



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 September 24, 2026 - IVSWCD Office/ZOOM

Topic: Illinois Valley Soil & Water Conservation District Meeting

Time: September 24, 2026 - 6:00 pm

Join Zoom Meeting

<https://us06web.zoom.us/j/83068803901?pwd=ndUiakpPGOA33OmTmbBvi82JDzzA>

[PK.1](#)

Meeting ID: 830 6880 3901

Passcode: 972185

- I. 6:00 PM: Call to Order**
- II. 6:03 PM: Acceptance of Minutes**
- III. 6:05 PM: Acceptance of Financial Reports**
- IV. 6:10 PM: Old Business**
 - a. OACD Annual Conference**
 - b. Nickel Mining: Monitoring Funding**
 - c. DEQ ORW**
 - d. IVSWCD-TRSWCD Landline/Website Sharing MOU**
- V. 6:15 PM: New Business**
 - a. Guest Presenter: Cole Emmerick (Barn2Door)**
 - b. District Manager & Watershed Technical Specialist Revised Position Descriptions**
- VI. 7:00 PM: Staff and Partnering Agency Reports**
 - a. John's report**
 - b. Bryce's report**
 - c. Partnering Agency Reports**
- VII. 7:30 PM Public comments**



Illinois Valley Soil & Water Conservation District

Monthly Meeting Minutes

331 E Cottage Park Drive Suite 1/ZOOM,

August 27, 2026

The meeting was called to order by Chairman Bob Webb at 6:01 p.m.

Meeting attendance Roster:

Notes were taken by: Heather Gilinsky

In -Person	Via Zoom Teleconference	Absent
Robert Webb		
Katrina Poydack		
Zachary Robinson		
Matthew Robinson		
Kathy Mechling		
Rhett Nelsen		
Janice Denney		
Bradley Stokes	x	
Michael Miller	x	
Lydia Robinson		
John Bellville, Staff		
Heather Gilinsky, Staff		
Bryce Porter, Staff		

- **Minutes:** The minutes of the previous meeting were presented to the board for review.
 - **K Mechling moved to approve the minutes after L Robinson and B Porter are included as attendees.**
 - **J Denney seconded the motion.**
 - **The motion passed unanimously, with R Webb, R Nelsen, Z Robinson, K Poydack, and M Robinson, voting in favor.**
- **Financial Reports:** The financial reports for July 2026 were presented to the board for review.
 - **K Mechling made a motion to approve the Financial Reports.**
 - **K Poydack seconded the motion.**
 - **The motion passed unanimously, with R Webb, R Nelsen, Z Robinson, M Robinson, and J Denney voting in favor.**
- **Old Business**
 - **R Webb made a motion to adjourn the annual meeting.**
 - **M Robinson seconded the motion.**
 - **The motion passed unanimously, with R Nelsen, Z Robinson, K Mechling, K Poydack and J Denney voting in favor.**

- **New Business**

- K Mechling moved to approve a 20% pay raise starting Sept 1st 2026 for John Bellville with conditions that he will take a reduction in pay if financial resources are low. An amount was not specified.
- J Denney seconded the motion.
- The motion passed, with R Webb, R Nelsen voting Yes, M Robinson voting No, with K Poydack, and Z Robinson abstaining.

- It was discussed and decided that Two Rivers Soil and Water District needed to be invoiced for part of the uniform hats.
- B Porter brought up the idea of a using a local government investment pool – J Bellville is to discuss this with H Gilinsky.
- M Robinson suggested getting on an advisory committee or participating in Oregon DEQ Resource Delegation local meeting. A discussion followed.

- **Staff Reports:**

- J Bellville gave a report about the Thompson Crk fuel reduction grant starting Nov 2026.
- J Bellville gave a report about the Sweet Cron grant starting Sept 2026.

- **Partnering Agency Reports:**

- B Stokes presented an agency report relating to RCS program changes via Zoom.
- **Public Comment:** There was no public comment.
- **NEXT MEETING:** The next regular meeting will be held Sept 24, 2026 at 6:00 pm **Adjournment:** The meeting was adjourned at 7:35 p.m.
- **Approved Minutes:** _____ **Date:** _____

Illinois Valley Soil & Water Conservation District

Balance Sheet

As of August 31, 2026

	Aug 31, 26
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	38,005.22
Savings Account - Thompson Crk	231.73
Total Checking/Savings	38,236.95
Other Current Assets	
Undeposited Funds	1,855.52
Total Other Current Assets	1,855.52
Total Current Assets	40,092.47
TOTAL ASSETS	40,092.47
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-0.10
Total Accounts Payable	-0.10
Other Current Liabilities	-381.02
Total Current Liabilities	-381.12
Total Liabilities	-381.12
Equity	
Unrestricted Net Assets	81,444.72
Net Income	-40,971.13
Total Equity	40,473.59
TOTAL LIABILITIES & EQUITY	40,092.47

Illinois Valley Soil & Water Conservation District

9/17/2026 2:50 PM

Register: Checking Account

From 08/01/2026 through 08/31/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/05/2026	debit	Zoom	Accounts Payable		159.90	X		30,113.02
08/06/2026			Other Revenue	Deposit		X	27.63	30,140.65
08/06/2026	debit	Illinois Valley News	Accounts Payable		576.00	X		29,564.65
08/07/2026			Reimbursement	Deposit		X	25,290.50	54,855.15
08/10/2026	Debit	Otto Frei	Accounts Payable		133.48	X		54,721.67
08/10/2026	21861	Pacific Office Autom...	Accounts Payable	717-8257679-0...	69.70	X		54,651.97
08/11/2026	ACH	Cardinal Net-To-Bank	Accounts Payable	VOID:		X		54,651.97
08/11/2026	ACH	Cardinal Tax Impound	Accounts Payable	VOID:		X		54,651.97
08/11/2026	ACH	VOYA Financial	Accounts Payable		465.37	X		54,186.60
08/11/2026	ACH	Cardinal Business Se...	Accounts Payable	784581	150.00	X		54,036.60
08/11/2026	DEBIT	Oregon California Su...	Accounts Payable		277.00	X		53,759.60
08/11/2026	21864	Fed-Ex	Accounts Payable		26.45	X		53,733.15
08/12/2026	ACH	Cardinal Tax Impound	Accounts Payable		36.82	X		53,696.33
08/12/2026	debit	Vista Print	Accounts Payable		60.00	X		53,636.33
08/12/2026	debit	Grants Pass Courier	Accounts Payable		1.50	X		53,634.83
08/12/2026	debit	Grants Pass Courier	Accounts Payable		1.50	X		53,633.33
08/12/2026	debit	Josephine County Pla...	Accounts Payable		3.23	X		53,630.10
08/12/2026	debit	REI	Accounts Payable		3,047.50	X		50,582.60
08/13/2026	debit	Illinois Valley News	Accounts Payable		50.00	X		50,532.60
08/13/2026	debit	Illinois Valley News	Accounts Payable		50.00	X		50,482.60
08/13/2026	0	Noah Fathie	Accounts Payable	VOID:		X		50,482.60
08/13/2026	21865	Pacific Office Autom...	Accounts Payable		13.95	X		50,468.65
08/13/2026	21866	IEH Laboratories & ...	Accounts Payable		390.00			50,078.65
08/17/2026	21868	Bryce Porter	Accounts Payable	VOID:		X		50,078.65
08/17/2026	21869	Kelley Create	Accounts Payable		82.50	X		49,996.15
08/18/2026	ach	Adobe Suite	Accounts Payable		68.97	X		49,927.18
08/18/2026	ACH	VOYA Financial	Accounts Payable		0.10			49,927.08
08/18/2026	debit	Masterstitch	Accounts Payable		60.00	X		49,867.08
08/20/2026			Bank Fees	Service Charge	30.00	X		49,837.08
08/20/2026	21870	Carolyn Taormina	Accounts Payable	VOID:		X		49,837.08
08/20/2026	21871	Carolyn Taormina	Accounts Payable		62.35			49,774.73
08/24/2026	21873	Grants Pass Water Lab	Accounts Payable		275.00			49,499.73
08/24/2026	21874	IV DATA CENTER	Accounts Payable		21.25	X		49,478.48
08/24/2026	21875	Stilton LLC	Accounts Payable		472.50	X		49,005.98
08/25/2026	ACH	Adobe Suite	Accounts Payable	VOID:		X		49,005.98
08/25/2026	ACH	Cardinal Net-To-Bank	Accounts Payable	VOID:		X		49,005.98
08/25/2026	ACH	Cardinal Tax Impound	Accounts Payable		2,857.40	X		46,148.58
08/25/2026	ACH	Cardinal Net-To-Bank	Accounts Payable		6,259.21	X		39,889.37
08/25/2026	ACH	Cardinal Business Se...	Accounts Payable	784581	150.00	X		39,739.37
08/25/2026	21876	Pacific Source Healt...	Accounts Payable		596.00			39,143.37

Illinois Valley Soil & Water Conservation District

9/17/2026 2:50 PM

Register: Checking Account

From 08/01/2026 through 08/31/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/26/2026	21877	IV Watershed Council	Accounts Payable		265.43	X		38,877.94
08/27/2026	ACH	VOYA Financial	Accounts Payable		456.80	X		38,421.14
08/27/2026	21878	Crystal Fresh	Accounts Payable	123731	9.50			38,411.64
08/27/2026	21879	A+ Storage	Accounts Payable		129.50			38,282.14
08/31/2026	21880	Bryce Porter	Accounts Payable		126.92			38,155.22
08/31/2026	21881	Bryce Porter	Accounts Payable		150.00			38,005.22

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09/17/26

Cash Basis

Illinois Valley Soil & Water Conservation District

Profit & Loss

August 2026

	Aug 26
Ordinary Income/Expense	
Income	
Other Revenue	27.63
Service Contracts	
OSU SONDE	1,855.52
Total Service Contracts	1,855.52
Total Income	1,883.15
Gross Profit	1,883.15
Expense	
Accounting Fees	36.82
Bank Fees	30.00
Meeting Expense	
Food and water	9.50
Total Meeting Expense	9.50
Mileage	62.35
Other	
Advertising	679.00
Copier lease	69.70
Licenses & Permits	3.23
Payroll Fees	300.00
Printing & Copying	13.95
Rent Expense	602.00
Telephone	154.41
Website/Internet fees	214.77
Total Other	2,037.06
Project mileage	126.92
Software Subscription	228.87
Supplies & Materials	3,727.98
Wages and Salaries	11,230.88
Water Quality Monitoring	
Contracted Laboratory Analysis	665.00
Shipping Samples	26.45
Total Water Quality Monitoring	691.45
Total Expense	18,181.83
Net Ordinary Income	-16,298.68
Other Income/Expense	
Other Income	
Reimbursement	25,290.50
Total Other Income	25,290.50
Net Other Income	25,290.50
Net Income	8,991.82

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09/17/26

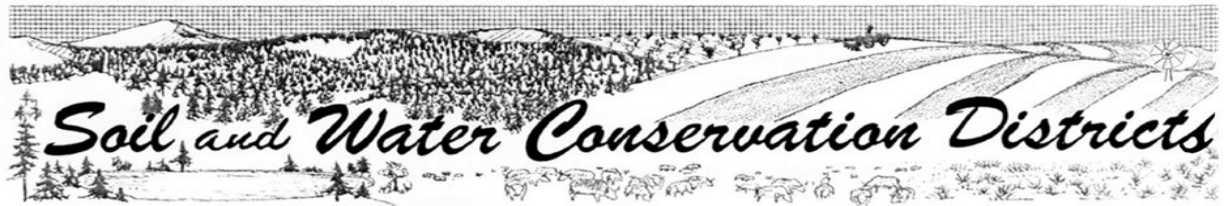
Cash Basis

Illinois Valley Soil & Water Conservation District

Profit & Loss

July through August 2026

	Jul - Aug 26
Ordinary Income/Expense	
Income	
Grants Received	17,355.00
Other Revenue	27.63
Service Contracts	
OSU SONDE	1,855.52
Total Service Contracts	1,855.52
Total Income	19,238.15
Gross Profit	19,238.15
Expense	
Accounting Fees	36.82
Bank Fees	60.00
Contracted Services	35,616.00
Meeting Expense	
Food and water	23.75
Total Meeting Expense	23.75
Mileage	565.50
Other	
Advertising	1,059.23
Copier lease	69.70
Licenses & Permits	264.46
Payroll Fees	725.00
Power and Electric	74.34
Printing & Copying	23.30
Rent Expense	1,676.50
Telephone	308.82
Website/Internet fees	318.52
Total Other	4,519.87
Project mileage	126.92
Software Subscription	228.87
Supplies & Materials	6,137.17
Wages and Salaries	37,476.89
Water Quality Monitoring	
Contracted Laboratory Analysis	1,160.00
Shipping Samples	52.90
Total Water Quality Monitoring	1,212.90
Total Expense	86,004.69
Net Ordinary Income	-66,766.54
Other Income/Expense	
Other Income	
Refunds	504.91
Reimbursement	25,290.50
Total Other Income	25,795.41
Net Other Income	25,795.41
Net Income	-40,971.13



POSITION DESCRIPTION

Position Title: District Manager

Organization: Illinois Valley Soil and Water Conservation District

Reports To: IVSWCD Boards of Directors

Status: Full-time, non-exempt

Location: Josephine County, Oregon (Illinois Valley and Applegate/Rogue areas); regular fieldwork throughout both Illinois Valley SWCD and Two Rivers SWCD

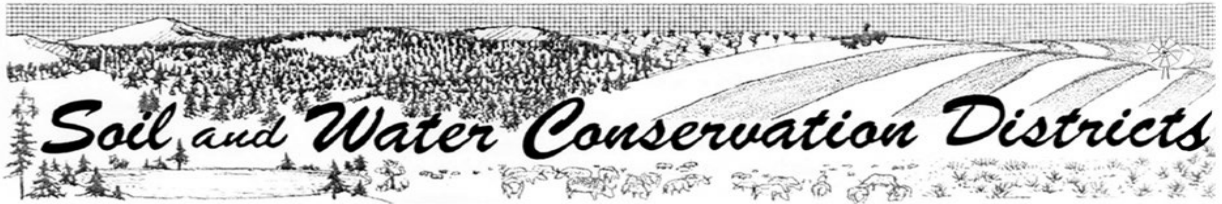
POSITION SUMMARY

The District Manager provides overall administrative and technical leadership across the Illinois Valley and Two Rivers Soil and Water Conservation Districts, which operate under a shared-services model with shared staff and equipment. This position plans, manages, and implements each District's conservation, water quality, and watershed restoration programs; writes and administers grants; conducts regulatory research; and represents both Districts in coordination with landowners, partner agencies, and other Josephine County conservation districts. The role combines office-based program management with substantial hands-on fieldwork across both districts and requires the physical ability and technical skill to safely operate chainsaws, heavy equipment, and other field tools required for restoration and monitoring work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, coordinate, and manage programs for both Districts, including water quality monitoring, watershed restoration, riparian and habitat improvement projects, and conservation outreach.
- Conduct fieldwork throughout the Illinois Valley, Applegate/Rogue, and surrounding watersheds, including site visits, water quality sampling, habitat and vegetation assessments, and project monitoring, in variable weather, remote locations, and rugged terrain.
- Operate chainsaws to conduct vegetation and hazard tree removal, invasive species control, and restoration site preparation, following applicable safety standards and required certifications.
- Operate and/or oversee the operation of heavy equipment and machinery (e.g., tractors, excavators, skid steers, mowers, and towed implements) for restoration, erosion control, and land management projects.
- Safely tow, transport, and maintain District vehicles, trailers, and field equipment.
- Prepare, submit, and administer grant applications and reports to state, federal, and private funding sources, track budgets, and deliverables for funded projects.
- Conduct regulatory research and monitor changes in state and federal law, policy, and permitting relevant to the Districts' work.

ILLINOIS VALLEY & TWO RIVERS



- Collect, manage, and quality-control water quality and other environmental monitoring data; prepare technical reports and summaries.
- Coordinate and collaborate with the Boards of Directors of both Districts, other Josephine County conservation districts, and state and federal partner agencies (e.g., ODA, DEQ, BLM, USFS, NRCS).
- Supervise, train, and coordinate shared District staff, seasonal crews, contractors, and volunteers as needed for field and office work.
- Represent both Districts at public meetings, landowner outreach events, and with the media.
- Maintain compliance with all applicable safety regulations, including HAZWOPER and other field safety requirements, for work involving hazardous materials, remote sites, or heavy equipment.
- Operate and maintain unmanned aircraft systems (drones) for site assessment and monitoring, in compliance with applicable permits and regulations.
- Perform other duties as assigned by the Board of Directors.

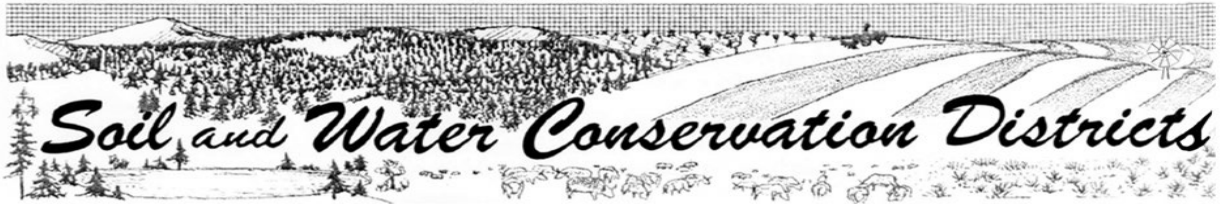
KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of soil and water conservation practices, watershed restoration, and natural resource management in the Klamath-Siskiyou region.
- Ability to operate chainsaws and heavy equipment safely and competently; current or ability to obtain relevant equipment operation and safety certifications.
- Ability to perform sustained physical fieldwork, including walking or hiking over uneven and steep terrain, lifting, and carrying field equipment (up to 50 lbs.), and working outdoors in variable weather conditions.
- Knowledge of grant writing, budget administration, and reporting requirements for state and federal conservation funding programs.
- Familiarity with regulatory frameworks relevant to water quality and natural resources, including ESA-listed species considerations (e.g., SONCC coho salmon) and Oregon DEQ water quality standards.
- Strong written and verbal communication skills, including technical report writing and public presentation.
- Ability to work independently, manage multiple projects and deadlines, and exercise sound judgment in the field.
- Valid Oregon driver's license and ability to tow trailers and operate a 4-wheel-drive vehicle on unimproved roads.

REQUIRED QUALIFICATIONS

- Bachelor's degree in natural resources, environmental science, agriculture, or a related field, or equivalent combination of education and experience.
- Demonstrated experience in natural resource management, conservation, or a related field.

ILLINOIS VALLEY & TWO RIVERS



- Demonstrated ability, or willingness to obtain certification, to safely operate chainsaws and heavy equipment used in restoration and land management.
- HAZWOPER 40 certification, or ability to obtain within a specified period of hire.
- Ability to pass a background check and maintain a clean driving record.

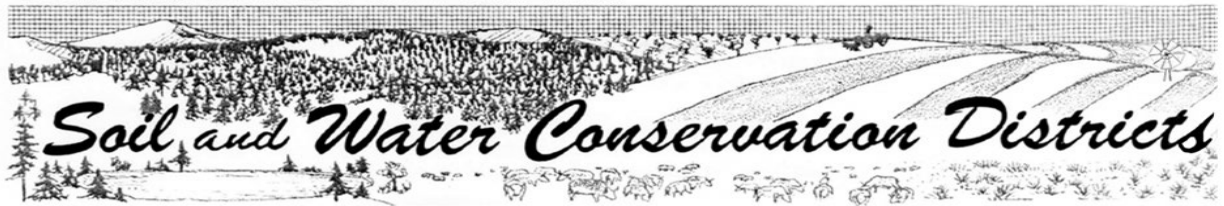
PREFERRED QUALIFICATIONS

- Graduate coursework or degree in environmental science or a related field.
- Experience with grant administration for OWEB, BLM, ODA, NRCS, or similar programs.
- Drone (UAS) operating permit or certification.
- Experience working with soil and water conservation districts or similar special districts in Oregon.

WORKING CONDITIONS

Work is performed both in an office setting and outdoors in the field, often in remote areas of Josephine County with variable terrain and weather conditions. Fieldwork requires the use of personal protective equipment and may involve exposure to hazardous plants, wildlife, uneven ground, water bodies, and operating machinery. The position occasionally requires irregular hours, including evening Board meetings and seasonal fieldwork demands.

This position description is not intended to be an exhaustive list of all duties, responsibilities, and qualifications associated with the job. The Boards of Directors of the Illinois Valley Soil and Water Conservation District reserves the right to modify this description as needed.



POSITION DESCRIPTION

Position Title: Watershed Technical Specialist

Organization: Illinois Valley Soil and Water Conservation District

Reports To: District Manager

Status: Full-time (32-40 hours/week), non-exempt, at-will, temporary through June 30, 2027 (to be extended pending funding)

Location: Josephine County, Oregon; regular fieldwork throughout both districts

GENERAL SUMMARY

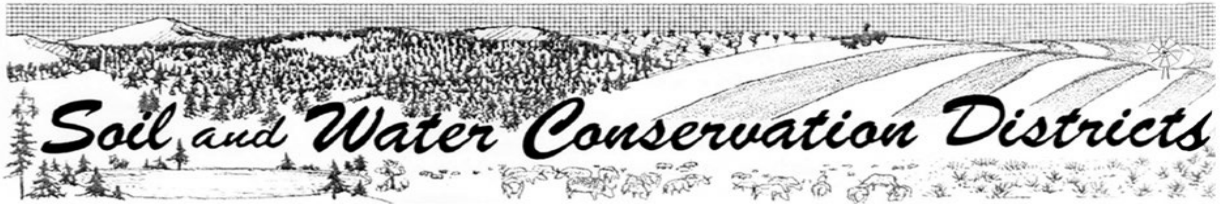
This is a full-time, at-will, non-exempt position that serves as Watershed Technical Specialist for the Illinois Valley & Two Rivers Soil and Water Conservation Districts. This position is responsible for providing technical, programmatic, and administrative support for the district by assisting in the development and implementation of conservation plans and projects, including water quality monitoring, riparian restoration, and developing educational and outreach materials and activities as part of the water quality improvement and conservation efforts for the Oregon Plan and the Inland Rogue Regional Agricultural Water Quality Management Plan.

Currently, this position is offered on a temporary basis only through June 30, 2027. This position is funded by grant(s) and contingent upon the ability to secure additional and continual grant funding. The position may be discontinued at any time, contingent upon workload, budget limitations, or other factors.

The Watershed Technical Specialist must have strong organizational and time management skills; field and data management skills, including the ability to safely operate chainsaws and heavy equipment used in restoration work; the ability to work independently and as part of a team; and be able to communicate effectively with landowners, partner entities, and coworkers.

SUPERVISION RECEIVED

The Watershed Technical Specialist reports to the District Manager. Work is accomplished independently with technical guidance provided by the Natural Resource Conservation Service, Oregon Dept. of Fish and Wildlife, ODA, various technical and resource manuals, and specialists. This position acts on behalf of the Illinois Valley SWCD Board of Directors, within the authority delegated by the Board, and this description is governed by the policies of the District Personnel Policy Manual. The District Manager conducts the performance evaluation for this position. There is an 180-day probationary period for a new employee.



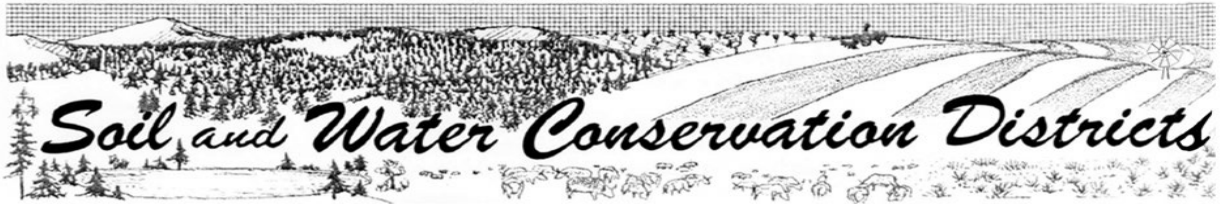
CIVIL RIGHTS

The incumbent of this position will perform all duties in a manner that consistently demonstrates fairness, cooperation and respect toward co-workers, office visitors, government agencies, and all others during the execution of official business. This position will be performed in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

ESSENTIAL JOB FUNCTIONS, DUTIES, AND PERFORMANCE REQUIREMENTS

- Provides technical assistance to senior staff in implementing water quality monitoring plans, including sample and analysis plan design; monthly field sample collection; and data entry.
- Provides technical assistance to landowners and managers regarding water quality and other natural resource concerns. Communicates and collaborates directly with landowners through direct one-on-one contact, or casual communication (telephone, written or faxed correspondence or email).
- Assists landowners and operators to develop new or upgraded voluntary conservation plans by incorporating the principles, methods and techniques of soil and water conservation, related sciences including agronomy, hydrology, livestock management, biology, engineering, and others as required.
- Aids the NRCS staff with conservation planning, contracting, implementation of USDA-funded landowner projects, and other assignments as directed.
- Assists with grant writing for funding for Illinois Valley and Two Rivers SWCD projects and programs.
- Assists with implementation of conservation projects as applicable or as ability allows, including, but not limited to, fence construction, procuring willow and cottonwood stakes for planting, planting native plants, monitoring, and data entry, as well as oversight of the contracted implementation of any of these activities, as necessary.
- Operates chainsaws to remove hazard trees, control invasive and encroaching vegetation, and prepare restoration sites, following applicable safety standards and required certifications.
- Operates or assists in the operation of heavy equipment and machinery (e.g., tractors, skid steers, mowers, and towed implements) in support of riparian restoration, fence construction, and other conservation project implementation.
- Conducts outreach and develops educational material on water quality, conservation, and other natural resource issues, and/or assists the district board and staff in these activities. This includes, but is not limited to, developing newspaper and newsletter articles, generating soil reports, facilitating workshops, seminars, fairs, and conventions, and speaking at meetings of other associations, agencies, schools to provide information on water quality/natural resource conservation, along with District goals, objectives, and projects.
- Participates in office meetings with directors, district employees, NRCS employees, and any other agency employees as needed to coordinate work efforts and prioritize where technical assistance will be provided.
- Meets all reporting requirements of work completed in the appropriate method to the Board, Oregon Department of Agriculture, NRCS reporting system, Oregon Watershed Enhancement Board,

ILLINOIS VALLEY & TWO RIVERS



Grant Providers, etc. All reports shall be submitted in a timely manner to coordinate with the district's requirements and requests for funds.

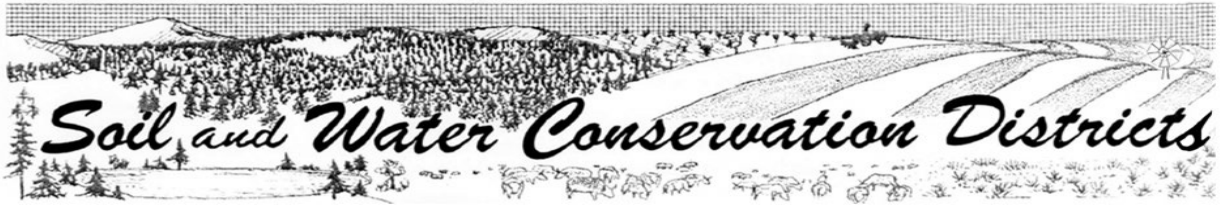
- Provides a written monthly report of work activities/progress for monthly District Board meetings. Will provide an accurate monthly mileage report and bi-weekly timecard, with an accurate description of duties performed.
- Self-directed, motivated, can professionally conduct work responsibilities either independently or as part of a team while maintaining a positive, cooperative relationship with co-workers. Participates in on-the-job and professional education/training events (workshops, seminars, courses, etc.) to improve technical skills and knowledge related to water quality and conservation planning and assistance, including equipment and chainsaw safety training.
- Participate in meetings with landowners or operators and agencies with authority over proposed activities to provide information and assist in resolving issues.
- Performs other related duties as requested by the District Manager.

QUALIFICATIONS

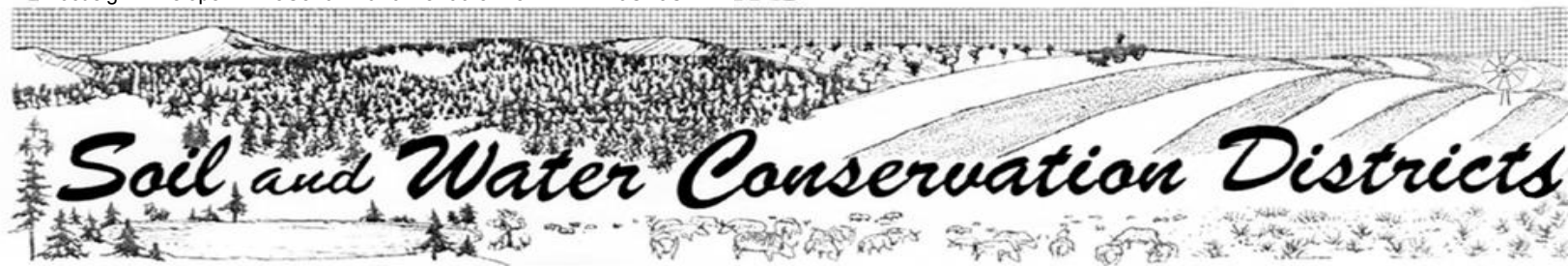
- An associate or bachelor's degree with major course work in natural sciences, natural resource management, agricultural sciences, soils, water quality, or a related discipline is preferred.
- A minimum of 1-2 years' experience working for a natural resource management-related agency, organization, or corporation is preferred but not required. Volunteer, student, or other work experience may substitute for paid work experience.
- Good oral and written communication skills are required.
- Experience in collecting field data, especially soil and water-related data, and maintaining field notes as required.
- The ability to use a computer for information entry and retrieval, correspondence, development of data spreadsheets, graphs, maps, and conservation practice design is required. Must be proficient with Microsoft Excel, Word, and PowerPoint; working knowledge of ArcGIS is helpful.
- Demonstrated ability, or willingness to obtain certification, to safely operate chainsaws and heavy equipment used in restoration and conservation project implementation.
- Education or experience in public communications or community outreach that includes working one-on-one, in group settings and/or public speaking is beneficial.

JOB CONDITIONS

- This is a full-time (32-40 hours per week) position.
- This is a temporary position. The position will terminate at the end of June 2027, pending availability of additional grant funds to continue the position.
- No overtime is allowed unless pre-approved by the District Manager and SWCD Board-appointed Supervisor.



- Compensation is \$20-\$25 hourly to start (DOE), with a pay raise after successful completion of the 6-month probationary period. An additional monthly medical insurance stipend of \$250 is available after successful completion of the 180-day probationary period.
- This position involves work both in the field and in the office.
- Fieldwork will include working in and around such locations as farms and dairies; rivers, streams, and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky, or other hazardous terrain. Appropriate attire shall be worn for these occasions.
- Fieldwork may require the operation of chainsaws and heavy equipment; appropriate personal protective equipment, training, and certification are required before operating this equipment.
- Office work may include working at a desk, using a computer, or standing at a table.
- This position may require travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office. Travel may be outside the normal workday and training sessions may last up to one week.
- To perform the duties of this position, the Watershed Technical Specialist must have a valid Oregon driver's license and a safe driving record. Although the District has a vehicle, occasional use of the employee's own vehicle may be necessary (available reimbursement is based on mileage).
- The Watershed Technical Specialist shall perform all duties in a prudent and sensible manner, following established protocols that ensure health and safety, including all applicable safety protocols for chainsaw and heavy equipment operation.



MEMORANDUM OF UNDERSTANDING

Shared Use of Landline Telephone Service and Website

Between the Illinois Valley Soil and Water Conservation District and the Two Rivers Soil and Water Conservation District

This Memorandum of Understanding ("MOU") is entered into by and between the Illinois Valley Soil and Water Conservation District ("IVSWCD") and the Two Rivers Soil and Water Conservation District ("Two Rivers SWCD"), each a special district organized under Oregon Revised Statutes Chapter 568, both located in Josephine County, Oregon (individually, a "District," and collectively, the "Districts").

Effective Date: _____

1. Purpose

The purpose of this MOU is to establish a shared-services arrangement between the Districts for a common landline telephone line and a shared website, in order to reduce duplicative administrative costs, streamline public contact and outreach, and support ongoing coordination between the Districts consistent with their existing shared-staff and shared-equipment model.

2. Background

IVSWCD and Two Rivers SWCD are both soil and water conservation districts operating within Josephine County, Oregon, and have, since July 1, 2025, coordinated staff time, equipment, and administrative resources to improve efficiency and program delivery. This MOU formalizes the shared use of a single landline telephone number and a single public-facing website by both Districts.

3. Shared Resources

This MOU covers the following shared resources:

- Landline telephone service, including the shared phone number, physical line, and any associated voicemail or answering system.
- A shared public website, including domain hosting, content, and any associated email or contact forms tied to the site.

Landline phone number: 541-592-3731

Website domain / URL: www.illinoisvalleyswcd.gov & www.tworiversswcd.gov directed to <https://ivswcd.specialdistrict.org/>



Physical location of landline (office address): 331 E Cottage Park Dr, Ste 1, Cave Junction, OR 97523

4. Roles and Responsibilities

4.1 Administration.

The Districts agree to designate one District as the primary account holder of record for the landline service and one District (which may be the same or a different District) as the primary account holder of record for the website hosting and domain registration, as identified below.

Primary account holder — landline: Illinois Valley SWCD

Primary account holder — website/domain: Illinois Valley SWCD

4.2 Call Handling.

- Incoming calls will be answered and routed, or messages relayed, in a manner agreed upon by both Districts' staff.
- Voicemail greetings will identify both Districts and guide reaching the appropriate District.

4.3 Website Content.

- Each District will be responsible for providing, reviewing, and keeping current its own program content, contact information, and public notices on the shared website.
- Neither District will alter, remove, or publish content on behalf of the other District without coordination, except for routine administrative updates (e.g., broken links, contact updates).
- Both Districts will be clearly and separately identified on the website, including distinct contact information for each District's programs and staff.

4.4 Recordkeeping.

Each District remains responsible for maintaining its own public records in accordance with Oregon public records law, regardless of the shared communication channel through which those records are received.

5. Cost Sharing

The Districts agree to share the costs of the landline service and website hosting/maintenance as follows: 50/50



Billing/reimbursement schedule: Quarterly or as invoiced by Illinois Valley SWCD

Either District may request an accounting of shared costs at any time. Any change to the cost-sharing arrangement must be agreed to in writing by both Districts.

6. Term and Termination

This MOU is effective as of the Effective Date above and will remain in effect until terminated by either District. Either District may terminate this MOU by providing written notice to the other District at least 60 days in advance of the intended termination date. Upon termination, the Districts will cooperate in good faith to transition or separate the landline number and website in a manner that minimizes disruption to public service, including determining which District (if either) retains the phone number and domain.

7. No Transfer of Authority

This MOU does not create a joint powers entity, merge the Districts, or transfer any statutory authority, budget authority, or governing board authority between the Districts. Each District retains full independent authority over its own programs, personnel, and finances. This MOU addresses only the shared administrative resources described above.

8. Amendments

This MOU may be amended only by mutual written agreement of both Districts, signed by authorized representatives of each District.

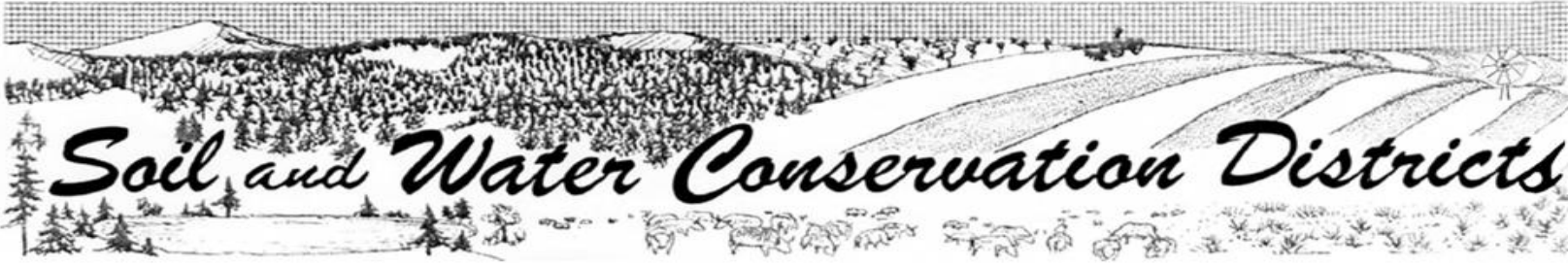
9. Points of Contact

IVSWCD point of contact: John Bellville, Robert Webb

Two Rivers SWCD point of contact: John Bellville, Shannon Clark

10. Signatures

By signing below, the authorized representatives of each District acknowledge and agree to the terms of this Memorandum of Understanding.



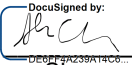
Illinois Valley Soil and Water Conservation District

Signature: _____

Name / Title: _____

Date: _____

Two Rivers Soil and Water Conservation District

Signature:  _____

Name / Title: Shannon Clark / Chair

Date: 8/21/2026



District Manager Staff Report September 2026

- **Illinois Valley SWCD Administration**
 - o Heather and I will be working on monthly budget projections starting in September.
 - o I am working with Bradley Stokes (NRCS) on galvanizing our organizational partnership.
- **Projects**
 - o North Illinois Valley SIA
 - Carolyn and David are continuing to monitor water quality. Tributaries have run dry at multiple locations.
 - Bryce has been busy grant writing and conducting landowner technical assistance sites visits in the SIA.
 - I plan to make some modifications to the SAP.
 - o OSU FEWS Wildfire and Water Security Project
 - Our team continues to maintain the two sondes in the field and send data to OSU.
 - Project work will likely be wrapping up this fall.
 - o USFS EDRR/NPR
 - The project is well underway with our team collecting native seeds in the Smith River Complex burn area.
 - We plan to begin growing out native plants on contract with J Herbert Stone in the next month.
 - o Illinois Valley Priority Noxious Weeds Project
 - There has been a bit of an expected lull in alyssum species and barbed goatgrass abatement.
 - Chemical treatment of Japanese Knotweed has been completed by Strauss Ecological Services and Noah Ark Forestry.
 - o IV WQM 2024-6
 - Arthur Goulart, data scientist, is working on contract to get our water quality data submitted to DEQ.
 - We received our first round of results from USGS. So far, the water quality from September-November 2025 is looking *very clean*.
 - o Irrigation Modernization Projects
 - The Sweet Cron Irrigation Modernization Project should begin construction the week of 9/21.
 - The Jimmy Little Ditch Flow Study is in process.
 - o Thompson Creek Woodland Conservation Tract Enhancement
 - Thinning work will begin on November 1.
 - I am working with SDAO on a hearing protection program for staff chainsaw operators.
 - o PFAS Baseline Studies
 - I have submitted full proposals for both PFAS projects and will be in contact with ODFW.
- **OWEB Small Grant Team Region 6**
 - o The next review team meeting is scheduled for October 13, 2026
 - o We are actively recruiting new members for the OWEB SGT 06 via the IVSWCD website, Facebook, and word of mouth.



- Grants
 - Bryce has been working on SIA landowner grants.
 - I am working on several grant applications for both Illinois Valley SWCD and Two Rivers SWCD.