materials</b>	52.55
<b>Taxes</b>	50.00
<b>Training and Associated Travel</b>	100.00
<b>Total Expense</b>	<u>6,209.63</u>
<b>Net Ordinary Income</b>	<u>-6,184.33</u>
<b>Net Income</b>	<u><u>-6,184.33</u></u>





## *March, 2022 Staff Report of the IVWC Watershed Coordinator*

**Organizational Restructuring:** I'll bet you thought we were done with this matter after last month's resolutions! 😊 Well, that was a pretty huge decision and action, but we have some things to take action on in the aftermath. Particularly, strategic planning, bylaws revision, policy review and development, and I'm sure other tasks that escape me at this late hour. First up will be strategic planning, and I'm planning to report at the meeting on any contacts I've made with potential facilitators for that process for us. Stay tuned.

**Restoration Partnership with Josephine County:** I was able to make a pitch about this topic during my annual update to the County Commissioners at their weekly meeting on March 1<sup>st</sup>. I particularly noted I had not received responses to several communication attempts made to further our initial strategy meeting, to which I received an invite to again email Commissioner Fowler, which I will do next week before our meeting.

**Forest Service Projects (Page Creek and Dunn Creek):** Steve Burns (Fishery Division Chief, RR-SNF) called to update me on the status of both projects, providing very welcome news of advances in obtaining the cultural clearance that has kept the project hostage since fall, 2020. Looking to be a very busy summer for restoration project implementation!

**Stakeholder/Community Engagement Program:** Lots to unpack here, so that will need to happen at the meeting. We are well underway with Cheryl's onboarding, orientation, and otherwise getting up to speed with the project. For many reasons, it is very important all directors be very tuned into this project, as it is designed to have long lasting ramifications for our organizations. In short, it is likely how we will be approaching accomplishing restoration efforts on private lands going forward. The project's success will require active involvement from the director and staff levels.

**Illinois Valley Focal Working Group:** The group did not meet in February. We next meet the day before our meeting, so I will update this item at our meeting.

**Water Quality Monitoring Program:** Technically a WC program now for the time being, I covered this in my District staff report due to a match funding aspect that is planned to occur from District funds. Please review this same section in that report.

**SWCD MOA/Tasks:** These tasks comprise the lion's share of my time these days, especially the Stakeholder Engagement project. All District programs and projects are moving forward, some faster than others. I wish I had a clone more than ever, ha.

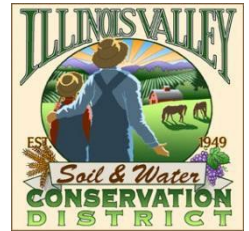
**Building the Foundation Training:** I am attending an excellent Equity, Diversity, Inclusion, and Justice training session every day this week from 9am – 1pm. Very informative and thought provoking. I am excited to be engaged in it and look forward to working together intentionally to help improve this aspect of our mission. I have a lot to learn. And unlearn.

Respectfully submitted,

Kevin O'Brien, Watershed Coordinator



**Arlyse DeLoyola**  
*Office Manager*  
Combined Staff Report



March 2022 ~ IVWC & IVSWCD

**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 accounts for February and filed bills after verification by Katrina.
- Voicemails, email and phone calls.

I have been juggling my duties around surgery and medical appointments the last two plus weeks and am thankful for the flexibility of my teammates. Hopefully things will calm down soon, though I will continue physical therapy twice weekly into mid-April and have a busy travel schedule this spring.

I will not be able to attend the April meetings, so I need a volunteer to take the minutes. I will be able to prepare everything for the meetings in advance of my trip.

**IV Watershed Council:** There is another match promotion coming up with Bottledrop Gives. April 11-23 they will add a 20% match to every bag dropped in celebration of Earth Day. We're holding all our bags until then to make the most of it. Tell your friends and neighbors we'll take their cans.

**IV Soil & Water Conservation District:** The search for Tracey's replacement continues. The job has been posted far and wide. Meanwhile, Kevin has been working hard to keep us on track. Cheryl is fitting in nicely and has hit the ground running on the Stakeholder Engagement portion of our Collective Mobilization grant.

**Happy spring!!**

Arlyse

