



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 November 20, 2025- IVSWCD Office/ZOOM

Topic: Illinois Valley Soil & Water Conservation District Meeting

Time: November 20, 2025 - 6:00 pm

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

Topic: Illinois Valley SWCD Monthly Meeting

Time: Nov 20, 2025 06:00 PM (updated)

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. Water Quality Monitoring Updates**
 - b. Irrigation Modernization**
- V. 6:15 PM: New Business**
 - a. Annual Meeting Scheduling/Resolution**
 - b. Debit Card Policy *action***

6:30 PM: Staff and Partnering Agency Reports

 - c. John's report**
 - d. Arlyse's Report (written only)**
 - e. 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

October 23, 2025

The meeting was called to order by Chairman Bob Webb at 6:01 p.m.

Meeting attendance Roster:

In-Person	Via Zoom Teleconference	Absent
Robert Webb		Kevin O'Brien, IVWC
Katrina Poydack		Rhett Nelsen
Zachary Robinson		
Matthew Robinson		
Janice Denney		
Kathy Mechling		
Carol Crawfors, IVWC		
John Bellville, Staff		
Arlyse DeLoyola, Staff		
Lydia Robinson, Guest		

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.**
 - **Katrina Poydack seconded the motion.**
 - **The motion passed unanimously, with Webb, Z Robinson, Mechling, Poydack, Denney, and M Robinson, voting in favor.**
- **Financial Reports:** The financial reports for September 2025 were presented to the board for review.
 - **Katrina Poydack made a motion to approve the Financial Reports as presented.**
 - **Matthew Robinson seconded the motion.**
 - **The motion passed unanimously, with Webb, Z Robinson, Mechling, Poydack, Denney, and M Robinson, voting in favor.**
- **Old Business**
 - **Thompson Creek Plan:** Bob Webb attended the SWCC meeting today and presented the approved plan. The SWCC expressed appreciation and approval of the plan and added that approval was not needed but they request that plans be reviewed. John Bellville added that he had a tour of a neighboring property and the tract this week and was given differing ideas for the tract. He requested that a Steering Committee be formed to help guide the District in the best use of the property. The volunteers for the committee are: Kathy Mechling, Bob Webb, Matthew Robinson, and Katrina Poydack. The first meeting will be scheduled later. Katrina will research Youth Groups

that may be available for work. Janice suggested contacting the IVHS Horticulture teacher. A neighbor offered to do interpretive tours.

- **Water Quality Monitoring Updates**

John updated the board There will be one more round of grab-Sampling this year. The temperature monitors have been pulled and data is being archived. Passive monitors will be pulled November 17th. The DEQ will come out in April for training. John is working on a data analysis flyer, the IVWC will do a mailing with the information as part of the deliverables. Two Rivers SWCD will model their SAP on ours.

- **New Business**

- **Budget Meeting Scheduling**

Staff noted that it is time to have a budget meeting as we are required to approve a budget annually. Arlyse suggested naming a new committee since many of the standing committee are no longer on the board. Volunteers were Zachary Robinson, Katrina Poydack, and Bob Webb. The meeting was set for Tuesday, December 5th at 5:00pm. Also discussed were alternative funding methods. John attended a District Manager Roundtable and learned that most Districts are looking to change their funding models as grants become more competitive. More interaction with County Government was discussed.

- **District Manager HR Authority**

John asked the board to consider making policy to determine his role in Human Resources work. He would like to be considered for hiring and firing authority. Discussion was held on current policy. In the past, the board has convened a hiring or HR committee for all matters dealing with Human Resources. A motion was made to grant him authority, but died for lack of a second. The consensus was that Policies need to be reviewed and or written. John is tasked with contacting the ODA and SDAO for assistance.

- **Staff Reports:**

- **John reviewed his report.**

- Norman Design has completed the website build for IVSWCD. It is an alternative site that may be rolled into our Streamline site. <https://ivswcd.fhtechsolutions.com/>
 - He and Barbara Neidermeyer are chairing and recruiting for the Small Grant Team which is slowly developing, as the structure has been changed. There is a higher limit and more funding, but there will be much more competition. He expects to open the first round in January. He has informed OWEB that he will lead the team this year and will not be able to continue beyond that.
 - Trout Unlimited and the IVSWCD are working to get all the pieces together for the Sweet Cron irrigation Modernization Project, with an anticipated installation next April/May. They conducted a flow study on the Jimmy Little Ditch and will do a Spring study and then hire an engineer. A meeting is planned for December to encourage landowner engagement on Althouse and Sucker Creeks. ***Director Zachary Robinson submitted a list of concerns regarding irrigation on Althouse Creek for the board to review. (attached) John stated***

that he realizes that the Board can and should help determine which projects are to be sought.

- IV water Quality Monitoring- The DEQ approached John with questions regarding our program. Discussion was held on managing the deliverables and analyzing the data for distribution to the public and interested agencies.
- John submitted a FERNS NOAP for planting the XERCES Pollinator kits on the Thompson Creek Tract. After a tour, it was noted by a neighbor that there are many pollinators present in the tract already. John will continue to investigate and determine the feasibility of introducing more.
- John has conducted one site visit in the last month for a bank stabilization project within the North IV SIA. The IVWC is planning an outreach event in the next few months.
- A potential grant application for Recreational Trails was scrapped due to a requirement to have staff on site during business hours.
- **Arlyse reviewed her report** noting that she needs a note taker for next month's meeting. Janice Denney volunteered. She also asked the board their wishes for the December Holiday Meeting. They determined that a pot-luck with IVSWCD providing a main dish like last year would be sufficient. They also would like to continue the White Elephant Gift Exchange.

She also asked that they be thinking about an Annual Meeting Resolution soon.

- **Partnering Agency Reports:**

There were no partnering agencies present.

- **Public Comment:**

- The board discussed options for a Tree sale, potentially with a BBQ for early next year.
- **NEXT MEETING: The next regular meeting will be held November 20, 2025 at 6:00 pm.**

Adjournment: The meeting was adjourned at 8:09 p.m.

Approved Minutes:_____ **Date:** _____

11:27 AM

11/10/25

Cash Basis

Illinois Valley Soil & Water Conservation District

Profit & Loss

July through October 2025

	Jul - Oct 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	710.00
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	500.00
Dues & Subscriptions - Other	100.00
Total Dues & Subscriptions	600.00
Payroll Fees	1,175.00
Postage/Mailing fees	25.00
Power and Electric	222.92
Printing & Copying	97.44
Reimbursable Expense	-4,353.97
Rent Expense	2,935.00
Taxes	62.79
Telephone	594.31
Website/Internet fees	83.18
Total Other	1,787.52
Software Subscription	578.43
Supplies & Materials	709.84
Training and associated travel	
Lodging	633.34
Training and associated travel - Other	29.60
Total Training and associated travel	662.94
Wages and Salaries	58,731.66
Water Quality Monitoring	
Contracted Laboratory Analysis	20,325.00
Mileage Reimbursement /Sampling	245.70
Shipping Samples	398.52
Water Quality Monitoring - Other	105.90
Total Water Quality Monitoring	21,075.12
Total Expense	85,495.03
Net Ordinary Income	3,589.92
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	15,320.56

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

	<u>Oct 25</u>
Ordinary Income/Expense	
Income	
Grants Received	25,290.50
Other Revenue	18.00
Total Income	<u>25,308.50</u>
Gross Profit	25,308.50
Expense	
Contracted Services	560.00
Meeting Expense	
Food and water	11.50
Total Meeting Expense	11.50
Mileage	103.60
Other	
Copier lease	76.27
Dues & Subscriptions	100.00
Payroll Fees	275.00
Power and Electric	30.72
Printing & Copying	25.26
Reimbursable Expense	-3,686.76
Rent Expense	587.00
Telephone	165.27
Website/Internet fees	19.43
Total Other	-2,407.81
Software Subscription	12.02
Supplies & Materials	204.13
Wages and Salaries	14,738.45
Water Quality Monitoring	
Contracted Laboratory Analysis	2,730.00
Mileage Reimbursement /Sampling	95.90
Shipping Samples	90.95
Total Water Quality Monitoring	<u>2,916.85</u>
Total Expense	<u>16,138.74</u>
Net Ordinary Income	9,169.76
Other Income/Expense	
Other Income	
Reimbursement	11,098.17
Total Other Income	<u>11,098.17</u>
Net Other Income	<u>11,098.17</u>
Net Income	<u><u>20,267.93</u></u>

11:28 AM

11/10/25

Cash Basis

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

	<u>Oct 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	127,678.40
Savings Account - Thompson Crk	231.70
Total Checking/Savings	127,910.10
Accounts Receivable	
Accounts Receivable	13,830.56
Total Accounts Receivable	13,830.56
Total Current Assets	141,740.66
TOTAL ASSETS	<u>141,740.66</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	126,420.10
Net Income	15,320.56
Total Equity	141,740.66
TOTAL LIABILITIES & EQUITY	<u>141,740.66</u>

Illinois Valley Soil & Water Conservation District

11/12/2025 9:45 AM

Register: Checking Account

From 10/01/2025 through 10/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/01/2025	21699	Pacific Office Autom...	Accounts Payable		76.27	X		107,334.20
10/02/2025	ach	VOYA Financial	Accounts Payable		27.88	X		107,306.32
10/06/2025	21700	Carol Crawford	Accounts Payable		95.90	X		107,210.42
10/08/2025	21701	Fed-Ex	Accounts Payable		90.95	X		107,119.47
10/10/2025			-split-	Quarter 2 Capacity		X	25,290.50	132,409.97
10/13/2025	Debit	Cardinal Net-To-Bank	Accounts Payable		3,879.79	X		128,530.18
10/13/2025	Debit	Cardinal Tax Impound	Accounts Payable		2,022.85	X		126,507.33
10/13/2025	Debit	GARMIN Services	Accounts Payable		12.02			126,495.31
10/13/2025	Debit	Home Depot	Accounts Payable		50.62			126,444.69
10/13/2025	Debit	Cardinal Business Se...	Accounts Payable	Payroll fees	150.00	X		126,294.69
10/13/2025	21703	NACD	Accounts Payable		100.00	X		126,194.69
10/13/2025	21704	John Bellville	Accounts Payable	VOID:		X		126,194.69
10/14/2025			Other Revenue	Refund- SAIF		X	18.00	126,212.69
10/14/2025	ACH	VOYA Financial	Accounts Payable		922.60	X		125,290.09
10/14/2025	21704	John Bellville	Accounts Payable	mileage	121.55	X		125,168.54
10/15/2025	21705	Staples	Accounts Payable	LA 1041286	52.24	X		125,116.30
10/20/2025	21706	IEH Laboratories & ...	Accounts Payable	WQ Lab	2,730.00			122,386.30
10/20/2025	21707	IV DATA CENTER	Accounts Payable		19.43			122,366.87
10/20/2025	21708	Stilton LLC	Accounts Payable	Rent	472.50			121,894.37
10/20/2025	21709	A+ Storage	Accounts Payable		114.50			121,779.87
10/20/2025	21710	US Cellular	Accounts Payable	951128871	165.27	X		121,614.60
10/21/2025	21711	Bryce Porter	Accounts Payable	Contractor passive sampling	560.00			121,054.60
10/21/2025	21712	Staples	Accounts Payable	LA 1041286	12.87	X		121,041.73
10/23/2025	ACH	Cardinal Business Se...	Accounts Payable	payroll fees	125.00	X		120,916.73
10/23/2025	ACH	Cardinal Net-To-Bank	Accounts Payable		3,376.04	X		117,540.69
10/23/2025	ACH	Cardinal Tax Impound	Accounts Payable		1,501.90	X		116,038.79
10/23/2025	ACH	VOYA Financial	Accounts Payable	Retirement	835.95	X		115,202.84
10/23/2025	1056	Cardinal Net-To-Bank	Accounts Payable	paper ck Maelagh	399.89	X		114,802.95
10/23/2025	1057	Cardinal Net-To-Bank	Accounts Payable	paper ck David	188.76	X		114,614.19
10/23/2025	1058	Cardinal Net-To-Bank	Accounts Payable	paper ck Carolyn	188.76	X		114,425.43
10/23/2025	1059	Cardinal Net-To-Bank	Accounts Payable	paper ck Maelagh	823.03	X		113,602.40
10/27/2025	21713	Crystal Fresh	Accounts Payable	VOID: 123731		X		113,602.40
10/27/2025	21714	Pacific Office Autom...	Accounts Payable		25.26			113,577.14
10/27/2025	21715	Pacific Source Healt...	Accounts Payable		571.00			113,006.14
10/27/2025	21716	Staples	Accounts Payable	LA 1041286	70.45			112,935.69
10/27/2025	21717	Crystal Fresh	Accounts Payable	123731	11.50			112,924.19
10/28/2025			Undeposited Funds	Two Rivers Invoice		X	14,784.93	127,709.12
10/28/2025	21718	Pacific Power	Accounts Payable		30.72			127,678.40

Illinois Valley SWCD

District Manager/Office Manager Debit Card Policy

Purpose:

To establish clear guidelines for the use of the District Manager and Office Manager debit cards in support of district operations and projects.

Policy Statement:

The District Manager is authorized to use a district-issued debit card with a maximum transaction limit of \$5,000.

The Office Manager is authorized to use a district-issued debit card with a maximum transaction limit of \$1000.

Eligible Expenses:

Debit card use is restricted to expenses directly related to district operations and projects. This includes, but is not limited to:

- Supplies and materials necessary for district functions
- Travel and lodging for approved district-related activities
- Equipment and services that support project implementation
- Fees and registrations for professional development or district representation
- Online bill paying

Oversight and Accountability:

All transactions must be documented with itemized receipts and submitted in accordance with district financial reporting procedures. Misuse or unauthorized expenditures may result in disciplinary action and reimbursement requirements.

Bob Webb, Board Chair

Date

Illinois Valley SWCD

INTERGOVERNMENTAL AGREEMENT

Between

Illinois Valley Soil and Water Conservation District

331 E Cottage Park Dr., Ste 1B

PO Box 352

Cave Junction, OR 97523

541-592-3731

and the

Two Rivers Soil and Water Conservation District

1590 SE N St.

Grants Pass, OR 97526

PURPOSE

This Intergovernmental Agreement is made and entered into by and between the **Illinois Valley Soil and Water Conservation District (IVSWCD)**, and the **Two Rivers Soil and Water Conservation District (TRSWCD)**. This Intergovernmental Agreement defines the roles and responsibilities of the two boards concerning shared employees and reimbursement of funds for expenses and equipment.

EXECUTION OF THIS DOCUMENT

Execution of this document by authorized board members constitutes the entire agreement between the two Districts. The Intergovernmental Agreement encompasses the following:

- A. Employee Salaries/Wages, Taxes, and other accumulated expenses.
- B. District Manager Salary/Wages, Taxes and other accumulated expenses.
- C. Additional employees' Salary/Wages, Taxes, and other accumulated expenses.
- D. Company Payroll Taxes

TWO RIVERS SWCD RESPONSIBILITIES:

The **Two Rivers SWCD**:

- 1. Agrees to pay the Office Manager's salary/wages, taxes, and other accumulated expenses for the performance of duties on behalf of the Two Rivers SWCD.
- 2. Agrees to pay the District Manager's salary/wages, taxes, and other accumulated expenses for the performance of duties on behalf of the Two Rivers SWCD.
- 3. Agrees to contribute to funding the salary/wage for any additional employees that perform duties for the Two Rivers SWCD; to be determined by the documented time spent in the Two Rivers SWCD.
- 4. Agrees to contribute payment for the general office expenses, supplies, software, and other agreed upon expenses.

ILLINOIS VALLEY SWCD RESPONSIBILITIES:

The **Illinois Valley SWCD**:

1. Will prepare and submit invoices to the **Two Rivers SWCD** for the Office Manager salary/wages, taxes and other accumulated expenses.
2. Will prepare and submit invoices to the **Two Rivers SWCD** for the District Manager salary/wages, taxes and other accumulated expenses.
3. Will prepare and submit invoices to the **Two Rivers SWCD** for additional employee salary/wages, taxes and other accumulated expenses.
4. Will execute the duties and responsibilities of the **Two Rivers SWCD** in all grant agreements entered into by the **Two Rivers SWCD**.
5. Will coordinate work assignments and technical direction for the District Manager and the Office Manager.
6. Agrees to pay all District payroll taxes for the District Manager, Office Manager, and additional employees within the limited scope of performing services pursuant to this agreement.
7. Will coordinate responsibility for the employment and supervision of the District Manager and Office Manager.
8. Will prepare and submit invoices for all general office expenses. Will ensure that all fiscal requirements of **Two Rivers SWCD** are met with **Two Rivers SWCD** Board supervision and involvement.

AMENDMENTS

This Intergovernmental Agreement embodies the entire agreement between the *Illinois Valley SWCD* and the *Two Rivers SWCD*. There are no promises, terms, conditions, or obligations other than those contained herein. The terms of this agreement shall not be waived, altered, modified, supplemented, or amended without a written amendment signed by a board member from both Districts.

COMPLIANCE WITH APPLICABLE LAW

Districts shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Intergovernmental Agreement.

FUNDS DISBURSEMENT SCHEDULE

The *Two Rivers SWCD* will reimburse employees' salaries/wages, taxes, and accumulated expenses to the *Illinois Valley SWCD* quarterly or as funds become available.

TERMINATION

Either District may terminate this Intergovernmental Agreement with or without cause by giving thirty (30) days' written notice. The notice will be given to the other party in writing, stating the reason for termination, and delivered by certified mail or in person.

Either District shall, upon receipt of any such notice of termination, refrain from incurring any further costs under this Intergovernmental Agreement. Such termination shall, however, not affect any commitments made by it prior to receipt of such notice.

This agreement is effective July 1, 2025, and will remain in effect until terminated by either party or until June 30, 2029.

Two Rivers SWCD

Signature of Chairperson

Date

Printed or Typed Name of Chairperson

Illinois Valley SWCD

Signature of Chairperson

Date

Printed or Typed Name of Chairperson

November 2025 - District Manager Staff Report

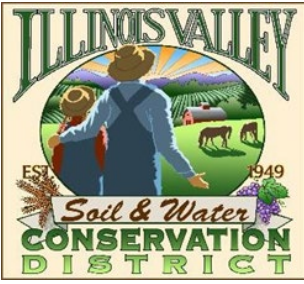
- **OWEB Small Grant Team Region 6**
 - Still working on getting the final Bylaws and Agreements document together in advance of the application window opening.
- **Sweet Cron Irrigation Modernization Project & East Fork Illinois River Projects**
 - Julie has been working on contracting. I've been acting in a coordinative capacity, facilitating the signing of agreements and reaching out to stakeholders, among other tasks.
 - Julie (TU), Bobby (ODFW), and I plan to meet in early December regarding landowner engagement on Althouse and Sucker Creeks.
- **Illinois Valley Water Quality Monitoring Program**
 - The team is planning to pull the passive samplers on 11/10 as they have captured the fall freshet. They will be frozen until the government shutdown ends.
 - 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**
 - I am currently working on rounding up a small group of volunteers to help install the pollinator garden near the ridge of the Tract. We will have the garden and signs installed by 11/30.
 - I am looking forward to planning next steps on 'The 160' with the newly formed Thompson Creek Woodland Conservation Tract Steering Committee. Illinois Valley SWCD board members of yesteryear were at times wont to colloquially refer to the 171.8-acre tract as The 160.
- **North Illinois Valley SIA**
 - I am working on setting up an SIA landowner outreach event Thursday through 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 barbecue (potentially with a biochar kiln), and a tree sale.
 - I am in the process of developing a pre-order form for trees.
- **Inland Rogue Water Resiliency Group (IRWRG)**
 - I met with the group on 11/6/25. The recently held Water Forum was discussed at length.
 - I suggested that the Illinois Valley SWCD could be a touchstone for Illinois Valley stakeholders during the basin-wide water resources planning process.
 - The comment period on the [Draft Handbook for Place-Based Integrated Water Resources Planning in Oregon](https://tinyurl.com/owrdplanning) (<https://tinyurl.com/owrdplanning>) until 5 p.m. on Friday, November 14.
- **Grants**
 - I'm working closely with Carri Piroso (Noxious Weed Specialist) on revising and submitting a grant to OWEB. The grant is mostly written already, as it is an iteration of a previous grant written and stewarded by the Cultural & Ecological Enhancement Network (CEEN).
 - I met with stakeholders on the Reynolds Ditch in O'Brien. I provided folks with a grant resource list and offered to help with technical assistance in potential projects.

With gratitude for the strength, generosity, and enduring spirit of our rural communities - Happy Thanksgiving.



HAPPY
thanksgiving





Staff Report

Office Manager - Arlyse DeLoyola

November 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-

I will (hopefully) be at my big annual convention on our meeting date. This year there are over 26,000 animals entered. I am hoping my flight isn't cancelled. Thanks to Janice, for volunteering to take notes.

My trial of accounting software was inconclusive. I like it, but have not had enough time to really see if it will work. More next month...

Our accountant is currently reviewing our books. This year we have an AUP ("Agreed Upon Procedures") review which is more than we've had traditionally in the past but still not a full audit, thankfully. The state sets specific thresholds for the level of review required for Districts.

This meeting you'll be setting the date of the Annual Meeting by resolution (required by the state), as well as reviewing and considering a debit card policy. We are a bit behind on that, as we procured debit cards in an emergency situation where we needed a bill-pay solution quickly, so the cart went before the horse on this one and we need to set it straight!

The pay-period that begins December 1st we will begin entering our timesheets directly into the new payroll system. I've met several times with Arin from Cardinal and we are in near constant contact trying to get it set up to be as simple yet accurate as it can be. I'm really excited about it. We have a whole-crew training scheduled for December 2nd. If anyone on the board wants to come have a peek, you're welcome to at 11:00 am. This system will be able to attribute out hours directly to the grants they belong in, and produce reports that will assist in proper funds allocation. I'm really happy we're starting this now so any kinks can be worked out prior to my departure, and so the new Office Manager can breeze through payroll allocation. The employees themselves will be responsible for proper input of their time. I will be able to get in and make corrections as needed and John will have access to the employees of the District as well.

See you in December!

Arlyse

