

# Meeting

**Monthly Illinois Valley Watershed Council Meeting**  
**Thursday January 11<sup>th</sup> 5:00 pm**  
**IV Stream-Team Headquarters- 331 E Cottage Park Dr**  
**Suite 1b Cave Junction OR 97523**

Illinois Valley Watershed Council is inviting you to a scheduled Zoom meeting.

Topic: Illinois Valley Watershed Council Monthly Meeting  
Time: 5:00 pm Thursday, January 11, 2024

Join Zoom Meeting

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

Meeting ID: 473 823 6869

Passcode: SaveFish

One tap mobile

+12532158782,,4738236869#,,,,\*76632288# US (Tacoma)

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Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

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+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 253 205 0468 US

+1 646 931 3860 US

+1 689 278 1000 US

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

Meeting ID: 473 823 6869

Passcode: 76632288

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



**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 *January 11, 2024*

- I. **5:00 PM: Call to Order**
- II. **5:02 Election of 2024 officers**
- III. **5:05 PM: Acceptance of Minutes**
- IV. **5:15 PM: Acceptance of Financial Reports**
- V. **5:20 PM: Old Business**
  - a. Review/Approval of Land Acknowledgement proposal.
  - b. Reschedule budget meeting.
- VI. **5:30 PM: New Business**
  - a. Approval of by-laws.
  - b. Approval of 2024-2026 Strategic Plan.
  - c. Discussion of partner feedback.
- VII. **6:00 PM: Council Updates & Staff Reports**
  - a. Kevin report
  - b. Arlyse report
- VIII. **6:15 PM Partnering Agency Reports**
  - a. Illinois Valley SWCD
  - b. Others
- IX. **6:25 PM: Public Comments** (Relating to this agenda or IVWC Operations)
- X. **6:30 PM: Adjournment**

## Meeting Minutes

Meeting Called to Order December 14, by Katrina Poydack, Chair at 5:00 pm

### ATTENDEES

### ZOOM ATTENDEES

### ABSENTEES

Carol Crawford	John Bellville	Gene Merrill
Janice Denney		
Katrina Poydack		
Patty Downing		
Bob Schmidt		
Don Young		
James Gurley		
Bob Webb (SWCD)		
Kevin O'Brien (staff)		
Arlyse DeLoyola (staff)		

### SCRIBE

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the November 2023 meeting were presented to the council for review.
  - **Don Young made a motion to approve the minutes.**
  - **Carol Crawford seconded that motion.**
  - **The minutes were approved without dissent.**
  
- **Financials:** The Financial Reports through November 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

- **Strategic Planning**

The Council met December 3<sup>rd</sup> to finalize the by-laws changes and the strategic plan. Revised documents have been emailed to all with that capability for review and potential approval next meeting. Patty and Katrina worked on the portion below the mission statement. Katrina will pass it by the tribal representatives. She hoped to get it finalized and to Arlyse by January 4<sup>th</sup>. She also was working on a proper land acknowledgement to potentially be included at meetings and events.

- **Meeting Date**

A review and discussion of the meeting date schedule was held. No changes were made.

- **Open Season**

Kevin met with the insurance company and advised the board of the cost of coverage for 2024.

- **A motion to award a bonus to cover the cost of insurance was made by Patricia Downing.**
- **Janice Denney seconded the motion.**
- **The motion passed without dissent.**

- **Harness Giving**

Kevin and Arlyse presented the answers to the questions the board had regarding the fundraising platform. Discussion was held.

- **A motion to purchase six months of the mid-range of Harness Giving services was made by Janice Denney.**
- **Patricia Downing seconded the motion.**
- **The motion carried 6-1, with Bob Schmidt voting no.**

- **Migration/email issues and Kelley Connect**

Kevin explained that the migration had finally been completed and email is now working after an outage since last week.

**NEW BUSINESS**

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**Next meeting important:**

The Council was advised that the January meeting would include the election of officers, adoption of updated by-laws and the Strategic Plan.

**CONTINUING**

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- **Staff and partnering agency reports:**

- Kevin reviewed his written report. He is currently in grant-writing mode until the end of the year.
- Arlyse relayed the email and migration issues had mostly been solved. A budget meeting is set for January 9<sup>th</sup> at 2:00pm.

- **Partnering Agencies:**

John Bellville thanked Arlyse for her work on the Microsoft migration. He congratulated the Council on its tentative completion of the Strategic Plan. He then asked Council members for letters of support for the SWCD's current grant proposal, Private Forest Accord.

John also asked that anyone living along a stream contact him if they are willing to host a passive water quality monitoring site.

IV FROG met here yesterday and are working toward establishing a 501C3 non-profit.

The Community Wildfire Defense grant letters mailed recently are garnering a lot of inquiries. 27 landowners have responded of the 118 letters mailed out. Work could be on the ground sooner than anticipated due to the positive response.

- **Public Comment**

No public comments were made.

**NEXT MEETING**

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The next monthly meeting is to be held at **5:00 pm on January 11, 2024**

**ADJOURNMENT**

Meeting Adjourned by Katrina Poydack, Chair, at 6:37 PM.

**Approved Minutes:**

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

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

9:23 AM

01/04/24

Cash Basis

# Illinois Valley Watershed Council

## Profit & Loss

December 2023

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	<u>Dec 23</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	25.00
Total Contributions Received	25.00
Grants Received	
Government Grants OWEB Capacity	20,767.65
Total Grants Received	20,767.65
Total Income	20,792.65
Gross Profit	20,792.65
Expense	
Other	
Copier Lease	124.06
Dues & Subscriptions	25.00
Food & Water	51.41
Internet Services	21.25
Payroll Fees	97.50
PO Box Rent	113.00
Rent Expense	534.50
Total Other	966.72
Salaries & Wages	
401K Automatic Contribution	354.24
Employer Matching Funds 401K	354.24
Employer Paid Payroll Taxes	575.25
Workers Comp Insurance	219.40
Salaries & Wages - Other	7,084.88
Total Salaries & Wages	8,588.01
Total Expense	9,554.73
Net Ordinary Income	11,237.92
Net Income	<u><u>11,237.92</u></u>

9:24 AM  
01/04/24  
Cash Basis

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

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	<u>Jul - Dec 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Contributions Received</b>	
Contributions - Unrestricted	350.00
<b>Total Contributions Received</b>	350.00
<b>Grants Received</b>	
Government Grants	52,073.30
Grants Received - Other	23,233.00
<b>Total Grants Received</b>	75,306.30
<b>Total Income</b>	75,656.30
<b>Gross Profit</b>	75,656.30
<b>Expense</b>	
<b>Contracted Services</b>	-1,786.54
<b>Insurance</b>	
Executive Protection & EPL	1,249.75
General Liability Insurance	2,449.00
<b>Total Insurance</b>	3,698.75
<b>Other</b>	
Bank Fees	2.42
Copier Lease	520.85
Dues & Subscriptions	564.00
Food & Water	263.16
Internet Services	216.50
Payroll Fees	600.00
PO Box Rent	113.00
Rent Expense	3,207.00
Software	2,183.70
Telephone	373.37
<b>Total Other</b>	8,044.00
<b>Project Expenses</b>	
Travel - Mileage	387.77
<b>Total Project Expenses</b>	387.77
<b>Salaries &amp; Wages</b>	
401K Automatic Contribution	1,979.57
Employee Contributed 401K	113.88
Employer Matching Funds 401K	2,093.45
Employer Paid Payroll Taxes	3,756.07
Workers Comp Insurance	219.40
Salaries & Wages - Other	41,869.60
<b>Total Salaries &amp; Wages</b>	50,031.97
<b>Supplies &amp; Materials</b>	5,602.05
<b>Taxes</b>	90.00

9:24 AM

01/04/24

Cash Basis

# Illinois Valley Watershed Council

## Profit & Loss

July through December 2023

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	<u>Jul - Dec 23</u>
Training and Associated Travel	
Lodging	168.44
Training and Associated Travel - Other	<u>1,680.00</u>
<b>Total Training and Associated Travel</b>	<u>1,848.44</u>
<b>Total Expense</b>	<u>67,916.44</u>
<b>Net Ordinary Income</b>	<u>7,739.86</u>
<b>Net Income</b>	<u><u>7,739.86</u></u>

11:35 AM

01/04/24

Cash Basis

# Illinois Valley Watershed Council

## Balance Sheet

As of December 31, 2023

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	<u>Dec 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking Account	93,277.74
IVWC PayPal	170.16
<b>Total Checking/Savings</b>	<u>93,447.90</u>
<b>Other Current Assets</b>	
Undeposited Funds	25.00
<b>Total Other Current Assets</b>	<u>25.00</u>
<b>Total Current Assets</b>	<u>93,472.90</u>
<b>TOTAL ASSETS</b>	<b><u>93,472.90</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Unrestricted Net Assets	85,733.04
Net Income	7,739.86
<b>Total Equity</b>	<u>93,472.90</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>93,472.90</u></b>



Illinois Valley Watershed Council

1/4/2024 9:25 AM

Register: Checking Account

From 12/01/2023 through 12/31/2023

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>
12/03/2023	1043	SAIFCorpoation	Accounts Payable	Annual Workers Comp	219.40	X		82,232.12
12/04/2023	1041	US Postal service	Accounts Payable		113.00			82,119.12
12/04/2023	1042	Pacific Office Autom...	Accounts Payable	Copier lease	62.03	X		82,057.09
12/07/2023	ACH	Cardinal-Employee ...	Accounts Payable	PP END 11/30/...	2,489.40	X		79,567.69
12/07/2023	ACH	Cardinal-Tax Impound	Accounts Payable	PP ENDING 1...	1,081.17	X		78,486.52
12/08/2023	ACH	Cardinal Business Se...	Accounts Payable	Payroll Fees	47.50	X		78,439.02
12/18/2023	1044	IV DATA CENTER	Accounts Payable		450.00	X		77,989.02
12/18/2023	1045	IV DATA CENTER	Accounts Payable		21.25	X		77,967.77
12/19/2023	ACH	Slavic 401K Fund	Accounts Payable		603.04	X		77,364.73
12/22/2023		OWEB Capacity Grants Received:Gover...		Deposit		X	20,767.65	98,132.38
12/27/2023	ach	Cardinal Business Se...	Accounts Payable	Payroll Fees	50.00	X		98,082.38
12/27/2023	ach	Cardinal-Employee ...	Accounts Payable		2,499.76	X		95,582.62
12/27/2023	ach	Cardinal-Tax Impound	Accounts Payable		1,087.81	X		94,494.81
12/27/2023	1047	A+ Storage	Accounts Payable		84.50			94,410.31
12/27/2023	1048	Cardmember Services	Umpqua Bank CC IV...		463.11			93,947.20
12/28/2023	ACH	Slavic 401K Fund	Accounts Payable		607.43	X		93,339.77
12/28/2023	1049	Pacific Office Autom...	Accounts Payable		62.03			93,277.74

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

EXPENSES: Category	Total Budgeted	Actual	Remaining	% Remaining
Wages/Salaries/Benefits	\$122,087.00		\$30,182.17	\$91,904.83 75.3%
Contracted Services	\$8,000.00		\$93.71	\$7,906.29 98.8%
Travel/training	\$4,999.00		\$661.14	\$4,337.86 86.8%
Supplies/materials	\$6,676.00		\$384.54	\$6,291.46 94.2%
Other (rent, phones, copier etc)	\$24,380.00		\$9,379.54	\$15,000.46 61.5%
Total	\$166,142.00			\$125,440.90 75.5%
Actual Cash on hand 1/5/24			<b>\$832.10</b>	

**Forest Service Page/Dunn Creek to 8/6/2025 with modifications**

Category	Total Budgeted	Actual	Remaining	%remaining
Wages/Salaries	\$17,622.00		\$14,879.50	\$2,742.50 16%
Contracted Services	\$46,328.00		\$19,244.95	\$27,083.05 58%
Supplies & Materials	\$9,000.00		\$753.44	\$8,246.56 92%
Total	\$72,950.00		\$34,877.89	\$38,072.11 52%
Actual Cash on hand 1/5/24			<b>\$30,072.11</b>	

**Four Way Community Fdn**

	Total Budgeted	Actual	Remaining	% Remaining
	\$2,000.00		\$1,662.69	\$337.31 26%
Actual cash on hand 1/5/24			<b>\$337.31</b>	<b>Report due</b>

**Unrestricted and Post- Grant Funds in Checking**

**\$62,285.97**

Not in checking account:	
Donations - PayPal	\$384.05
Bottledrop Account	\$1,318.36
<b>Total Outside</b>	<b>\$1,702.41</b>

Checking	\$93,527.49
Paypal	\$384.05
Bottledrop	\$1,318.36
Actual cash on hand 1/5/2024	<b>\$95,229.90</b>

# Illinois Valley Watershed Council – Strategic Plan 2024-2026

## Community Interview Summary

### Introduction

To gain some valuable input to the IVWC Strategic Plan, I conducted interviews with key area leaders and professionals who have a vested interest in the overall economic and environmental health of the Illinois Valley.

The question was simple: How can the IVWC be more effective in their mission of restoring, enhancing, and sustaining the health of the Illinois Valley Watershed?

### Jon Raybourn, Fish Biologist, BLM Grants Pass Field Office

One of the persistent challenges watershed councils face is to balance the perception of being an "environmentalist" group vs an extension service existing to help landowners and stakeholders with on-the-ground solutions. The IVWC has walked this line for many years, and I think is at its best when it works to clarify this as a false dichotomy. The IVWC grant proposal description repeated below is the direction they should concentrate on.

"Their proposals seek to monitor water quality status and trend data for a wide array of parameters and chemicals associated with agricultural practices. Data and analyses will be public-facing, user friendly, and in conformance with Department of Environmental Quality (DEQ) approved Sampling Analysis Plans. Further, the projects enable targeted outreach/education, inform restoration project planning and will facilitate the establishment of a formal water quality monitoring program between IVSWCD and IVWC."

Thanks for the opportunity to respond.

## **John Bellville, District Manager, IVSWCD**

To better collaborate with the IV Community:

- Improve the website – IVWC has virtually no internet representation.
- Need to actively participate and regularly update social media (Instagram, Facebook, etc.)
- Host regular educational events
- Hire an engagement/volunteer coordinator/PR person.
- Build a strong team and volunteer base.
- Possible use RARE students

Overall, engagement may take priority over restoration project work for the WC for maximized beneficial effects and play to the small organization's strengths.

For restoration:

- Externally managed projects:
  - Coordinate restoration emphasis areas/initiatives with current and potential partners. Build on each other's successes. Collaboration > Competition
- IVWC Managed projects:
  - Pick and choose using a carefully guided strategic process.
  - Small organizations are highly susceptible to scope drift and chasing money.
- Community-Driven Processes
  - Empower community to action through education and coordination.
  - The powerhouse of the IVWC should be community driven efforts.
  - Crowdfund/efficientize restoration initiatives.

For enhancement:

- Regular collaborative educational events.
- Regular community restoration days. Involve partners.
- Amplify IV awareness – coordinate with the public and partner organizations to help.
- Build cultural soft power on a county, state, and national level.

To sustain:

- Monitor Board of Directors and Support – Establish comprehensive SOPs for long-term organizational success. Recruit long-term staff and board members. Retention may be challenging due to the population demographic and the rurality of the positions.
- Keep Lessons Learned and Registers close at hand – Get MOUs and MOAs in place with partnering organizations including IVSWCD. Wage discrepancies and telework are the prime reasons why hiring rurally is difficult. It would make sense for the IVWC and partners to brainstorm practical strategies.
- Regularly scheduled riparian plantings. Advocating for/implementing beaver-centric project work. Work with partners to identify short and long-term problem areas/impacted water quality/quantity hotspots.

Think globally. Act locally.

Anonymous (This person responded that they assumed the responses were anonymous)

- I think the IVWC could strengthen their identity in our community. As a community partner who has worked with them for years, I know what their mission is, but I'm not familiar with the projects and programs related to how they carry it out.
- I'm unclear about the relationship between the IVWC and IV Soil and Water District. I understand one is a government district and one is a nonprofit, but it seems like they share staff, facilities, and board members. It seems redundant.
- One of the projects that I'm most familiar with is IV-FROG. However, it doesn't seem like this is an activity that they are leading in the future and it seems like a shame to let go of the one program that was fairly well defined to the public.

\*\*\*\*\*

Submitted For Possible Inclusion in the Strategic Plan Document

We acknowledge that the previous indigenous cultures that have existed for thousands of years, practiced humility and respect for this great matrix, our Earth, this place. We hope that we can return to the practice of humility and respect for our earth, so that “restore, enhance and sustain” will take their rightful place as the natural outflows of a healthy, thriving, living earth system.



**January 2024 Staff Report of the IVWC Watershed Coordinator**  
(01/03/2024)

**Crooks Creek Project:**

BLM Project Manager has passed the baton for this project to fisheries biologist Jon Raybourn and hydrologist Bob Lange out of the GP Field Office with that agency. The OWEB RRT site visit is still on for 1100 hours Tuesday the 9<sup>th</sup>, so I will have a report of how the site visit went. Bob Lange and our contractor, Karl 'Shorty' Villers will co-host the site visit with me. We will show them the 13 LWM structure locations that are proposed for construction in 2024 with OWEB funding and BLM designs and LWM. OWEB is still early in their review and evaluation timeframe. We don't expect notice of a firm decision and recommended action to fund or not until mid-Spring.

**Strategic Planning:**

As far as I'm aware, we're still a go-show for electing our officers for 2024, approving/establishing our revised bylaws, and approving the 2024-2026 IVWC Strategic Plan at our January meeting. I'm so impressed with what we've done in such a short amount of time. Congratulations to all of you! 😊

Overall, I've been very impressed with the level of engagement and collaborative effort we've had together throughout the process. While it is good to celebrate and congratulate one another, please understand that we have just launched a course of actions that will take all of us working together to successfully accomplish. So, please enjoy the moment and then please join me in taking a deep breath and rolling up your sleeves to move forward together to implement the plan. Good on US!! 😊

**Restoration Partnership Initiative/Strategic Alliance with Josephine County:**

Still essentially moth-balled until later in January when John and I can start moving the assessment guide forward and refining engagement plans. Your continued patience and trust in the process is appreciated.

**Water Quality Monitoring Program:**

John Bellville submitted a huge proposal to the Oregon Department of Fish and Wildlife's (ODFW) inaugural Private Forest Accord (PFA) initiative to potentially greatly expand the current sampling program to cover multiple years and launch our passive monitoring plan we're collaborating with David Alvarez and the USGS on. It is very exciting and is a beautifully crafted proposal that offers tremendous flexibility in scaling the proposal to availability of funding.

Thank you for taking the lead on this and all the heavy lifting that went with it, John. John soldiered on with minimal support from me through the process due to capacity issues for me at the time. IVWC is fortunate to have such an incredible District Manager of our local SWCD to be able to continue growing the Water Quality Monitoring Program with!!

**IV Country Club Restoration Project with ODFW:**

This project is still hibernating awaiting OWEB's anticipated Spring announcement to fund or not fund.

(continued on next page)

**East Fork Illinois River – Phase 1:**

I am currently working on a third restoration proposal for the project. We are submitting a proposal to the 2024 Drinking Water Providers Partnership (DWPP) RFP ahead of their January 5, 2024 deadline. We also submitted a proposal to that same ODFW initiative I spoke of John applying to for the WQM Program, the PFA. Both represent solid match funding opportunities to stack with our recent ask to OWEB. The DWPP will make its decisions and notifications in February. I don't recall if or when ODFW reported they'd have their decisions and notices completed but it is likely to be this Spring.

I'll lead the OWEB RRT to the Mendoza's property on January 9<sup>th</sup> after we wrap up looking at the Crooks Creek site. I'll share the highlights from the RRT site visits at our meeting.

**Oregon Community Foundation Spring 2024 Offering:**

This will have to be left for a verbal update at our meeting, as I'm out of time for this report. I do have exciting news to share about this offering and how we plan to partner with OCF to increase our capacity to serve our watershed with our community! 😊

Respectfully submitted,

/s/

Kevin O'Brien, Watershed Coordinator



# Arlyse DeLoyola

## Office Manager

Staff Report- December 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 November.
- Voicemails, email and phone calls.

It seems like Kevin has been writing grants for months! There are a couple in the works and several already submitted. We are hoping they all are funded and we can continue with plans for beginning work on the East Fork, participating in water quality monitoring, and hopefully increasing our staff (eventually). Last month you approved a six-month trial of Harness Giving. We will meet with our representative mid-month to get things ready for launch. I hope you all are ready and willing to jump in with some of the programs, such as round-ups on your payment cards. We need to diversify our fundraising to generate a steady stream of capacity dollars so that we can reduce our dependency on grants to keep the doors open and focus more on grants to fulfill our mission.

Speaking of our mission, this meeting will be important. We will elect our officers and approve our strategic plan. I hope everyone is prepared to attend either in person or on Zoom.

The new payroll platform that Cardinal has moved just the Council to seems to be fairly efficient. It certainly gets me our reports sooner and it has been fairly easy to learn. It is a bit wonky having two different methods going between the District and Council, but Cardinal assures me they will transition the District over sometime during this calendar year.

We are looking forward to 2024 being a year of growth and opportunity for the IV Watershed Council.

Arlyse

