



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

Monthly Meeting Agenda October 23, 2025- IVSWCD Office/ZOOM

IVSWCD is inviting you to a scheduled Zoom meeting.

Topic: Illinois Valley Soil & Water Conservation District Meeting

Time: October 23, 2025 - 6:00 pm Join Zoom Meeting:

<https://us06web.zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbnFUdz09>

Meeting ID: 954 3509 9861

Passcode: Conserve

- I. 6:00 PM: Call to Order
- II. 6:01 PM: Acceptance of Minutes
- III. 6:05 PM: Acceptance of Financial Reports
- IV. 6:10 PM: Old Business
 - a. Thompson Creek plan
 - b. Water Quality Monitoring Updates
- V. 6:15 PM: New Business
 - a. Budget Meeting scheduling
 - b. District Manager HR authority
- 6:30 PM: Staff and Partnering Agency Reports
 - c. John's report
 - d. Arlyse's Report
 - e. Partnering Agency Reports
- VI. 7:00 Public comments
- VII. 7:15 Adjournment



Illinois Valley Soil & Water Conservation District

Monthly Meeting Minutes

331 E Cottage Park Drive Suite 1/ZOOM

September 25, 2025

The meeting was called to order by Chairman Bob Webb at 5:56 p.m.

Meeting attendance Roster:

In-Person	Via Zoom Teleconference	Absent
Rhett Nelsen		Kevin O'Brien, IVWC
Katrina Poydack		
Zachary Robinson		
Matthew Robinson		
Robert Webb		
Katherine Mechling		
Janice Denney		
Katrina Poydack		
John Bellville, Staff		
Arlyse DeLoyola, Staff		
Lydia Robinson, Guest		
Bob White, Guest		

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the previous meeting were presented to the board for review.
 - **Rhett Nelsen moved to approve the minutes as presented.**
 - **Zachary Robinson seconded the motion.**
 - **The motion passed unanimously, with Webb, Nelsen, Z Robinson, Mechling, Poydack, Denney, and M Robinson, voting in favor.**
- **Financial Reports:** The financial reports for August 2025 were presented to the board for review.
 - **Kathy Mechling made a motion to approve the Financial Reports as presented.**
 - **Rhett Nelsen seconded the motion.**
 - **The motion passed unanimously, with Webb, Nelsen, Z Robinson, Mechling, Poydack, Denney, and M Robinson, voting in favor.**
- **Old Business**
 - **Thompson Creek Plan:** John presented his new draft of the Thompson Creek Plan, which the board reviewed.
 - **Rhett Nelson made a motion to have Kathy Mechling and Bob Webb finalize the plan with edits as discussed.**
 - **Katrina Poydack seconded the motion.**
 - **Discussion was held and the motion was stricken.**
 - **A motion was then made by Rhett Nelson to pass the plan as written with the additions of “diverse community members including youth” where appropriate.**

- Janice Denney seconded the motion.
- The motion passed unanimously, with Webb, Nelsen, Z Robinson, Mechling, Poydack, Denney, and M Robinson, voting in favor.

- **Water Quality Monitoring Updates**

John updated the board. The Passive units were deployed last week at three sites. After the second rain event, they will be removed and analyzed. This is a pilot project, unique to our district and will be interesting data, which will be put into a manuscript at the end of 2026.

- **New Business**

There was no New Business

- **Staff Reports:**

- John reviewed his report noting that Abie reported having a good experience as our intern.
- He completed the Small Grant team application process yesterday.
- There will be a meeting with Trout Unlimited in November regarding the irrigation efficiency grants. Zach Robinson stated his concern about landowners' diminishing water rights with programs such as this. He asked if Julie Cymore would be available to speak at a future meeting.
- Arlyse reviewed her report apologizing for the elevated temperature in the building. The landlord will be repairing the A/C soon.

- **Partnering Agency Reports:**

There were no partnering agencies present.

- **Public Comment:**

- There were no public comments.
- **NEXT MEETING: The next regular meeting will be held October 23, 2025 at 6:00 pm.**

Adjournment: The meeting was adjourned at 6:55 p.m.

Approved Minutes: _____ **Date:** _____

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

	Sep 25
Ordinary Income/Expense	
Income	
Grants Received	50,290.50
Other Revenue	108.24
Total Income	50,398.74
Gross Profit	50,398.74
Expense	
Contracted Services	150.00
Meeting Expense	36.14
Other	
Copier lease	131.50
Payroll Fees	325.00
Postage/Mailing fees	25.00
Power and Electric	63.23
Rent Expense	587.00
Telephone	159.98
Website/Internet fees	21.25
Total Other	1,312.96
Software Subscription	404.92
Supplies & Materials	302.50
Wages and Salaries	14,632.50
Water Quality Monitoring	
Contracted Laboratory Analysis	5,160.00
Shipping Samples	124.21
Water Quality Monitoring - Other	105.90
Total Water Quality Monitoring	5,390.11
Total Expense	22,229.13
Net Ordinary Income	28,169.61
Other Income/Expense	
Other Income	
Refunds	632.47
Total Other Income	632.47
Net Other Income	632.47
Net Income	28,802.08

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

	Jul - Sep 25
Ordinary Income/Expense	
Income	
Grants Received	51,780.50
Other Revenue	8,725.91
Service Contracts	3,270.04
Total Income	63,776.45
Gross Profit	63,776.45
Expense	
Bank Fees	30.00
Contracted Services	150.00
Meeting Expense	358.89
Mileage	735.53
Other	
Copier lease	269.58
Dues & Subscriptions	500.00
Payroll Fees	900.00
Postage/Mailing fees	25.00
Power and Electric	192.20
Printing & Copying	72.18
Reimbursable Expense	-667.21
Rent Expense	2,348.00
Taxes	62.79
Telephone	429.04
Website/Internet fees	63.75
Total Other	4,195.33
Software Subscription	566.41
Supplies & Materials	505.71
Training and associated travel	
Lodging	633.34
Training and associated travel - Other	29.60
Total Training and associated travel	662.94
Wages and Salaries	43,993.21
Water Quality Monitoring	
Contracted Laboratory Analysis	17,595.00
Mileage Reimbursement /Sampling	149.80
Shipping Samples	307.57
Water Quality Monitoring - Other	105.90
Total Water Quality Monitoring	18,158.27
Total Expense	69,356.29
Net Ordinary Income	-5,579.84
Other Income/Expense	
Other Income	
Refunds	632.47
Total Other Income	632.47
Net Other Income	632.47
Net Income	-4,947.37

Illinois Valley Soil & Water Conservation District
Balance Sheet
As of September 30, 2025

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	107,410.47
Savings Account - Thompson Crk	231.70
Total Checking/Savings	107,642.17
Accounts Receivable	
Accounts Receivable This is the funds returned to OWEB WQM	13,830.56
Total Accounts Receivable	13,830.56
Total Current Assets	121,472.73
TOTAL ASSETS	121,472.73
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	126,420.10
Net Income	-4,947.37
Total Equity	121,472.73
TOTAL LIABILITIES & EQUITY	121,472.73

Illinois Valley Soil & Water Conservation District

10/15/2025 2:14 PM

Register: Checking Account

From 09/01/2025 through 09/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/02/2025			Other Revenue	Deposit		X	108.24	92,547.19
09/02/2025	debit	USPS	Accounts Payable		25.00	X		92,522.19
09/02/2025	debit	Walmart	Accounts Payable		45.92	X		92,476.27
09/02/2025	debit	Bigfoot Print and Copy	Accounts Payable		4.68	X		92,471.59
09/02/2025	debit	Key Man	Accounts Payable		45.15	X		92,426.44
09/02/2025	1037	Cardinal Net-To-Bank	Accounts Payable		113.29	X		92,313.15
09/02/2025	1041	Cardinal Net-To-Bank	Accounts Payable		342.07	X		91,971.08
09/02/2025	1043	Cardinal Net-To-Bank	Accounts Payable		154.73	X		91,816.35
09/02/2025	1046	Cardinal Net-To-Bank	Accounts Payable		108.96	X		91,707.39
09/02/2025	1047	Cardinal Net-To-Bank	Accounts Payable		207.97	X		91,499.42
09/02/2025	21680	Amazon Business	Accounts Payable		148.17	X		91,351.25
09/03/2025	debit	Trillium Bakery	Accounts Payable		16.64	X		91,334.61
09/03/2025	debit	Trillium Bakery	Accounts Payable		2.50	X		91,332.11
09/08/2025			-split-	Deposit		X	25,290.50	116,622.61
09/08/2025	debit	Home Depot	Accounts Payable		50.62	X		116,571.99
09/11/2025	ach	Cardinal Business Se...	Accounts Payable	784581	175.00	X		116,396.99
09/11/2025	ACH	Cardinal Net-To-Bank	Accounts Payable	direct deposits	3,728.66	X		112,668.33
09/11/2025	ACH	Cardinal Tax Impound	Accounts Payable		1,799.25	X		110,869.08
09/11/2025	ACH	VOYA Financial	Accounts Payable	Retirement	705.85	X		110,163.23
09/11/2025	1042	Cardinal Net-To-Bank	Accounts Payable		54.10	X		110,109.13
09/11/2025	1050	Cardinal Net-To-Bank	Accounts Payable		622.20	X		109,486.93
09/11/2025	21681	Illinois Valley Water...	Accounts Payable		275.00	X		109,211.93
09/11/2025	21682	Fed-Ex	Accounts Payable		113.41	X		109,098.52
09/15/2025	debit	GARMIN Services	Accounts Payable		12.02	X		109,086.50
09/16/2025	21683	IV DATA CENTER	Accounts Payable		21.25	X		109,065.25
09/17/2025	debit	Adobe Suite	Accounts Payable		133.95	X		108,931.30
09/18/2025	DEBIT	Adobe Suite	Accounts Payable		133.95	X		108,797.35
09/18/2025	1051	Cardinal Net-To-Bank	Accounts Payable		273.86	X		108,523.49
09/18/2025	1052	Cardinal Net-To-Bank	Accounts Payable		285.00	X		108,238.49
09/18/2025	21684	Maelagh Lockett- Ba...	Accounts Payable		105.90	X		108,132.59
09/22/2025	1054	Cardinal Net-To-Bank	Accounts Payable		60.12	X		108,072.47
09/22/2025	1055	Cardinal Net-To-Bank	Accounts Payable		60.11	X		108,012.36
09/22/2025	21685	Grants Pass Water Lab	Accounts Payable		2,365.00			105,647.36
09/22/2025	21686	Maelagh Lockett- Ba...	Accounts Payable		7.96	X		105,639.40
09/22/2025	21687	US Cellular	Accounts Payable	951128871	159.98			105,479.42
09/23/2025			Refunds	Deposit		X	632.47	106,111.89
09/23/2025	21688	Crystal Fresh	Accounts Payable	123731	17.00			106,094.89
09/23/2025	21689	Pacific Office Autom...	Accounts Payable		131.50			105,963.39
09/24/2025			Grants Received	Deposit		X	25,000.00	130,963.39
09/24/2025	ACH	Cardinal Business Se...	Accounts Payable	784581	150.00	X		130,813.39

Illinois Valley Soil & Water Conservation District

10/15/2025 2:14 PM

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From 09/01/2025 through 09/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/24/2025	ACH	Cardinal Net-To-Bank	Accounts Payable		2,785.36	X		128,028.03
09/24/2025	ACH	Cardinal Tax Impound	Accounts Payable		1,591.21	X		126,436.82
09/24/2025	ACH	VOYA Financial	Accounts Payable	Retirement	670.71	X		125,766.11
09/24/2025	216	Pacific Source Healt...	Accounts Payable		571.00	X		125,195.11
09/24/2025	1053	Cardinal Net-To-Bank	Accounts Payable		498.05	X		124,697.06
09/24/2025	21691	A+ Storage	Accounts Payable		114.50			124,582.56
09/24/2025	21692	Stilton LLC	Accounts Payable		472.50			124,110.06
09/24/2025	21698	IEH Laboratories & ...	Accounts Payable	Analysis	2,730.00			121,380.06
09/25/2025	21694	OWEB WQM 2024-6	Accounts Receivable	VOID:		X		121,380.06
09/30/2025	21695	OWEB	Accounts Receivable		13,830.56			107,549.50
09/30/2025	21696	Fed-Ex	Accounts Payable		10.80			107,538.70
09/30/2025	21697	Pacific Power	Accounts Payable		63.23			107,475.47
09/30/2025	21698	IEH Laboratories & ...	Accounts Payable	Analysis	65.00			107,410.47

October 2025 - District Manager Staff Report

- **ODA Website Accessibility: Capacity Supplement**
 - Norman Design Co has completed the website build for Illinois Valley SWCD:
<https://ivswcd.fhtechsolutions.com/>
- **OWEB Small Grant Team Region 6**
 - I am currently in the recruitment process for the OWEB SGT 06. Once this process is complete and the bylaws are fully executed, we will be able to begin work on the small grant team.
- **Sweet Cron Irrigation Modernization Project & East Fork Illinois River Projects**
 - Julie and I are working with J.W. Kerns and the Nelsens to get all of the pieces together for the Sweet Cron Irrigation Modernization Project. The pivot systems are anticipated to be installed in April/May 2026.
 - Trout Unlimited, IVSWCD, BLM, and ODFW conducted the Jimmy Little Ditch fall flow study. A spring flow study will also occur.
 - Julie (TU), Bobby (ODFW) and I plan to meet in early December regarding landowner engagement on Althouse and Sucker Creeks.
- **Illinois Valley Water Quality Monitoring Program**
 - The October grab sampling will be complete at the time of this meeting.
 - Dave Alvarez (USGS-CERC) has arrived in Oregon and will be deploying with the team 9/17-19.
 - Our team continues to work in partnership with OSU Forest Ecohydrology and Watershed Science (FEWS) Lab on the Wildfire and Water Security Project.
 - I am still working on the Artificial Mussels (AMs) project in partnership with the City University of Hong Kong (CityUHK). There have been some delays in deployment due to project realities.
- **Thompson Creek Woodland Conservation Tract**
 - Bob Webb and I picked up the Xerces Society Habitat kits to be planted at the Thompson Creek Tract.
 - I put in a FERNS NOAP for site preparation for planting the Xerces pollinator kits.
- **North Illinois Valley SIA**
 - I have conducted one site visit in the last month relating to the North Illinois Valley SIA
 - We will be conducting an SIA outreach event in partnership with the Illinois Valley Watershed Council in the next couple of months.
 - The plan is to work hard on getting SIA landowner projects on the ground in 2026.
- **Grants**
 - We have been accepted to apply to an OPRD Recreational Trails Program Grant for the Thompson Creek Tract. The deadline for this grant is 11/15.

Respectfully,
John Bellville



Staff Report

Office Manager - Arlyse DeLoyola

October 2025

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 June.
- Submitted financial reports for all federal grants. Submitted Quarter Two Capacity request and Quarter 1 financial report.
- Emails/Voicemail/US Mail
- Two Rivers admin

Hello Board-

John, Kevin, and I had a productive meeting yesterday regarding the Watershed Council's commitment to working on some of the District's projects. We're planning a community event for November if everything lines up.

I started a free 30-day trial of a new accounting software today. Hopefully, I will find some time to play with it. If it works, it is significantly more affordable than getting new QuickBooks software, especially shared by three outfits, which is not possible with QuickBooks as they sell licenses individually.

I will not be in town for the November meeting, so I will need a note-taking volunteer.

Tuesday evening our landlords notified me that the HVAC has been fixed. It was a bit chilly in here (61) on Monday. They got their own HVAC certification and fixed it themselves.

We need to start thinking about our Christmas meeting as well as our Annual Meeting. Ideas are always welcome.

See you Thursday!

Arlyse

