



Illinois Valley Soil and Water Conservation District

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Monthly Meeting Agenda May 22, 2025- IVSWCD Office/ZOOM

IVSWCD is inviting you to a scheduled Zoom meeting.

Topic: Illinois Valley Soil & Water Conservation District Meeting

Time: April 24, 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. Bio-Char Kilns
- V. 6:15 PM: New Business
 - a. Volunteer Weed Control

6:30 PM: Staff and Partnering Agency Reports

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

Meeting Minutes

Meeting Called to Order Thursday, April 24, 2025, by Bob Webb, Chairman at 6:00 pm.

LIVE ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Bob Webb	Rhett Nelsen	Gene Merrill (IVWC)
Janice Denney	Kevin O'Brien, IVWC	Carol Crawford (IVWC)
Katherine Mechling		Patty Downing (IVWC)
Katrina Poydack		W Joerger (IVWC)
Matthew Robinson		
Zachary Robinson		Arlyse DeLoyola, Staff
John Bellville, Staff		
Lydia Robinson, guest		

SCRIBE

Notes were taken by Kathy Mechling

- **Minutes:** The minutes of the March meeting were presented to the Board for review.
 - **Janice Denney made a motion to approve the minutes for March.**
 - **Zachary Robinson seconded the motion.**
 - **The motion carried unanimously with Directors Webb, Denney, Mechling, Nelsen, Poydack, M Robinson, and Z Robinson in favor.**
- **Financials:** The financial reports from March 2025 were presented to the Board for review.
 - **Katrina Poydack made a motion to accept the financial reports**
 - **Matthew Robinson seconded that motion.**
 - **Discussion was held.**
 - **The motion carried without dissent- Directors Webb, Denney, Mechling, Nelsen, Poydack, M Robinson, and Z Robinson in favor.**

OLD BUSINESS

- **Connect Report**

Janice and Arlyse attended the CONNECT meeting. Janice attended Agroforestry meeting and a presentation on water and riparian beaver strongholds. Idaho had interesting success maps, and California is paying for such programs. She expressed frustration at the lack of paper copies of reports presented. She wished for more collaborative partnerships with better public access to all the information. Arlyse attended mostly administrative presentations. Janice had a handout made by Marion SWCD Little Habitat Project, citizen science for kids.

John suggested more Board members attend next year's CONNECT meeting.

All expressed appreciation to Janice and Arlyse for attending and reporting.

NEW BUSINESS

- **Northwest Local Government Legal Advisors, LLC Contract:**

John told the board other similar-sized SWCDs use this attorney, especially for reviewing larger contracts. Large grant reviews are recommended by ODA

- **Katrina made a motion to enter into an engagement for legal services with NLGLA, LLC.**
- **Rhett Nelsen seconded the motion.**
- **The motion passed with aye votes from directors Webb, Nelsen, Mechling, Poydack, Denney. Z. Robinson. M. Robinson voted no.**

- **Contract Administration Policy Resolution 2025-02**

The Policy adopted last meeting had a mistake. The numbers were not in alignment with DOJ values. We need to lower contract limits to DOJ standards, but we can increase rates for personal services.

- **Bob Webb moved to change the contract as outlined by John.**
- **Katrina seconded the motion.**
- **The motion passed unanimously with aye votes from directors Webb, Nelsen, Mechling, Poydack, Denney, M. Robinson, and Z. Robinson.**

- **District Manager Contract Signature Authority**

Chairman Webb request the Board give John authority to sign contracts to improve efficiency. Currently Bob needs to sign contracts, but he is often unavailable, so delays occur. Other SWCDs our size give the Manager contract signatory authority.

- **Kathy Mechling made the motion to give John Bellville authority to sign for grant agreements and all contracts up to \$50K.**
- **Z. Robinson seconded the motion.**
- **The motion passed unanimously with aye votes from directors Webb, Nelsen, Mechling, Poydack, Denney, M. Robinson, and Z. Robinson.**

- **Althouse Nursery**

Janice reported that the old Althouse nursery is under new management and are planting native trees from seed and they may be able to provide plants and/or seed for our projects.

This was informational only.

- **Matthew Robinson** handed out a research manuscript *Physical controls on Irrigation Return Flow Contributions to Stream Flow in Irrigated Alluvial Valleys* by Stephen B Ferencz and Vincent Tidwell from Sandia National Labs.

Discussion held on delaying water going into streams, increased stream flow post fire, Some soils need water to be restored. State rules regarding off-channel water impoundment.

Board agrees to read report and discuss how it affects us, John can help write grants as indicated.

- **M. Robinson made a motion for Board to research advantages for off-stream water impoundments for the Illinois Valley.**
- **Z. Robinson seconded the motion.**
- **Motion passed unanimously with aye votes from directors Webb, Nelsen, Mechling, Poydack, Denney, M. Robinson, and Z. Robinson.**

CONTINUING

- **Staff and partnering Agency Reports (18:50):**

John reviewed his report. Board encouraged John to apply for Cannabis site clean-up funds. Despite low probability of success, it is a significant problem that eventually will need to be funded.

Public toxin disposal: We need to find a few landowners who need to dispose of significant amounts of biocides to hold a public disposal event. We will reach out to Beth for sponsorship.

Roadside herbicide: Our Board can make a statement to ask the county to decrease use of roadside herbicides. Discussion held about magnitude of roadside plants and the fire risk they can make. Current county rule is for landowner to apply for “no spray” permit, they then need to clear and maintain their roadside and post “no spray” Many are unable to perform physical labor of clearing and maintaining without spray. Consider organizing volunteer party to help those needing physical assistance.

Artificial Mussels: John is in contact with group from Hong Kong who make passive absorptive units which collect heavy metals over a specific time. John will proceed with testing some streams and maybe Lake Selmac, with appropriate controls. He will send more information out to the Board.

May 1 deadline for \$10K Env. Org to build reforestation drone.

Hydroseeder for North Valley diversity funding.

Applying for \$6K for two 8-week internships (July 1-September 1).

John is installing weir near Q Bar X Board. It was recommended that it be insured as above-ground structure.

Environmental remediation project: looking into levelers to decrease algae problems. Nanobubbles sink O2 for aerobic digestion and can decrease residual pesticides and fertilizers to help clean lakes.

Arlyse: We reviewed her report,

Kevin O’Brien of IV Watershed Council Enjoys working closely with IVS&WCD

Public Comment:

Z. Robinson led discussion: In our projects we should have in mind need to keep farmland irrigated. If farm equipment is sold off, the water rights to that land can be lost. People new to the area might not be familiar with how water rights are granted and lost. We should be trying to protect them for the farms. There should be a way to return water rights to land that lost it for various reasons. Consider leasing water back from Trout Unlimited? Maybe facilitate acquisition of used irrigation equipment.

NEXT MEETING

The next meeting will be held on May 22, at 6:00 pm at the Illinois Valley SWCD Office and via ZOOM.

ADJOURNMENT

The meeting was adjourned at 8:10pm.

APPROVED MINUTES: _____ **DATE** _____

Illinois Valley Soil & Water Conservation District

Profit & Loss

July 2024 through April 2025

	Jul '24 - Apr 25
Ordinary Income/Expense	
Income	
Donations	8,000.00
Grants Received	219,120.25
Other Revenue	1,190.89
Service Contracts	
OSU SONDE	3,664.32
Total Service Contracts	3,664.32
Total Income	231,975.46
Gross Profit	231,975.46
Expense	
Accounting Fees	12,000.00
Bank Fees	1.64
Contracted Services	
Mileage SONDE	157.15
Contracted Services - Other	246,006.00
Total Contracted Services	246,163.15
Director Expense	75.00
Insurance	
General Liability Insurance	2,807.00
Total Insurance	2,807.00
Meeting Expense	
Food and water	393.97
Total Meeting Expense	393.97
Mileage	265.32
Other	
Advertising	199.50
Copier lease	617.13
Dues & Subscriptions	
Membership Dues	996.49
Dues & Subscriptions - Other	262.02
Total Dues & Subscriptions	1,258.51
Payroll Fees	925.00
PO Box Rent	116.00
Postage/Mailing fees	15.03
Power and Electric	480.22
Printing & Copying	113.84
Reimbursable Expense	656.39
Rent Expense	6,222.00
Taxes	
Government Ethics Assessment	567.41
Secreatry of State Annual Fee	250.00
Total Taxes	817.41
Telephone	1,587.30
Website/Internet fees	231.50
Total Other	13,239.83
Software Subscription	2,271.38
Supplies & Materials	35,025.66

12:04 PM

05/15/25

Cash Basis

Illinois Valley Soil & Water Conservation District

Profit & Loss

July 2024 through April 2025

	Jul '24 - Apr 25
Training and associated travel	
Lodging	586.94
Training and associated travel - Other	1,929.82
Total Training and associated travel	2,516.76
Wages and Salaries	93,926.87
Water Quality Monitoring	
Contracted Laboratory Analysis	13,840.00
Mileage Reimbursement /Sampling	452.48
Shipping Samples	238.84
Water Quality Monitoring - Other	37.10
Total Water Quality Monitoring	14,568.42
Total Expense	423,255.00
Net Ordinary Income	-191,279.54
Other Income/Expense	
Other Income	
Interest Income	0.02
Reimbursement	7.21
Total Other Income	7.23
Other Expense	
Fire protection	1,395.54
Total Other Expense	1,395.54
Net Other Income	-1,388.31
Net Income	-192,667.85

Illinois Valley Soil & Water Conservation District

Profit & Loss

April 2025

	Apr 25
Ordinary Income/Expense	
Income	
Grants Received	24,148.50
Service Contracts	
OSU SONDE	2,683.39
Total Service Contracts	2,683.39
Total Income	26,831.89
Gross Profit	26,831.89
Expense	
Contracted Services	
Mileage SONDE	58.10
Total Contracted Services	58.10
Meeting Expense	
Food and water	19.00
Total Meeting Expense	19.00
Other	
Copier lease	65.75
Payroll Fees	75.00
Power and Electric	45.90
Printing & Copying	19.47
Rent Expense	587.00
Telephone	161.64
Website/Internet fees	21.25
Total Other	976.01
Software Subscription	30.00
Supplies & Materials	179.72
Training and associated travel	336.54
Wages and Salaries	6,721.43
Water Quality Monitoring	
Mileage Reimbursement /Sampling	35.24
Water Quality Monitoring - Other	37.10
Total Water Quality Monitoring	72.34
Total Expense	8,393.14
Net Ordinary Income	18,438.75
Net Income	18,438.75

11:53 AM

05/15/25

Cash Basis

Illinois Valley Soil & Water Conservation District

Balance Sheet

As of April 30, 2025

	Apr 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	44,558.39
Savings Account - Thompson Crk	231.69
Total Checking/Savings	44,790.08
Total Current Assets	44,790.08
TOTAL ASSETS	44,790.08
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	237,457.93
Net Income	-192,667.85
Total Equity	44,790.08
TOTAL LIABILITIES & EQUITY	44,790.08

Illinois Valley Soil & Water Conservation District

5/15/2025 11:54 AM

Register: Checking Account

From 04/01/2025 through 04/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2025	ACH	VOYA Financial	Accounts Payable		660.58	X		26,493.00
04/01/2025	1020	Cardinal Net-To-Bank	Accounts Payable		84.17	X		26,408.83
04/01/2025	1022	Cardinal Net-To-Bank	Accounts Payable		451.92	X		25,956.91
04/01/2025	21593	Pacific Power	Accounts Payable		45.90	X		25,911.01
04/01/2025	21594	Maelagh Luckett- Ba...	Accounts Payable		56.70	X		25,854.31
04/01/2025	21595	Cardinal Net-To-Bank	Accounts Payable			X		25,854.31
04/01/2025	21596	Carolyn Taormina	Accounts Payable		38.50	X		25,815.81
04/07/2025	21597	Pacific Office Autom...	Accounts Payable		65.75	X		25,750.06
04/10/2025	21598	Arlyse DeLoyola	Accounts Payable		336.54	X		25,413.52
04/14/2025			Undeposited Funds	Deposit		X	2,683.39	28,096.91
04/14/2025	ACH	Cardinal Business Se...	Accounts Payable	784581	75.00	X		28,021.91
04/14/2025	ACH	Cardinal Net-To-Bank	Accounts Payable		2,711.10	X		25,310.81
04/14/2025	ACH	Cardinal Tax Impound	Accounts Payable		1,401.16	X		23,909.65
04/15/2025	ACH	VOYA Financial	Accounts Payable		783.11	X		23,126.54
04/17/2025	21599	A+ Storage	Accounts Payable		114.50	X		23,012.04
04/17/2025	21600	Crystal Fresh	Accounts Payable	123731	19.00	X		22,993.04
04/17/2025	21601	IV DATA CENTER	Accounts Payable		21.25	X		22,971.79
04/17/2025	21602	Stilton LLC	Accounts Payable		472.50			22,499.29
04/18/2025			Grants Received	Deposit		X	24,148.50	46,647.79
04/21/2025	21603	US Cellular	Accounts Payable	951128871	161.64	X		46,486.15
04/22/2025	1024	Cardinal Net-To-Bank	Accounts Payable		93.63	X		46,392.52
04/23/2025	21604	Pacific Office Autom...	Accounts Payable		19.47			46,373.05
04/23/2025	21605	Pacific Source Healt...	Accounts Payable		571.00	X		45,802.05
04/23/2025	21606	Elan Financial Services	Umpqua Credit Card	4798 5100 616...	1,243.66			44,558.39

Volunteer-Led Grass Trimming Program Plan

Objective:

This program aims to reduce herbicide use for grass removal on road easements by mobilizing volunteers equipped with battery-powered string trimmers. Through collaboration with the Illinois Valley SWCD (IVSWCD) and appropriate county departments, volunteers will create a coordinated system for sustainable vegetation management.

This program can be led independently of IVSWCD operations to minimize district liability. The IVSWCD can assist landowners with coordinative and technical assistance-related requests (including grant writing for equipment, project management, etc.)

Key Components:

1. Equipment Lending System:

- The IVSWCD will help volunteers acquire a fleet of battery-powered string trimmers.
- Volunteers can borrow trimmers for designated workdays or self-directed trimming in assigned areas.
- Trimming equipment will be available through a reservation system with clear guidelines on use, safety, and maintenance.

2. No-Spray Sign Distribution:

- The IVSWCD will provide residents and businesses with official "No-Spray" signs to request alternative vegetation management.
- Volunteers will document areas where no-spray signs are installed and confirm that regular trimming takes place to maintain visibility and compliance with county regulations.

3. County Coordination System:

- Volunteers will communicate with Josephine County to identify properties that are not to be sprayed with herbicide.
- A reporting mechanism will be established for documenting trimmed areas, reducing the likelihood of herbicide application.
- The program will work with county officials to ensure compliance with safety regulations and easement accessibility.

- The IVSWCD will engage with the county on potential herbicide alternatives, such as hydrogen peroxide for certain properties or neighborhoods.

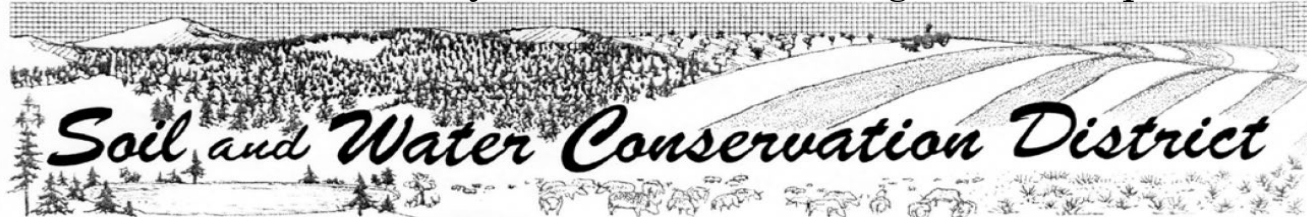
4. Community Engagement & Training:

- Volunteers will receive and be signed off on training on proper trimming techniques, safety protocols, and the environmental benefits of reducing herbicide use.
- Educational outreach will highlight the ecological and health benefits of manual vegetation management.
- Partnering with local stakeholders will help expand participation and awareness.

5. Program Administration & Sustainability:

- The IVSWCD will assist with logistics and help ensure program continuity.
- Grants and local sponsorships will be pursued to support equipment purchases and maintenance.
- Data collection (e.g., volunteer hours, trimmed areas, herbicide reduction) will be used to measure program impact and advocate for expanded adoption.

ILLINOIS VALLEY May 2025 District Manager Staff Report



- **ODA 2024 North Illinois Valley Strategic Implementation Area (SIA)**
 - June 1 – 5-7 PM – SIA Open House at Siskiyou Field Institute
 - Monday, June 2, 2025
 - 5 pm – 7 pm
 - **If you or anyone you know is interested in talking about positive experiences working with the Illinois Valley SWCD on conservation projects, please let me and Beth Pietrzak (Beth.PIETRZAK@oda.oregon.gov) know. We are looking for 2-3 presenters.**
 - Maelagh is beginning work on the SIA revision to the SAP. We hope to have this revision approved at the next Monitoring Advisory Group (MAG) meeting on 9/5/2025.
- **Two Rivers SWCD**
 - Norman Design Co. contract has been signed.
 - We are transitioning bookkeeping responsibilities to Arlyse.
 - I have conducted multiple site visits in Grants Pass in the last month.
 - I am working on submitting the Two Rivers ODA Capacity Grant.
- **Internships**
 - Arlyse and I are developing schedules for two interns. We will plan to post these positions in early June.
 - We have more than enough work to keep two interns busy through the July 1 – September 1 window.
- **Cannabis Cleanup**
 - I am meeting with Kellum (Refugium Consulting) to talk grant opportunities for cannabis cleanup on 5/15
- **Sweet Cron Irrigation Modernization Project**
 - We are currently waiting on the grant agreement from OWRD. The plan is to try to get this project on the ground as soon as we can.
- **OWRD SigPOD Collaboration**
 - We are in the process of installing a V-notch weir near Q Bar X Ranch. This is a fee-for-service project that will be reimbursed by OWRD and the participating landowner.
- **Upper Illinois River Watershed Postfire Restoration Project (Post-Fire Recovery)**
 - The project is complete!
 - We ended up with a significant surplus of trees from the project. These trees are being heeled in at Bob Webb's place until the next planting season.
- **Illinois Valley Water Quality Monitoring Program**
 - We have completed three rounds of water sampling so far.
 - The SAP revision has been fully executed.
 - We will begin planning for passive sampling in June.
- **Community Wildfire Defense Grant (CWDG) – Kerby Fuels Reduction Project**
 - This project will be completed by June 1.
 - I am sending participating landowners certificates of completion at the end of the project.
- **Grants**

- Both IVSWCD and TRSWCD are in the process of submitting capacity grants to OWEB (due at the end of the month).
- We were, unfortunately, not funded for the ODA Agricultural Water Quality Support Grant 2025-7. We will try again next biennium.
- We are receiving 7 habitat kits from the Xerxes Society to be planted at the Thompson Creek Tract by November 30, 2025.
- I resubmitted the Waldo Beaver Exclusion Device Project grant to the ODFW Oregon Conservation & Recreation Funds opportunity.

Respectfully,
John Bellville, District Manager
Illinois Valley Soil & Water Conservation District



Staff Report

Office Manager - Arlyse DeLoyola

May 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 April.
- Submitted funds requests and financial reports for two grants.
- Emails/Voicemail/US Mail

Hello Board-

Thanks Kathy Mechling for the great notes for meeting minutes for last month! I'm hoping she and Jim are thoroughly enjoying Scotland.

I attended a Human Resources training this week put on by Special Districts Association of Oregon (SDAO). Session subjects were focused on important HR topics like creating job descriptions, investigating complaints and incidents, employee development, dealing with office dynamics. The training was in Roseburg, so not a horribly long drive, and it helps satisfy one of the training requirements we need to keep our insurance at a reasonable rate. I hope to be able to create an accurate job description for my position, which will not only help when the time comes to advertise it, but also can be used for annual evaluations.

There are so many laws regarding labor and employment in Oregon, it's near impossible to keep up with the changes, but I do try to assure we are in compliance. Cardinal is a big help, as is HR Answers, who are contracted by SDAO to help advise us.

I need to remind you that SDAO and SDIS also have a training portal for members that includes board training topics. It's called Vector Solutions. There are also free training right on the website including, "Boardsmanship", "the Board as Supervisor", "Boardroom Dancing", "Internal Controls for Small Local Governments", and much more. The Public meetings training is unfortunately not updated to the current laws, so I'd skip it for now. I'm hoping we get a resource for current training soon on that subject. Meanwhile, the link to these and other trainings is: [Training Videos - Special Districts Association of Oregon](#) .

See you next week!

Arlyse