



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 March 2026- IVSWCD Office/ZOOM

Topic: Illinois Valley Soil & Water Conservation District Meeting

Time: March 26, 2026 - 6:00 pm

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

Topic: Illinois Valley SWCD Monthly Meeting

Time: March 26, 2026 06:00 PM (updated)

Join Zoom Meeting

<https://us06web.zoom.us/j/83068803901?pwd=ndUiakpPGOA33OmTmbBvi82JDzzAPK.1>

Meeting ID: 830 6880 3901

Passcode: 972185

- I. 6:00 PM: Call to Order**
- II. 6:01 PM: Acceptance of Minutes**
- III. 6:05 PM: Acceptance of Financial Reports**
- IV. 6:06 Presentation by Eric Nusbaum, Oregon Dept. of Agriculture**
- V. 6:30 PM: Old Business**
 - a. Hiring update**
- VI. 6:35 PM: New Business**
 - a. Election updates**

6:40 PM: Staff and Partnering Agency Reports

 - b. John's report**
 - c. Arlyse's Report**
 - d. Partnering Agency Reports**
- VII. 7:00 Public comments**
- VIII. 7:15 Adjournment**



Illinois Valley Soil & Water Conservation District

Monthly Meeting Minutes

331 E Cottage Park Drive Suite 1/ZOOM

February 26, 2026

The meeting was called to order by Chairman Bob Webb at 7:21 p.m.

Meeting attendance Roster:

In-Person	Via Zoom Teleconference	Absent
Robert Webb		
Katrina Poydack		
Zachary Robinson		.
Matthew Robinson		
Kathy Mechling		
Rhett Nelsen		
Janice Denney		
John Bellville, Staff		
Arlyse DeLoyola, Staff		
Lydia Robinson, Guest		
Kevin O'Brien, IVWC		
Eric Nusbaum, ODA		
Beth Petrzak, ODA		
LJ Norman, LJ Norman Co		
Scott Ceciliani, OWRD		

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the previous meeting were presented to the board for review.
 - **Zachary Robinson moved to approve the minutes.**
 - **Rhett Nelsen 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 December-January 2025/26 were presented to the board for review.
 - **Katrina Poydack made a motion to approve the Financial Reports as presented.**
 - **Matthew Robinson seconded the motion.**
 - **The motion passed unanimously, with Webb, Nelsen, Z Robinson, Mechling, Poydack, Denney, and M Robinson, voting in favor.**
- **Old Business**

There was no Old Business discussed.
- **New Business**

A sample position description was presented to the board for review and approval.

- **Rhett Nelsen moved to approve the position description.**
- **Katrina Poydack seconded the motion.**
- **Discussion was held, noting the position will need to be posted in IV News on Monday to make the Wednesday publication date, and what outlets to advertise in.**

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

- **Partnering Agency Reports:**

Beth Pietrzak of Oregon Department of Agriculture announced the Capacity Listening Sessions March 26 from 1-3pm in Roseburg and there will be meetings in April and May which will have remote options. She also announced that SIA Restoration grant applications are due on March 12. Those grants are \$30,000 maximum and the land must fall into the SIA.

Eric Nusbaum of Oregon Department of Revenue stated that the Rulemaking Process is very important and that Measure 76 is mandating that Lottery Funds lead directly to projects, so other means of Capacity Support will likely need to be located. He also spoke about a bill regarding indemnity for recreational use of land. He suggested we contact our insurer to maintain protection.

2026 is an election year and the law has changed for incumbents. Anyone seeking re-election must file 10 days earlier than the public. Information will be out soon.

He is currently working on a board handbook and will conduct Board Training at the March meeting.

- **Staff Reports:**

- John reviewed his report and answered questions regarding projects.

- Arlyse had nothing to add to her written report

- **Public Comment:**

- Janice announced there will be a Josephine County Farm Collective event Saturday February 28th in Cave Junction. It will be at peach Rock markey from 2-4pm.

- **NEXT MEETING: The next regular meeting will be held March 26, 2026 at 6:00 pm**

Adjournment: The meeting was adjourned at 8:30 p.m.

- **Approved Minutes:** _____ **Date:** _____

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

	Feb 26
Ordinary Income/Expense	
Expense	
Insurance	
General Liability Insurance	7,296.00
Total Insurance	7,296.00
Other	
Copier lease	76.65
Dues & Subscriptions	60.00
Payroll Fees	200.00
Power and Electric	232.64
Printing & Copying	43.55
Rent Expense	602.00
Telephone	113.45
Website/Internet fees	53.75
Total Other	1,382.04
Software Subscription	470.05
Supplies & Materials	176.27
Wages and Salaries	12,056.52
Total Expense	21,380.88
Net Ordinary Income	-21,380.88
Net Income	-21,380.88

10:28 AM

03/17/26

Cash Basis

Illinois Valley Soil & Water Conservation District

Profit & Loss

July 2025 through February 2026

	Jul '25 - Feb 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	8,998.89
Total Insurance	8,998.89
Meeting Expense	
Food and water	266.32
Meeting Expense - Other	162.40
Total Meeting Expense	428.72
Mileage	888.13
Other	
Copier lease	575.88
Dues & Subscriptions	
Membership Dues	640.00
Dues & Subscriptions - Other	160.00
Total Dues & Subscriptions	800.00
Payroll Fees	1,825.00
PO Box Rent	122.00
Postage/Mailing fees	25.00
Power and Electric	491.55
Printing & Copying	216.39
Reimbursable Expense	-4,353.97
Rent Expense	5,298.00
Taxes	
Government Ethics Assessment	935.78
Secretary of State Annual Fee	300.00
Taxes - Other	62.79
Total Taxes	1,298.57
Telephone	1,086.24
Website/Internet fees	200.68
Total Other	7,585.34
Return of Grant Funds	13,830.56
Software Subscription	1,946.33
Supplies & Materials	2,132.51

10:28 AM

03/17/26

Cash Basis

Illinois Valley Soil & Water Conservation District

Profit & Loss

July 2025 through February 2026

	Jul '25 - Feb 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	98,791.56
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	179,143.01
Net Ordinary Income	-89,327.86
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	-77,597.21

Balance SheetAs of February 28, 2026

	Feb 28, 26
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	48,591.18
Savings Account - Thompson Crk	231.71
Total Checking/Savings	48,822.89
Total Current Assets	48,822.89
TOTAL ASSETS	48,822.89
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	126,420.10
Net Income	-77,597.21
Total Equity	48,822.89
TOTAL LIABILITIES & EQUITY	48,822.89

Illinois Valley Soil & Water Conservation District

3/17/2026 10:30 AM

Register: Checking Account

From 02/01/2026 through 02/28/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/02/2026	21764	Illinois Valley Buildi...	Accounts Payable		114.99	X		69,857.07
02/02/2026	21765	Pacific Office Autom...	Accounts Payable	717-8257679-0...	76.65	X		69,780.42
02/02/2026	21766	Pacific Power	Accounts Payable		119.49	X		69,660.93
02/05/2026	21767	Kelley Create	Accounts Payable		32.50	X		69,628.43
02/09/2026	21768	Special Districts Insu...	Accounts Payable	1-18598	7,296.00			62,332.43
02/10/2026	ACH	Cardinal Business Se...	Accounts Payable	784581	100.00	X		62,232.43
02/10/2026	ACH	Cardinal Net-To-Bank	Accounts Payable		3,270.57	X		58,961.86
02/10/2026	ACH	Cardinal Tax Impound	Accounts Payable		1,466.24	X		57,495.62
02/10/2026	ACH	VOYA Financial	Accounts Payable		783.87	X		56,711.75
02/10/2026	21769	Staples	Accounts Payable	LA 1041286	27.22			56,684.53
02/11/2026	ach	DocuSign	Accounts Payable		336.00			56,348.53
02/11/2026	ACH	VOYA Financial	Accounts Payable		756.84	X		55,591.69
02/11/2026	ACH	Cardinal Business Se...	Accounts Payable	784581	100.00	X		55,491.69
02/11/2026	debit	DocuSign	Accounts Payable		0.10			55,491.59
02/11/2026	21753	Pacific Power	Accounts Payable		113.15	X		55,378.44
02/12/2026	ACH	Cardinal Business Se...	Accounts Payable	784581	100.00	X		55,278.44
02/12/2026	ACH	Cardinal Net-To-Bank	Accounts Payable		3,026.07	X		52,252.37
02/12/2026	ACH	Cardinal Tax Impound	Accounts Payable		1,485.35	X		50,767.02
02/17/2026	ACH	VOYA Financial	Accounts Payable		596.58	X		50,170.44
02/17/2026	debit	Adobe Suite	Accounts Payable		133.95	X		50,036.49
02/17/2026	debit	Illinois Valley News	Accounts Payable		60.00	X		49,976.49
02/23/2026	21770	Pacific Office Autom...	Accounts Payable		43.55			49,932.94
02/23/2026	21771	Staples	Accounts Payable	LA 1041286	34.06			49,898.88
02/23/2026	21772	US Cellular	Accounts Payable	951128871	113.45			49,785.43
02/23/2026	21773	IV DATA CENTER	Accounts Payable		21.25			49,764.18
02/23/2026	21774	Pacific Source Healt...	Accounts Payable		571.00			49,193.18
02/24/2026	21775	A+ Storage	Accounts Payable		129.50			49,063.68
02/24/2026	21776	Stilton LLC	Accounts Payable		472.50			48,591.18



PLEASE REVIEW INFORMATION BELOW, OUR RECORDS INDICATE THIS IS WHO IS CURRENTLY SERVING IN THE DIRECTOR POSITIONS.

POSITIONS IN BOLD WILL BE ON THE 2026 GENERAL ELECTION BALLOT, AND ARE REQUIRED TO BE LISTED IN THE PUBLIC NOTICE.

If the positions do not match your records, please immediately notify Sandi Hiatt, ODA-Natural Resources Division, at (371)-301-3605, or by email at sandi.hiatt@oda.oregon.gov

Position	ILLINOIS VALLEY SWCD	Term
Zone 1	Katherine Mechling	2028
Zone 2	Rhett B Nelsen	2026
Zone 3	Robert W. Webb	2026
Zone 4	Katrina Poydack	2028
Zone 5	Zachary W Robinson	2028
At Large 1	Matthew Robinson	2028
At Large 2	Janice Denney	2026

Positions to be on the 2026 General Election ballot include:

- 1) Positions with term ending in 2026;
- 2) All appointed positions since the last election, regardless of term;
- 3) Vacant positions, regardless of term.

Declaration of Candidacy for Director

Oregon Soil and Water Conservation Districts



Please type or legibly print in black or blue ink. This form can be filled out electronically and printed for submission.

Note: This information is a matter of public record and may be published or reproduced. All fields must be completed. Do not leave blanks.

Name of Candidate (may include nickname in parentheses)
FIRST MI LAST

Name as it is to Appear on Ballot

Residence Address (Street/Route, City, State, Zip Code)

Mailing Address (If different from residence)

Phone (Home)

Phone (Work)

Email (optional)

Race and ethnicity (optional)

Explain how you meet eligibility (provide addresses for any actively managed properties)

To the Oregon Department of Agriculture, filing officer for Soil and Water Conservation Districts:

I hereby certify that I am an eligible candidate meeting the following requirements as stated in Oregon Revised Statutes 568.560(1) for director of the

_____ **Soil and Water Conservation District for the following position:**

(check one and write position number)

☐

At-Large No. _____ (enter 1 or 2)

At-Large directors must reside within the conservation district and be registered voters.

☐

Zone No. _____ (enter 1, 2, 3, 4 or 5)

In counties with more than 250,000 residents (Clackamas, Lane, Marion, Multnomah, and Washington) zone directors must reside within the zone they represent and be registered voters.

☐

Zone No. _____ (enter 1, 2, 3, 4 or 5)

In counties with less than 250,000 residents zone directors must reside within the zone that is represented, own or manage 10 or more acres of land in the zones they represent in the district and be involved in the active management of the land and be registered voters.

☐

Zone No. _____ (enter 1, 2, 3, 4 or 5)

In counties with less than 250,000 residents zone directors must reside within the zone that is represented, indicate an interest in natural resource conservation as demonstrated by serving at least one year as a director or associated director of a district and having a conservation plan that is approved by the district and be registered voters.

CONTINUED ON REVERSE SIDE

Occupation (present employment – paid or unpaid) If not relevant experience, “None” or “NA” must be entered.

Occupational Background (previous employment – paid or unpaid) If not relevant experience, “None” or “NA” must be entered.

Prior Governmental Experience (elected or appointed) If no relevant experience, “None” or “NA” must be entered.

Educational Background (schools attended– use attachment if necessary) If not relevant experience, “None” or “NA” must be entered.			
Complete Name of School	Last Grade Completed	Diploma/Degree/Certificate	Course of Study (optional)

Residence Address Exemption

To exempt your residence address from public disclosure, complete form SEL 180 – Residence Address Exemption Request. The request for a Residence Address Exemption MUST include a publicly disclosable mailing address. See the Candidates Manual for further information.

☐ I don’t want my residence address to be disclosed. I will be filing a separate SEL 180 – Residence Address Exemption Request.

Campaign Finance Information

☐ Yes, I have a candidate committee.

☐ No, I do not expect to spend more than \$750 or receive more than \$750 during each calendar year. I understand I must still keep records of all campaign transactions and if total contributions or total expenditures exceed \$750 during a calendar year, I must follow the requirements detailed in the Campaign Finance Manual.

☐ No, but will be filing a Statement of Organization for Candidate Committee (SEL 220).

By signing this document, I hereby state that:

- I will qualify, based on provided documentation, for said office if elected; and
- All information provided by me on this form is true to the best of my knowledge; and
- I will accept the office of the SWCD director if elected to the position.

Candidate’s Signature

Date

WARNING: Supplying false information on this form may result in the conviction of a felony with a fine of up to \$125,000 and/or prison for up to five years (ORS 260.715). No person may be a candidate for more than one position on the same board to be filled at the same election (ORS 249.013).

**Return this form, along with the
Petition for Nomination Signature Sheet:**

By email to **sandi.hiatt@oda.oregon.gov** or mail to:
Oregon Department of Agriculture,
Attn: Grants Administrative Officer
635 Capitol St. NE, Suite 100 Salem, OR 97301

Filing deadline:

Elected incumbent district candidate seeking re-election
to the same office: **5:00 p.m. August 18, 2026**

The last day for other district candidates:
5:00 p.m. August 25, 2026

Information: All signatures must be originals (no faxed or copies) per ORS 246.021. When collecting signatures, multiple pages can be part of the packet to collect a minimum 10 certified registered voters signatures (we recommend more than 10 in case any signatures are declared ineligible). When you are finished collecting signatures, you need to contact your county clerk's office for information about how to get the signatures certified.

Petition for Nomination Signature Sheet

OREGON SOIL AND WATER CONSERVATION DISTRICT DIRECTOR

Candidate's name		Office Petitioned For: Director of _____ Soil and Water Conservation District: ☐ _____ (or) ☐ _____ (Zone No. 1, 2, 3, 4, or 5) (At-Large No. 1 or 2)		
We, the undersigned voters who reside within the boundaries of the _____ Soil and Water Conservation District, request that the candidate's name printed above, be placed upon the appropriate ballot at the next General Election for nomination to the office indicated, following the filing of this petition. All signatures must be original.		This is a Candidate Nominating Petition. Signers of this Petition must be active registered voters in _____ Soil and Water Conservation District.		

Signature	Date Signed (MO/DAY/YR)	Printed Name	Residence or Mailing Address	City and Zip Code
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FOR OFFICIAL USE ONLY – COUNTY ELECTIONS OFFICIALS CERTIFICATION

I hereby certify _____ signatures on this petition are those of active registered voters in the _____ Soil and Water Conservation District in _____ County, Oregon.
 Signature of County Elections Official: _____ Date Certified: _____

Return this Certified Petition, along with your *Declaration of Candidacy for Director* form to:

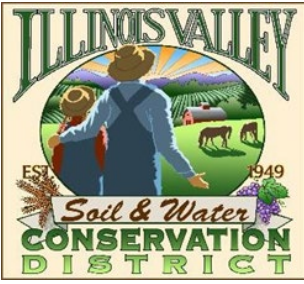
By email to **sandi.hiatt@oda.oregon.gov** or mail to Oregon Department of Agriculture,
 Attn: Grants Administrative Officer 635 Capitol St. NE Suite 100, Salem, OR 97301

Deadline to Submit to ODA: Elected incumbent district candidate seeking re-election to the same office: **5:00 p.m. August 18, 2026.**
 The last day for other district candidates: **5:00 p.m. August 25, 2026.**

March 2026 - District Manager Staff Report

- **Illinois Valley SWCD Administration**
 - We are currently in the process of interviewing candidates for the office manager position.
 - We will plan to hire on an additional position focused on
- **OWEB Small Grant Team Region 6**
 - The next review team meeting is scheduled for June 9, 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**
 - Things are progressing nicely with the Sweet Cron project.
 - Julie and I are preparing to post the RFP for the Sweet Cron Irrigation Modernization Project.
- **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.
 - I hired a temporary data entry specialist through Confident Staffing to help manage our data and submit results to DEQ. I may also contract out the analysis.
- **North Illinois Valley SIA**
 - The landowner outreach event was held on March 11, 2026, from 10 am-3 pm at the Illinois Valley SWCD/Illinois Valley Watershed Council office. We had a low turnout at the event itself, but we had a couple of landowners who are interested in projects reach out to us
- **Smith River EDRR/NPR**
 - Our seed collection/weed survey work is now set to begin in early May. I have been meeting regularly with Adam Corcoran (USFS Botanist) in preparation for the beginning of the project season.
- **Illinois Valley Priority Invasive Weeds**
 - We are holding the kickoff meeting for the Illinois Valley Priority Invasive Weeds project on Thursday, 3/19.
- **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.
 - We received small grant funding for a 40-acre lop-and-scatter thinning project on the Thompson Creek Tract. Project work is tentatively set to start this fall.
 - The meeting was productive and set the stage for long-term planning on the Tract.

Respectfully,
John Bellville



Staff Report

Office Manager - Arlyse DeLoyola

March 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

Adios ~ Farewell ~ Auf Wiedersehen ~ Sayonara - Au Revoir

Hello Board-

This should be my last monthly meeting as your Office Manager. Though I am excited to be retiring again, I am sad to be leaving a job I love and a group of co-workers and boards who have treated me so well over the last almost 7 years. Honestly, I had planned to be here for 2-3 years max and I just couldn't leave, I was having too much fun.

We're working hard to find the right person to fill this position. By the time we meet we'll have interviewed around 8-9 candidates. We are not setting a deadline, but waiting for just the right person.

Meanwhile, I'll continue to organize, write SOP's and generally get ready to depart. We plan to keep me on the "rolls" for a time so I can pop in and out to help as needed.

Thank you for such a wonderful experience.

Arlyse

