

Illinois Valley Fire District
Board of Director - Regular Meeting Agenda
This meeting may be recorded

December 8, 2025

1. Call meeting to order (silence phones)
2. Flag Salute (remove hats)
3. Roll Call
4. Review of November 10, 2025 minutes
5. Staff Reports
 - Fire Chief Holmes
 - Assistant Chief Ismaili
 - Division Chief Gavlik
 - Battalion Chief Pfeiffer
6. New Business
 - Promotions: Minglana & Marler
 - Resolutions: 25-07: 5-year Local Tax Option Levy
 - 1/1/2026 Employee Handbook update – 1st reading
 - Annexations:
 - Industrial Filtration LLC of 23213 Redwood Hwy would like to annex 37.86 acres for a total of 42.86 acres.
 - Teresa Stover - Hydrant Grant Administrator
 - Ethan Lane – City of Cave Junction Liaison
7. Old Business:
 - Levy Workshop 11/17/2025
 - OFDDA Conference – Director’s Johnson and Tyler
 - John Holmes Annual Evaluation. Possible Executive Session per ORS 192.660.
8. Comments
 - **Public Comment** *(This is the time set for public comment. The Board of Directors will listen and consider all comments for future agenda items. In accordance with HB2560, Public Participation in Electronic Meetings, Facebook Live viewers are invited to submit comments or questions via Facebook and they will be addressed at this time. No voting or action will be taken by the Board of Directors today.)*
 - Board Comment
9. Next scheduled BOD Meeting is January 12, 2026 at 4:00 pm. at Admin Bldg.
10. Adjournment

(The meeting location is accessible to persons with disabilities. Comments and/or Concerns must be submitted in writing. The Board reserves the right to hold an executive session at this meeting under the authority of ORS 192.660.)

Please turn off all Cell phones during this Business Meeting - Thank you

Illinois Valley Fire District Administration Office - 681 Caves Hwy. - Cave Junction - OR 97523



**Illinois Valley Fire District Board of Directors
Meeting Minutes December 8, 2025**

President Bouchard called the meeting to order at 4:00pm and led the flag salute.

PRESENT: Chief Holmes, Asst. Chief Ismaili, Div. Chief Gavlik, Div. Chief Paul, Batt. Chief Pfeiffer, Lt. Minglana, Lt. Marler Christina Buttram, Levi Schellenberg **IVFD VOLUNTEERS:** William Harrison, Charlie Foutch, Judy Epperly, Paul Norton, Bat. Chief Sherman

GUESTS: Ethan Lane, Bill Ertel (WRFPD), James Marler, Tammy Coffey, Greg Allen, Jackie Vetter, Mark Wareing, Desiree Anderson, Daniel Anderson, Beverly Anderson, David Anderson, Makayla Anderson, Jack Myers, Donamuree Holmes, Liz Costa, Delaine Sherman

ROLL CALL: Directors Hendrix, Bouchard, Lamb, and Johnson were present. Director Tyler was absent.

REVIEW OF PREVIOUS MEETING MINUTES: Motion made by Director Lamb to accept the November 10, 2025 minutes; and seconded by Director Hendrix. All in favor, motion passed unanimously.

STAFF REPORTS

CHIEF HOLMES

New Items:

- Nothing new to report at this time

Fire Defense Board

- Nothing new to report at this time

OSFM – Red Incident Management Team

- Nothing new to report at this time

Training

- I participated in weekly IVFD training drills.
- Attended Extinguishing Firefighter Cancer 2.0
- Attended The 2025 Outlook for Local Government Budgeting & Planning Confirmation

New Meetings Attended

- I attended the Ridgeway to Rooftop – Creating a Wildfire Resilient Oregon conference.
- I attended the OFDDA Annual Conference and assisted in teaching with Director Johnson. Director Tyler was also at the conference, and sat with during the courses.

Ongoing and Informative Meetings Attended

- Oregon Fire Chiefs Association – Monthly Business Meeting (Online)
- Rogue Valley Fire Chiefs Association – Monthly Meeting (In-Person)
- Hydrant Grant Coordination Meetings (with AC Ismaili, DC Paul, and Teresa Stover – Online and In-Person)
- Mid Rogue Fire District Board of Directors Meeting (Online)
- Rogue Valley Fire Prevention Co-Op (with AC Ismaili)
- Rogue Valley IAAI with AC Ismaili (Online)
- Rogue Valley Fire Prevention Co-Op with AC Ismaili (Online)

ASST. CHIEF ISMAILI:

- For the month of November, we had a total of 107 calls: 4 false alarms; 26 good intent/no incident calls; 9 service/public assist calls, 15 illegal open burn/smoke investigation calls, 2 hazardous condition calls, 9 motor

vehicle accidents with no civilian fatalities and no firefighter injuries, 40 medical calls, Assisted on 2 calls with our mutual aid partners.

- Completed 4 fire and life safety inspections; and installed 18 smoke alarms.
- Station 5: The building safety permits are ongoing; the concrete foundation was poured with a great number of volunteer helpers. Builders are waiting for suitable weather to build the structure.
- The resiliency grant project electrical installation continues. We are awaiting communication supplies.
- District Boundary Expansions: On going process with the Assessor's Office. A mail campaign to invite property owners to join the district proactively is being initiated and will be mailed in the new year.
- Attended the IVFROG, RVFPC, SOFCO, IAAI, Rogue Valley and JoCo Operations, RVFCA, RVFCA Tech Group meetings, as well as our hydrant grant meetings.

DIV. CHIEF GAVLIK:

- Training Building: Safety railing welding is complete. Forcible entry windows and openings are being completed.
- Emergency Medical Responder class has a written exam and then final skills testing on 12/20/25.
- 4 Explorers are preparing for national competition in February 2026 in TN. Charter renewal process is underway.
- Training for this month will include Pediatric Airway & Cardiac Arrest, Vent/Enter/Isolate/Search, SCBA Speed Drills, and Firefighter Safety & Survival, and Ropes & Knots.
- Debrief today for two burn victims from the valley, held at Asante in GP; it went really well.

BAT. CHIEF PFEIFFER:

- A written maintenance report was submitted in the board packet, and discussed at the board meeting with detail of the maintenance on the fleet, buildings and resiliency trailers.

ADMINISTRATOR PAUL: no report, financials provided.

NEW BUSINESS:

- Chief Holmes promoted FF Minglana and FF Marler to Lieutenant positions. Congratulations to both!
- Resolution 25-07: Approval for a 5-year Local option levy for \$0.99 per \$1,000 of assessed property value, specifically to maintain firefighting staffing, to be placed before the voters on the May 2026 ballot.

Motion made by Director Johnson to approve Resolution 25-07, to place a 5-year local option levy for \$0.99 per \$1,000 of assessed property value on the May 2026 ballot, seconded by Director Hendrix. All in favor, motion passed unanimously.

- 2026 Employee Handbook Updating and Revisions: An update to the current Employee Handbook is submitted for a first reading. An electronic copy (120 pages) is available for review. See Chief Holmes if you wish to have a copy. A second reading and recommended board approval is scheduled for the 1/12/26 board meeting.
- There is one annexation request:
 - Industrial Filtration LLC/Andrew Levenick, 23213 Redwood Hwy, Kerby; 37.86 acres for a total of 42.86 acres.

Motion made by Director Lamb to approve the annexation request, seconded by Director Hendrix. All in favor, motion passed unanimously.

- Hydrant Grant project update (Stover):
 - Received a second bid amendment from Pilot Rock Excavation, Inc. as a result of the reduction of 13.7% from the original bid (complete water line scope of project, sewer line on IVFD property). Civil West updated the drawings to show the revised scope of work and materials on the sewer line portion of the project. The contract is amended with the reduction in scope, project total amount, and timeline extension. Subject to review by IVFD, legal, and Business Oregon.
 - Construction phase is estimated to be 45-60 days. New estimated start date is likely to be January 2026.
 - A 12th disbursement request for engineering and grant administration was provided.
 - Requesting a 3rd addendum to the agreement from Business Oregon for reduced budget for permitting and regulatory fees and increases in legal fees and grant administration.

- Ethan Lane – No further update on the Junction Inn at this time. The city council meeting is next week at 7pm. The construction project at River St. and Hwy. 199 for a broken water main is still ongoing. It should be concluded soon.

OLD BUSINESS:

- Levy Workshop: Directors Bouchard and Johnson shared a recap of the Board Workshop on 11/17/25 to discuss the upcoming Levy initiative for the May 2026 ballot.
- OFDDA Conference Update: Director Johnson shared her experiences at the recent OFDDA Annual Conference in Seaside, OR.
- Chief Holmes Performance Review: We adjourned to go into Executive Session in accordance with ORS 192.660 for personnel review at 4:30pm.

Executive Session called to order at 4:31pm

Executive Session adjourned at 4:47pm

General session resumed and called to order at 4:49pm. Director Bouchard gave a recap of the Chief's performance review and that overall we are satisfied with his performance.

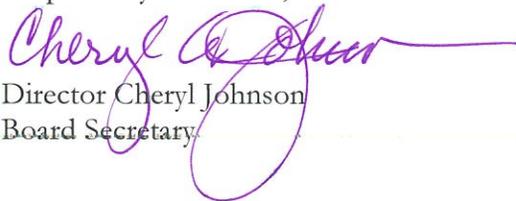
PUBLIC COMMENT: none received

BOARD COMMENT:

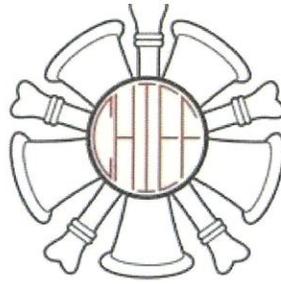
- Director Johnson congratulated Lt. Minglana and Lt. Marler on their promotion. She also wished everyone a Merry Christmas and Happy New Year.
- Director Lamb wished everyone the best, and into the new year. Most importantly be safe out there. A thank you to families that support their firefighters.
- Director Hendrix is glad to be back with the IVFD family and promoting the great work that everyone does. Thank you all for your service and Merry Christmas.
- Director Bouchard is pleased to be on the board, and to work with Chief Holmes. If you need anything, you can reach out to any of the administration for assistance. The Chief works well with the board and he is taking good care of the district. He also extended his wishes to be safe, be careful, look out for each other. Merry Christmas!

The next regularly scheduled BOD meeting will be Monday, January 12, 2026 at 4pm at the Administration building, 681 Caves Hwy., Cave Junction, OR. This meeting adjourned at 4:56pm.

Respectfully submitted,



Director Cheryl Johnson
Board Secretary



Fire Chief Report

Date: 12.08.2025

New Items

- Nothing new to report at this time
-

Fire Defense Board

- Nothing new to report at this time
-

OSFM – Red Incident Management Team

- Nothing new to report at this time
-

Training

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 - Attended Extinguishing Firefighter Cancer 2.0
 - Attended The 2025 Outlook for Local Government Budgeting & Planning Confirmation
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New Meetings/Conferences Attended

- I attended the Ridgetop to Rooftop – Creating a Wildfire Resilient Oregon conference.
 - I attended the OFDDA and assisted in teaching with Director Johnson. Director Tyler was also at the conference, and sat with during the courses.
-

Ongoing and Informative Meetings Attended

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- Rogue Valley Fire Prevention Co-Op with AC Ismaili (Online)



Illinois Valley Fire Protection District
Board of Directors Meeting
Operations/Prevention Notes
12/08/2025

For the month of November, the Illinois Valley Fire District responded to a total of **107 calls**. Below is the breakdown:

- **False Alarms:** 4
- **Good Intent Calls:** 26
 - These include no incidents found, canceled en route, smoke investigations, and legal open burns.
- **Service Calls:** 9
 - These include public assists, lift assists, water leaks, stand-by incidents, etc.
- **Illegal Open Burns:** 15
 - Resulted in **9 warnings** and **5 citations**.
- **Hazardous Conditions:** 2
 - These include powerline issues, fallen trees, fuel leaks, and gas leaks.
- **Motor Vehicle Accidents (MVAs):** 9
 - No civilian fatalities and **no firefighter injuries** reported.
- **Medical Calls:** 40
- **Mutual Aid:** 2 assists to partner agencies

Fire & Life Safety Inspections: 4 completed

Smoke Alarm Installations: 18 completed

Project Updates:

- **Station 5:** Building Safety permits are ongoing. The concrete was poured with the assistance of a number of volunteers. I'd like to thank Battalion Chief Kris Sherman, David Anderson, Levi Schellenberg, Wali Schellenberg, Damien Sheely, Bob Bell, Bob Knot, Brett & Jason, owners of Redwood Concrete and Stone, Jim O'Grady, Cliff Tucker, Delaine Sherman, and Dale Granville. Also, I would like to thank all of the duty crew members who were voluntold to assist, firefighter Solomon Meyer, firefighter Cody Goodnough, firefighter Paul Norton, Lieut. Danny Marler and Lieut Minglana. We are now waiting for the builders to find a suitable day to come down and build the structure.
- **Resiliency Grant Project** is underway:
 - Electrical installation for the Connex boxes is still in progress.
 - We are still awaiting the communication supplies to complete the package
- **District Boundary Expansion:** This process is ongoing with the Josephine County Assessor's Office. The mail-out campaign to invite property owners to join the Fire District will initiate at the beginning of the year.

Meetings Attended:

- IVFROG - Illinois Valley Fire Resiliency Oversight Group
- RVFPC - Rogue Valley Fire Prevention Co-op
- SOFCO - Southern Oregon Fire Code Officials
- IAAI - International Association of Arson Investigators
- RV Ops - Rogue Valley Operations (Jackson and Josephine County)
- Josephine County Operations
- RVFCA- Rogue Valley Fire Chiefs Association (Jackson and Josephine County)
- RVFCA Tech Group
- Hydrant Grant (with update to be provided by Teresa Stover)

Any questions?

Illinois Valley Rural Fire Protection District

Division Chief / Training Report

December 8, 2025



**ILLINOIS VALLEY
FIRE
DISTRICT**

The remaining welding needed on some of the safety railing has been completed. Work has begun on building the forcible entry windows, and the window openings are being cut out on the first and third floors.

The EMR class will be taking their written exam on Thursday, with a few more weeks left to practice their skills before the final skills testing to wrap up the program.

The Explorers are busy preparing for their trip to Tennessee in February. The flights have been booked, hotel rooms reserved, and vehicle rental secured. The charter renewal process is underway to allow the program to continue for next year.

Training this month will cover Pediatric Airway & Cardiac Arrest, Vent, Enter, Isolate, & Search; SCBA Speed Drills, Firefighter Safety & Survival, and Ropes & Knots.

Respectfully Submitted by Jeff Gavlik, Division Chief

Maintenance Report- November, 2025

All routine maintenance and upkeep.

Lifepack 12 Leads had their annual maintenance completed.

Annual pump testing completed on all engines.

8901 is back in service.

8911- Repainting completed. Will go in for new decals on the 9th.

Station 5- concrete floor is poured.

Resiliency trailers- Still working on setting up electricity. Nothing else to report.

Illinois Valley RFPD

Profit & Loss Budget vs. Actual

July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010-00 · Current Taxes	423,006.04	1,618,780.00	-1,195,773.96	26.13%
4020-00 · Prior Taxes	18,849.78	22,000.00	-3,150.22	85.68%
4630-00 · INTEREST INCOME				
Total 4630-00 · INTEREST INCOME	33,845.24	40,000.00	-6,154.76	84.61%
4710-00 · Miscellaneous				
Total Income	708,027.96	3,946,648.00	-3,238,620.04	17.94%
Gross Profit	708,027.96	3,946,648.00	-3,238,620.04	17.94%
Expense				
Fix it	227.64			
5000-00 · Personal Services				
Total 5000-00 · Personal Services	800,780.66	3,072,193.00	-2,271,412.34	26.07%
6000-02 · Materials & Services				
Total 6000-02 · Materials & Services	178,743.04	685,400.00	-506,656.96	26.08%
7000-03 · Capital Outlay				
Total 7000-03 · Capital Outlay	81,099.21	1,312,400.00	-1,231,300.79	6.18%
7950-03 · Contingency Fund	0.00	130,000.00	-130,000.00	0.0%
8000-04 · Debt Service/Lease Purchase Agr				
1070-00 · Flexlease US Bank Interest	0.00	9,994.00	-9,994.00	0.0%
1075-00 · Flexlease US Bank Principal	0.00	35,000.00	-35,000.00	0.0%
1080-00 · Fund Transfer Expense	0.00	0.00	0.00	0.0%
Total 8000-04 · Debt Service/Lease Purchase Agr	0.00	44,994.00	-44,994.00	0.0%
8000-46 · Loan Fees	0.00	410.00	-410.00	0.0%
Total Expense	1,060,850.55	5,245,397.00	-4,184,546.45	20.22%
Net Ordinary Income	-352,822.59	-1,298,749.00	945,926.41	27.17%
Other Income/Expense				
Other Income				
4040-00 · Levy Funds				
4040-50 · Levy Funds (2022)- current year	112,983.58	432,821.00	-319,837.42	26.1%
4040-60 · Levy Funds (2022)-Prior Year	5,023.13			
Total 4040-00 · Levy Funds	118,006.71	432,821.00	-314,814.29	27.27%
9000-10 · Bond Taxes - Prior	875.75			
Total Other Income	118,882.46	432,821.00	-313,938.54	27.47%
Net Other Income	118,882.46	432,821.00	-313,938.54	27.47%
	-233,940.13	-865,928.00	631,987.87	27.02%

**Before the Board of Directors
State of Oregon, County of Josephine
Illinois Valley Rural Fire Protection District**

Resolution 25-07

A resolution to place the question of implementing a local option tax levy before the voters of the Illinois Valley Rural Fire Protection District. This levy will provide revenue for the sole purpose of hiring and retaining Firefighter/EMTs to serve the residents of the Illinois Valley. Said Levy shall be proposed to the taxpayers on the May 19, 2026 ballot in Josephine County, Oregon.

Whereas, on-going community growth and calls for emergency and non emergency services continue to increase; and

Whereas, the current fire suppression staffing continues to remain below recognized fire service standards and is further limited by the number of available and qualified firefighters and emergency medical personnel; and

Whereas, the primary tax funding source for the addition of emergency response personnel is limited by State Law; and

Whereas, the ability for citizens to volunteer continues to be extremely limited due to the training and certification mandates, physical demands, the personal time investment required and the geographic location of the Fire District; and

Whereas, current staffing in relation to population, territory served, and call volume continue to remain at critically low levels, despite the innovative efforts of the district to attract qualified volunteers. Lack of adequate staffing presents a significant safety liability risk for the district; and

Whereas, Safety standards adopted and recognized by OR-OSHA, National Fire Protection Association (NFPA), and best practices established by Special District Association of Oregon (SDAO), the required cost of training and equipping emergency response personnel has grown exponentially, and

Whereas, it is the district's conclusion that the best option is to provide 24 hour full-time in-station emergency response personnel to supplement the current volunteer force.

Now Therefore Be It Resolved, That the Board of Directors of the Illinois Valley Rural Fire Protection District, December 8, 2025 hereby adopts this resolution to place the following question before the voters of the District on the May 19, 2026 Josephine County ballot:

"Shall the Illinois Valley Rural Fire Protection District impose a five-year local option tax levy, beginning in 2026 for \$0.99/\$1,000 of assessed property value, specifically to maintain firefighting staffing?"


Board President – Richard Bouchard


Secretary to the Board – Cheryl Johnson

Date 12/8/2025

Date 12/8/25



Illinois Valley Fire District

681 Caves Highway
Cave Junction, OR 97523
Phone: 541-592-2225 • Fax: 541-592-6122
www.ivfire.com

12/8/2025

Board of Directors
Illinois Valley Fire District

RE: Annexation of property into Fire District

Board Members:

Industrial Filtration LLC. (Andrew Levenick) of 740 McGilchrist St. SE., Salem OR, owner of the property at 23213 Redwood Hwy., Kerby, OR., Map 39-08-40 TL 100, would like to annex 37.86 acres, for a total of 42.86 acres, into the Fire District.

He will provide adequate driveway access or a signed non – compliance letter, thus adhering to the rules of the Oregon Fire Code and the Illinois Valley Fire District.

It is in the best interest of the Fire District that we annex the property.

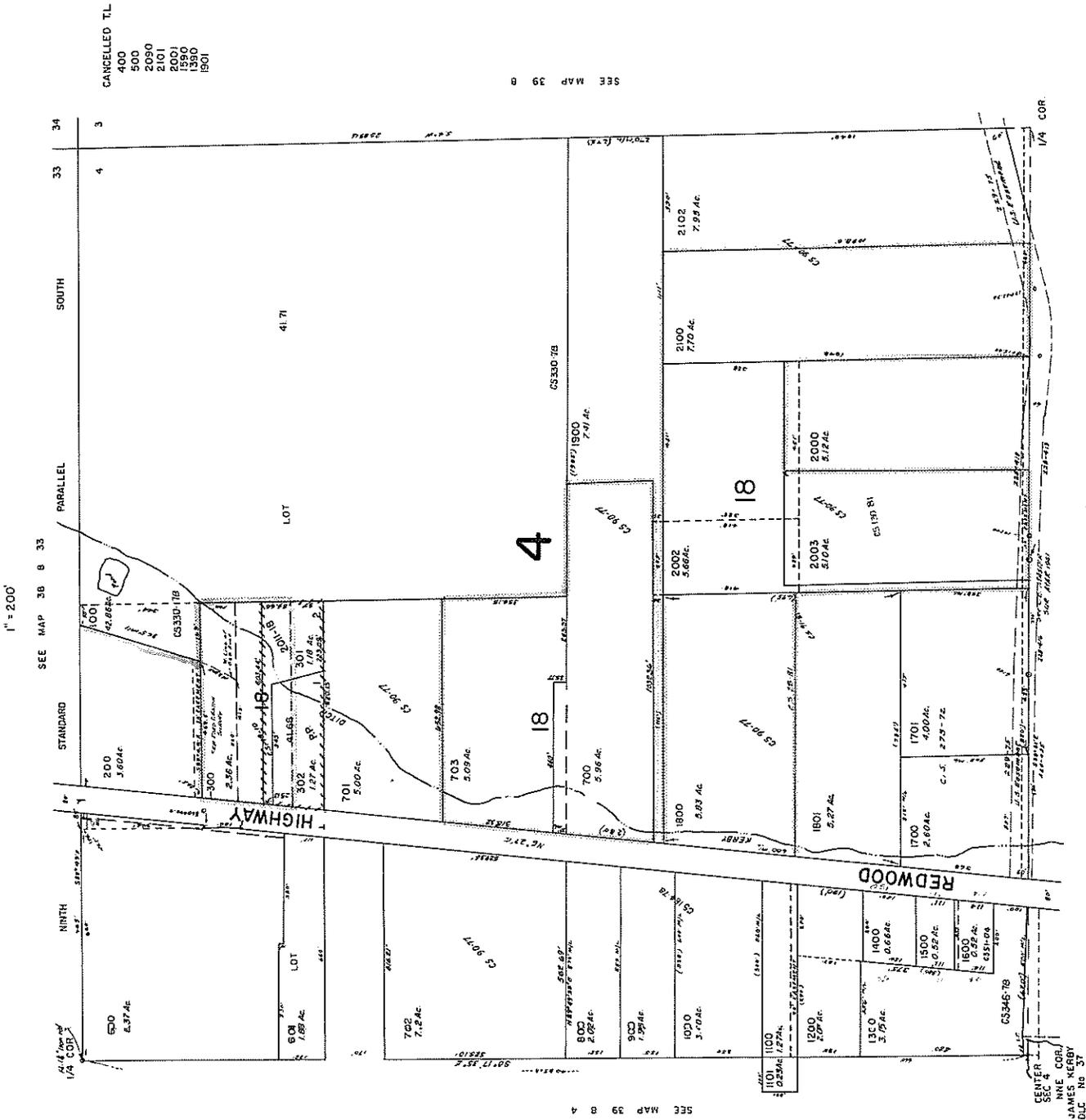
See map attached.

Respectfully,

Kamron Ismaili
Assistant Chief
Operations / Prevention
Illinois Valley Fire District

NE 1/4 SEC 4 T.39S. R.8W. W.M.
JOSEPHINE COUNTY

This map was prepared for
assessment purpose only.



CANCELLED T.L.
 400
 500
 2090
 2101
 2001
 1990
 1390
 1901

SEE MAP 39 8 4

SEE MAP 39 8 4

SEE MAP 39 8 4 D

APPLICATION FOR FIRE PROTECTION BY A RURAL FIRE PROTECTION DISTRICT

On forestland included within a forest protection district under ORS 477.205 to 477.281 as provided by ORS 478.140

TO: Illinois Valley Rural Fire Protection District

<p style="text-align: center;"><i>Enter Name and Address below</i></p> <p>Industrial Filtration LLC Andrew Levenick 740 McGilchrist St. SE Salem, OR 97302</p> <p>RE: 23213 Redwood Hwy., Kerby OR</p> <p>Telephone Number: <u>458-324-8791</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">R.F.P. DISTRICT USE ONLY</th> <th colspan="2" style="text-align: center;">ASSESSOR'S USE ONLY</th> </tr> <tr> <td style="width: 25%; height: 30px;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="font-size: small;">Date Received</td> <td style="font-size: small;">Approved</td> <td style="font-size: small;">Date Received</td> <td style="font-size: small;">Approved</td> </tr> </table> <p>INSTRUCTIONS TO APPLICANT</p> <ol style="list-style-type: none"> 1. Applicant must own the property or be purchasing it under contract. 2. File separate application for each tax account. 3. File original form with the Rural Fire Protection District in which your property is located. 4. Retain a copy for your files. <p>INSTRUCTIONS TO RURAL FIRE PROTECTION DISTRICT</p> <ol style="list-style-type: none"> 1. Forward a copy to the assessor of the county in which the property is located within 20 days of receipt from applicant. 	R.F.P. DISTRICT USE ONLY		ASSESSOR'S USE ONLY						Date Received	Approved	Date Received	Approved
R.F.P. DISTRICT USE ONLY		ASSESSOR'S USE ONLY											
Date Received	Approved	Date Received	Approved										

PROPERTY DESCRIPTION

Deed or Contract Deed Volume and Page or Instrument Number: _____ Date Recorded: _____

Josephine County Account Number (as shown on your tax statement): R3292232

Section Subdivision or Name of Addition	Section or Lot	Township or Block	Range	Acres
TL 100	4	39	8	37.86
Annexing 37.86 acres for a total of 42.86 acres				

I, as owner, hereby request that part of the above-described property which is protected against fire by the State Board of Forestry under the provisions of Oregon Revised Statute (ORS) 477.205 to 477.281, also be protected against fire by the rural fire protection district in which it is located.

1. This property is located within the exterior boundaries of the above-named Rural Fire Protection District and a forest protection district as defined in ORS 477.205 to 477.281.
2. I understand that I will be taxed for fire protection on the county tax roll by both the rural fire protection district and by the State Board of Forestry under ORS Chapter 477.

DECLARATION

I declare under the penalties for false swearing as contained in ORS 305.990(4) that this document has been examined by me and to the best of my knowledge it is a true, correct, and complete statement.

Applicant's Signature X	Date <u>11/13/2025</u>
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TO: Illinois Valley Fire District Board of Directors and staff
FROM: Teresa Stover, contract project administrator for water and sewer lines extension
SUBJECT: Hydrant Project Status Report
DATE: December 3, 2025

The IVFD water and sewer lines expansion will install approximately 1,700 lineal feet each of water and sewer lines from existing City of Cave Junction main lines on Old Stage Road to the Illinois Valley Fire District Station 1 at 681 Caves Highway (see attached drawing). Four fire hydrants will be installed along the water line; three on Caves Highway and one on the fire station back lot.

IVFD is managing the design, engineering, and construction of the project, with Civil West Engineering as the engineer and Pilot Rock Excavation as the contractor. Upon completion, IVFD will hand off operation and maintenance of the lines to the City of Cave Junction. The project is funded by an Oregon Lottery direct legislative award, as administered by Business Oregon. The Business Oregon deadline to complete the project is March 2027.

Current and upcoming milestones

- **Procurement**

- Learned on November 6 that the grant funding this project might be reduced by 13.7 percent, although the exact amount won't be known until the Legislature meets next spring. Communicated with Business Oregon, Civil West, and Pilot Rock about the impact on our project. Decided to move forward with the full water project, and just the sewer infrastructure on IVFD property, with the possibility of adding a section of sewer line should funds allow.
- Received direction from the IVFD attorney on revised contract language given the change. Received a second bid amendment from Pilot Rock Excavation, as well as a time extension on contract execution. Revising the contract accordingly and will submit it for review by the IVFD team, legal, and Business Oregon in the next few days.

- **Design engineering**

- Received updated engineering drawings from Civil West to reflect changes to materials.

- **Construction**

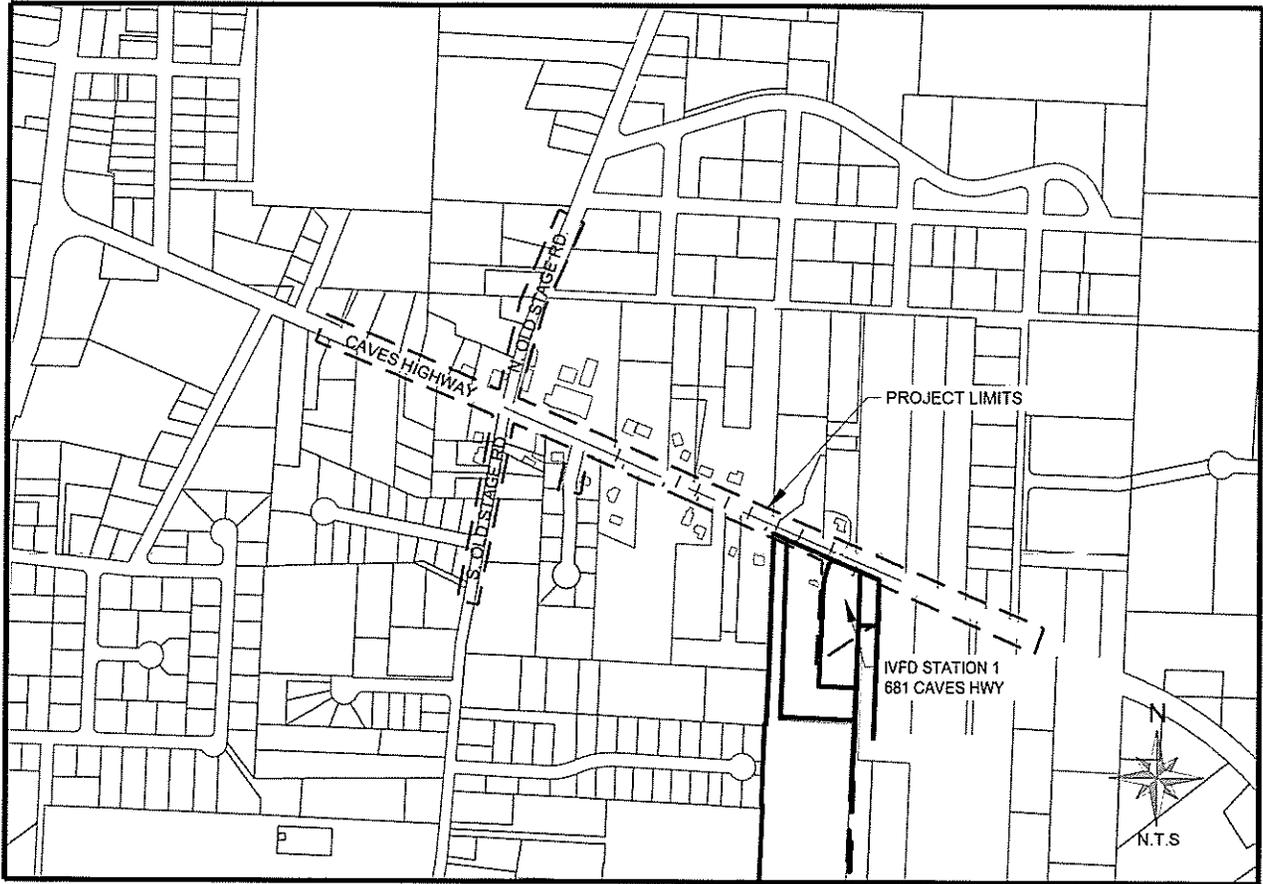
- The construction phase is estimated to take 60 days, including materials procurement.

- **Finance**

- Submitted the 12th disbursement request (attached) for engineering and grant administration.

- **Agreements**

- Requesting an addendum #3 to the agreement between IVFD and Business Oregon, which reduces the budget for Permitting and Regulatory Fees and increases the budget for Legal Fees and Grant Administration.



PROJECT VICINITY MAP

OBDD Disbursement Request

Amendment Number 1

Recipient: Illinois Valley Fire District

Project Number: C2024039

Project Name: Extension of Water and Sewer Lines

Request Number: 7232-01

Funding Programs: Direct Legislative Passthrough

Request Number: 12

Project Goals (Report for Every Cash Draw)

Proposed Work Plan	Estimated Completion Date	Results Achieved
1. Execute IGA with Cave Junction	Jul 31 2024	After negotiations and several drafts, the IGA was executed on July 31.
2. Procure Engineer	Dec 31 2024	The Engineering RFP was issued in Sep. Two proposals were opened Oct 8. Contract executed Dec 29.
3. Final Design Complete, including OH/DEQ approval of plans	Jun 9 2025	100% design completed Mar 18. ODOT review complete. Final changes made to bid documents. Final DEQ approval received.
4. Construction Complete	Feb 28 2026	Cost adjustments, contract, and reviews completed. Received word of grant reduction. Paused contractor review of contract pending scope changes.
5. Project Closeout	Apr 30 2026	
6.		
7.		
8.		
9.		
10.		