



Illinois Valley Soil and Water Conservation District

331 E Cottage Park Dr Suite 1 - P.O. Box 352

Cave Junction, OR 97523 Phone: 541-592-3731

Monthly Meeting Agenda September 25, 2025- IVSWCD Office/ZOOM

IVSWCD is inviting you to a scheduled Zoom meeting.

Topic: Illinois Valley Soil & Water Conservation District Meeting

Time: September 25, 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
 - b. Water Quality Monitoring Updates
- V. 6:15 PM: New Business
 - a. T.B.A.
- 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



Illinois Valley Soil & Water Conservation District

Monthly Meeting Minutes

331 E Cottage Park Drive Suite 1/ZOOM

August 28, 2025

The meeting was called to order by Chairman Bob Webb at 5:57 p.m.

Meeting attendance Roster:

In-Person	Via Zoom Teleconference	Absent
Rhett Nelsen	Kevin O'Brien IVWC	Janice Denney
Katrina Poydack		
Zachary Robinson		
Matthew Robinson		
Robert Webb		
Katherine Mechling		
Katrina Poydack		
Carol Crawford, Assoc.		
John Bellville, Staff		
Arlyse DeLoyola, Staff		
Lydia Robinson, Guest		
Abie Diaz, Staff		
Maelagh Luckett-Baker, Staff		

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the previous meeting were presented to the board for review.
 - **Kathy Mechling moved to approve the minutes as presented.**
 - **Matthew Robinson Robinson seconded the motion.**
 - **The motion passed unanimously, with Webb, Nelsen, Z Robinson, Mechling, Poydack and M Robinson, voting in favor.**
- **Financial Reports:** The financial reports for July 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 and M Robinson, voting in favor.**
- **Old Business**
 - **Bio-Char Kiln-** Bob mentioned he had one of the kilns on his trailer.
 - **Thompson Creek Plan:** John reminded the board that any plan for Thompson Creek must be approved by the Soil & Water Conservation Commission at their fall meeting. He believes the plan needs to be stream-lined and he will present an edited version for board approval at the next meeting. October meeting. Further

discussion indicated agreement and no further action was taken. Also discussed was alternate access to the tract.

- **New Business**

- **Review of position descriptions:** John and Maelagh led a review of the position descriptions for the two position titles approved at the last meeting. The board and employees suggested edits.
 - **Katrina Poydack made a motion to approve the Conservation Program Manager job description with edits.**
 - **Kathy Mechling seconded the motion.**
 - **The motion passed unanimously, with Webb, Nelsen, Z Robinson, Mechling, Poydack and M Robinson, voting in favor.**
- The Conservation Technician job description was reviewed.
 - **A motion was made by Rhett Nelsen to approve the description.**
 - **Kathy Mechling seconded the motion.**
 - **The motion passed unanimously, with Webb, Nelsen, Z Robinson, Mechling, Poydack and M Robinson, voting in favor.**

- **Review of Cowan J Thompson Creek CT Access permit**

John presented a Special Use Permit allowing a neighbor access to the Thompson Creek tract in exchange for monitoring access and activity on the property.

- **Kathy Mechling moved to establish approve the Special Use permit.**
 - **Zachary Robinson seconded the motion.**
 - **The motion passed unanimously, with Webb, Nelsen, Z Robinson, Mechling, Poydack and M Robinson, voting in favor.**
- **Contract Grantwriter proposal:** John asked the board to consider Shannon Clark as a contract grantwriter for IVSWCD.
 - **Matthew Robinson made a motion to advertise the position in order to allow anyone to apply.**
 - **Rhett Nelsen seconded the motion.**
 - **Discussion was held citing better optics and high team standards.**
 - **The motion passed unanimously, with Webb, Nelsen, Z Robinson, Mechling, Poydack and M Robinson, voting in favor.**

- **Staff Reports:**

- John reviewed his report and discussion ensued regarding a proposed Nickel mining operation. It was determined that Alex Dogami should be invited to a meeting again for discussion of the mine proposal

- Arlyse reviewed her report and reported she got no blisters on her recent 60-mile walk and that the SAM for Two Rivers was finally completed.
- **Partnering Agency Reports:**
 - **Kevin O'Brien of IV Watershed Council** had to leave the meeting prior to his report, but wished the attendees a good holiday weekend.
- **Public Comment:**
 - There were no public comments.
 - **NEXT MEETING: The next regular meeting will be held September 25, 2025 at 6:00 pm.**

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

Approved Minutes:_____ **Date:** _____

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

	Aug 25
Ordinary Income/Expense	
Expense	
Mileage	735.53
Other	
Payroll Fees	325.00
Power and Electric	81.84
Printing & Copying	48.73
Rent Expense	609.50
Telephone	109.08
Website/Internet fees	21.25
Total Other	1,195.40
Software Subscription	12.02
Supplies & Materials	75.84
Training and associated travel	
Lodging	633.34
Training and associated travel - Other	29.60
Total Training and associated travel	662.94
Wages and Salaries	17,043.50
Water Quality Monitoring	
Contracted Laboratory Analysis	7,395.00
Mileage Reimbursement /Sampling	72.80
Shipping Samples	90.95
Total Water Quality Monitoring	7,558.75
Total Expense	27,283.98
Net Ordinary Income	-27,283.98
Net Income	-27,283.98

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

	<u>Jul - Aug 25</u>
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	<u>3,270.04</u>
Total Income	<u>13,377.71</u>
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	<u>322.75</u>
Mileage	735.53
Other	
Copier lease	138.08
Dues & Subscriptions	
Membership Dues	500.00
Total Dues & Subscriptions	<u>500.00</u>
Payroll Fees	575.00
Power and Electric	128.97
Printing & Copying	72.18
Reimbursable Expense	-667.21
Rent Expense	1,761.00
Taxes	62.79
Telephone	269.06
Website/Internet fees	42.50
Total Other	<u>2,882.37</u>
Software Subscription	161.49
Supplies & Materials	203.21
Training and associated travel	
Lodging	633.34
Training and associated travel - Other	29.60
Total Training and associated travel	<u>662.94</u>
Wages and Salaries	29,360.71
Water Quality Monitoring	
Contracted Laboratory Analysis	12,435.00
Mileage Reimbursement /Sampling	149.80
Shipping Samples	183.36
Total Water Quality Monitoring	<u>12,768.16</u>
Total Expense	<u>47,127.16</u>
Net Ordinary Income	<u>-33,749.45</u>
Net Income	<u><u>-33,749.45</u></u>

Illinois Valley Soil & Water Conservation District
Balance Sheet
As of August 31, 2025

	Aug 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	92,438.95
Savings Account - Thompson Crk	231.70
Total Checking/Savings	92,670.65
Total Current Assets	92,670.65
TOTAL ASSETS	92,670.65
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	126,420.10
Net Income	-33,749.45
Total Equity	92,670.65
TOTAL LIABILITIES & EQUITY	92,670.65

Illinois Valley Soil & Water Conservation District

9/16/2025 2:14 PM

Register: Checking Account

From 08/01/2025 through 08/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/05/2025	21660	Abie Diaz	Accounts Payable	Mileage	62.65	X		119,660.28
08/05/2025	21661	John Bellville	Accounts Payable	Mileage	170.80	X		119,489.48
08/05/2025	21662	Pacific Power	Accounts Payable		81.84	X		119,407.64
08/06/2025	Debit	Expedia .com	Accounts Payable	Abie travel	29.60	X		119,378.04
08/06/2025	DEBIT	VOYA Financial	Accounts Payable	Retirement 1 July	841.22	X		118,536.82
08/06/2025	1038	Cardinal Net-To-Bank	Accounts Payable		310.85	X		118,225.97
08/07/2025	ACH	Cardinal Business Se...	Accounts Payable	784581	175.00	X		118,050.97
08/07/2025	ACH	Cardinal Net-To-Bank	Accounts Payable		4,045.04	X		114,005.93
08/07/2025	ACH	Cardinal Tax Impound	Accounts Payable		2,226.42	X		111,779.51
08/12/2025	ACH	VOYA Financial	Accounts Payable	Retirement 2 July	906.90	X		110,872.61
08/12/2025	debit	Ester Lee Motel	Accounts Payable	Intern training	633.34	X		110,239.27
08/12/2025	21663	Fed-Ex	Accounts Payable		90.95	X		110,148.32
08/12/2025	21664	Staples	Accounts Payable	LA 1041286	27.63	X		110,120.69
08/12/2025	21665	IEH Laboratories & ...	Accounts Payable		2,730.00	X		107,390.69
08/13/2025	21666	Grants Pass Water Lab	Accounts Payable		2,310.00	X		105,080.69
08/13/2025	21667	Grants Pass Water Lab	Accounts Payable		2,310.00	X		102,770.69
08/25/2025	21668	IV DATA CENTER	Accounts Payable	Internet	21.25			102,749.44
08/25/2025	21669	US Cellular	Accounts Payable	951128871	109.08			102,640.36
08/26/2025	ACH	Cardinal Business Se...	Accounts Payable	784581	150.00	X		102,490.36
08/26/2025	ACH	Cardinal Net-To-Bank	Accounts Payable		3,731.58	X		98,758.78
08/26/2025	ACH	Cardinal Tax Impound	Accounts Payable		2,140.51	X		96,618.27
08/26/2025	1044	Cardinal Net-To-Bank	Accounts Payable		674.51	X		95,943.76
08/26/2025	1045	Cardinal Net-To-Bank	Accounts Payable		429.80	X		95,513.96
08/26/2025	1048	Cardinal Net-To-Bank	Accounts Payable		222.97	X		95,290.99
08/26/2025	1049	Cardinal Net-To-Bank	Accounts Payable		222.97	X		95,068.02
08/26/2025	21670	A+ Storage	Accounts Payable		114.50			94,953.52
08/26/2025	21671	Pacific Source Healt...	Accounts Payable	JB Health Insurance	571.00			94,382.52
08/26/2025	21672	Stilton LLC	Accounts Payable	Rent- short-paid July	495.00			93,887.52
08/26/2025	21673	Grants Pass Water Lab	Accounts Payable	ballance on last invoice	45.00			93,842.52
08/26/2025	21674	Carol Crawford	Accounts Payable	Sampling Mileage	72.80			93,769.72
08/28/2025	ACH	VOYA Financial	Accounts Payable	Retirement 1 Aug	719.73	X		93,049.99
08/28/2025	Debit	Garmin Services, Inc	Accounts Payable		12.02	X		93,037.97
08/28/2025	Debit	Staples	Accounts Payable	LA 1041286	25.31	X		93,012.66
08/28/2025	Debit	Walmart	Accounts Payable		20.22	X		92,992.44
08/28/2025	21675	Pacific Office Autom...	Accounts Payable	Extra copies	23.42			92,969.02
08/28/2025	21676	John Bellville	Accounts Payable	Mileage	427.00			92,542.02
08/28/2025	21677	John Bellville	Accounts Payable	Reimbursement	66.50			92,475.52
08/28/2025	21678	Arlyse DeLoyola	Accounts Payable	Reimbursement + mileage	36.57			92,438.95



Forest Management Plan: Thompson Creek Woodland Conservation Tract

Selma, Oregon | Illinois Valley Soil and Water Conservation District (IVSWCD)

Overview

The Thompson Creek Woodland Conservation Tract, located in Selma, Oregon, is a 171.8-acre community-centered forest stewardship site owned by the Illinois Valley Soil and Water Conservation District. This plan outlines a multi-benefit approach to forest management that enhances ecological resilience, supports public engagement, and aligns with IVSWCD's mission to conserve natural resources through education, collaboration, and sustainable practices.

Objectives

- Improve forest health and fire resiliency through reduced-impact logging
- Promote native species regeneration via targeted reforestation
- Enhance public access and engagement through infrastructure and trail work
- Foster environmental education and stewardship opportunities

Management Actions

1. Reduced-Impact Logging

Selective thinning will be conducted using low-impact techniques to reduce ladder fuels, improve canopy spacing, and promote fire-adapted species. Logging operations will follow best practices to minimize soil disturbance and protect riparian zones.

2. Reforestation

Post-harvest areas will be replanted with native conifers, hardwoods, and pollinator species suited to the Deer Creek watershed. Planting will prioritize climate-resilient species and include monitoring for survival and growth.

3. Infrastructure Development

Small-scale structures such as pavilions, benches, and interpretive signage will be installed to support educational programming and passive recreation. New roads and a parking area may be developed for ease of access.

4. Trail Work

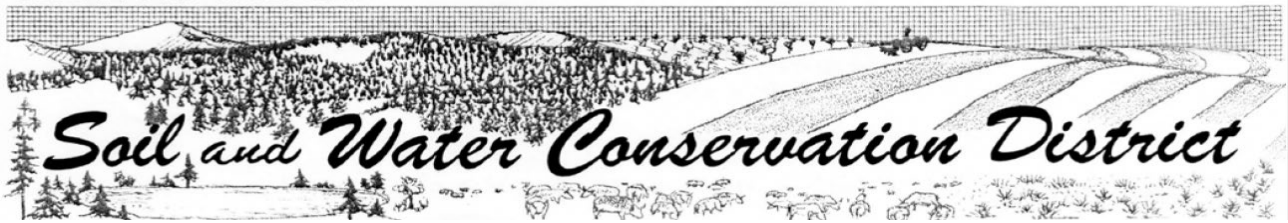
Existing trails will be improved for safety and accessibility, with new loops added to connect key features. Erosion control measures and habitat-sensitive design will guide all trail development.

5. Educational Programming

The tract will host workshops, field trips, and volunteer events focused on agriculture, forest ecology, and watershed stewardship. Programming will center on local knowledge and engage diverse community members.

Monitoring & Evaluation

Annual site assessments will track forest health indicators, infrastructure condition, and community use. Adaptive management will guide future actions based on ecological data and stakeholder feedback.



September 2025 - District Manager Staff Report

- **ODA Website Accessibility: Capacity Supplement**
 - Norman Design Co and I have been checking in on a weekly basis. Good progress is being made.
 - Norman Design plans to begin work on fundraising for the Illinois Valley SWCD in October.
- **Internships**
 - Abie successfully completed her Illinois Valley SWCD internship. She gained significant experience in conservation project management during the 8-week period.
- **OWEB Small Grant Team Region 6**
 - We are waiting for approval of the *Small Grant Team 06 Contact - 2025-2027* application. Once this grant is approved and authorized, the Small Grant Team Biennium will begin.
- **OACD Conference Proposal**
 - We will be postponing this panel discussion until next year for multiple reasons. This will make for a better panel next year, I think.
- **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/May 2026.
 - The Jimmy Little Ditch Flow Study will be conducted by Trout Unlimited, IVSWCD, BLM, and ODFW may be postponed to next year, weather dependent.
 - Julie and I plan to meet in November regarding landowner engagement on Althouse and Sucker Creeks.
- **Illinois Valley Water Quality Monitoring Program**
 - September grab sampling will be complete at the time of this meeting.
 - Dave Alvarez (USGS-CERC) has arrived in Oregon and will be deploying with the team 9/17-19.
 - 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.
- **Grants**
 - No updates.

Respectfully,
John Bellville



Staff Report

Office Manager - Arlyse DeLoyola

September 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-

I'm done travelling for the next couple of months!

This week I have been working on budgeting in anticipation of a meeting with John soon, and then a budget meeting to follow.

As I write this, the A/C in the office is not working. That makes it hard to concentrate, but I have let the landlord know and hopefully it will be ok by the meeting. At least it should be a little cooler then.

It's been a busy week with Dave Alvarez (USGS) arriving and the Water Quality team setting up the passive monitors.

I haven't heard from the accountant lately, so I have messaged them to let them know we're ready to get to work on closing the year.

Please watch your email as John will be sending out the Thompson Creek proposal separately. It will be necessary for you to review it ahead of the meeting so we can take action in time to get it to the SWCC.

Thanks, and I'll see you soon.

Arlyse

