



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 June 26, 2025- IVSWCD Office/ZOOM

IVSWCD is inviting you to a scheduled Zoom meeting.

Topic: Illinois Valley Soil & Water Conservation District Meeting

Time: July 24, 2025 - 6:00 pm Join Zoom Meeting:

<https://us06web.zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbhFUDz09>

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. Expansion of employee roles
 - b. Key Access to Thompson Creek for Cowan
- 6:30 PM: Staff and Partnering Agency Reports
 - b. John's report
 - c. Arlyse's Report
 - d. Partnering Agency Reports: ODA, NRCS, IVWC
- 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

June 26, 2025

The meeting was called to order by Chairman Bob Webb at 6:03 p.m.

Meeting attendance Roster:

In-Person	Via Zoom Teleconference	Absent
Rhett Nelsen		John Bellville, Staff
Katrina Poydack		
Zachary Robinson		
Matthew Robinson		
Janice Denney		
Katherine Mechling		
Robert Webb		
Arlyse DeLoyola (Staff)		
Kevin O'Brien IVWC		
Maelagh Luckett-Baker, Staff		
Abie Diaz , Guest	Abie Diaz (partial)	
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.**
 - **Janice Denney seconded the motion.**
 - **The motion passed unanimously, with Webb, Nelsen, Poydack, Z Robinson, M Robinson, Mechling, and Denney voting in favor.**
- **Financial Reports:** The financial reports for May 2025 were presented to the board for review.
 - **Katrina Poydack made a motion to approve the Financial Reports as presented.**
 - **Kathy Mechling seconded the motion.**
 - **The motion passed unanimously, with Webb, Nelsen, Poydack, Z Robinson, M Robinson, Mechling, and Denney voting in favor.**
- **Old Business**
 - **Bio-Char Kilns:** One Kiln is still at Kelpie's. Bob will contact her to move it.
 - **Water Quality Monitoring:** Maelagh gave a thorough report on the status of our program. Sampling is occurring the second and fourth weeks of the month. Unfortunately, a grant that would have enabled the project to continue beyond this season was not awarded. Other avenues for funding are being sought, including private funding, which enabled the program to continue last year. Temperature monitors will be deployed next week and passive sampling is coming soon.

Also discussed were the OSU Sonde project and the artificial mussels coming from China.

- **New Business**

- **Potential Pass-Thru:** No action taken due to the requester not attending.
- **SDAO Board Training:** Arlyse reminded the board that there are trainings coming up for board members and staff.
 - **Rhett made a motion to approve paying the fee for any board member who would like to attend the training.**
 - **Kathy seconded the motion**
 - **The motion passed unanimously, with Webb, Nelsen, Poydack, Z Robinson, M Robinson, Mechling, and Denney voting in favor.**
- **Thompson Creek Tract Short-Term Forest Management:** The board reviewed a lengthy document proposing a management plan for Thompson Creek, submitted by District manager John Bellville. Discussion revealed that many board members were not familiar with the property, therefore were unable to make a determination on the plan.
 - **Janice made a motion to hold a special meeting for a field trip to the tract on July 12, meeting at the Deer Creek Grange at 10:00 AM.**
 - **Matthew seconded the motion**
 - **The motion passed unanimously, with Webb, Nelsen, Poydack, Z Robinson, M Robinson, Mechling, and Denney voting in favor.**

- **Staff Reports:**

- John's written report was reviewed and discussed.
- Arlyse reviewed her report and added that she received an email stating the SWCD's would now be able to participate in state health insurance offerings. She will look into this and advise the board.

- **Partnering Agency Reports:**

- Kevin O'Brien reported for the IV Watershed Council that pre-project permitting was done for both of his in-stream projects. Crooks Creek will be 13 structures on BLM lands. Horse Creek is slated for an August start. He is currently working on writing a Capacity Grant submission to a foundation for the purpose of hiring an Engagement Coordinator.

- **Public Comment:**

- Abie Diaz asked to be included in the Thompson Creek Tract visit. She will receive notice and was reminded that all meetings of the SWCD are open to the public, so she was welcome to attend.
- **NEXT MEETING: The next regular meeting will be held July 28th at 6:00 pm.**

Adjournment: The meeting was adjourned at 7:10 p.m.

Approved Minutes:_____ **Date:** _____

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

	Jun 25
Ordinary Income/Expense	
Income	
Grants Received	77,627.20
Total Income	77,627.20
Gross Profit	77,627.20
Expense	
Bank Fees	30.00
Contracted Services	50,840.30
Meeting Expense	
Food and water	9.50
Total Meeting Expense	9.50
Mileage	357.00
Other	
Copier lease	65.75
Payroll Fees	125.00
Printing & Copying	41.52
Taxes	-8.59
Telephone	161.64
Website/Internet fees	13,621.25
Total Other	14,006.57
Software Subscription	-205.10
Supplies & Materials	783.72
Training and associated travel	39.98
Wages and Salaries	9,978.80
Water Quality Monitoring	
Contracted Laboratory Analysis	2,730.00
Shipping Samples	106.22
Total Water Quality Monitoring	2,836.22
Total Expense	78,676.99
Net Ordinary Income	-1,049.79
Other Income/Expense	
Other Income	
Refunds	79.99
Total Other Income	79.99
Net Other Income	79.99
Net Income	-969.80

Illinois Valley Soil & Water Conservation District
Profit & Loss
July 2024 through June 2025

	Jul '24 - Jun 25
Ordinary Income/Expense	
Income	
Donations	8,000.00
Grants Received	454,595.75
Other Revenue	1,190.89
Service Contracts	
OSU SONDE	4,331.53
Total Service Contracts	4,331.53
Total Income	468,118.17
Gross Profit	468,118.17
Expense	
Accounting Fees	12,000.00
Bank Fees	31.64
Contracted Services	
Mileage SONDE	157.15
Contracted Services - Other	344,433.10
Total Contracted Services	344,590.25
Director Expense	75.00
Insurance	
General Liability Insurance	2,807.00
Total Insurance	2,807.00
Meeting Expense	
Food and water	403.47
Total Meeting Expense	403.47
Mileage	1,544.92
Other	
Advertising	199.50
Copier lease	748.63
Dues & Subscriptions	
Membership Dues	996.49
Dues & Subscriptions - Other	262.02
Total Dues & Subscriptions	1,258.51
Payroll Fees	1,425.00
PO Box Rent	116.00
Postage/Mailing fees	15.03
Power and Electric	543.27
Printing & Copying	219.73
Reimbursable Expense	656.39
Rent Expense	6,809.00
Taxes	
Government Ethics Assessment	567.41
Secreatry of State Annual Fee	250.00
SSA Pers Fee	15.00
Taxes - Other	-8.59
Total Taxes	823.82
Telephone	1,910.58
Website/Internet fees	13,874.00
Total Other	28,599.46
Software Subscription	2,334.76
Supplies & Materials	38,667.07

Illinois Valley Soil & Water Conservation District

Profit & Loss

July 2024 through June 2025

	Jul '24 - Jun 25
Training and associated travel	
Lodging	586.94
Training and associated travel - Other	2,054.80
Total Training and associated travel	2,641.74
Wages and Salaries	121,302.80
Water Quality Monitoring	
Contracted Laboratory Analysis	21,370.00
Mileage Reimbursement /Sampling	952.83
Shipping Samples	430.15
Water Quality Monitoring - Other	96.60
Total Water Quality Monitoring	22,849.58
Total Expense	577,847.69
Net Ordinary Income	-109,729.52
Other Income/Expense	
Other Income	
Interest Income	0.03
Refunds	79.99
Reimbursement	7.21
Total Other Income	87.23
Other Expense	
Fire protection	1,395.54
Total Other Expense	1,395.54
Net Other Income	-1,308.31
Net Income	-111,037.83

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2023-2025 ODA CAPACITY BUDGET TO ACTUAL FOR BIENNIUM

CATEGORIES	AMOUNT	EXPENSES	DIFFERENCE
Salary/Wages	\$131,364.00	\$141,899.13	10535.13
Contracted Services	\$30,000.00	\$25,693.72	-4306.28
Travel	\$6,000.00	\$5,413.16	-4002.82
Supplies/Materials	\$5,700.00	\$1,997.18	-3702.82
Other	\$37,624.00	\$35,684.81	-1939.19
TOTAL	\$210,688.00	\$210,688.00	0

Illinois Valley Soil & Water Conservation District

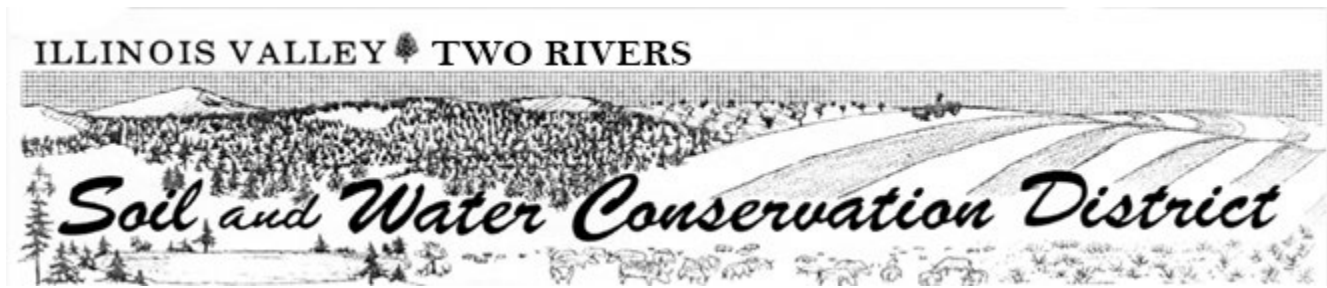
7/17/2025 12:58 PM

Register: Checking Account

From 06/01/2025 through 06/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/11/2025	21631	Fed-Ex	Accounts Payable		106.22	X		129,015.43
06/12/2025	ACH	Cardinal Business Se...	Accounts Payable	784581	125.00	X		128,890.43
06/12/2025	ACH	Cardinal Net-To-Bank	Accounts Payable		2,843.49	X		126,046.94
06/12/2025	ACH	Cardinal Tax Impound	Accounts Payable		1,608.66	X		124,438.28
06/12/2025	debit	Adobe Suite	Accounts Payable		213.94	X		124,224.34
06/12/2025	debit	Home Depot	Accounts Payable		598.00	X		123,626.34
06/12/2025	debit	Staples	Accounts Payable	LA 1041286	1.33	X		123,625.01
06/12/2025	debit	Weeder's Digest	Accounts Payable		163.84	X		123,461.17
06/12/2025	debit	Home Depot	Accounts Payable		15.88	X		123,445.29
06/16/2025	ACH	VOYA Financial	Accounts Payable	Retirement	865.01	X		122,580.28
06/16/2025	DEBIT	GARMIN Services	Accounts Payable		12.02	X		122,568.26
06/17/2025	21632	IV DATA CENTER	Accounts Payable		21.25	X		122,547.01
06/18/2025	21633	Crystal Fresh	Accounts Payable	123731	9.50			122,537.51
06/18/2025	21634	Grayback Forestry	Accounts Payable		50,840.30			71,697.21
06/18/2025	21635	Norman Design	Accounts Payable	Website	13,600.00	X		58,097.21
06/19/2025	Debit	UDEMY, INC	Accounts Payable		39.98	X		58,057.23
06/19/2025	1034	Cardinal Net-To-Bank	Accounts Payable		217.25	X		57,839.98
06/19/2025	1036	Cardinal Net-To-Bank	Accounts Payable		114.64	X		57,725.34
06/19/2025	21636	US Cellular	Accounts Payable	951128871	161.64	X		57,563.70
06/23/2025	21637	Pacific Office Autom...	Accounts Payable		65.75			57,497.95
06/23/2025	21638	Elan Financial Services	Umpqua Credit Card	4798 5100 616...	1,324.45	X		56,173.50
06/23/2025	21639	Pacific Office Autom...	Accounts Payable		40.19			56,133.31
06/24/2025			Grants Received	Deposit CWDG		X	60,157.20	116,290.51
06/24/2025			Refunds	Deposit		X	79.99	116,370.50
06/24/2025	ACH	Adobe Suite	Accounts Payable		213.94	X		116,156.56
06/25/2025	ACH	Cardinal Net-To-Bank	Accounts Payable		2,334.89	X		113,821.67
06/25/2025	ACH	Cardinal Tax Impound	Accounts Payable		1,346.48	X		112,475.19
06/25/2025	21640	John Bellville	Accounts Payable		357.00			112,118.19
06/27/2025			Grants Received	Deposit ADA addition ODA Cap.		X	17,470.00	129,588.19
06/30/2025			Bank Fees	Service Charge Additional reviewer	30.00	X		129,558.19
06/30/2025	ACH	VOYA Financial	Accounts Payable	Retirement	639.79	X		128,918.40
06/30/2025	21641	IEH Laboratories & ...	Accounts Payable	Sample analysis	2,730.00			126,188.40



July 2025 - District Manager Staff Report

- **ODA Website Accessibility: Capacity Supplement**
 - The project has been completed.
 - The Two Rivers SWCD website is now live: <https://trswcd.com/>
 - The request to transfer to a .gov domain has been submitted.
- **Internships**
 - Offers of employment were extended on 7/10.
 - The Illinois Valley and Two Rivers SWCDs are ecstatic to welcome Abie Diaz and Yingchi Cheung onboard as 2025 Conservation Interns
 1. Honing archival skills in the first two weeks and then launching into an immersive Conservation Project Management track
 - I will be proposing the expansion of the current staff's roles at the upcoming SWCD meetings
- **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.
- **Miscellaneous Two Rivers Business**
 - Arlyse and I have been spending lots of time standing up Two Rivers SWCD. Two Rivers now has a website, a phone number, and internet at the Grants Pass office.
 - We gained access to the Two Rivers SWCD storage unit.
 - We have been unable to gain access to the storage unit rented by Randi Omley-Tatum, which may contain Two Rivers SWCD equipment and materials. After consultation with Eileen (Northwest Local Government Legal Advisors), it was decided that the best way to proceed would be to send a certified letter to Randi requesting access to any units that contain Two Rivers SWCD property. This letter was sent on 7/1, demonstrating that Two Rivers SWCD has completed sufficient due diligence regarding the storage unit. I have recommended that we close the books on this matter.
- **OWEB Small Grant Team Region 6**
 - Barbara Niedermeyer (Jackson SWCD) and I will be coordinating the OWEB SGT 06 for the 2025-2027 biennium
 - New OWEB SGT documents will be made available on 7/24. I am currently working on the biennial report for the team. I plan to relay this to the team last week.
- **OACD Conference Proposal**
 - I have submitted a proposal to OACD (attached the this packet). If the proposal is accepted, I will coordinate the panel for the conference on October 21-23 in Pendleton, OR.
- **Sweet Cron Irrigation Modernization Project & East Fork Illinois River Projects**
 - Julie Cymore and I will be officially kicking off the irrigation modernization projects on 7/17.
- **OWRD SigPOD Collaboration**
 - We are in conversation with OWRD about next steps in the SigPOD Collaboration.
 - We are waiting on reimbursement checks from the landowner and OWRD.

- **Illinois Valley Water Quality Monitoring Program**
 - OWEB staff will be conducting a field tour of the WQM program on Wednesday, 7/16.
 - 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 receiving Artificial Mussels (AMs) from the City University of Hong Kong soon for a small-scale well water study in Takilma, OR. I am in conversation with DEQ about what changes will be needed to the existing Sampling & Analysis Plan (SAP), if any.
- **Community Wildfire Defense Grant (CWDG) – Kerby Fuels Reduction Project**
 - This project is complete. I mailed out letters of recognition to participating landowners on 7/15.
 - I have attached a letter from a participating landowner.
- **Grants**
 - The NFWF Western Monarch and Pollinator Conservation Fund grant has been submitted by The Understory Initiative. Illinois Valley and Two Rivers SWCDs will spearhead work in Josephine County if the project is funded.
 - I am working on both an OWEB Restoration grant as well as an OWEB Small Grant to supplement pollinator project work.
 - We will be submitting on grant for OWEB Technical Assistance relating to Abandoned Cannabis Site Remediation.
 - We will submit a small grant application for the Clark Flood Mitigation and Bioswale Project during the first SGT round.
- **Training/Education**
 - I have enrolled in a project management course. I plan to pursue the PMI Project Management Professional certification within the next month.

Respectfully,
John Bellville

Below L_R Courtney Schaff, OWEB, Director Kathy Mechling, Intern Abie Diaz, and WQM Specialist Maelagh Luckett-Baker after returning from the Water Quality Monitoring "Field Trip" on July 16th





Staff Report

Office Manager - Arlyse DeLoyola

July 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-

My apologies for not attending in person this month. I will be attempting to log in from Texas. The day after our daughter returned home from here, she had a freak fall and broke her femur and knee joint. She had a five-hour surgery and will not be walking on it anytime soon. I will be flying down on meeting day to help her for a while but will be back the first full week of August.

That said, this week and most of next will be spent preparing for that absence.

Included in that will be submitting the final expense report to ODA for the 23-25 Capacity grant and beginning the processes involved in the Annual Review.

John and I continue moving three steps forward and two steps back on Two Rivers, but we are making progress.

Thanks for your understanding.

Arlyse

