

Meeting

Monthly Illinois Valley Watershed Council Meeting
Thursday August 8, 2024 5:00 pm
IV Stream-Team Headquarters- 331 E Cottage Park Dr Suite 1b
Cave Junction OR 97523

Illinois Valley Watershed Council is inviting you to a scheduled Zoom meeting.

Topic: Illinois Valley Watershed Council

Time: Jul 11, 2024 05:00 PM Pacific Time (US and Canada)

Every month on the Second Thu, until Oct 10, 2024, 4 occurrence(s)

Aug 8, 2024 05:00 PM

Sep 12, 2024 05:00 PM

Oct 10, 2024 05:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: https://us06web.zoom.us/meeting/tZAtdO-ugTMpG93Nz7Y_sL9uOJeucSsO7LQD/ics?icsToken=98tyKuGsrijgsHNodsxiORpwIAojCM-7wtlxejfoOsgWyOh9ATlrjGchHJ7FMA_eH

Join Zoom Meeting

<https://us06web.zoom.us/j/84036678319?pwd=2QUd52xyCbpGKnsSodGrbLnmyvCbDD.1>

Meeting ID: 840 3667 8319

Passcode: SaveFish

One tap mobile

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+12532050468,,84036678319#,,,,*95156911# US

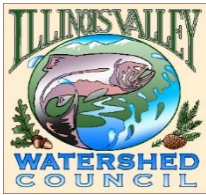
Dial by your location

- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 929 436 2866 US (New York)

Meeting ID: 840 3667 8319

Passcode: 95156911

Find your local number: <https://us06web.zoom.us/u/kzAT6uRPO>



Illinois Valley Watershed Council
331 E Cottage Park Suite 1B - P.O. Box 352
Cave Junction, OR 97523
Phone: 541-592-3731

Monthly Watershed Council Meeting Agenda
Thursday, August 8, 2024

- I. 5:00 PM: Call to Order**
- II. 5:02 PM: Acceptance of Minutes**
- III. 5:05 PM: Acceptance of Financial Reports**
- IV. Committee Reports**
 - a. Draft board member application/action
 - b. Draft 24-25 Budget *Action Item*
- V. 5:25 PM: Old Business**
 - a. Harness Renewal * Action Item*
- VI. 5:50 PM: New Business**
 - a. Cookie Contest
- VII. 6:00 Strategic Plan Check-In**
 - a. Review of actions completed.
- VIII. 6:15 PM: Council Updates & Staff Reports**
 - a. Kevin report
 - b. Arlyse report
 - c. Board Action Items/Homework
- IX. 6:30 PM Partnering Agency Reports**
 - a. Illinois Valley SWCD
 - b. Others
- X. 6:45 PM: Public Comments (Relating to this agenda or IVWC Operations)**
- XI. 7:00 PM: Adjournment**

Meeting Minutes

Meeting Called to Order July 11, 2024, by Katrina Poydack, Chair at 5:05 pm.

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Katrina Poydack	Gene Merrill	James Gurley
Janice Denney		Bob Schmidt
Carol Crawford		
Patty Downing		
Kevin O'Brien		
Arlyse DeLoyola		
Joseph McClain		

SCRIBE

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the June 2024 meeting were presented to the council for review.
 - **Carol Crawford made a motion to approve the minutes.**
 - **Kevin O'Brien seconded that motion.**
 - **The minutes were approved without dissent.**

- **Financials:** The Financial Reports for June 2024 were presented to the Council for review.
 - **Carol Crawford made a motion to accept the financial reports.**
 - **Janice Denney seconded that motion.**
 - **The motion was approved without dissent.**

Deviation from Agenda:

Joseph McClain was introduced to the board as an interested landowner. He gave a brief biography of himself and he and the board held discussion. He was informed that the board would be looking at a new Recruitment Policy this evening, followed by a new application and once all are in place we would be ready to accept applications to serve on the board.

Committee Reports: The Policy Committee presented the draft Recruitment Policy for Board review. Several amendments were suggested.

- **Kevin O'Brien made a motion to accept the policy.**
- **Patty Downing seconded the motion.**
- **Discussion was held.**
- **The motion passed unanimously.**

Discussion was held regarding other committees.

- **A motion was made by Kevin O'Brien to form a Community Engagement Committee consisting of Patty Downing, Janice Denny, himself and Arlyse DeLoyola.**
- **Patty Downing seconded the motion.**
- **The motion passed without dissent.**

Several committee meetings were set:

The Human Resources Committee will meet on July 23rd at 3:00 pm.

The Budget Committee will meet July 30th at 3:00 pm.

The Policy Committee will meet August 6th at 3:00 pm.

The Community Engagement Committee will meet August 13th at 3:00 pm.

OLD BUSINESS

- **Hathkupasuta Wrap-Up**
 - Event went well,. We had enough volunteers; the time was really 10 am to 6 pm and it didn't get busy until about 3:00.
- **Josephine County Annual Report**
 - Kevin sent a written report to the Commissioners this year. A copy is available for those who would like to review it.

NEW BUSINESS

- **Potential New Logo**
 - Patty would like to see a new logo for the Council. She feels the two logos look too much alike and it adds to the confusion for residents. Discussion was held on how to best design it. Tabled to a future meeting.
 - Janice offered to pay for an ad for the Council in the Garden Club's Yearbook.
 - **Patty Downing made a motion to accept the offer of a paid ad in the Garden Club Yearbook offered by Janice.**
 - **Kevin seconded the motion.**
 - **Discussion was held**
 - **The motion passed unanimously, and Janice was thanked for her generous offer.**

STRATEGIC PLAN UPDATE

- We are behind on our Fundraising Plan. We HAVE been fundraising, but without an actual plan. Otherwise, we are on target with the Strategic Plan.

CONTINUING

- **Staff and partnering agency reports:**

- Kevin reviewed his written report. He wanted to clarify from last month's staff report that he didn't just sit and start at Grant Station for 2 ½ days, there were other things going on. He and John met with the USFS Botanist regarding a potential partnership between the Forest Service, District and Council for Wildflower seed collection and weed control. The agreement being negotiated should contain roughly \$5000 for the Council to do Community Engagement on the program.
Arylyse added to her report that she is working on year-end close-out and apologizes in advance for any grouchiness that may cause.

- There were no other agencies present or public comments.

NEXT MEETING

The next monthly meeting is to be held at **5:00 pm on August 8, 2024.**

ADJOURNMENT

Meeting Adjourned by Katrina Poydack, Chair, at 6:46 PM.

Approved Minutes:

Signature_____

Date_____

Illinois Valley Watershed Council
Profit & Loss
July 2024

	<u>Jul 24</u>
Ordinary Income/Expense	
Income	
Grants Received	
Government Grants	20,767.65
Total Grants Received	<u>20,767.65</u>
Total Income	<u>20,767.65</u>
Gross Profit	20,767.65
Expense	
Fundraising Expense	299.00
Other	
Copier Lease	70.28
Dues & Subscriptions	25.00
Internet Services	21.25
Payroll Fees	100.00
Rent Expense	552.00
Software	14.99
Telephone	126.30
Total Other	<u>909.82</u>
Printing & Copying	19.67
Project Expenses	
Travel - Mileage	123.08
Total Project Expenses	<u>123.08</u>
Reconciliation Discrepancies	-48.51
Salaries & Wages	
401K Automatic Contribution	492.98
Employee Contributed 401K	225.04
Employer Matching Funds 401K	492.98
Employer Paid Payroll Taxes	665.28
Tax Withholding- Employee	0.00
Salaries & Wages - Other	6,602.46
Total Salaries & Wages	<u>8,478.74</u>
Supplies & Materials	<u>115.00</u>
Total Expense	<u>9,896.80</u>
Net Ordinary Income	<u>10,870.85</u>
Net Income	<u><u>10,870.85</u></u>

Illinois Valley Watershed Council
Balance Sheet
As of July 31, 2024

	<u>Jul 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	79,470.79
Stripe Account	1.46
Total Checking/Savings	<u>79,472.25</u>
Total Current Assets	<u>79,472.25</u>
TOTAL ASSETS	<u>79,472.25</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-97.02
Total Accounts Payable	<u>-97.02</u>
Total Current Liabilities	<u>-97.02</u>
Total Liabilities	-97.02
Equity	
Unrestricted Net Assets	68,698.42
Net Income	10,870.85
Total Equity	<u>79,569.27</u>
TOTAL LIABILITIES & EQUITY	<u>79,472.25</u>

Illinois Valley Watershed Council

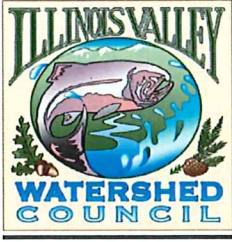
8/1/2024 4:13 PM

Register: Checking Account

From 07/01/2024 through 07/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/03/2024	ACH	Slavic 401K Fund	Accounts Payable		550.74	X		68,010.65
07/03/2024	1121	Pacific Office Autom...	Accounts Payable		8.25	X		68,002.40
07/03/2024	1122	Pacific Office Autom...	Accounts Payable		62.03	X		67,940.37
07/03/2024			Stripe Account	Funds Transfer		X	20.92	67,961.29
07/11/2024	ACH	Cardinal-Employee ...	Accounts Payable		2,196.49	X		65,764.80
07/11/2024	ACH	Cardinal-Tax Impound	Accounts Payable		1,106.42	X		64,658.38
07/11/2024	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		64,608.38
07/15/2024	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		64,558.38
07/15/2024	1126	Cardmember Services	Umpqua Bank CC IV...		356.36			64,202.02
07/15/2024	1127	IV DATA CENTER	Accounts Payable		450.00			63,752.02
07/15/2024	1128	A+ Storage	Accounts Payable		102.00			63,650.02
07/16/2024			Stripe Account	Funds Transfer		X	35.00	63,685.02
07/17/2024	1123	IV DATA CENTER	Accounts Payable		21.25	X		63,663.77
07/17/2024	1124	Pacific Carvings	Accounts Payable		115.00			63,548.77
07/18/2024	1125	US Cellular	Accounts Payable		126.30	X		63,422.47
07/19/2024			Grants Received:Gover...	Deposit		X	20,767.65	84,190.12
07/19/2024	ACH	Slavic 401K Fund	Accounts Payable		535.64	X		83,654.48
07/31/2024	ach	Slavic 401K Fund	Accounts Payable		561.61	X		83,092.87
07/31/2024	ACH	Cardinal-Employee ...	Accounts Payable		2,325.03	X		80,767.84
07/31/2024	ACH	Cardinal-Tax Impound	Accounts Payable		1,202.81	X		79,565.03
07/31/2024	1129	Pacific Office Autom...	Accounts Payable	extra copies	19.67			79,545.36
07/31/2024	1131	Kevin O'Brien	Accounts Payable		123.08	X		79,422.28
07/31/2024	CPA20		Reconciliation Discrep...	Balance Adjust...		X	48.51	79,470.79



August, 2024 Executive Director's Report (8/01/2024)

Governance & Operational Capacity

- Please review and be prepared for discussion and action on the draft WC Director Application Form (located immediately after my staff report). Thank you. The **Policy Committee** (Katrina, Patty, Arlyse, me) will be meeting the Tuesday afternoon before our meeting this month and plans to work on a draft policy for Director Roles and Responsibilities.
- Our **Budget Committee** (Carol, Katrina, Arlyse, me) met on 7/30 and reviewed the FY2024-2025 budget. Copies of the budget spreadsheet will be provided at the meeting and will be considered, discussed, and acted on.
- Upcoming Committee Meetings: **Policy Committee**: Tuesday, August 6th at 3:00pm; the committee will be taking on drafting our Board Roles and Responsibilities Policy. **Community Engagement Committee**: (Janice, Patty, Arlyse, me) Tuesday, August 13th at 3:00pm; the committee is meeting for the first time and will be doing goal and objective ID and preliminary planning.
- I'll be attending **Meyer Memorial Trust's** Virtual Info Session this coming Monday at noon for an hour. MMT is offering sessions about the goals and strategies for each of their new issue-based funding portfolios and providing details about the 2024 Funding Opportunity launching in mid-August. I am holding out hope that there is a nexxus point for us with their "Our Resilient Places" initiative.
- **OWEB** approved our **Council Capacity Agreement's** mid-term progress report and annual update to the JoCo BoCC.

Watershed Health Programs & Projects

- Met and toured some past project sites out Takilma way with new FS Wild Rivers District Fishery Technician Julia Watson. Julia is interested in helping expand the partnership we have with her agency.
- **OWEB** approved our **Page Creek** implementation monitoring report. We're on the hook for one more monitoring report to them for the project.
- Our Master Agreement and the **Horse Creek** SPA (Special Project Agreement) with the USFS have been approved. I was informed by Steve Burns that the FS intends to augment the Spawning and Stream Survey SPA with funds for this winter's spawning surveys.
- I am working with John Bellville and FS Wild Rivers District Botanist Adam Corcoran to get a new SPA executed for the native plant/grass seed collection and invasive weed control project the FS developed post-Smith River fire complex.
- Still planning to submit a Technical Assistance grant application for the **East Fork Illinois River** and a Restoration grant application for **Crooks Creek** to OWEB this October during their open cycle.
- **Water Quality Monitoring** sampling is still going on. Kudos to John and the sampling team for coming up with a way to keep the sampling going on an extremely limited and diminishing budget!! We should hear something on our April grant submittal to OWEB sometime in October.
- We notified the USFS we were not going to be able to utilize the **2024 Drinking Water Providers Partnership** funds we were awarded (\$147K) for the **East Fork project** as we did not receive any other awards for the project.

Community, Partners, & Neighborhood Engagement

- We met with Applegate Partnership and Watershed Council Coordinator Janelle Dunleavy to discuss and compare potential shared staffing needs and opportunities of the organizations. We agreed to meet periodically to reconsider the scenarios and capitalize on any opportunities that develop.
- Our subscription to Harness Giving is expiring soon. I recommend that we renew our subscription for another six months. We have been s-l-o-w-l-y gaining momentum for donations and fundraising and will increasingly be needing the tools that are available through that subscription.
- Our first Community Engagement committee meeting is coming up on Tuesday August 13th at 3:00pm here at the office. We will be starting to set the foundation for what messages should we be sharing, who should we be sharing with, what does our community want to tell us? These are the types of things we will be starting to take on. Please feel free to join in with us.

In service to our shared mission,



Kevin O'Brien, Executive Director

Grant Name		Council Capacity 23-25	Crooks Creek	Page Creek USFS	Spawning/Stream Surveys	Horse Creek USFS	Wldflwr Weed engage	OCF	Contract Post-Fire	RBP/RLF	Total Possible	Shortage/Overage
		June 30,2025										
Expected 23-25		83,839	8,000	18,000	12,926	50,000	5,000	15,000				
EXPENSES												
Salaries, Wages & Benefits												
	Total 1 year-1 pp											
Kevin O'Brien	\$98,000.00	25,003	8,000	18,000	8,000	23,760	5,000		2,000	1,103	\$90,865.74	-\$7,134.26
Arlyse DeLoyola	\$24,000.00	22,704			1,296						\$24,000.00	\$0.00
New Employee	\$50,000.00							15,000			\$15,000.00	-\$35,000.00
Indirects					3,630	722					\$4,351.80	

ILLINOIS VALLEY WATERSHED COUNCIL BOARD MEMBER APPLICATION FORM

NAME _____ PHONE _____

PHYSICAL ADDRESS _____ EMAIL _____

MAILING ADDRESS _____ NEIGHBORHOOD _____

Information below may be provided below or on separate 8.5"x11" sheets of paper. Please print clearly or type.

PERSONAL BACKGROUND: _____

EDUCATION: _____

VOLUNTEER EXPERIENCE: _____

EMPLOYMENT EXPERIENCE: _____

WHAT DO YOU KNOW ABOUT THE IV WATERSHED COUNCIL? _____

"I AM INTERESTED IN SERVING ON THE COUNCIL BECAUSE..." _____

ORGANIZATIONS TO WHICH YOU BELONG AND VOLUNTEER SERVICE INCLUDE: _____

COMMUNITY INVOLVEMENT OVER THE PAST TWO YEARS INCLUDES: (CHECK ALL AND LIST DETAILS)

Serving on committee(s) _____

Assisting with project(s) _____

Participation in events(s) _____

Financial contributions(s) _____

HOW HAVE YOU DEMONSTRATED THE ABILITY TO WORK COOPERATIVELY WITH OTHER COMMUNITY PARTNERS?

DO YOU HAVE SKILLS IN ANY OF THE FOLLOWING AREAS?

- | | |
|---|--|
| <input type="checkbox"/> COMMUNITY ENGAGEMENT, NETWORKING, OUTREACH | <input type="checkbox"/> RESTORATION |
| <input type="checkbox"/> LAW | <input type="checkbox"/> GRANT WRITING |
| <input type="checkbox"/> FINANCE | <input type="checkbox"/> REAL ESTATE |
| <input type="checkbox"/> WEBSITE AND SOCIAL MEDIA ADMINISTRATION | <input type="checkbox"/> FUNDRAISING |
| <input type="checkbox"/> STRATEGIC PLANNING, CORPORATE GOVERNANCE | <input type="checkbox"/> ADVOCACY |
| <input type="checkbox"/> OTHER _____ | |

REFERENCES: Please provide us with names and contact information for two individuals who can provide information about your background and community and volunteer experience.

Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

I, _____ hereby place my name for consideration as an applicant for service as a member of the Board of Directors of the Illinois Valley Watershed Council. I understand that I am responsible for the accuracy of the information contained in this application. I have read and understand the Council's Board Recruitment Policy. If selected and appointed to serve on the Board of Directors, I agree to:

- Abide by the organization’s governing documents;
- Attend regular monthly Board meetings, committee meetings, and any special meetings;
- Work cooperatively with other community partners;
- Fully support and uphold the Council's Mission, Core Values, and Value Statement;
- Actively participate as a member of at least one standing committee per year;
- Actively participate in planning and staffing at least one Council outreach event per year;
- Actively participate in Council check signing responsibilities;
- Contribute financially at a comfortable level between \$1 and \$1,000,000 on an annual basis.

Signature _____ **Date** _____

Submit this application to: 331 East Cottage Park Drive Suite 1B Cave Junction OR 97523

Attachment: Board Recruitment Policy

Revised July 2024