



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 August 28, 2025- IVSWCD Office/ZOOM

IVSWCD is inviting you to a scheduled Zoom meeting.

Topic: Illinois Valley Soil & Water Conservation District Meeting

Time: August 28, 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
- V. 6:15 PM: New Business
 - a. Review of Position Descriptions: Conservation Program Manager and Conservation Technician
 - b. Review of CowanJ Thompson Creek Conservation Tract Access Permit
 - c. Shannon Clark as Contract Granwriter for IVSWCD
- 6:30 PM: Staff and Partnering Agency Reports
 - d. John's report
 - e. Arlyse's Report
 - f. 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

July 24, 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	Arlyse DeLoyola (Staff)	Janice Denney
Katrina Poydack	Kevin O'Brien IVWC	
Zachary Robinson	Katherine Mechling 6:02	
Matthew Robinson	Bradley Stokes, NRCS	
Robert Webb	Nan Xu, OSU	
John Bellville, Staff	Shelby Filley, OSU Extention	
Katrina Poydack 6:11		
Eric Nusbaum, ODA		
Beth Pietrzak, ODA		
Lydia Robinson, 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, and M Robinson, voting in favor.**
- **Financial Reports:** The financial reports for June 2025 were presented to the board for review.
 - **Matthew Robinson made a motion to approve the Financial Reports as presented.**
 - **Rhett Nelsen seconded the motion.**
 - **The motion passed unanimously, with Webb, Nelsen, Poydack, Z Robinson, and M Robinson, voting in favor.**
- **Old Business**
 - **Thompson Creek Plan:** The previously presented Thompson Creek plan was discussed. Eric Nusbaum suggested that the IVSWCD approve a conservation plan by September and present it to the Soil & Water Commission for approval at their October meeting. Further discussion indicated agreement and no further action was taken.

- **New Business**

- o **Expansion of Employee Roles:** John suggested that with the increased workload the District is experiencing we increase the roles of our Water Quality Monitoring team, changing Maelagh's title to Conservation Program Manager, and Carolyn, David and Carol's titles to Conservation Technician.

- **Rhett Nelsen made a motion to expand the roles of the water Quality Monitoring Team and change their titles to Conservation Program Manager and Conservation technicians.**
- **Kathy Mechling seconded the motion.**
- **The motion passed unanimously, with Mechling, Nelsen, M Robinson, Z Robinson, and Webb voting yes.**

- o **Key Access to Thompson Creek Tract**

John suggested that the district provide a key to the gate at Thompson Creek Tract to the neighbor, Jason Cowan. He would like to draft an agreement to allow him access to the property in exchange for monitoring it. Kathy asked that he be given a title, such as Docent, and that clear limitations be set in writing. John said he would work on a draft for approval by the board.

- **Matthew Robinson moved to establish a liability waiver and agreement for Jason Cowan to have access to the Thompson Creek Tract.**
- **Rhett Nelsen seconded the motion.**
- **The motion passed unanimously, with Mechling, Nelsen, M Robinson, Z Robinson, Poydack, and Webb voting yes.**

- o **Farm Stands:** Bob announced that the state was implementing new laws around farm stands. Discussion followed.

- **Katrina Poydack made a motion to make an official comment on the legislation expressing the hope that any new law refrain from adding further burdens on small farm operations.**
- **Rhett Nelsen seconded the motion.**
- **The motion passed unanimously, with Mechling, Nelsen, M Robinson, Z Robinson, Poydack, and Webb voting yes.**

- **Staff Reports:**

- o John began reviewing his report. He noted that the intern for Two Rivers had changed due to a Visa issue. He suggested that Board members should consider attending the OACD (Oregon Association of Conservation Districts) conference in October for which he has submitted a panel proposal.

- **Partnering Agency Reports:**

- o John was asked to interrupt his report in order to allow **Bradley Stokes of NRCS** give his Partnering Agency Report, as he was having battery issues with his laptop. Bradley discussed the NRCS Technical Service Program, in which non-NRCS employees can become certified to assist NRCS with Technical Assistance on various projects. He

noted that the TCS program can be beneficial to the NRCS as well as the contractor. Qualifications include either a B.S. in the conservation field, or equivalent career experience of two or more years. These positions assist with projects in the field, helping farmers and other landowners with NRCS programs. Interested applicants should contact his office.

- o **Shelby Filley of OSU Extension Service** was then introduced. She announced that after a shut-down of their office in Grants Pass which served Josephine County, they were now budgeted once again to offer some services to County residents. Her position covers Douglas, Josephine, and Jackson Counties. She stated she is willing to help in any way she can to further the mission of the District, and would be willing to provide educational programs at meetings, or other gatherings.

- o **Beth Pietrzak, ODA Agricultural Water Quality Regional Specialist** then gave her report. She mentioned that she and IVSWCD Intern Abie Diaz had made a compliance visit this week to a former illegal cannabis site and she was very impressed with Abie's knowledge and ability to positively interact with the landowner with suggestions and her plant knowledge. Beth will be writing letters to a few landowners regarding various potential issues.

She also mentioned a "car-crusher" program that she participated in when she worked for Coos/Curry where they rented a car-crusher and offered services to remove and crush abandoned vehicles from area properties, which helped the area ecology. She thought such a program might benefit the IV.

Shelby Filley then asked about cleaning up abandoned Cannabis sites and what sorts of chemicals were being found in former grows.

- o **Eric Nusbaum of Oregon Department of Agriculture** was introduced and spoke about the IVSWCD's recent growth. He cautioned that the District needs to be very careful to document what hours were spent on the Two Rivers SWCD programs and projects and what were IVSWCD's in order to maintain the separation between the two districts, in spite of the sharing of staff.

He will be offering his Public Official Orientation August 21st from 1:00pm to 3:00pm.

He also commented that the OACD conference was a great opportunity and that the TSC program that Bradley Stokes spoke about has been very successful in Eastern Oregon. He encouraged anyone with qualifications to contact Bradley.

- o **Kevin O'Brien of IV Watershed Council** gave his report, stating that Oregon Watershed Enhancement Board met this week and passed their spending plan, which gave the IVWC full Watershed Council funding. He applied for an Oregon Community Foundation grant last month, and is putting together an OWEB submission now, due on August 4th.

His two restoration projects have both had delays, but the Crooks Creek Large Wood Placement Project began this week. The Horse Creek projects has experienced delays around supply issues and will start after Labor Day. He will be meeting with the Bureau of Land Management to discuss further collaboration soon.

- **Staff Reports (continued):**

John Bellville resumed his report, updating the board on the status of the irrigation Modernization projects, Oregon Sig-Pod Collaboration, Water Quality Monitoring, and several other programs. He noted that he has been accepted into a Master's Program at OSU and has enrolled in the PMI Project Management Professional program and will pursue certification this month.

Arlyse DeLoyola reported that though she is currently in Texas caring for her injured daughter, she will be working remotely as much as possible and thanked the board for the flexibility to do so.

- **Public Comment:**

- o There were no public comments.

- o **NEXT MEETING: The next regular meeting will be held August 28th at 6:00 pm.**

Adjournment: The meeting was adjourned at 8:00 p.m.

Approved Minutes:_____ **Date:** _____

Meeting Minutes

Meeting Called to Order Tuesday August 5, 2024, by John Bellville, District Manager at 10:14 a.m.

LIVE ATTENDEES

REMOTE ATTENDEES

ABSENTEES

John Bellville, Staff	Kathy Mechling	Bob Webb
Arlyse DeLoyola, Staff	Zachary Robinson	Rhett Nelsen
Matthew Robinson		Katrina Poydack
Janice Denney		

SCRIBE

Notes were taken by Arlyse DeLoyola
As this was a special meeting, the agenda item was called for.

- **Discuss hiring Shannon Clark as a grant writer**

Discussion was held on the subject and the members attending determined they would like advice from ODA as well as a clearer plan before a motion can be made. No action was taken, tabled to regular meeting.

Public Comment: None

NEXT MEETING

The next monthly meeting is to be held on August 28th at 6:00 pm at the Illinois Valley SWCD Office and via ZOOM.

ADJOURNMENT

The meeting was adjourned at 10:20 a.m.

APPROVED MINUTES: _____ DATE: _____

Illinois Valley Soil & Water Conservation District

Profit & Loss

July 2025

	Jul 25
Ordinary Income/Expense	
Income	
Grants Received	1,490.00
Other Revenue	8,617.67
Service Contracts	
OSU SONDE	2,973.41
Service Contracts - Other	296.63
Total Service Contracts	3,270.04
Total Income	13,377.71
Gross Profit	13,377.71
Expense	
Bank Fees	30.00
Meeting Expense	
Food and water	162.85
Meeting Expense - Other	159.90
Total Meeting Expense	322.75
Other	
Copier lease	138.08
Dues & Subscriptions	
Membership Dues	500.00
Total Dues & Subscriptions	500.00
Payroll Fees	250.00
Power and Electric	47.13
Printing & Copying	23.45
Reimbursable Expense	-667.21
Rent Expense	1,151.50
Taxes	62.79
Telephone	159.98
Website/Internet fees	21.25
Total Other	1,686.97
Software Subscription	15.52
Supplies & Materials	127.37
Wages and Salaries	12,317.21
Water Quality Monitoring	
Contracted Laboratory Analysis	5,040.00
Mileage Reimbursement /Sampling	77.00
Shipping Samples	92.41
Total Water Quality Monitoring	5,209.41
Total Expense	19,709.23
Net Ordinary Income	-6,331.52
Net Income	-6,331.52

Illinois Valley Soil & Water Conservation District

Balance Sheet

As of July 31, 2025

	Jul 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	119,722.93
Savings Account - Thompson Crk	231.70
Total Checking/Savings	119,954.63
Total Current Assets	119,954.63
TOTAL ASSETS	119,954.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-133.95
Total Accounts Payable	-133.95
Total Current Liabilities	-133.95
Total Liabilities	-133.95
Equity	
Unrestricted Net Assets	126,420.10
Net Income	-6,331.52
Total Equity	120,088.58
TOTAL LIABILITIES & EQUITY	119,954.63

Illinois Valley Soil & Water Conservation District

8/12/2025 12:35 PM

Register: Checking Account

From 07/01/2025 through 07/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2025	21642	A+ Storage	Accounts Payable		114.50	X		126,073.90
07/01/2025	21643	Pacific Source Healt...	Accounts Payable		571.00	X		125,502.90
07/01/2025	21644	Stilton LLC	Accounts Payable	Rent	472.50	X		125,030.40
07/02/2025			Undeposited Funds	Deposit		X	2,421.16	127,451.56
07/02/2025	ACH	Cardinal Business Se...	Accounts Payable	784581	125.00	X		127,326.56
07/02/2025	debit	Key Man	Accounts Payable		3.50	X		127,323.06
07/02/2025	debit	Fred-Meyer	Accounts Payable	Meeting Supplies	74.99	X		127,248.07
07/02/2025	debit	Zoom	Accounts Payable		159.90	X		127,088.17
07/08/2025			Grants Received	Deposit Final CWDG		X	1,490.00	128,578.17
07/10/2025			Undeposited Funds	Deposit Darby Weir		X	841.79	129,419.96
07/10/2025			Undeposited Funds	Deposit Two Rivers Reimburse		X	8,624.76	138,044.72
07/10/2025	ACH	Cardinal Business Se...	Accounts Payable	784581	125.00	X		137,919.72
07/10/2025	ACH	Cardinal Net-To-Bank	Accounts Payable		2,919.04	X		135,000.68
07/10/2025	ACH	Cardinal Tax Impound	Accounts Payable		1,679.16	X		133,321.52
07/10/2025	1035	Cardinal Net-To-Bank	Accounts Payable		172.48	X		133,149.04
07/10/2025	1039	Cardinal Net-To-Bank	Accounts Payable		255.57	X		132,893.47
07/10/2025	21645	Fed-Ex	Accounts Payable		92.41	X		132,801.06
07/10/2025	21646	Pacific Office Autom...	Accounts Payable		138.08	X		132,662.98
07/10/2025	21647	Pacific Power	Accounts Payable		47.13	X		132,615.85
07/10/2025	21648	SAIF Corporation	Accounts Payable	100059392/A1...	147.53	X		132,468.32
07/15/2025	ACH	VOYA Financial	Accounts Payable		915.20	X		131,553.12
07/15/2025	Debit	Garmin Services, Inc	Accounts Payable		12.02	X		131,541.10
07/15/2025	21649	OACD	Accounts Payable		500.00	X		131,041.10
07/15/2025	21650	Carol Crawford	Accounts Payable	Mileage	77.00	X		130,964.10
07/15/2025	21651	Grants Pass Water Lab	Accounts Payable		2,310.00	X		128,654.10
07/17/2025	DEBIT	Adobe Suite	Accounts Payable		133.95	X		128,520.15
07/17/2025	21652	IV DATA CENTER	Accounts Payable		21.25	X		128,498.90
07/21/2025			Undeposited Funds	Deposit		X	667.21	129,166.11
07/21/2025	Debit	Fred-Meyer	Accounts Payable	meeting supplies	37.27	X		129,128.84
07/21/2025	Debit	Shop Smart	Accounts Payable	" "	4.99	X		129,123.85
07/21/2025	Debit	Taylor's	Accounts Payable	" "	111.09	X		129,012.76
07/21/2025	Debit	Walmart	Accounts Payable		29.88			128,982.88
07/21/2025	21653	A+ Storage	Accounts Payable		114.50			128,868.38
07/21/2025	21654	Stilton LLC	Accounts Payable		450.00			128,418.38
07/21/2025	21655	US Cellular	Accounts Payable	951128871	159.98	X		128,258.40
07/21/2025	21656	IEH Laboratories & ...	Accounts Payable		2,730.00			125,528.40
07/22/2025	Debit	True Value Hardware	Accounts Payable	Key copies	22.50	X		125,505.90
07/22/2025	21657	Pacific Office Autom...	Accounts Payable		23.45			125,482.45
07/23/2025	21658	Crystal Fresh	Accounts Payable	123731	9.50			125,472.95
07/23/2025	21659	Pacific Source Healt...	Accounts Payable		571.00	X		124,901.95

Illinois Valley Soil & Water Conservation District

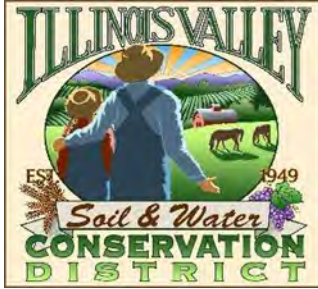
8/12/2025 12:35 PM

Register: Checking Account

From 07/01/2025 through 07/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/28/2025	ACH	Cardinal Business Se...	Accounts Payable	784581	150.00	X		124,751.95
07/28/2025	ACH	Cardinal Net-To-Bank	Accounts Payable		2,907.09	X		121,844.86
07/28/2025	ACH	Cardinal Tax Impound	Accounts Payable		1,868.97	X		119,975.89
07/28/2025	1040	Cardinal Net-To-Bank	Accounts Payable		222.96	X		119,752.93
07/31/2025			Bank Fees	Service Charge	30.00	X		119,722.93



John Bellville - District Manager
Illinois Valley Soil & Water Conservation District
331 E Cottage Park Drive Suite 1
PO Box 352
Cave Junction OR 97523
541-592-3731 office 541-415-6077 cell

August 23, 2025

Dear Illinois Valley SWCD Board Members,

Please review the following documents:

- Conservation Program Manager position description
- Conservation Technician position description
- CowanJ Thompson Creek Woodland Conservation Tract Access Permit

Be prepared to deliberate and vote on whether to accept them at the Illinois Valley SWCD monthly board meeting on 8/28/2025.

Signed, *John Bellville*

Position Description
Illinois Valley Soil & Water Conservation District
Conservation Program Manager

Position Title: Conservation Program Manager

Starting Date of Employment: August 28, 2025. There is potential for this position to become full-time, permanent, with benefits, depending on funding availability.

Pay Range: \$27.00 - \$32.00 /hour (DOE). Under this classification, the employee is ineligible for benefits.

Supervisor: IVSWCD District Manager

Status: Part Time (20 hrs/ week), non-exempt. This position may be filled on a full-time or part-time schedule. Work may also fluctuate with project needs.

General Position Summary:

This position serves as a Conservation Program Manager (CPM) for the Illinois Valley Soil and Water Conservation District (District). This is an "At-Will," non-exempt, part-time position subject to available funding and the General Employment Policies of the District. Illinois Valley Soil and Water Conservation District is a local unit of government that operates as a Special District of Oregon. The District is governed by a board of locally elected directors, and receives its funding through fundraising, contracts, and grants.

The CPM is responsible for the management of projects and conservation programs; assisting the District Manager with daily operations and fiscal management; preparing and managing budgets, funding proposals, and grant applications; and working with other agencies and landowners.

The CPM is responsible for evaluating natural resources (soil, water, animal, plant, wildlife, and cultural resources) on rural and urban sites and creating conservation plans with specifications for conservation actions to help conserve natural resources associated with small farms and public lands. Wildlife habitat or urban conservation planning needs may also be addressed by this position. Environmental monitoring is also required, such as through stream, forest, or riparian habitat assessment, pasture condition scoring, soil health assessments, photo points, and water quality monitoring. CPM provides technical assistance and education to individual landowners and operators for the successful development and installation of conservation practices to conserve natural resources. The specialist evaluates natural resources (soil, water, animal, plant, wildlife, and cultural resources) on rural and urban sites and creates conservation plans with specifications for conservation actions. Conservation plan maps are made using Geographic Information System software.

The CPM must have strong project management skills; field and data management skills; the ability to work independently and as part of a team; and the ability to clearly communicate with District staff and with project partners. The person in this position is an integral member of the District's conservation management team. The CPM is expected to provide superior customer service and to behave professionally. Work is accomplished independently from, but may be coordinated with, the USDA Natural Resources Conservation Service (NRCS), and utilizes NRCS resources, technical standards, and specifications where appropriate.

Location:

The working location is Josephine County. The employee will be part of a shared staffing arrangement with Two Rivers Soil and Water Conservation District (TRSWCD).

ESSENTIAL DUTIES

60% Administrative

- Responsible for the training and/or supervision of technicians, volunteers, interns, or contractors.
- Conservation plan development and tracking are conducted using Microsoft Office programs.
 - Support regional water quality and soil conservation/land use initiatives by attending meetings and representing the District, e.g., Inland Rogue Water Resiliency Group, RBP Fish Passage Group, etc.
 - Participate in meetings with landowners or operators and agencies with authority over proposed activities to provide information and assist in resolving issues.
 - Prepares or assists in the production of funding assistance, grant applications, contracts, grant reporting, and agreements.
 - Updates and maintains program files and reports while maintaining a high standard for accuracy, completeness, and efficiency in the preparation of data entry and reports.
 - Participate in staff meetings with the District Manager and District employees.

40% Technical

Conduct site visits with landowners and land managers, observe and record site conditions, and capture the goals and concerns of these customers. Inform landowners on strategic plans focused on rare and declining habitats in the region.

- Provide science-based information and alternatives as guidance to help landowners and producers develop plans to address site-specific natural resource needs such as managing water, preventing erosion, controlling sediment loss, managing crop residue, manure, and nutrients, controlling pests and weeds, managing stormwater, conserving irrigation water, improving wildlife habitat, pasture forage, or soil health.
- Establishes and maintains a positive working relationship with partners, customers, vendors, coworkers, Board members, and other officials by being responsive and respectful.
- Works to implement District conservation objectives and strategies and/or collaboratively coordinate and support the goals of conservation initiatives from federal and state partners (e.g., NRCS Conservation Implementation Strategy, Environmental Quality Incentives Program, National Water Quality Initiative, and ODA Strategic Implementation Area, Agricultural Water Quality Local Area Plan, and ODFW Oregon Conservation Strategy).
- The Conservation Planner collaborates with landowners and the Conservation Planning team to develop projects, budgets, and timelines to implement conservation practices.
- Provides technical information and support to local conservation efforts by teaching or assisting with

tours, workshops, videos, providing informational articles, or meeting with community groups and organizations, and presenting information to citizens.

- Collect, assess, and provide baseline surface water quality monitoring data for subbasins the District is interested in to either better understand the current conditions or to monitor and track water quality trends in a subbasin.
- The CPM assists in the land management program, as needed, including conservation easements and land acquisitions.
- Develop conservation plan maps using Geographic Information System software and other software solutions.

SECONDARY DUTIES

- Function as the District liaison or representative at meetings as directed by the District Manager or by his/her designee.
- Assist in the development of District publications.
- Drives District-owned or leased motor vehicles such as passenger vehicles, light trucks, all-terrain vehicles, vehicles with 4-wheel drive, etc.

SUPERVISORY CONTROLS

CPM is supervised by the District Manager and receives assignments in the form of broad functional responsibilities and overall objectives. CPM fulfills these duties with a high degree of independence, using their own judgement and initiative to resolve problems without supervisory consultation. Use judgment and discretion in determining which issues or problems should be brought to the attention of the District Manager, and whether to initiate action before consulting the District Manager. CPM plans to work in advance and submits general plans for review. The District Manager will be available to discuss controversial problems; however, work is reviewed in terms of success in meeting performance standard objectives.

CPM supervises other employees.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of conservation practices applicable to natural resources conservation on rural and urban properties.
- Knowledge of small-scale food production systems.
- Skilled in the collection of field data and maintaining field notes.
- Ability to direct or implement wildlife habitat enhancements that include habitat restoration,

habitat conservation and invasive species management techniques.

- Ability to provide basic guidance using available proven scientific resources from NRCS, OSU Extension, and other Partners to help Cooperators manage pests, weeds, tillage, nutrients, livestock, wildlife habitat, and irrigation water applications.
- Ability to provide recommendations and design conservation practices that comply with land use/zoning restrictions on land and water use for specific parcels. When opportunities occur, inform and educate landowners about regulations and guidelines intended to prevent soil erosion and water contaminants, such as those contained in the local Area Water Quality Plan (ODA).
- Ability to utilize the District's planning tools and processes to develop conservation plans that address common resource issues.
- Ability to install, or direct the installation of, common conservation practices to solve water quality and quantity-related issues. Working knowledge of plant material, including proper placement and maintenance.
- Ability to participate in meetings with District staff, Board Directors, and other partnering agency staff to coordinate work and prioritize the provision of technical assistance.

REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS

- Bachelor's Degree in an agricultural or natural resources-based field of study AND one year of related conservation planning experience; OR Five years of related conservation planning experience or any equivalent combination of experience, training, and/or education.
- Proficiency using personal computer applications and programs, including Microsoft Office and ESRI ArcGIS.
- Demonstrated project management skills, including developing timelines, budgets, processing invoices, and communicating with clients, contractors, and partner agencies
- Excellent oral and written communication skills.
- Sufficient mobility and ability, with or without reasonable accommodations, to perform the physical functions of the job, in the office or the field (see "Working Conditions" below).

DESIRED/PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS

- Master's degree or higher in a relevant field (see bachelor's degree major study areas) OR Five years of related conservation planning experience or any equivalent combination of experience, training, and/or education.
- Experience in applying the NRCS nine-step planning process.

ESSENTIAL PHYSICAL ABILITIES AND WORKING CONDITIONS

- The work includes a range of activities from extended office work to arduous field work involving working outdoors in variable weather conditions, moderate to strenuous physical exertion, and long hours often in remote locations. This position is eligible to be under a hybrid work model, which allows work to be done at a home office and in the District office with District Manager approval.
- The position is a 20-hour work week, with the option to expand the role with additional grant funding. Workdays and work hours will normally be Monday through Friday, 8:00 am to 4:30 pm. Incumbent will need to respond to work weekends and evenings, but the days and hours may vary depending on the requirement(s) to attend evening or early morning meetings and occasionally weekend meetings.
- To perform the duties of this position, CPM must serve as an incidental motor vehicle operator during daylight hours, after dark, and during inclement weather. To perform these assigned duties, a current and valid Oregon driver's license is required.
- The CPM shall perform all duties prudently and sensibly, following established protocols that ensure safety.
- Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee: _____

Date: _____

Direct Supervisor/Manager: _____ Date: _____

The Illinois Valley Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment based on race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.

Position Description
Illinois Valley Soil &
Water Conservation District
Conservation Technician

Position Title: Conservation Technician

Starting Date of Employment: August 28, 2025

Pay Range: \$20.00 - \$28.00 /hour (DOE). Under this classification, the employee is ineligible for benefits.

Supervisor: Conservation Program Manager

Status: Part Time (up to 20 hrs/ week), non-exempt. This position may be filled on a full-time or part-time schedule. Work may also fluctuate with project needs.

General Position Summary:

The Illinois Valley Soil and Water Conservation District (IVSWCD) is a special district serving the Illinois Valley to provide a wide range of natural resource, technical, educational, and financial assistance. The Conservation Technician is a new position and will serve as an integral member of the IVSWCD team. Work duties will take place in both the field and the office. The purpose of this position will be to assist with SWCD projects as time allows, and skills align. Work may include assistance with water quality sampling, restoration projects, plant sale assistance, weed work, seed collection, workshop assistance, help with outreach and engagement, fundraising, grant writing, educational materials development, fuels reduction, and participation in local relevant working groups.

Location:

The working location is Josephine County. The employee will be part of a shared staffing arrangement with Two Rivers Soil and Water Conservation District (TRSWCD).

Specific Job Duties:

1. Build relationships with landowners, tribal partners, and local organizations to promote conservation practices and collaborative stewardship.
2. Organize and participate in community events, workshops, and field days to share information on restoration, water quality, and land management.
3. Develop accessible outreach materials (e.g., flyers, newsletters, social media posts) that reflect local values and integrate traditional ecological knowledge (TEK).
4. Support inclusive engagement strategies that elevate underserved voices and foster cross-cultural dialogue around land and water issues.
5. Assist in planning, implementing, and maintaining habitat restoration projects, including riparian buffers, native plantings, erosion control, and invasive species management.
6. Conduct site assessments and collect baseline data to inform project design and adaptive management.
7. Coordinate with contractors, volunteers, and agency partners to ensure timely and ecologically sound project execution.
8. Monitor restoration outcomes and contribute to reporting for grants and funders.
9. Collect water samples and field data following established protocols for temperature, turbidity, nutrients, and biological indicators.
10. Maintain and calibrate monitoring equipment, ensuring data integrity and safety in the field.
11. Analyze and synthesize water quality data to identify trends, inform landowner outreach, and support watershed planning.
12. Contribute to technical reports and presentations for stakeholders, funders, and regulatory agencies.
13. Maintain accurate records of fieldwork, landowner interactions, and project milestones.
14. Assist with grant tracking, reimbursement documentation, and compliance reporting.
15. Support GIS mapping, data visualization, and integration of historical and TEK-informed datasets.
16. Participate in staff meetings, trainings, and strategic planning sessions to align district goals with community needs.

Scope:

The Conservation Technician will work in the office as well as in the field in Josephine County. They will work cooperatively under the direct supervision of the Conservation Program Manager. Professional attitude and judgement are required. The ability to work with “hard-to-reach populations” and other residents of Josephine County in a professional manner is required. Due to the nature of office and field work, communication with co-workers is essential. The ability to develop and maintain courteous professional relationships with co-workers, directors, other agency personnel, and the public is essential.

Minimum Requirements:

- At least one year of post-high school undergraduate education required in applied, biological, forestry, or agricultural sciences OR equivalent education/experience

- Ability to communicate proficiently using oral, written, and listening skills.
- Demonstrated ability to work effectively as a team member, work independently, and be initiative-taking.
- Proficiency in the use of personal computers, smartphones, and software, including word processing and spreadsheets.

Preferred Qualifications:

- A bachelor's degree in a relevant field
- Demonstrated experience with conservation principles and community engagement

Job Expectations:

- Ability to read maps, GPS, and collect data.
- Keep accurate, detailed records, complete reports, enter data as needed, and regularly communicate with SWCD staff. Training will be provided.
- Work flexible hours.
- Ability to interact appropriately with a variety of individuals.
- Ability to complete tasks without direct supervision.
- Ability to continually learn and willingness to readily adjust to unexpected changes in tasks.
- Ability to prioritize and arrange events with landowners.
- This position requires fieldwork and office work. Driving to and from field activities will be required. Employees are required to provide their own reliable vehicle. Mileage will be reimbursed. While using private vehicles for official business, employees must have current automobile liability insurance and possess a valid driver's license.

This position is an at-will, non-exempt, hourly position that may be hired at the full-time or part-time schedule. Under this classification, the employee is ineligible for benefits.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee: _____

Date:

Direct Supervisor/Manager: _____

Date:

The Illinois Valley Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment based on race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status,

sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.

ILLINOIS VALLEY SOIL & WATER CONSERVATION DISTRICT
331 E Cottage Park Dr, Ste 1~ P.O. Box 352 ~ Cave Junction~ OR 97523 ~ (541) 592-3731

SPECIAL USE PERMIT
THOMPSON CREEK WOODLAND CONSERVATION TRACT

The Illinois Valley Soil & Water Conservation District (District) hereby authorizes Jason Cowan to access property managed by the District and subject to the conditions stated herein. The property location is T38S, 7W, Section 28, tax lot 900, hereafter called the Tract. The effective date of this permit is August 28, 2025. This permit is non-exclusive and may be cancelled by the District at any time for any reason

The District Representative for matters relating to this permit is Robert Webb, IVSWCD Board Chair. If Mr. Webb is not available, the permit holder shall contact John Bellville, District Manager, or Maelagh Baker, Conservation Program Manager.

General Conditions

- Access to the Tract is over a deeded easement on private land. The permit holder may use the easement for ingress and egress for the purposes of this permit only. No parking on private land is authorized by this permit; however, the permit holder may park on the Tract. Only passenger vehicles and trucks (not exceeding 3/4 ton), will be allowed to use the easement unless approved in advance by the District.
- The permit holder shall hold harmless the District, its directors, associate directors, their staff, and volunteers from any liability arising from or related to the permit holder's activities.
- In the event the permit holder needs additional help from others when on the Tract, he shall describe the need and scope of such help to the District Representative. The District Representative may approve, deny or modify the request verbally or in writing. The permit holder shall be liable for the actions of any such help.
- The permit holder will follow all federal, state, and local fire laws and regulations. Camping, fires, or smoking will not be allowed on the Tract unless specifically authorized by the District Representative.
- The permit holder will be issued a key to lock the gate to the Tract. The gate shall be closed and locked except for ingress and egress. At the end of the permit period, the key shall be returned as directed by the District Representative. The key shall remain in the possession of the permit holder and not be loaned to others or duplicated.

By my signature below, I acknowledge that I have read this permit, understand it, and agree to its terms and conditions:

Jason Cowan, Permit Holder

Robert Webb, District Representative

August 2025 - District Manager Staff Report

- **ODA Website Accessibility: Capacity Supplement**
 - We are approximately 15% into our contract with Norman Design Company.
- **Internships**
 - Abie completed her 6th week as an IVSWCD intern. She has been doing an excellent job.
- **Landowner Site Visits**
 - We have had four landowner site visits in the last month within the SIA area. All landowners seem interested in grant-funded projects.
- **OWEB Small Grant Team Region 6**
 - Small grants will be accepted on a rolling basis starting this biennium.
 - We are waiting for the *Small Grant Team 06 Contact - 2025-2027* grant agreement documents. Once those are authorized, the small grant team will be up and running for the biennium.
- **OACD Conference Proposal**
 - I am currently coordinating a panel discussion on the intersections of forestry and agriculture in Oregon. The panel discussion will be held from 8:00-8:45 am, October 22 in Pendleton, OR.
- **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 2026.
 - A Jimmy Little Ditch Flow Study will be conducted by Trout Unlimited, IVSWCD, BLM, and ODFW in September.
- **OWRD SigPOD Collaboration**
 - We are waiting on reimbursement checks from the landowner and OWRD.
- **Illinois Valley Water Quality Monitoring Program**
 - Temperature monitors have been deployed at 14 sites across the watershed.
 - August grab sampling is complete.
 - We are scheduling an in-person passive deployment training with Dave Alvarez (USGS-CERC)
 - Maelagh developed an amendment to our Sampling & Analysis Plan for expanded monitoring under our North Illinois Valley SIA technical assistance grant. This amendment will be reviewed by the statewide Monitoring and Assessment Group in early September.
 - Our team continues to work in partnership with OSU Forest Ecohydrology and Watershed Science (FEWS) Lab on the Wildfire and Water Security Project.
 - We will be deploying Artificial Mussels (AMs) received from the City University of Hong Kong (CityUHK) soon for a small-scale well water study in Takilma, OR, in the next couple of weeks.
 - I am developing an Artificial Mussel Sampling and Analysis Plan in collaboration with DEQ and CityUHK.
 - Matthew Robinson is developing control standard solutions for the AMs.
 - I conducted 40 eDNA samples for Western Brook/River Lamprey. Areas in the Illinois Valley covered included Sucker Creek and the Illinois River mainstem as far downriver as Cedar Camp at Miami Bar. This was completed in partnership with OSU, ODFW, and the USFS Rocky Mountain Research Station.
- **Community Wildfire Defense Grant (CWDG) – Kerby Fuels Reduction Project**
 - I have attached a letter from a participating landowner received in May.
- **Grants**
 - I submitted three OWEB grants in early August:
 - **OWEB Restoration - Monarch Butterfly and Franklin's Bumblebee Habitat Enhancement (Klamath Mountains Ecoregion)**
 - We will be conducting an OWEB site visit for this project on 9/3

- OWEB TA – Reclaiming Rural Landscapes: Evaluating Environmental Risks of Cannabis Site Abandonment
- OWEB Monitoring – IV WQM 2026-8
- Shannon Clark is working as a contract grant writer for Two Rivers SWCD. She is currently developing an EPA Brownfields Job Training Grant that, if funded, would allow 50 individuals, including interested IVSWCD/TRSWCD employees and board members, to take classes that would, upon completion, allow qualified individuals to conduct assessments on polluted sites, including but not limited to abandoned cannabis sites.

Respectfully,
John Bellville



Artist: Abie Diaz

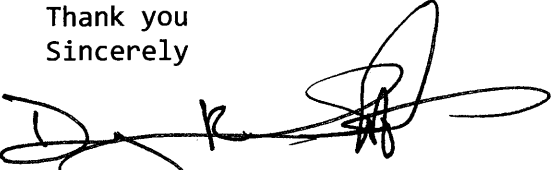
To: Grayback forestry

13 May 25

Reference: fuels reduction

With a heartfelt thanks I would like to recognize: Sean Hendrix, Don Scriven, Cornell Hartford, George Brazelle, Jared Cournoyer, John Fish, Robert Work, Jaci Williams and Eddie Lord, for their outstanding and hard work they've to done to make my property both safer and more enjoyable. this was done under a grant through the USDA and Illinios Valley Soil & Water District (thank you also John Bellville).

Thank you
Sincerely



D. R (Doc) Shelton



Staff Report

Office Manager - Arlyse DeLoyola

August 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 funds requests and financial reports for two grants.
- Emails/Voicemail/US Mail
- Two Rivers admin

Hello Board-

It's been a whirlwind since I returned from Texas and I am preparing this a week early because this weekend (15-17) is my 3-Day walk in Boston, followed by a week in Maine.

John will be sending out the packet so you don't get it too early.

I'll have one more trip in September and then things will settle down until November, I hope. Unless somebody else has an emergency!

This week I have been preparing for reporting on the Water Quality Monitoring grant and tying up loose ends on the capacity grant, along with continuing to build spreadsheets for the new biennium. I also had to remove and reinstall my old QuickBooks software as it was giving me errors on reports I need and use daily.

We are losing our free Microsoft Office Software next month, so I will need to choose another option.

I was finally successful in getting SAM done for Two Rivers. It was a long, arduous process.

See you soon-

Arlyse

