

Illinois Valley Soil and Water Conservation District

331 E Cottage Park Dr Suite 1 - P.O. Box 352 Cave Junction, OR 97523 Phone: 541-592-3731

Annual Meeting Agenda February 26, 2026- IVSWCD Office/ZOOM

Topic: Illinois Valley Soil & Water Conservation District Annual Meeting

Time: February 26, 2026 - 6:00 pm – 6:15 pm

Agenda-

6:00 pm- Pledge of Allegiance

6:02 pm- Presentation of Annual Report

6:05 pm- Refreshments /Presentations

- a. Josephine County Watermaster Presentation- Scott Ceciliani**
- b. Oregon Dept. of Agriculture SWCD Board Training- Eric Nusbaum**
- c. IVSWCD Website presentation-Norman Design Co.**

Join Zoom Meeting: IVSWCD is inviting you to a scheduled Zoom meeting.

Topic: Illinois Valley SWCD Monthly Meeting

Time: Feb. 26, 2026 6:00 PM

Join Zoom Meeting

<https://us06web.zoom.us/j/83068803901?pwd=ndUiakpPGOA33OmTmbBvi82JDZzAPK.1>

Meeting ID: 830 6880 3901

Passcode: 972185

Monthly Meeting Agenda February 26, 2026- IVSWCD Office/ZOOM

7:00 PM: Call to Order

7:01 PM: Acceptance of Minutes

7:05 PM: Acceptance of Financial Reports

7:10 PM: Old Business- T.B.A.

7:15 PM: New Business- T.B.A.

7:20 PM: Staff and Partnering Agency Reports

a. John's report

b. Arlyse's Report

c. Partnering Agency Reports

7:45 Public comments

8:00 Adjournment

Meeting Minutes

Meeting Came to Order Thursday, January 22, 2026 6:00 p.m.

LIVE ATTENDEES	REMOTE ATTENDEES	ABSENTEES
John Bellville, Staff		Katrina Poydack
Matthew Robinson		Rhett Nelsen
Zachary Robinson		Arlyse DeLoyola, Staff
Bob Webb		
Janice Denney		
Kathy Mechling		
Lydia Robinson, public		

SCRIBE

Notes were taken by John Bellville. Meeting commenced at 6:00 PM.

- There were no minutes nor financial reports to review and approve.
- No old business.
- New business: SWCD Staff Pay Increase
 - Zachary Robinson moved that we raise staff pay rates by 5% if doing so does not increase health insurance costs 20%+.
 - Janice Denney seconded the motion.
 - Matthew Robinson, Zachary Robinson, Bob Webb, Janice Denney, Kathy Mechling voted in favor. No abstentions or votes in opposition.
 - Motion passed unanimously.
- New business:
 - John Bellville reviewed a proposal brought to him by the Illinois Valley Watershed Council earlier in the day. This proposal involves the Illinois Valley SWCD splitting the cost of a push-button ADA door with the Illinois Valley Watershed Council to help boost our accessibility, especially in the aftermath of Arlyse's accident. The door would cost approximately \$5,000 to install.
 - After some discussion, it was generally decided that it would be good to ask Arlyse before committing to this purchase.
 - Bob Webb motioned that we split the ADA door with the Illinois Valley Watershed Council if Arlyse thinks that it will be helpful and, if not, that we do not pursue this project.
 - Kathy Mechling seconded the motion.
 - Matthew Robinson, Zachary Robinson, Bob Webb, Janice Denney, Kathy Mechling voted in favor. No abstentions or votes in opposition.
 - Motion passed unanimously.
- John Bellville reviewed his staff report. During the report, he agreed to coordinate the initial Thompson Creek Tract Steering Committee meeting. He explained ODA's push for us to hire an additional staff member specializing in landowner technical assistance in the North Illinois Valley SIA and the need to rein in our scope to primarily agricultural water quality projects at this time.

Meeting adjourned at 6:40 PM.

Minutes Approved: _____ Date: _____

Illinois Valley Soil & Water Conservation District
Profit & Loss
December 2025

	<u>Dec 25</u>
Ordinary Income/Expense	
Expense	
Accounting Fees	13,000.00
Contracted Services	
Mileage SONDE	28.00
Contracted Services - Other	560.00
	<u>588.00</u>
Total Contracted Services	588.00
Meeting Expense	
Food and water	58.33
	<u>58.33</u>
Total Meeting Expense	58.33
Mileage	49.00
Other	
Copier lease	83.84
Payroll Fees	325.00
PO Box Rent	122.00
Power and Electric	35.99
Printing & Copying	62.40
Rent Expense	587.00
Taxes	
Secretary of State Annual Fee	300.00
	<u>300.00</u>
Total Taxes	300.00
Telephone	136.37
Website/Internet fees	23.09
	<u>1,675.69</u>
Total Other	1,675.69
Software Subscription	427.80
Supplies & Materials	1,053.62
Wages and Salaries	10,551.99
Water Quality Monitoring	
Contracted Laboratory Analysis	5,040.00
Mileage Reimbursement /Sampling	234.50
	<u>5,274.50</u>
Total Water Quality Monitoring	5,274.50
Total Expense	<u>32,678.93</u>
Net Ordinary Income	<u>-32,678.93</u>
Net Income	<u><u>-32,678.93</u></u>

Illinois Valley Soil & Water Conservation District
Profit & Loss
January 2026

	Jan 26
Ordinary Income/Expense	
Income	
Service Contracts	
OSU SONDE	730.20
Total Service Contracts	730.20
Total Income	730.20
Gross Profit	730.20
Expense	
Other	
Copier lease	69.54
Rent Expense	587.00
Taxes	
Government Ethics Assessment	935.78
Total Taxes	935.78
Telephone	113.25
Website/Internet fees	19.41
Total Other	1,724.98
Software Subscription	470.05
Supplies & Materials	170.10
Wages and Salaries	6,523.69
Water Quality Monitoring	
Contracted Laboratory Analysis	1,155.00
Total Water Quality Monitoring	1,155.00
Total Expense	10,043.82
Net Ordinary Income	-9,313.62
Net Income	-9,313.62

Illinois Valley Soil & Water Conservation District
Profit & Loss
July 2025 through January 2026

	Jul '25 - Jan 26
Ordinary Income/Expense	
Income	
Grants Received	77,071.00
Other Revenue	8,743.91
Service Contracts	
OSU SONDE	3,703.61
Service Contracts - Other	296.63
Total Service Contracts	4,000.24
Total Income	89,815.15
Gross Profit	89,815.15
Expense	
Accounting Fees	13,000.00
Bank Fees	30.00
Contracted Services	
Mileage SONDE	28.00
Contracted Services - Other	710.00
Total Contracted Services	738.00
Insurance	
General Liability Insurance	1,702.89
Total Insurance	1,702.89
Meeting Expense	
Food and water	266.32
Meeting Expense - Other	162.40
Total Meeting Expense	428.72
Mileage	888.13
Other	
Copier lease	499.23
Dues & Subscriptions	
Membership Dues	640.00
Dues & Subscriptions - Other	100.00
Total Dues & Subscriptions	740.00
Payroll Fees	1,625.00
PO Box Rent	122.00
Postage/Mailing fees	25.00
Power and Electric	258.91
Printing & Copying	172.84
Reimbursable Expense	-4,353.97
Rent Expense	4,696.00
Taxes	
Government Ethics Assessment	935.78
Secretary of State Annual Fee	300.00
Taxes - Other	62.79
Total Taxes	1,298.57
Telephone	972.79
Website/Internet fees	146.93
Total Other	6,203.30
Return of Grant Funds	13,830.56
Software Subscription	1,476.28
Supplies & Materials	1,956.24

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02/19/26

Cash Basis

Illinois Valley Soil & Water Conservation District
Profit & Loss
July 2025 through January 2026

	Jul '25 - Jan 26
Training and associated travel	
Lodging	633.34
Training and associated travel - Other	29.60
Total Training and associated travel	662.94
Wages and Salaries	86,735.04
Water Quality Monitoring	
Contracted Laboratory Analysis	28,830.00
Mileage Reimbursement /Sampling	683.20
Shipping Samples	490.93
Water Quality Monitoring - Other	105.90
Total Water Quality Monitoring	30,110.03
Total Expense	157,762.13
Net Ordinary Income	-67,946.98
Other Income/Expense	
Other Income	
Interest Income	0.01
Refunds	632.47
Reimbursement	11,098.17
Total Other Income	11,730.65
Net Other Income	11,730.65
Net Income	-56,216.33

1:13 PM

02/19/26

Cash Basis

Illinois Valley Soil & Water Conservation District
Balance Sheet
As of December 31, 2025

	<u>Dec 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	79,285.68
Savings Account - Thompson Crk	231.71
Total Checking/Savings	<u>79,517.39</u>
Total Current Assets	<u>79,517.39</u>
TOTAL ASSETS	<u>79,517.39</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	126,420.10
Net Income	-46,902.71
Total Equity	<u>79,517.39</u>
TOTAL LIABILITIES & EQUITY	<u>79,517.39</u>

Illinois Valley Soil & Water Conservation District

2/19/2026 1:11 PM

Register: Checking Account

From 12/01/2025 through 01/31/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/01/2025	21733	Bryce Porter	Accounts Payable		560.00	X		111,404.61
12/01/2025	21734	Pacific Power	Accounts Payable		35.99	X		111,368.62
12/02/2025	ach	Cardinal Business Se...	Accounts Payable	784581	100.00	X		111,268.62
12/02/2025	DEBIT	Home Depot	Accounts Payable		648.00	X		110,620.62
12/02/2025	DEBIT	Lewis Power Equipm...	Accounts Payable		317.42	X		110,303.20
12/02/2025	DEBIT	U-Save Gas & Tackle	Accounts Payable	chainsaw fuel	6.00	X		110,297.20
12/02/2025	21735	Pacific Office Autom...	Accounts Payable	717-8257679-0...	50.62	X		110,246.58
12/02/2025	21736	Pacific Office Autom...	Accounts Payable	717-8257679-0...	33.22	X		110,213.36
12/03/2025	21737	USPS	Accounts Payable		122.00	X		110,091.36
12/03/2025	21738	IEH Laboratories & ...	Accounts Payable	WQM lab	2,730.00	X		107,361.36
12/09/2025	21739	David Stone	Accounts Payable	mileage	283.50	X		107,077.86
12/10/2025	ACH	Cardinal Business Se...	Accounts Payable	784581	100.00	X		106,977.86
12/10/2025	ACH	Cardinal Net-To-Bank	Accounts Payable		2,986.18	X		103,991.68
12/10/2025	ACH	Cardinal Tax Impound	Accounts Payable		1,301.25	X		102,690.43
12/10/2025	ACH	VOYA Financial	Accounts Payable		700.19	X		101,990.24
12/11/2025	21740	IV DATA CENTER	Accounts Payable		23.09	X		101,967.15
12/11/2025	21741	Richard W. Brewster	Accounts Payable	Financial Review, AUP	13,000.00	X		88,967.15
12/11/2025	21742	Oregon Secretary of ...	Accounts Payable	Annual fee	300.00	X		88,667.15
12/15/2025	debit	Zoom	Accounts Payable		159.90	X		88,507.25
12/15/2025	DEBIT	Adobe Suite	Accounts Payable		133.95	X		88,373.30
12/15/2025	DEBIT	Bigfoot Print and Copy	Accounts Payable		62.40	X		88,310.90
12/15/2025	21743	A+ Storage	Accounts Payable		114.50	X		88,196.40
12/15/2025	21744	Staples	Accounts Payable	LA 1041286	69.04	X		88,127.36
12/15/2025	21745	Stilton LLC	Accounts Payable		472.50	X		87,654.86
12/15/2025	21746	Grants Pass Water Lab	Accounts Payable		2,310.00	X		85,344.86
12/16/2025	21747	Carolyn Taormina	Accounts Payable		28.00	X		85,316.86
12/17/2025	debit	Adobe Suite	Accounts Payable		133.95	X		85,182.91
12/17/2025	21748	US Cellular	Accounts Payable	951128871	136.37	X		85,046.54
12/23/2025	21749	Crystal Fresh	Accounts Payable	123731	9.50			85,037.04
12/24/2025	ACH	Cardinal Business Se...	Accounts Payable	784581	125.00	X		84,912.04
12/24/2025	ACH	Cardinal Net-To-Bank	Accounts Payable		3,896.75	X		81,015.29
12/24/2025	ACH	Cardinal Tax Impound	Accounts Payable		1,667.62	X		79,347.67
12/24/2025	DEBIT	Taylor's	Accounts Payable		48.83	X		79,298.84
12/24/2025	DEBT	Shop Smart	Accounts Payable		13.16	X		79,285.68
01/09/2026	ACH	Cardinal Tax Impound	Accounts Payable		1,520.40	X		77,765.28
01/14/2026			Undeposited Funds	Deposit SONDE		X	730.20	78,495.48
01/26/2026	21755	IV DATA CENTER	Accounts Payable		19.41			78,476.07
01/26/2026	21756	Pacific Source Healt...	Accounts Payable	fix	571.00			77,905.07
01/26/2026	21757	US Cellular	Accounts Payable	951128871	113.25			77,791.82
01/27/2026	21758	A+ Storage	Accounts Payable		114.50			77,677.32

Illinois Valley Soil & Water Conservation District

2/19/2026 1:11 PM

Register: Checking Account

From 12/01/2025 through 01/31/2026

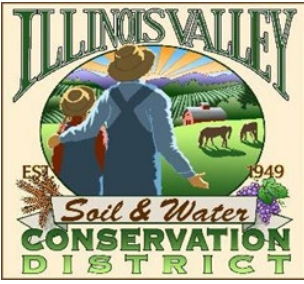
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/27/2026	21759	Grants Pass Water Lab	Accounts Payable		1,155.00			76,522.32
01/27/2026	21760	Pacific Office Autom...	Accounts Payable	717-8257679-0...	69.54			76,452.78
01/27/2026	21761	Stilton LLC	Accounts Payable		472.50			75,980.28
01/28/2026	ACH	Cardinal Net-To-Bank	Accounts Payable		3,096.67	X		72,883.61
01/28/2026	ACH	VOYA Financial	Accounts Payable		764.62	X		72,118.99
01/28/2026	debit	Adobe Suite	Accounts Payable		133.95	X		71,985.04
01/28/2026	debit	Home Depot	Accounts Payable		80.48	X		71,904.56
01/28/2026	debit	DocuSign	Accounts Payable		336.10	X		71,568.46
01/28/2026	debit	bloomshop	Accounts Payable		75.63	X		71,492.83
01/28/2026	DEBIT	Staples	Accounts Payable	LA 1041286	13.99	X		71,478.84
01/28/2026	21762	Pacific Source Healt...	Accounts Payable		571.00			70,907.84
01/29/2026	21763	Government Ethics C...	Accounts Payable	annual fees	935.78			69,972.06

February 2026 - District Manager Staff Report

- **Illinois Valley SWCD Administration**
 - We are working to develop a position focused on the North Illinois Valley SIA. We are looking for an individual with conservation planning, landowner technical assistance, grant writing, and project management skills that will help us better serve our constituency. We are working to get this position posted ASAP.
 - We will be holding a joint hiring committee with members of the Illinois Valley Watershed Council on 12/24 to discuss Arlyse's succession plan.
 - **OWEB Small Grant Team Region 6**
 - The next review team meeting is scheduled for March 10, 2026
 - We are actively recruiting new members for the OWEB SGT 06 throughout the biennium.
 - **Sweet Cron Irrigation Modernization Project & East Fork Illinois River Projects**
 - Julie and I met with Josephine County Planning on 1/9.
 - Trout Unlimited has hired an engineering firm to complete a no-rise certification and flood plain elevations for the new service boxes to be installed.
 - I am meeting with our neighbors at the IV Data Center to discuss boring under the highway on Monday, 2/23.
 - **Illinois Valley Water Quality Monitoring Program**
 - The passive samplers are currently being analyzed at USGS.
 - We are continuing our work with the OSU Forest Ecohydrology and Watershed Science (FEWS) Lab on the Wildfire and Water Security Project.
 - One package of Artificial Mussels has been sent to the City University of Hong Kong for analysis.
 - I am working on analyzing the data collected for public dissemination. Mailers will be sent out in June and December 2026.
 - **North Illinois Valley SIA**
 - The landowner outreach event has been rescheduled to March 11, 2026, from 10 am-3 pm at the Illinois Valley SWCD/Illinois Valley Watershed Council office. We are preparing to send postcards and deploy gate hangers to invite agricultural landowners in the Kerby and Selma areas.
 - **Smith River EDRR/NPR**
 - Our seed collection/weed survey work will begin in early April. I have been meeting regularly with Adam Corcoran (USFS Botanist) in preparation for the beginning of the project season.
 - **NRCS Local Work Group (LWG) Partnership**
 - We have scheduled two public NRCS Local Work Group (LWG) meetings:
 - 4/27 @ 10am - Fruitdale Grange (Grants Pass)
 - 4/28 @ 10am – Illinois Valley SWCD Office (Cave Junction)
 - **Thompson Creek Tract Steering Committee**
 - The Thompson Creek Tract Steering Committee met on Tuesday, 2/17, in Selma.
 - The meeting was productive and set the stage for long-term planning on the Tract.
- Grants**
- We received an ODA Noxious Weed Grant for the treatment of Alyssum and Barbed Goatgrass. This project will begin in March.
 - I am planning to resubmit the OWEB Small Grant for light thinning (lop and scatter) of the Thompson Creek Tract.

Respectfully,
John Bellville



Staff Report

Office Manager - Arlyse DeLoyola

February 2026

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 all accounts for December and January.
- Emails/Voicemail/US Mail
- Two Rivers admin

Hello Board-

Who'd have ever imagined my little holiday trip would turn into a life-altering event! Thanks everyone for your out-pouring of support while I was in the hospital(s). All told, I spent 22 days in-patient between ICU, ACU, and a rehab hospital. It's bad enough to have these injuries, but to add to it, we missed the Alamo Bowl, which was where we were walking to when the guy hit us, and the reason for the trip. I had intended to be back at work January 5th, as we had reports due. Thanks to John for helping pick up my slack there. I got home late the 22nd and came into the office on the 26th. I had 1099's to get out and focused on those first, followed by two pay periods worth of payroll, and a third before I was done. Being busy keeps my mind off the inconvenience and pain, though I will not say I've done my best work through this period...just the best I could. Now it's time to focus on recruiting my replacement and getting everything in order for my departure. We'll talk about that at the hiring committee meeting.

Arlyse

