

# MEETING NOTICE

**Monthly Illinois Valley Watershed Council Meeting  
Thursday December 12, 2024 5:00 pm  
IV Stream-Team Headquarters- 331 E Cottage Park Dr Suite 1  
Cave Junction OR 97523**

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

Topic: Illinois Valley Watershed Council Monthly Zoom Meeting

Time: Dec 12, 2024 05:00 PM Pacific Time (US and Canada)

Every month on the Second Thu, 36 occurrence(s)

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

Monthly:

[https://us06web.zoom.us/meeting/tZlkcemupj0vH9GTajMrD3TNYC6vd1jGARJe/ics?icsToken=98tyKuGupz0qHNyTtRyCRpwAHY\\_oc-7xiCFYgvp6qB7vLjJ3MTfYD8EUJLYuGv\\_x&meetingMasterEventId=081-1QRXSb2zad37U1aKxA](https://us06web.zoom.us/meeting/tZlkcemupj0vH9GTajMrD3TNYC6vd1jGARJe/ics?icsToken=98tyKuGupz0qHNyTtRyCRpwAHY_oc-7xiCFYgvp6qB7vLjJ3MTfYD8EUJLYuGv_x&meetingMasterEventId=081-1QRXSb2zad37U1aKxA)

Join Zoom Meeting

<https://us06web.zoom.us/j/86960686555?pwd=13d3cubho6V6N6xpdJ9ANOOfhQTcAE.1>

Meeting ID: 869 6068 6555

Passcode: SaveFish

One tap mobile

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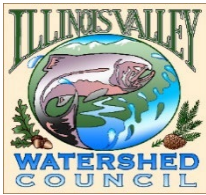
Dial by your location

- +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)
- +1 386 347 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)
- +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

Meeting ID: 869 6068 6555

Passcode: 94761306

Find your local number: <https://us06web.zoom.us/u/kBoHWGS4U>



**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, December 12, 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. Scheduling
- V. 5:25 PM: Old Business**
  - a. QuickBooks
  - b. Recruiting
- VI. 5:50 PM: New Business**
  - a. Committee Recommendations
- VII. 6:15 PM: Council Updates & Staff Reports**
  - a. Kevin report
  - b. Arlyse report
  - c. Board Action Items/Homework
- VIII. 6:30 PM Partnering Agency Reports**
  - a. Illinois Valley SWCD
  - b. Others
- IX. 6:45 PM: Public Comments** (Relating to this agenda or IVWC Operations)
- X. 7:00 PM: Adjournment**

### Meeting Minutes

Meeting Called to Order November 14, 2024, by Katrina Poydack, Chair at 5:03 pm.

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Katrina Poydack		Gene Merrill
Patty Downing		Arlyse DeLoyola (Staff)
Carol Crawford		
Janice Denney		
Kevin O'Brien (E.D.)		
James Gurley		

**SCRIBE**

Notes were taken by: Patti Downing/Kevin O'Brien

- **Minutes:** The minutes of the October 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 October 2024 were presented to the Council for review.
  - **Carol Crawford made a motion to approve the financial reports.**
  - **Kevin O'Brien seconded that motion.**
  - **The motion was approved without dissent.**

**Committee Reports:** The Recruitment Committee introduced Bill Joerger. The committee had reviewed his application and interviewed him following the Recruitment Policy. The board convened an Executive Session at 5:21 pm.

The board re-convened the regular session at 5:26.

- **A motion was made by Janice Denney to accept the application of Bill Joerger to the Council.**
- **Carol Crawford seconded the motion.**
- **The vote was unanimous in favor of accepting Mr. Joerger to the Council Board.**

Committee meetings- Kevin will send out a schedule in early December.

**OLD BUSINESS**

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- **Clear Creek Water Lab**  
 The Council is not moving forward on this at this time.
- **Page Creek Planting**  
 Planning is ongoing- possible High School involvement
- **All-Council Community Engagement Review**  
 Notes will be sent via email. The following were discussion items:
  - Possible upgrade of logo is being considered.
  - Most agreed that creative discussion took place and it was a good start.
  -

## NEW BUSINESS

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- **The Path Ahead- \*Engagement- Capacity Funding Model- Succession- Targeted Reach**

Kevin very generally discussed his intended short mid-term path ahead is to 1) establish the foundation for engagement with our community while finding \$\$ for/building capacity, 2) actively standing up a sustainable funding model (grants, donations, fundraising, others ?!?), 3) develop and implement a succession plan for the Coordinator/ED position, and 4) go for a big ask from a yet TBD deep pocket organization or individual.

## CONTINUING

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- **Staff and Partnering Agency reports:**

Kevin asked the board to consider an advance on his health care bonus of \$700.

- **A motion to advance \$700 against his healthcare bonus was made by Kevin O'Brien.**
- **Patty Downing seconded the motion.**
- **The motion passed with 5 yea votes and O'Brien abstained.**

Kevin discussed a funding model for IVWC based on 1/3 Grant Funding, 1/3 Donations, and 1/3 memberships/Fee-for-Service and other.

He also mentioned possible sitting on a dam removal panel with the US Forest Service and planning for funding for the Crooks Creek project phase two and the signing of the agreement for the Horse Creek project, also with the USFS.

Arlyse's report was printed in the packet.

### **Board Actions/Homework:**

Patty suggested the use of the TAX990 app for next year's IRS 990. She will bring information to the next meeting.

Janice completed a Library Poster Boards and presentations on behalf of the Watershed.

**There were no Partnering Agency Reports**

**There were no public comments.**

## NEXT MEETING

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The next monthly meeting is to be held at **5:00 pm on December 12, 2024.**

## ADJOURNMENT

Meeting Adjourned by Katrina Poydack, Chair, at 7:15pm.

## Approved Minutes:

Signature\_\_\_\_\_

Date\_\_\_\_\_

Illinois Valley Watershed Council

12/3/2024 12:59 PM

Register: Checking Account

From 11/01/2024 through 11/30/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/04/2024	1164	POA Medford Division	Accounts Payable		8.91	X		75,908.90
11/04/2024	1165	Pacific Power	Accounts Payable		37.08	X		75,871.82
11/04/2024			Stripe Account	Funds Transfer		X	20.16	75,891.98
11/05/2024	1167	Cardmember Services	Umpqua Bank CC IV...		393.00	X		75,498.98
11/06/2024	ACH	Slavic 401K Fund	Accounts Payable		605.38	X		74,893.60
11/06/2024	1160	IV DATA CENTER	Accounts Payable		21.25	X		74,872.35
11/06/2024	1166	Pacific Office Autom...	Accounts Payable		65.75	X		74,806.60
11/07/2024	ACH	Cardinal-Employee ...	Accounts Payable		2,991.80	X		71,814.80
11/07/2024	ACH	Cardinal-Tax Impound	Accounts Payable		1,288.23	X		70,526.57
11/07/2024	CPA20a		ReconciliationDiscrep...	offsetreconcili...	48.51	X		70,478.06
11/08/2024	ACH	CardinalBusiness Se..	AccountsPayable		50.00	X		70,428.06
11/11/2024	ACH	Cardinal-Tax Impound	Accounts Payable		340.06	X		70,088.00
11/14/2024			StripeAccount	FundsTransfer		X	35.00	70,123.00
11/20/2024	ACH	Slavic401KFund	AccountsPayable		746.47	X		69,376.53
11/21/2024	1168	KevinO'Brien	AccountsPayable	Medical Ins	700.00	X		68,676.53
11/25/2024	ACH	Cardinal-Employee ...	Accounts Payable		2,775.18	X		65,901.35
11/25/2024	ACH	Cardinal-Tax Impound	Accounts Payable		1,483.68	X		64,417.67
11/25/2024	ACH	Cardinal Business Se...	Accounts Payable	Payroll fees	50.00	X		64,367.67
11/25/2024	1159	CRYSTAL FRESH	Accounts Payable		19.00			64,348.67
11/25/2024	1169	IV DATA CENTER	Accounts Payable		21.25			64,327.42
11/25/2024	1170	US Cellular	Accounts Payable		126.30			64,201.12
11/27/2024	1171	Stilton LLC	Accounts Payable		450.00			63,751.12
11/27/2024	1172	A+ Storage	Accounts Payable		102.00			63,649.12
11/27/2024	1173	POA Medford Division	Accounts Payable		11.63			63,637.49
11/27/2024	1174	Great American Insur...	Accounts Payable	051053893	1,021.00			62,616.49
11/27/2024	1175	Great American Insur...	Accounts Payable	051053893	2,863.00			59,753.49
11/27/2024	1176	Cardmember Services	Accounts Payable		461.67			59,291.82

**Illinois Valley Watershed Council**  
**Profit & Loss**  
 July through November 2024

	Jul - Nov 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Contributions Received</b>	
Contributions - Unrestricted	195.28
<b>Total Contributions Received</b>	195.28
<b>Grants Received</b>	
Government Grants	55,035.30
<b>Total Grants Received</b>	55,035.30
<b>Total Income</b>	55,230.58
<b>Gross Profit</b>	55,230.58
<b>Expense</b>	
<b>Contracted Services</b>	
Grant Administration	-16.80
Tax Preparation	2,015.00
Contracted Services - Other	7,276.50
<b>Total Contracted Services</b>	9,274.70
<b>Fundraising Expense</b>	1,495.00
<b>Insurance</b>	
Executive Protection & EPL	1,021.00
General Liability Insurance	2,863.00
<b>Total Insurance</b>	3,884.00
<b>Other</b>	
Bank Fees	9.40
Copier Lease	263.81
Dues & Subscriptions	375.00
Food & Water	27.67
Internet Services	106.25
Payroll Fees	500.00
Power	175.01
Rent Expense	2,760.00
Software	38.25
Telephone	631.68
Other - Other	58.84
<b>Total Other</b>	4,945.91
<b>Printing &amp; Copying</b>	59.32
<b>Project Expenses</b>	
Travel - Mileage	123.08
<b>Total Project Expenses</b>	123.08
<b>Reconciliation Discrepancies</b>	0.00
<b>Salaries &amp; Wages</b>	
401K Automatic Contribution	1,763.22
Employee Contributed 401K	-18.71
Employer Matching Funds 40...	1,771.92
Employer Paid Payroll Taxes	3,345.42
Medical Insurance	700.00

12:58 PM  
12/03/24  
Cash Basis

**Illinois Valley Watershed Council**  
**Profit & Loss**  
July through November 2024

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	<u>Jul - Nov 24</u>
Tax Withholding- Employee	-30.84
Salaries & Wages - Other	<u>36,373.42</u>
<b>Total Salaries &amp; Wages</b>	43,904.43
<b>Supplies &amp; Materials</b>	621.48
<b>Taxes</b>	157.00
<b>Training and Associated Travel</b>	<u>207.00</u>
<b>Total Expense</b>	<u>64,671.92</u>
<b>Net Ordinary Income</b>	-9,441.34
<b>Other Income/Expense</b>	
Other Income	
Refunds	21.00
<b>Total Other Income</b>	<u>21.00</u>
<b>Net Other Income</b>	<u>21.00</u>
<b>Net Income</b>	<u><u>-9,420.34</u></u>

12:56 PM  
12/03/24  
Cash Basis

Illinois Valley Watershed Council  
**Profit & Loss**  
November 2024

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	<u>Nov 24</u>
Ordinary Income/Expense	
Expense	
Fundraising Expense	299.00
Insurance	
Executive Protection & EPL	1,021.00
General Liability Insurance	2,863.00
Total Insurance	<u>3,884.00</u>
Other	
Copier Lease	65.75
Dues & Subscriptions	25.00
Food & Water	27.67
Internet Services	42.50
Payroll Fees	100.00
Power	37.08
Rent Expense	552.00
Telephone	126.30
Total Other	<u>976.30</u>
Printing & Copying	20.54
Reconciliation Discrepancies	48.51
Salaries & Wages	10,930.80
Supplies & Materials	<u>19.00</u>
Total Expense	<u>16,178.15</u>
Net Ordinary Income	<u>-16,178.15</u>
Net Income	<u><u>-16,178.15</u></u>



**Illinois Valley Watershed Council**  
**Balance Sheet**  
As of November 30, 2024

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	<u>Nov 30, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking Account	59,291.82
Stripe Account	-33.82
	<hr/>
Total Checking/Savings	59,258.00
Total Current Assets	<hr/> 59,258.00
<b>TOTAL ASSETS</b>	<b><u>59,258.00</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Unrestricted Net Assets	68,678.34
Net Income	-9,420.34
	<hr/>
Total Equity	59,258.00
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>59,258.00</u></b>



## **December 2024 Executive Director's Report** (12/04/2024)

I am looking forward to resuming a normal routine soon, but it again has been and is anything but normal currently. Everything on the new house project and associated move is coming to a crescendo and it is frankly very consuming. I wasn't expecting this level of chaos, but it has been quite a circus. It should all be over by the end of the month. Until then, thank you for your continued patience and understanding, including a very abbreviated report this month. I am looking forward to being able to focus and devote my energies on our mission after I'm in the new place.

I'd also like to express my gratitude here for Jim Gurley's service to the community by serving on our board for more years than I can remember in the moment, but for a long time now. Thank you very much, Jim. You have been a special part of who we are and who we are becoming. Your input and attention to detail always helped us keep moving forward. You will be missed. For my part, I'd welcome you back aboard in a heartbeat if you ever wanted to serve again.

### **Governance & Operational Capacity**

- I'm planning to apply to Oregon Community Foundation for more capacity funds. Last year we were awarded \$15K that is still salted away for helping hire someone. Another helping would get us that much closer to making that a reality in 2025.
- Please come to our meeting prepared to calendar some committee meetings during our meeting. If possible, please be prepared to schedule for January and February.

### **Watershed Health Programs & Projects**

- Unfortunately the winter '24-'25 spawning surveys with Greg Bennett had to be scrapped due to the state of the Federal budget. We are still planning to do the summer habitat surveys in 2025 contingent on the Forest's funding levels.
- I signed our Master Agreement with the FS and the Special Project Agreement (SPA) for the Horse Creek Project last month. Those funds are secured.
- John reported that WRD Botanist Adam told him the SPA for the native plant material and seed collection is on hold pending the Federal budget being passed.
- We are moving forward with IVSWCD, USGS, and DEQ to modify our Sampling Analysis Plan (SAP) with DEQ to incorporate our passive monitoring into our existing SAP. Maelagh Baker, John, and I had a good virtual meeting with Nick Haxton-Evans of DEQ to that end this week. Nick coordinates the SAPs for DEQ and will continue to support us in getting it modified and in place.

### **Community, Partners, & Neighborhood Engagement**

- I'll give you all a verbal report for this section.

In service to our shared mission,



**Arlyse DeLoyola**  
*Office Manager*  
Staff Report- December 2024

**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 QB to bank account for November.
- Voicemails, email and phone calls.

Season's Greetings-

There's not too much going on in the office right now as much of my time is dedicated to the District chores. I will be doing a funds request for capacity this week, as our annual report is due this month and we might as well kill two birds with one stone.

I am going to put QuickBooks on the agenda so we can discuss what I mentioned in my last report. Yes, this is a test....

Arlyse

