



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 December 18, 2025- IVSWCD Office/ZOOM

Topic: Illinois Valley Soil & Water Conservation District Meeting

Time: December 18, 2025 - 6:00 pm

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

Topic: Illinois Valley SWCD Monthly Meeting

Time: Dec. 18, 2025 6:00 PM

Join Zoom Meeting

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

Meeting ID: 830 6880 3901

Passcode: 972185

- I. 6:00 PM: Call to Order**
- II. 6:01 PM: Acceptance of Minutes**
- III. 6:05 PM: Acceptance of Financial Reports**
- IV. 6:10 PM: Old Business**
 - a. T.B.A.**
- V. 6:15 PM: New Business**
 - a. T.B.A.**
- 6:20 PM: Staff and Partnering Agency Reports**
 - b. John's report**
 - c. Arlyse's Report**
 - d. Partnering Agency Reports**
- VI. 6:25 Public comments**
- VII. 6:30 Adjournment- Christmas Party**



Illinois Valley Soil & Water Conservation District

Monthly Meeting Minutes

331 E Cottage Park Drive Suite 1/ZOOM

November 20, 2025

The meeting was called to order by Chairman Bob Webb at 6:00 p.m.

Meeting attendance Roster:

In-Person	Via Zoom Teleconference	Absent
Robert Webb		Kevin O'Brien, IVWC
Katrina Poydack		
Zachary Robinson		Arlyse DeLoyola, Staff
Matthew Robinson		
Janice Denney		
Kathy Mechling		
Rhett Nelsen		
Carol Crawford, Assoc.		
John Bellville, Staff		
Lydia Robinson, Guest		
Mary Camp, Guest		
Serena Barton, Guest		
William Joerger, Assoc.		
Jason Cowan, Guest		
Janice Cowan, Guest		

Notes were taken by: Janice Denney

- **Minutes:** The minutes of the previous meeting were presented to the board for review.
 - **Kathy Mechling moved to approve the minutes with a spelling correction.**
 - **Katrina Poydack seconded the motion.**
 - **The motion passed unanimously, with Webb, Nelsen, Z Robinson, Mechling, Poydack, Denney, and M Robinson, voting in favor.**
- **Financial Reports:** The financial reports for October 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, Z Robinson, Mechling, Poydack, Denney, and M Robinson, voting in favor.**
- **Old Business**
 - **Water Quality Monitoring Updates:**
 - John reviewed water quality monitoring program updates. Katrina updated the board on the status of the artificial mussels (AM) water quality monitoring project that is being implemented in partnership with the City University of Hong Kong and DEQ.

- **Irrigation Modernization:**

- Zachary discussed the handout that he distributed to the board at the previous month's meeting. John agreed to bring future prospective Illinois Valley SWCD irrigation modernization projects to the board for review.

- **Thompson Creek Woodland Conservation Tract Steering Committee**

- *A motion to include Jason Cowan, Janice Cowan, Serena Barton, and Mary Camp on the Thompson Creek Tract Steering Committee was proposed by ____.*
- *____ moved to approve the motion.*
- *____ seconded the motion.*
- *The motion passed unanimously with **Webb, Nelsen, Z Robinson, Mechling, Poydack, Denney, and M Robinson**, voting in favor.*

- **New Business**

- **Annual Meeting Scheduling**

Discussion was held regarding the date of this year's Annual Meeting. Resolution 2025-3 proposed the meeting be held February 26, 2026.

- **Rhett Nelsen moved to approve the resolution.**
- **Katrina Poydack seconded the motion.**
- **The motion passed unanimously, with Webb, Nelsen, Z Robinson, Mechling, Poydack, Denney, and M Robinson, voting in favor.**

- **Debit Card Policy**

A Debit Card Policy was presented to the board.

- **Kathy Mechling moved to approve the policy.**
- **Katrina Poydack seconded the motion.**
- **The motion passed unanimously, with Webb, Nelsen, Z Robinson, Mechling, Poydack, Denney, and M Robinson, voting in favor.**

- **Updated Intergovernmental Agreement with Two Rivers SWCD**

John presented an update to the IGA with Two Rivers SWCD that was suggested by the Oregon Department of Agriculture.

- **Rhett Nelsen moved to approve the updated IGA with two Rivers SWCD.**
- **Kathy Mechling seconded the motion.**
- **The motion passed unanimously, with Webb, Nelsen, Z Robinson, Mechling, Poydack, Denney, and M Robinson, voting in favor.**

- **Staff Reports:**

- **John reviewed his report.**

- **Arlyse's report was written only.**

- **Partnering Agency Reports:**

Carol Crawford reported for the Illinois Valley Watershed Council that the Horse Creek Culvert Project is complete.

- **Public Comment:**

- Jason Cowan requested better signage at the Thompson Creek Tract indicating Private property/Conservation District land. He is concerned that the easement across his property invites the public to trespass on his land.
- Mary Camp noted that the Thompson Creek tract is an important part of the watershed.

- **NEXT MEETING: The next regular meeting will be held December 18, 2025 at 6:00 pm and will be the Christmas potluck and white elephant gift exchange.**

Adjournment: The meeting was adjourned at 7:15 p.m.

Approved Minutes:_____ **Date:** _____

12:34 PM
12/10/25
Cash Basis

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

	<u>Nov 25</u>
Ordinary Income/Expense	
Expense	
Insurance	
General Liability Insurance	<u>1,702.89</u>
Total Insurance	1,702.89
Other	
Dues & Subscriptions	
Membership Dues	<u>140.00</u>
Total Dues & Subscriptions	140.00
Payroll Fees	125.00
Printing & Copying	13.00
Rent Expense	587.00
Telephone	128.86
Website/Internet fees	<u>21.25</u>
Total Other	1,015.11
Supplies & Materials	22.68
Wages and Salaries	10,927.70
Water Quality Monitoring	
Contracted Laboratory Analysis	2,310.00
Mileage Reimbursement /Sampling	203.00
Shipping Samples	<u>92.41</u>
Total Water Quality Monitoring	2,605.41
Total Expense	<u>16,273.79</u>
Net Ordinary Income	<u>-16,273.79</u>
Net Income	<u><u>-16,273.79</u></u>

12:33 PM

12/10/25

Cash Basis

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

	Jul - Nov 25
Ordinary Income/Expense	
Income	
Grants Received	77,071.00
Other Revenue	8,743.91
Service Contracts	
OSU SONDE	2,973.41
Service Contracts - Other	296.63
Total Service Contracts	3,270.04
Total Income	89,084.95
Gross Profit	89,084.95
Expense	
Bank Fees	30.00
Contracted Services	150.00
Insurance	
General Liability Insurance	1,702.89
Total Insurance	1,702.89
Meeting Expense	
Food and water	207.99
Meeting Expense - Other	162.40
Total Meeting Expense	370.39
Mileage	839.13
Other	
Copier lease	345.85
Dues & Subscriptions	
Membership Dues	640.00
Dues & Subscriptions - Other	100.00
Total Dues & Subscriptions	740.00
Payroll Fees	1,300.00
Postage/Mailing fees	25.00
Power and Electric	222.92
Printing & Copying	110.44
Reimbursable Expense	-4,353.97
Rent Expense	3,522.00
Taxes	62.79
Telephone	723.17
Website/Internet fees	104.43
Total Other	2,802.63
Return of Grant Funds	13,830.56
Software Subscription	578.43
Supplies & Materials	732.52
Training and associated travel	
Lodging	633.34
Training and associated travel - Other	29.60
Total Training and associated travel	662.94
Wages and Salaries	69,659.36

Illinois Valley Soil & Water Conservation District

Profit & Loss

July through November 2025

	Jul - Nov 25
Water Quality Monitoring	
Contracted Laboratory Analysis	22,635.00
Mileage Reimbursement /Sampling	448.70
Shipping Samples	490.93
Water Quality Monitoring - Other	105.90
Total Water Quality Monitoring	23,680.53
Total Expense	115,039.38
Net Ordinary Income	-25,954.43
Other Income/Expense	
Other Income	
Refunds	632.47
Reimbursement	11,098.17
Total Other Income	11,730.64
Net Other Income	11,730.64
Net Income	-14,223.79



Illinois Valley Soil & Water Conservation District

Balance Sheet

As of November 30, 2025

	Nov 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	111,964.61
Savings Account - Thompson Crk	231.70
Total Checking/Savings	112,196.31
Total Current Assets	112,196.31
TOTAL ASSETS	112,196.31
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	126,420.10
Net Income	-14,223.79
Total Equity	112,196.31
TOTAL LIABILITIES & EQUITY	112,196.31



Illinois Valley Soil & Water Conservation District

12/10/2025 12:35 PM

Register: Checking Account

From 11/01/2025 through 11/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/04/2025	21719	State Forester	Accounts Payable	04075	1,702.89	X		126,535.51
11/05/2025	ach correct	VOYA Financial	Accounts Payable		0.20	X		126,535.31
11/10/2025	ACH	Cardinal Business Se...	Accounts Payable	784581	125.00	X		126,410.31
11/10/2025	ACH	Cardinal Net-To-Bank	Accounts Payable		3,232.57	X		123,177.74
11/10/2025	ACH	Cardinal Tax Impound	Accounts Payable	ABIES TAXE...	1,757.38	X		121,420.36
11/11/2025	ACH	VOYA Financial	Accounts Payable		809.47	X		120,610.89
11/24/2025	ACH	Cardinal Net-To-Bank	Accounts Payable		2,674.29	X		117,936.60
11/24/2025	ACH	Cardinal Tax Impound	Accounts Payable		1,198.42	X		116,738.18
11/24/2025	21720	A+ Storage	Accounts Payable		114.50			116,623.68
11/24/2025	21721	Fed-Ex	Accounts Payable		92.41			116,531.27
11/24/2025	21722	Grants Pass Water Lab	Accounts Payable		2,310.00			114,221.27
11/24/2025	21723	IV DATA CENTER	Accounts Payable		21.25			114,200.02
11/24/2025	21724	Pacific Office Autom...	Accounts Payable		13.00			114,187.02
11/24/2025	21725	Staples	Accounts Payable	LA 1041286	22.68			114,164.34
11/24/2025	21726	Stilton LLC	Accounts Payable		472.50			113,691.84
11/24/2025	21727	US Cellular	Accounts Payable	951128871	128.86			113,562.98
11/24/2025	21728	SDAO	Accounts Payable		140.00			113,422.98
11/24/2025	21729	Carol Crawford	Accounts Payable		70.00			113,352.98
11/24/2025	21730	Carolyn Taormina	Accounts Payable		11.90			113,341.08
11/24/2025	21731	David Stone	Accounts Payable		121.10			113,219.98
11/25/2025	ACH	VOYA Financial	Accounts Payable		684.37	X		112,535.61
11/25/2025	21732	Pacific Source Healt...	Accounts Payable		571.00			111,964.61



December 2025 - District Manager Staff Report

- **OWEB Small Grant Team Region 6**
 - The OWEB SGT 06 is now accepting applications.
 - The team's first review meeting will be in early January.
- **Sweet Cron Irrigation Modernization Project & East Fork Illinois River Projects**
 - TBA
- **Illinois Valley Water Quality Monitoring Program**
 - The POCIS and SPMD units are currently being analyzed by the USGS Columbia Environmental Research Center.
 - Our team completed the last round of grab sampling for the year. Good work!
 - Our team continues to work in partnership with OSU Forest Ecohydrology and Watershed Science (FEWS) Lab on the Wildfire and Water Security Project.
 - Artificial Mussels have been deployed. They will be sent to Hong Kong in early January for analysis.
 - I am preparing to analyze the WQM data collected so far and, in collaboration with the Illinois Valley Watershed Council, produce a mailer that gives a rundown of the results of our program (and emerging trends) so far.
- **Thompson Creek Woodland Conservation Tract**
 - All 480 native pollinator plants provided to us by the Xerces Society were planted by 11/30/2025.
 - Special thanks to team members David Stone and Carolyn Taormina, as well as volunteers Jason Cowan and Keegan Hull (OPRD), for all the hard work!
 - We will work to schedule a Thompson Creek Tract Steering Committee meeting in January 2025.
- **North Illinois Valley SIA**
 - We are working on setting up an SIA landowner outreach event Thursday-Friday, January 22-23.
 - This event will ideally be held in the IVSWCD parking lot and consist of information for landowners regarding the SIA, a food vendor, and a tree sale.
- **Lamprey Engagement Study**
 - I presented a research poster (attached) relating to the 10-week Josephine County Lamprey Engagement Study at the Hatfield Marine Science Center (Newport, Oregon) on 12/10. It was well received. There is interest from OSU in collaborating on a long-term engagement project based on this proof-of-concept.
 - I wanted to give a big thank you to project partners: OSU, Illinois Valley SWCD, Two Rivers SWCD, Illinois Valley Watershed Council, Dr. Kellie Carim (USFS-RMRS), Dr. Benjamin Clemens (ODFW), and Portland Army Corps of Engineers.
 - Special thanks to Dr. Kathy Mechling and Jim Gurley. The lamprey scarf and pins were very well received at the symposium!
- **Grants**
 - I am applying for the ODA Noxious Weed Grant-2026 ODA Noxious Weed Grant.
 - I am working on four OWEB small grants, one for thinning work on the Thompson Creek Tract.
 - I applied to the ODF Small Forestland Grant Program for thinning work on the Thompson Creek Tract.
 - I am in conversation with Will Natividad (Resource Environmental Solutions) about the potential for collaboration on end-to-end grant and project management services.
 - Tori Gruenwald (Senior Environmental Scientist) expressed interest in working as a contract grant writer for the SWCDs. She has previous experience in successfully funding grant applications for the Two Rivers SWCD.

Wishing you a joyful season,
John Bellville

Engaging the Public on Native Lampreys in Josephine County, Oregon

John Bellville, Oregon State University



Background

- Lampreys are an ancient native species that are culturally significant to first peoples and play important roles in ecosystem function.
- There is a lack of targeted engagement relating to native lamprey species and their specific habitats in rural southwestern Oregon.
- We focused on two species of lampreys for this study:
 - Pacific Lamprey (*Eutrochilus tridentatus*)
 - Western Brook Lamprey (*Occidentis ayresii*)
- Long-term engagement goals: (1) information gathering; (2) conservation stewardship intervention; (3) natural sciences education; and (4) Illinois Valley and Two Rivers Soil & Water Conservation District (SWCD) volunteer recruitment.

Methods

- The *Josephine County Lamprey Engagement Survey*^{*} was deployed from 10/16-12/1/2025 via multidirectional messaging (social media, public flyers, bumper stickers, email, etc.)
- This project was approached as a limited-duration scoping study.
- Future planned outreach methods include utilizing an Iterative Tools for Engaging Landowners Effectively (TELE) approach to reaching ceiling metrics for engagement.
- Cyclical approach: outreach materials to be developed for specific demographics, beta tested, revised, and then deployed.

Provisional Findings

- Pre and Post Survey Analysis:
- Limited participation ostensibly due in part to survey length.
 - Participants positively contributed to all 4 engagement goals.
 - This survey provides a snapshot of key motivators (ex. wildlife, water quality, tribal heritage connection) and demographic ranges.
 - Proof of concept for larger scale engagement project.

Significance

- Engage local communities in conservation stewardship of native lamprey strongholds like the Illinois River Basin.
- Targeted engagement has potential to foster connections to tribes and to traditional ecological knowledge.
- Inspire stewardship and citizen science in rurally isolated and generationally impoverished regions of the state.
- Build volunteer led restoration initiatives.
- Broader impacts - appeal to new demographics and reconceptualize coastal and inland conservation efforts.

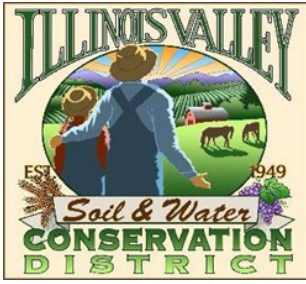
Survey Results



Acknowledgements: Dr. Kellie Carim, Dr. Benjamin Clemens, Jacob Macdonald, Chris Gaylord, Purnima Chawla, Katherine Hollins



^{*}Link to Survey



Staff Report

Office Manager - Arlyse DeLoyola

December 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.
- Emails/Voicemail/US Mail
- Two Rivers admin

Hello Board-

The accounting firm has completed our annual review, and the report should be included in your physical files this month.

Thank you Janice for providing the notes from the November meeting. In the minutes, there is an italicized section that's missing some information. Please have a look and come prepared to correct the record!

We'll be having our annual Christmas potluck at this meeting, so we are foregoing heavy business items this month so we can enjoy our fellowship.

This meeting will be a potluck, with the District providing a main dish. If you are contributing to the meal, it would be great if you could let me know what you're planning to bring so we can fill in any gaps. Katrina has volunteered to bring some juice.

We've completed training on the new payroll system and I think everyone likes it. Next week, I will learn more of the administrative end of it, as Arin has set up time to go through everyone's timesheets with me and be sure the hours are being properly attributed. I'm sure there'll be bugs to work out, but so far, it seems to be great. Then it will be a whole new process for me transcribing it all to QuickBooks. It couldn't be any harder than what I do now and I fully expect it to be easier.

I will be out of the office the week between Christmas and the New Year and I think the others will as well.

Happy Holidays!

Arlyse

