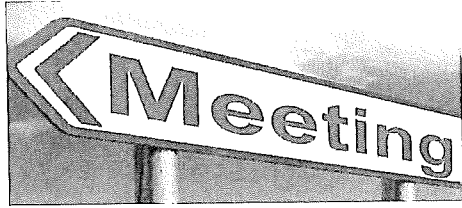


# Illinois Valley Watershed Council

## Regular Bi-Monthly Meeting



Thursday, March 25<sup>th</sup>

6:00 pm

ZOOM and IVSWCD Office

331 E Cottage Park Dr Suite 1B

Cave Junction, OR 97523

Join Zoom Meeting

<https://zoom.us/j/96226772995?pwd=WlNkK1FzMnc3YWw4dW0rUkQrV0tjdz09>

Meeting ID: 962 2677 2995

Passcode: SaveFish

One tap mobile

+16699006833,,96226772995#,,,,\*41803197# US (San Jose)

+12532158782,,96226772995#,,,,\*41803197# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

Meeting ID: 962 2677 2995

Passcode: 41803197

Find your local number: <https://zoom.us/u/ai4emTpdZ>





**Illinois Valley Watershed Council**  
331 E Cottage Park Suite 1B - P.O. Box 352  
Cave Junction, OR 97523  
Phone: 541-592-3731

**Bi-Monthly Council Meeting Agenda**  
*March 25, 2021*                      *IVWC Office/ZOOM*

- I. 6:00 PM: Call to Order
- II. 6:05 PM: Acceptance of Minutes
- III. 6:15 PM: Acceptance of Financial Reports
- IV. 6:30 PM: Old Business
  - a. New Office
  - b. OWEB Fire Response Grant Update
  - c. Website Update
- V. 6:45 PM: New Business
  - Action Items-**
  - a. Applications for Council Director
  - b. Four Way Community Foundation Grant
- VI. 7:00 PM: Council Updates & Staff Reports
  - a. Kevin report
  - b. Arlyse report
- VII. 7:15 PM: Public Comments (Relating to this agenda or IVWC Operations)
- VIII. 7:30 PM: Adjournment

## Meeting Minutes

Meeting Called to Order January 28, 2021 by Bill Reid, Chairman at 6:00 pm

**ATTENDEES**

**ZOOM ATTENDEES**

**ABSENTEES**

William Reid	Gene Merrill	James Gurley
Don Young	Marcy Sowa	John Gardiner
Robert Webb	Carol Crawford	Bob Schmidt
Katrina Poydack	Kevin O'Brien (staff)	
Janice Denney	Tracey Brandt (SWCD Staff)	
Rhett Nelsen		
Arlyse DeLoyola (Staff)		

**SCRIBE**

Notes were taken by Arlyse DeLoyola

- **Minutes:** The minutes from the November meeting were presented to the Council for review.
  - **Rhett Nelsen made a motion to approve the minutes for November.**
  - **Don Young seconded that motion.**
  - **The motion carried without dissent**
  
- **Financials:** The Financial Reports from July 1, 2020 – December 31, 2020 were presented to the Council for review.
  - **Don Young made a motion to accept the financial reports.**
  - **Rhett Nelsen seconded that motion.**
  - **The motion carried without dissent with one abstention.**

**OLD BUSINESS**

- **Office Move**  
 Arlyse updated the board on the progress in the new building. The common areas and conference room still need to be finished but they are comfortably working in the new space.
- **OWEB Fire Response Grant Offering**  
 Kevin updated the board on the progress in the application for the Slater Fire grant. He reminded all that work must be completed by June 30. He will be working with several other groups to determine what type of work is needed and where.

## **NEW BUSINESS**

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- **New Website**

Arlyse reminded the board members that she will need photos of each of them for the new website, which is nearly ready to “go live”. An exact date has not been scheduled, but much of the content is loaded.

- **PPP Grant**

Arlyse explained that a second round of Paycheck Protection Program forgivable loans has come available and that she has begun the application process. The total is a bit less than the initial offering of \$16,100, but she is working with Umpqua Bank again to secure what funds are available.

## **CONTINUING**

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

- Kevin gave his report noting that he is two days out from surgery on his wrist and elbow, and will undergo possible two more surgeries this calendar year, referring to it as his “personal restoration project”.

- Arlyse reviewed her report with no additions.

- Kevin announced that he had spoken with Eugene Weir of Freshwater Trust about giving a presentation at a future meeting. The board was interested, and Kevin will work with him to schedule it.

## **NEXT MEETING**

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The next meeting is to be held on **March 25, 2021** at 6:00 PM- in the new conference room 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 6:29 PM.

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

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

**Illinois Valley Watershed Council  
 Custom Summary Report  
 July 2020 through February 2021**

	Jul '20 - Feb 21
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	737.67
Total Contributions Received	737.67
Employee HB Cont	1,132.57
Fee For Service	1,793.69
Grants Received	
Government Grants	188,685.53
Grants Received - Other	27.01
Total Grants Received	188,712.54
Total Income	192,376.47
Gross Profit	192,376.47
Expense	
Administrative Expense	2.06
Contracted Services	
Accounting Fees	3,500.00
Tax Preparation	700.00
Contracted Services - Other	14,400.00
Total Contracted Services	18,600.00
Insurance	
Executive Protection & EPL	852.00
General Liability Insurance	830.00
Total Insurance	1,682.00
Other	
Copier Lease	471.16
Dues & Subscriptions	370.00
Internet Services	981.25
PO Box Rent	92.00
Power	137.53
Rent Expense	3,133.50
Telephone	632.22
Total Other	5,817.66
Project Expenses	
Contract Labor	9,325.00
Licenses & Permits	550.00
Materials & Supplies	62.54
Travel - Mileage	326.14
Total Project Expenses	10,263.68
Salaries & Wages	
Medical Insurance	5,314.00
Salaries & Wages - Other	49,029.53
Total Salaries & Wages	54,343.53
Supplies & Materials	
Postage, Mailing Service	6.95
Supplies & Materials - Other	401.30
Total Supplies & Materials	408.25
Taxes	200.00
Training and Associated Travel	
Mileage	6.73
Total Training and Associated Travel	6.73

Illinois Valley Watershed Council  
**Custom Summary Report**  
July 2020 through February 2021

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	Jul '20 - Feb 21
Total Expense	<u>91,323.91</u>
Net Ordinary Income	101,052.56
Other Income/Expense	
Other Income	
Refunds	-83,877.00
Reimbursement	<u>150.00</u>
Total Other Income	<u>-83,727.00</u>
Net Other Income	<u>-83,727.00</u>
Net Income	<u><u>17,325.56</u></u>

**Illinois Valley Watershed Council**  
**Profit & Loss Budget vs. Actual Council Capacity**  
 July 2020 through February 2021

	220-012 OWEB Capacity 19-21				TOTAL			
	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
Employee HB Cont	928.33	828.48	99.85	112.1%	928.33	828.48	99.85	112.1%
Grants Received								
Government Grants	46,200.25	61,450.00	-15,249.75	75.2%	46,200.25	61,450.00	-15,249.75	75.2%
Grants Received - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Grants Received</b>	<b>46,200.25</b>	<b>61,450.00</b>	<b>-15,249.75</b>	<b>75.2%</b>	<b>46,200.25</b>	<b>61,450.00</b>	<b>-15,249.75</b>	<b>75.2%</b>
<b>Total Income</b>	<b>47,128.58</b>	<b>62,278.48</b>	<b>-15,149.90</b>	<b>75.7%</b>	<b>47,128.58</b>	<b>62,278.48</b>	<b>-15,149.90</b>	<b>75.7%</b>
<b>Gross Profit</b>	<b>47,128.58</b>	<b>62,278.48</b>	<b>-15,149.90</b>	<b>75.7%</b>	<b>47,128.58</b>	<b>62,278.48</b>	<b>-15,149.90</b>	<b>75.7%</b>
<b>Expense</b>								
<b>Contracted Services</b>								
Accounting Fees	3,500.00	3,500.00	0.00	100.0%	3,500.00	3,500.00	0.00	100.0%
Tax Preparation	700.00	700.00	0.00	100.0%	700.00	700.00	0.00	100.0%
<b>Total Contracted Services</b>	<b>4,200.00</b>	<b>4,200.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>4,200.00</b>	<b>4,200.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Insurance</b>								
Executive Protection & EPL	852.00	900.00	-48.00	94.7%	852.00	900.00	-48.00	94.7%
General Liability Insurance	830.00	900.00	-70.00	92.2%	830.00	900.00	-70.00	92.2%
Insurance - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Insurance</b>	<b>1,682.00</b>	<b>1,800.00</b>	<b>-118.00</b>	<b>93.4%</b>	<b>1,682.00</b>	<b>1,800.00</b>	<b>-118.00</b>	<b>93.4%</b>
<b>Other</b>								
Advertising	0.00	45.00	-45.00	0.0%	0.00	45.00	-45.00	0.0%
Bank Fees	0.00	25.00	-25.00	0.0%	0.00	25.00	-25.00	0.0%
Copier Lease	409.15	810.00	-400.85	50.5%	409.15	810.00	-400.85	50.5%
Dues & Subscriptions	370.00	1,000.00	-630.00	37.0%	370.00	1,000.00	-630.00	37.0%
Food & Water	0.00	100.00	-100.00	0.0%	0.00	100.00	-100.00	0.0%
Internet Services	981.25	1,000.00	-18.75	98.1%	981.25	1,000.00	-18.75	98.1%
PO Box Rent	92.00	40.00	52.00	230.0%	92.00	40.00	52.00	230.0%
Power	0.00	700.00	-700.00	0.0%	0.00	700.00	-700.00	0.0%
Rent Expense	2,333.50	3,600.00	-1,266.50	64.8%	2,333.50	3,600.00	-1,266.50	64.8%
Telephone	277.78	1,020.00	-742.22	27.2%	277.78	1,020.00	-742.22	27.2%
<b>Total Other</b>	<b>4,463.68</b>	<b>8,340.00</b>	<b>-3,876.32</b>	<b>53.5%</b>	<b>4,463.68</b>	<b>8,340.00</b>	<b>-3,876.32</b>	<b>53.5%</b>
<b>Professional Fees</b>								
Legal Fees	0.00	50.00	-50.00	0.0%	0.00	50.00	-50.00	0.0%
<b>Total Professional Fees</b>	<b>0.00</b>	<b>50.00</b>	<b>-50.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>50.00</b>	<b>-50.00</b>	<b>0.0%</b>
<b>Project Expenses</b>								
Materials & Supplies	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Travel - Mileage	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Project Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Salaries &amp; Wages</b>								
Medical Insurance	4,241.47	8,760.00	-4,518.53	48.4%	4,241.47	8,760.00	-4,518.53	48.4%
Salaries & Wages - Other	21,497.31	36,458.48	-14,961.17	59.0%	21,497.31	36,458.48	-14,961.17	59.0%
<b>Total Salaries &amp; Wages</b>	<b>25,738.78</b>	<b>45,218.48</b>	<b>-19,479.70</b>	<b>56.9%</b>	<b>25,738.78</b>	<b>45,218.48</b>	<b>-19,479.70</b>	<b>56.9%</b>
<b>Supplies &amp; Materials</b>								
Postage, Mailing Service	0.00	240.00	-240.00	0.0%	0.00	240.00	-240.00	0.0%
Printing and Copying	0.00	120.00	-120.00	0.0%	0.00	120.00	-120.00	0.0%
Supplies & Materials - Other	441.25	1,000.00	-558.75	44.1%	441.25	1,000.00	-558.75	44.1%
<b>Total Supplies &amp; Materials</b>	<b>441.25</b>	<b>1,360.00</b>	<b>-918.75</b>	<b>32.4%</b>	<b>441.25</b>	<b>1,360.00</b>	<b>-918.75</b>	<b>32.4%</b>
<b>Taxes</b>	<b>200.00</b>	<b>200.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>200.00</b>	<b>200.00</b>	<b>0.00</b>	<b>100.0%</b>

**Illinois Valley Watershed Council**  
**Profit & Loss Budget vs. Actual Council Capacity**  
 July 2020 through February 2021

	220-012 OWEB Capacity 19-21				TOTAL			
	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Training and Associated Travel								
Mileage	6.73	750.00	-743.27	0.9%	6.73	750.00	-743.27	0.9%
Training and Associated Travel - Other	0.00	360.00	-360.00	0.0%	0.00	360.00	-360.00	0.0%
<b>Total Training and Associated Travel</b>	<b>6.73</b>	<b>1,110.00</b>	<b>-1,103.27</b>	<b>0.6%</b>	<b>6.73</b>	<b>1,110.00</b>	<b>-1,103.27</b>	<b>0.6%</b>
<b>Total Expense</b>	<b>36,732.44</b>	<b>62,278.48</b>	<b>-25,546.04</b>	<b>59.0%</b>	<b>36,732.44</b>	<b>62,278.48</b>	<b>-25,546.04</b>	<b>59.0%</b>
<b>Net Ordinary Income</b>	<b>10,396.14</b>	<b>0.00</b>	<b>10,396.14</b>	<b>100.0%</b>	<b>10,396.14</b>	<b>0.00</b>	<b>10,396.14</b>	<b>100.0%</b>
<b>Net Income</b>	<b>10,396.14</b>	<b>0.00</b>	<b>10,396.14</b>	<b>100.0%</b>	<b>10,396.14</b>	<b>0.00</b>	<b>10,396.14</b>	<b>100.0%</b>



**Illinois Valley Watershed Council**  
**Profit & Loss 19-21 Council Capacity**  
 July 2020 through February 2021

	Jul '20 - Feb 21
Ordinary Income/Expense	
Income	
Employee HB Cont	928.33
Grants Received	
Government Grants	46,200.25
Total Grants Received	46,200.25
Total Income	47,128.58
Gross Profit	47,128.58
Expense	
Contracted Services	
Accounting Fees	3,500.00
Tax Preparation	700.00
Total Contracted Services	4,200.00
Insurance	
Executive Protection & EPL	852.00
General Liability Insurance	830.00
Total Insurance	1,682.00
Other	
Copier Lease	409.15
Dues & Subscriptions	370.00
Internet Services	981.25
PO Box Rent	92.00
Rent Expense	2,333.50
Telephone	277.78
Total Other	4,463.68
Project Expenses	
Materials & Supplies	28.88
Total Project Expenses	28.88
Salaries & Wages	
Medical Insurance	4,241.47
Salaries & Wages - Other	21,497.31
Total Salaries & Wages	25,738.78
Supplies & Materials	412.37
Taxes	200.00
Training and Associated Travel	
Mileage	6.73
Total Training and Associated Travel	6.73
Total Expense	36,732.44
Net Ordinary Income	10,396.14
Net Income	10,396.14

## Illinois Valley Watershed Council

3/16/2021 2:32 PM

Register: Checking Account

From 01/01/2021 through 02/28/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/04/2021	645	Pacific Source Healt...	Accounts Payable	Kevin Health I...	869.00	X		57,214.55
01/06/2021	646	Cardinal Business Se...	Accounts Payable	Pay period endi...	3,312.06	X		53,902.49
01/12/2021	647	Staples Advantage	Accounts Payable	phone cleaning...	65.70	X		53,836.79
01/12/2021	648	Wells Fargo	Accounts Payable	50% copier lease	67.33	X		53,769.46
01/14/2021			Grants Received:Gover...	Deposit		X	15,357.25	69,126.71
01/14/2021	649	ARLYSE DELOYO...	Accounts Payable		18.56	X		69,108.15
01/14/2021			IVWC PayPal	Funds Transfer		X	95.88	69,204.03
01/25/2021	650	Cardinal Business Se...	Accounts Payable	PP ending 1/15...	2,263.23	X		66,940.80
01/25/2021	651	Staples Advantage	Accounts Payable	VOID: include...		X		66,940.80
01/25/2021	652	Illinois Valley SWCD	Accounts Payable	50% of the cha...	305.88	X		66,634.92
01/26/2021	653	Pacific Source Healt...	Accounts Payable	Kevin Health I...	845.00	X		65,789.92
01/26/2021	654	US Cellular	Accounts Payable	50% Feb	86.35	X		65,703.57
01/26/2021	655	IV DATA CENTER	Accounts Payable		21.25	X		65,682.32
01/30/2021			Contributions Receive...	Deposit		X	0.51	65,682.83
02/04/2021	656	Corporation Division	Accounts Payable	2021 Annual R...	50.00	X		65,632.83
02/08/2021	657	Cardinal Business Se...	Accounts Payable	PP ending 1/31...	2,938.16	X		62,694.67
02/18/2021			PPP Loan	Deposit		X	11,783.00	74,477.67
02/22/2021			Contributions Receive...	Deposit		X	31.96	74,509.63
02/22/2021	659	KELLEY CONNECT	Accounts Payable		33.00			74,476.63
02/23/2021	660	IV DATA CENTER	Accounts Payable	50% mARCH i...	21.25	*		74,455.38

3-15-2021

# Application Illinois Valley Watershed Council Director

Name:	Patricia Downing	
Mailing Address:	POBox 646, OBrien, OR 97534	
Physical Address:	35253 Redwood Hwy, OBrien, OR 97534	
Phone Number:	541-596-2543 cell phone: 541287-0172	
Occupation:	Nonprofit Development Consultant	
Email Address:	pattydowning2019@gmail.com	

Please complete the following sections. Attach additional sheets (up to 3) if necessary.

### Section 1: The goals of the Illinois Valley Watershed Council are:

1. To focus watershed restoration & enhancement efforts on projects & public outreach
2. To foster & improve communications among affected private individuals, interested citizens & representatives of local, state, and federal agencies
3. To continue the development and implementation of the comprehensive watershed assessment/action plan to achieve and maintain watershed health.

### By design, the I.V. Watershed Council is a group of individuals representing a diversity of interests. How will you work cooperatively with other Council members to accomplish these goals? (List examples.)

I have more than 25 years experience working as an Executive Director, Development Coordinator and Grant Writer. Each of those areas requires extensive community and agency partnering, volunteer coordination and by necessity working with individuals of diverse backgrounds. From this I know that successful cooperative endeavors require clear communications, trust building and agreement on common goals and methods. In a lifetime of facilitating communications for non-profit boards (see resume for examples), and in community service, I deeply value and will continue to use these time-honored methods.

### Section 2: Please list activities and affiliations that demonstrate your commitment to the environment or watershed.

BA Biology combined Environmental Studies. Board President, then Executive Director, for Rusk Ranch Nature Center, an organization dedicated to nature conservation. IVCO Environmental Caucus Advisory Group Coordinator. Sierra Club affiliate. Member Western States Outdoor Clubs. Permaculture Design Certificate. Many years as an Exhibits Designer for the Nature Center and curriculum development for conservation based programs and presentations. Designed and implemented presentations on Climate Change. Developed environmental education standards for the Clean Forest Project to align with state and national goals.

### Section 3: Please list examples that illustrate your ability to work in cooperation with other community members.

I have many years of experience interfacing with the community. I have networked and outreached to corporations, community leaders and government agencies and established working advisory councils and steering committees. Examples: Ford Leadership Institute graduate; Josephine Community Libraries volunteer; Zonta International member; Founder & Core Coordinator Domestic Violence 2009 Leadership Summit; Core Coordinator Parent Daughter Faire 2010; RCC Core member Art Works Initiative; Elected Board Director Illinois Valley Community Development Organization, elected Chair of the Community Relations Committee; Illinois Valley Garden Tour co-coordinator; Rogue Valley Council of Governments planning survey representative for O'Brien; Forest Service Communication Cadre Liaison: Assisting communications improvements in communities who interface with the Forest Service. I have worked with diverse cultural and economic groups and have a high degree of cultural competence. This experience includes working for the Private Industry Council in Portland teaching gang-affected youth and many years working with impoverished rural communities in Southern Oregon.

<b>Name:</b>	Patricia Downing
<b>Mailing address:</b>	POBox 646, OBrien, OR 97534
<b>Physical address:</b>	35253 Redwood Hwy, OBrien, OR 97534. 541-596-2543. cell: 541287-0172

Please Answer the following Questions to the best of your ability please attach additional sheets as necessary (up to 3).

**1 Please list activities and affiliations that demonstrate your commitment to the environment.**


BA Biology combined Environmental Studies. Board President, then Executive Director, for Rusk Ranch Nature Center, an organization dedicated to nature conservation. IVCDO Environmental Caucus Advisory Group Coordinator. Sierra Club affiliate. Member Western States Outdoor Clubs. Permaculture Design Certificate. Many years as an Exhibits Designer for the Nature Center and curriculum development for conservation based programs and presentations. Designed and implemented presentations on Climate Change. Developed environmental education standards for the Clean Forest Project to align with state and national goals.


**2 Please list examples that illustrate your ability to work in cooperation with other community members.**

I have more than 25 years experience working as an Executive Director, Developmen Coordinator and Grant Writer. Each of those areas requires extensive community and agency partnering, volunteer coordination and by necessity working with individuals of diverse backgrounds. From this I know that successful cooperative endeavors require clear communications, trust building and agreement on common goals and methods. In a lifetime of facilitating communications for non-profit boards (see resume for examples), and in community service, I deeply value and will continue to use these time-honored methods.

I have many years of experience interfacing with the community. I have networked and outreached to corporations, community leaders and government agencies and established working advisory councils and steering committées. Examples: Ford Leadership Institute graduate; Josephine Community Libraries volunteer; Zonta International member; Founder & Core Coordinator Domestic Violence 2009 Leadership Summit; Core Coordinator Parent Daughter Faire 2010; RCC Core member Art Works Initiative; Elected Board Director Illinois Valley Community Development Organization, elected Chair of the Community Relations Committee; Illinois Valley Garden Tour co-coordinator; Rogue Valley Council of Governments planning survey representative for O'Brien; Forest Service Communication Cadre Liaison: Assisting communications improvements in communities who interface with the Forest Service. I have worked with diverse cultural and economic groups and have a high degree of cultural competence. This experience includes working for the Private Industry Council in Portland teaching gang-effected youth and many years working with impoverished rural communities in Southern Oregon.

**3 The goals of the watershed council are:**

- To focus watershed restoration and enhancement efforts on projects and public outreach.
- Foster and improve communication among affected private individuals , interested citizens and representatives of local, state, and federal agencies.
- To continue the development and implementation of the comprehensive watershed assessment and action plan, to achieve and maintain watershed health.

**Are you willing to work to accomplish these goals?**

ABSOLUTELY YES!	_____
_____	_____
_____	_____

Patricia C. Downing, BA Biology/Environmental Studies  
P.O. Box 646, O'Brien, OR 97534  
541-287-0172 [nolimits@frontiernet.net](mailto:nolimits@frontiernet.net)

**Experienced Executive Director, Development Director and Non-profit Organizational Consultant  
Acquired more than \$1M in grants and resources for nonprofit entities.**

### **EXECUTIVE DIRECTOR, MANAGEMENT AND DEVELOPMENT EXPERIENCE**

#### **Executive Director – Rusk Ranch Nature Center (Non-profit Corporation) 2011 - current**

- In charge of development and grant acquisitions, projects and reporting.
- Research and develop ecosystem friendly design options for the Wildlife Preserve
- Lead funding strategies, donor relations, strategic planning and board development.
- Oversee capital campaign, donor relations, membership, volunteers & staff
- Coordinate partnerships with agencies to share resources, provide services
- Ensure compliance with federal, state and local regulations
- Provide nonprofit regulatory, best practices and accountability guidance.

#### **Development Director and Education Director - Clean Forest Project (Non-profit Corporation)**

- Acquired more than \$238K in grant acquisitions 2010-2011.
- Led the organization in developing funding strategies and innovative educational programs.
- Provided nonprofit regulatory and best practices guidance.
- Developed environmental education standards to align with state and national goals.
- Developed the Legacy Giving program and led Strategic Planning processes
- Developed programming and supervised staff for the Green Teams high school outreach program.

#### **Development Coordinator – Lovejoy Hospice (Non-profit corporation)**

Guided the Development process between 2006 and 2010:

- Increased donations and grants from an average of \$54.6K per year to an average of \$162.2K per year.
- Enhanced and tracked donor relations, increasing the database of donors from 400 to 4000.
- Increased local business sponsorship from \$0 in 2005 to \$38.6K in 2009.
- Advanced community goodwill and understanding of the hospice programs.
- Created and coordinated major events fundraisers, Heart of Summer and Light Up A Life.
- Initiated and nurtured collaborative relationships with agencies, partners and community stake holders.
- Initiated sponsor solicitation, donor acknowledgement planning, brochure, website and ad design.
- Developed and managed Lovejoy's comprehensive development and fundraising plan.
- Successfully wrote grants, tracked contracts, designed reporting and accountability processes.
- Responsible for assisting board with resource development and planning.
- Responsible for public relations, radio spots, collaborative networking, public service announcements, civic outreach, fiscal accountability for development, budget advisory, and endowment planning.

#### **Assistant Executive Director - Options for Southern Oregon (Non-Profit Corporation)**

- Successfully wrote grants and tracked grant reporting and accountability.
- Implemented fiscal management and budgeting for Transportation Department.
- Supervised employees in administration and transportation departments.
- Produced Annual Report, Quality Assurance Report, Strategic Planning Proposal, and Confidentiality Agreement. Created content for the newsletter & web site. Designed, assembled and maintained the web site. Created a training manual for office staff.

## **Executive Director - Sage Femme, Inc. (Non-profit corporation)**

Lead the program from start to \$.5 million business with four DoE Accredited campuses in three states.

- Developed budget and implemented fiscal oversight. Led the organization in strategic planning, programs, and financial planning in conjunction with the Board of Directors.
- Supervised 25 faculty and employees, verifying payroll fulfillment.
- Maintained quality control measures for accreditation standards.
- Assembled extensive professional school library; researched, reviewed & recommended texts.
- Facilitated communication at all levels of corporate activity and provided detailed reports to board.
- Supervised implementation of all student programs.
- Coordinated outreach for community education and public relations.

## **NON-PROFIT CONSULTING EXPERIENCE**

### **Non-profit Organizational Consultant - Beyond Limits Consulting Associates – current**

Presentations & consulting for Illinois River Valley Arts Council, Illinois Valley Safe House Alliance, HASL Center for Independent Living, The Newcomers Club, The Glass Rail Outfit, Illinois Valley Community Development Organization, Illinois Valley Youth Soccer Club, Grants Pass Kiwanis, Cultural & Environmental Enhancement Network, Zonta International, U.S. Department of the Army, Oakland, CA; Doner Advertising Inc., Detroit, MI; San Diego Jewelers Association. Feasibility Study for Summer Jo's Restaurant for successful state grant eligibility. Presentations for Zonta state conference, Oregon State PTA conference, Josephine Community Libraries, U.S. Department of the Army, Grants Pass Garden Club, and Master Gardeners. Appeared on television spots for San Francisco Urban County Fair. Public television presentation for City of Madison, WI. Delivered numerous presentations and consultations in Communication Skills, Active Listening, Asserting and Non-defensive feedback, Learning Methodologies, Hiring, Training & Retaining Talent and Successful Non-profit Management.

## **COMMUNITY SERVICE**

**Josephine County:** Past Board President Rusk Ranch Nature Center; Ford Leadership Institute Fiscal Sponsor representative; Josephine Community Libraries volunteer; Zonta International member; Founder & Core Coordinator Domestic Violence 2009 Leadership Summit; Core Coordinator Parent Daughter Faire 2010; RCC Core member Art Works Initiative; Elected Board Director Illinois Valley Community Development Organization, elected Chair of the Community Relations Committee; Illinois Valley Garden Tour co-coordinator; Rogue Valley Council of Governments planning survey representative for O'Brien.

**National:** Forest Service Communication Cadre Liaison: Assist with planning and presentations for communications improvements in communities who interface with the Forest Service. Vice-president of MEAC National Education Accreditation Board: Interfaced with professional applicants and supported their progress towards accreditation. Reviewed applications and compliance to standards. Implemented site visits. Developed policies and procedures.

**California:** Researched and co-wrote state certification for California Association of Midwives. Served as fiscal advisor and major donor fund-raiser for California Association of Midwives (CAM). Developed budgetary guidelines and policies. Administration Coordinator for Certification Board of CAM.

## **EDUCATION**

University of California . . University of Wisconsin . . Chapman College . . Cabrillo College

**References upon request.**

received  
3.4.2021

## Application Illinois Valley Watershed Council Director

Name:	Alex Ponder		
Mailing Address:	361 Burgundy Ln. Cave Junction, OR 97523		
Physical Address:	See Above		
Phone Number:	(541) 415-0461	Cell Phone:	(541) 787-7902
Occupation:	Water Treatment Plant Operator		
Email Address:	alex.ponder@cavejunctionoregon.us		

Please complete the following sections. Attach additional sheets (up to 3) if necessary.

### Section 1: The goals of the Illinois Valley Watershed Council are:

1. To focus watershed restoration & enhancement efforts on projects & public outreach.
2. To foster & improve communications among affected private individuals, interested citizens & representatives of local state, and federal agencies.
3. To continue the development and implementation of the comprehensive watershed assessment/action plan to achieve and maintain watershed health.

**By design, the I.V. Watershed Council is a group of individuals representing a diversity of interests. How will you work cooperatively with other Council members to accomplish these goals? (List examples.)**

I believe that with group input we can come up with viable and attractive ways that benefit everyone's ideas on our watershed. I can listen, offer input, laugh, learn, do research, I am willing to be open to everyone's ideas.

### Section 2: Please list activities and affiliations that demonstrate your commitment to the environment or watershed.

I grew up here in the Illinois Valley. I spent my adolescence swimming, hiking, canoeing, fishing, watching beavers come to and from their burrows in the riverbank. I grew up loving every minute I was able to spend in this valley, that love is still with me today.

### Section 3: Please list examples that illustrate your ability to work in cooperation with other community members.

I have and continue to volunteer in many organizations throughout the valley, from youth soccer to the yearly Thanksgiving feed at the park. These organizations are composed of people that encompass all walks of life that make this valley unique. I can communicate with most people.

Please return completed application to 102 S. Redwood Highway, Suite 101 or mail to IVWC, PO Box 352, Cave Junction, OR 97523. Questions? Call: 592-3731 or email [ivoffice@cavenet.com](mailto:ivoffice@cavenet.com).

Mailing address: 361 Burgundy Ln. Cave Junction, OR 97523

Physical address: See Above

Please Answer the following Questions to the best of your ability please attach additional sheets as necessary (up to 3).

**1 Please list activities and affiliations that demonstrate your commitment to the environment.**

Water Treatment Plant Operator

Backcountry Hunters & Anglers

Hiking

Camping

I want my great-great grandchildren to be able to experience the same beauty of this valley that I have.

**2 Please list examples that illustrate your ability to work in cooperation with other community members.**

I am open, honest and willing to listen to everyone's ideas.

**3 The goals of the watershed council are:**

To focus watershed restoration and enhancement efforts on projects and public outreach.

Foster and improve communication among affected private individuals, interested citizens and representatives of local, state, and federal agencies.

To continue the development and implementation of the comprehensive watershed assessment and action plan, to achieve and maintain watershed health.

**Are you willing to work to accomplish these goals?**

I am completely willing to work towards accomplishing these goals.





## March, 2021 Staff Report of the IVWC Watershed Coordinator

Please note that in anticipation of two new directors being appointed at this meeting, I left the bulk of info in my January '21 report intact for important background information. Highlighted portions are new to this report. Thanks!

**Page Creek Project:** We remain shovel ready for replacing the old diversion dam that is an aquatic organism passage barrier with the engineered roughened channel. Contacted contractor Mark Camp to schedule inspection of channel feature material at the rock pit.

**Dunn Creek Project:** The inlet realignment is back on for implementation this coming summer (2021) after postponement due to the Slater fire. This is likely to be a very small, 1-2 day job and to be funded from previously allocated (but not invoiced!) FS funds already set aside in our agreement with that agency.

**Popejoy (EFIR) Project:** Another project postponed as a direct result of the Slater Fire that is planned for implementation in summer of 2021. All associated regulatory permits will carry over to this year. Expected to take approximately one week to fully implement.

**Kelly Creek Project:** All floodplain reconnection and structures were implemented in 2020 ahead of the fire. Still working with them on their riparian revegetation requirements. Will be invoicing them after determining how involved they want us (WC) involved with the plan development and implementation.

**OWEB Wildfire Response Grant Offering:** Still putting together the grant application. Continuing to collaborate with local partners to develop the project's scope. Planning to have a draft out for review of important sections next week (week of 3/15). We're planning to prioritize private properties that are economically disadvantaged with riparian aspects.

**SWCD Tasks:** Tracey and I have begun the OWEB stakeholder engagement grant application, due later next month.

**Personal Restoration Project!** 😊: Left arm healing up well from 1/26/2021 surgery, right arm procedure will coming up next week on 3/16/2021 (which is why I'm typing this up earlier than normal!). I'm now tentatively planning for the knee replacement to occur around the 3<sup>rd</sup> week of May, but that is contingent on my arms being healed up enough to be able to use crutches for a while after the surgery. If my medical caregivers don't expect me to be fully ambulatory by the start of this project season, I will delay the knee replacement to late fall.

Respectfully submitted,

Kevin O'Brien, watershed coordinator

**Arlyse DeLoyola**  
*Office Manager* | Staff Report  
March 2021



**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
- Participated in 9 training webinars
- Reconciled QB accounts for month of January and February and filed all invoices and receipts.
- Voicemails, emails and phone calls.

The Website has been migrated to the new site and is working. We can modify it at any time quite easily, which is great. It is very nice to have that marked off of the "to-do" list.

The lobby is still not finished, but some effort has been made to clear it out, so there is hope on the horizon.

I applied for and have received the second round of Payroll protection Forgivable Loans. Kevin and I have budgeted to use it to cover July and the first 5 days of August payroll. The total amount was \$11,783. I attended a free webinar last week regarding the differences in this round of loans. It appears the forgiveness application will be much simpler this time, which is great.

I hosted a benefit Pampered Chef online party recently and we have received our donated proceeds, which came to \$238.59 in unrestricted funds. Thanks to all who participated.

If you have ideas for fundraising, please bring them up. We continue to have a donation button available on the Facebook page and the website. At this time, we have just one regular monthly donation from our Watershed Coordinator! Keep in mind that you can secure donations without spending any of your own money just by designating the IVWC as your chosen charity with Fred Meyer Rewards as well as on Amazon.com. If you need help setting these up, just ask. We received our first Fred Meyer check recently for a whopping 51 cents! Everything helps.

Kevin and I worked together on the budget portion of the next biennium's Capacity Grant and he has submitted the application to OWEB.

We have two vacancies on the Council and two applications for your review. Both candidates have been invited to this meeting and I will add the applications to your packets.

I am working on an application for a grant from The Four Way Community Foundation to help us finish up the office space with efficient storage.

Arlyse