

**Wednesday, December 13, 2017**  
**Board Meeting Minutes**

**2A**  
**DRAFT**

MILLER WOODS | 15580 NW ORCHARD VIEW ROAD | MCMINNVILLE, OR 97128

Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

DIRECTORS:	Present	OTHER/GUESTS:	Present	SWCD/NRCS:	Present
Barbara Boyer	<input checked="" type="checkbox"/>	Stan Primozych	<input checked="" type="checkbox"/>	Larry Ojua	<input checked="" type="checkbox"/>
Gordon Cook	<input checked="" type="checkbox"/>	Ken Nygren	<input checked="" type="checkbox"/>	Julie Lorenzen	<input checked="" type="checkbox"/>
Dave Cruickshank	<input checked="" type="checkbox"/>	Luke Westphal	<input checked="" type="checkbox"/>	Josh Togstad	<input type="checkbox"/>
Gordon Dromgoole	<input checked="" type="checkbox"/>	Hank Wyman	<input checked="" type="checkbox"/>	Marie Vicksta	<input checked="" type="checkbox"/>
Pat FitzGerald	<input type="checkbox"/>		<input type="checkbox"/>	Mike Crabtree	<input checked="" type="checkbox"/>
Leo Krick	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Mary King	<input checked="" type="checkbox"/>
Sam Sweeney	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Thomas Hoskins	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	Amie Loop-Frison	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	Sergio Villaseñor	<input type="checkbox"/>

**1) CALL TO ORDER & LATE AGENDA ITEMS:** The meeting was called to order at 7:33 am.

**2) BOARD MINUTES: ACTION** The board reviewed the minutes from the November, 2017 board meeting. Dave Cruickshank moved and Leo Krick seconded to accept the minutes as submitted. The motion passed unanimously.

VOTE RECORD: Approve the November, 2017 Board Minutes.					
	DIRECTOR	Yes/Aye	No/Nay	Motion	Seconded
<input checked="" type="checkbox"/> Accepted	Barbara Boyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Accepted as Amended	Gordon Cook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tabled	Dave Cruickshank	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Gordon Dromgoole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Gordon Dromgoole arrived after the vote.	Pat FitzGerald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Leo Krick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Sam Sweeney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3) TREASURER’S REPORT:** The board reviewed the November Treasurer’s Report. Dave Cruickshank moved and Sam Sweeney seconded to accept the Treasurer’s Report as submitted. The motion passed unanimously.

VOTE RECORD: Approve November 2017 Treasurer’s Report					
	DIRECTOR	Yes/Aye	No/Nay	Motion	Seconded
<input checked="" type="checkbox"/> Accepted	Barbara Boyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Accepted as Amended	Gordon Cook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tabled	Dave Cruickshank	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Gordon Dromgoole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Gordon Dromgoole arrived after the vote.	Pat FitzGerald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Leo Krick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sam Sweeney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**4) REVIEW CORRESPONDENCE:** Various newsletters, annual reports, holiday letters and thank you notes were circulated.

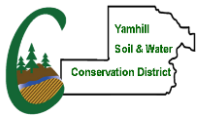


5) OLD BUSINESS:

- a. **Oregon Association of Conservation Districts (OACD) Teleconference:** No information was available at this time.
- b. **District Highway Signs (Polk Collaboration) Follow-Up:** Josh continues to work with Polk SWCD on the district highway signs. Polk SWCD has attached their signs to the back of the district's signs. The board requested Josh draw up a maintenance contract with Polk to ensure the signs are checked and maintained regularly.
- c. **Straw Mulching Program Update:** Larry and Marie briefed the board on the status of the straw mulching projects. Marie has a written report and photos of the various sites and will email them to the board. She reported the straw mulching equipment is back at the county's location. The district has 75 straw bales available for erosion emergencies which may occur during the winter months. The district has applied for a grant to provide funds for straw mulching and no-till drill programs.
- d. **The Oregon Community Foundation Grant Funding:** A \$5,000 grant has been approved to fund additional workshops and gathering of conservation practitioners this spring. The workshops will focus on riparian projects and be held in conjunction with the CONNECT conference in April.
- e. **Oregon Association of Conservation Districts Basin Meeting:** Barbara, Larry and Gordon Dromgoole attended the meeting in Salem. Oregon Department of Fish & Wildlife (ODFW) presented information on the Oregon Wildlife Tax Program. Conservation districts are interested in helping ODFW find ways to support the program. A discussion ensued regarding OACD dues and a request for a new basin chair was announced. OACD is accepting nominations through December. Interested parties should contact Barbara or Larry.
- f. **Conservation Implementation Strategy (CIS) Signs:** Thomas reported the CIS signs have arrived and 20 have been placed in the CIS Agricultural areas. The signs direct interested parties to the district website where they will find informative links regarding NRCS program eligibility.

6) NEW BUSINESS:

- a. **District/Partner Gathering 12/13/2017 at Grain Station:** Larry announced the Partner Gathering will be held tonight at the Grain Station from 4:45 pm to 6:45 pm tonight.
- b. **Special District's Association of Oregon (SDAO) Conference – February 9 - 11:** Larry circulated a brochure with information on the upcoming SDAO Conference being held in Seaside. He announced the district is eligible to receive one complimentary registration and asked interested board members to contact him if interested in attending.
- c. **Special District's Insurance Services (SDIS) Safety Grant:** Mike shared he applied for a \$5,000 safety grant from SDIS to enhance security and safety at Miller Woods. Local police and A & E Security & Electronic Solutions of McMinnville recommended an automatic security gate and an upgraded surveillance camera. If the grant is approved, a \$5,000 match is required.
- d. **Oregon Century Farm Program – Request for Support:** Larry received a request to support the Oregon Century Farm Program. The district provided a \$250 scholarship last year. Larry will ask Charlie to match the district's donation. Sam Sweeney moved and Leo Krick seconded to donate \$250 to support the Oregon Century Farm Program with encouragement to request Charlie Chegwyn match the amount. The motion passed unanimously.



<b>VOTE RECORD: Approve Donating \$250 to the Oregon Century Farm Program.</b>					
	<b>DIRECTOR</b>	<b>Yes/Aye</b>	<b>No/Nay</b>	<b>Motion</b>	<b>Seconded</b>
<input checked="" type="checkbox"/> Accepted	Barbara Boyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Pat FitzGerald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Leo Krick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Sam Sweeney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**7) DISTRICT BOARD WORK SESSION – Following today’s board meeting:** The board will meet for a work session after the board meeting today to discuss long-term funding opportunities.

**8) DISTRICT MANAGEMENT:**

- a. **Tax Base Certification:** Larry announced the certification from the county property taxes arrived. The district budget projection was \$300,000 and the actual amount is \$305,000.
- b. **Special District’s Association of Oregon (SDAO):** Larry reported SDAO has determined that their prior liability coverage limits are outdated and do not sufficiently cover Oregon Tort Caps and Bodily Injury Claims. Therefore All SDAO members with purchase limits of \$500,000 will increase to \$5,000,000 on their 2018 renewal. The increased contribution will be minimal.
- c. **Investment Rate Earning on Local Government Pool through State Treasury:** Larry shared the investment pool is earning a rate of 1.55%. He will inform the board about current rates each quarter or as they change.
- d. **Vests and Name Tags:** Julie circulated a sample of the new name tags for staff and board members. The name tags are large, easy to read and magnetic. She also announced the district will be ordering more black vests with the Miller Woods and district logo. A sign-up sheet was circulated for vest orders.
- e. **Yamhelas Westsider Trail Update:** Barbara, Larry and Marie met with a group from Yamhill County Parks and with Commissioner Olson to receive an update on the Yamhela Trail project. They invited the district to consider potential partnerships in the future as appropriate. The district might be able to cooperate and assist with native plant needs, submit letters of support, and talk with neighbors interested in conservation programs.

**9) EDUCATION & OUTREACH:**

- a. No additional information or reports were provided.

**10) LAND USE:**

- a. **District Comments RE: C-21-17/SDR-31-17 (Solar Facility):** Barbara referred to the letter included in the board packet regarding the response to the request for a solar installation in Dayton. Sam Sweeney suggested to Commissioner Primozich that an emergency moratorium be placed on solar installation approvals. Commissioner Primozich responded that this was not an option. He shared that hearings are driven only by complaints and is hoping for clearer guidelines in an effort to control solar facilities on prime farmland.

The board feels an emergency moratorium should be placed on solar application approvals until clear policies are in place. Dave Cruickshank moved and Leo Krick seconded to authorize the board to submit a letter to Yamhill County Commissioners and the Planning Department requesting an emergency moratorium on solar installations in Yamhill County. The motion passed with a six affirmative votes, and one no vote from Gordon Dromgoole. Larry will speak to Jim Johnson regarding options and rules regarding emergency moratoriums.



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<b>VOTE RECORD: Approve Submitting a Letter asking for an Emergency Moratorium on Solar Facilities in Yamhill County.</b>					
	<b>DIRECTOR</b>	<b>Yes/Aye</b>	<b>No/Nay</b>	<b>Motion</b>	<b>Seconded</b>
<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Accepted as Amended <input type="checkbox"/> Tabled * At the January 10 Board Meeting, Gordon Dromgoole asked to rescind his No/Nay vote and replace it with a Yes/Aye for this action.	Barbara Boyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Gordon Cook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dave Cruickshank	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	*Gordon Dromgoole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pat FitzGerald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Leo Krick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Sam Sweeney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

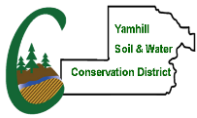
- b. Land Table Use:** Larry shared the details of solar application CTS-21-17, SDR-31-17 proposed on Class 2 soils in Amity. Sam Sweeney moved and Dave Cruickshank seconded to send a letter to the Yamhill County Planning Department, opposing the installation of this solar facility. The motion passed unanimously.

<b>VOTE RECORD: Approve Submitting a Letter Opposing Solar Installation CTS-21-17, SDR-31-17</b>					
	<b>DIRECTOR</b>	<b>Yes/Aye</b>	<b>No/Nay</b>	<b>Motion</b>	<b>Seconded</b>
<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Accepted as Amended <input type="checkbox"/> Tabled	Barbara Boyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Leo Krick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sam Sweeney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Mike commented on potential impacts with the proposed top soil amendment and mixing operation (CTS-22-17-33-17). He will review the application relating to adequacy of filter strips and issues relating to hydrology. A letter will be sent if warranted.

**11) PROTECTED PROPERTIES:**

- a. Yamhela Oak Conservation Overlook (YOCO):** Mike reported several directors toured YOCO and Mt. Richmond after the November board meeting. Leo Krick reported the properties looked beautiful and are well maintained. Dave commented with recommendations for a future tree thinning and adding grazing land. Mike relayed Miller Timber would be able to schedule a thinning this summer; however, Amie reminded the group that the district is working on the management plan and it needs to be approved by Bonneville Power Administration (BPA) before major projects are initiated. She has submitted the YOCO management plan to Oregon Department of Fish and Wildlife (ODFW) for their review, which needs to be completed prior to BPA's final review. She included recommendations in the plan to thin trees for better wildlife habitat and forest health. Amie estimates receiving approval of the plan next spring.
- b. Mt. Richmond:** The board members commented on the obvious improvements from the Regional Conservation Partnership Program (RCPP). They especially enjoyed the view from the top of the property where the improvements were best observed.
- c. Muddy Valley Habitat Reserve:** Mike reported on a meeting with Chris Seal and Cameron King from U.S. Fish & Wildlife Service. They are beginning to brainstorm ideas and alternatives for possible wetland



enhancement projects on the property. Amie is working the management plan for this property as well, which will eventually be submitted to ODFW and BPA.

**d. Chegwyn Farms:**

- i. Point of Diversion: Larry stated he is waiting for a meeting with the Water Master.
- ii. Issues relating to road improvements along McDonald Lane: Larry provided a report to the board about recent discussions with Alan Ruden and the City of McMinnville regarding expansion of McDonald Lane and the district’s property located across from Grandhaven Elementary School. Larry is doing additional research to determine the best course of action to cooperate with the City and Alan on a potential dedication of right-of-way.

Gordon Dromgoole moved and Leo Krick seconded to authorize Larry to seek legal counsel to resolve the issues relating to the road expansion along McDonald Lane and negotiate with developer Alan Ruden. The motion passed unanimously.

<b>VOTE RECORD: Approve designating Larry to consult with an attorney and negotiate terms with Alan Ruden.</b>					
	<b>DIRECTOR</b>	<b>Yes/Aye</b>	<b>No/Nay</b>	<b>Motion</b>	<b>Seconded</b>
<input checked="" type="checkbox"/> Accepted	Barbara Boyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Accepted as Amended	Gordon Cook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Pat FitzGerald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Leo Krick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Sam Sweeney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- iii. Walnut Orchard: Larry discussed the walnut orchard lease. The lease with Kamal Kotaich is expiring. Larry provided a short summary of the past history of the walnut operation, and discussed the district’s concern with lack of communications about installation of washing station and other improvements on the farm. Larry, Charlie, Barbara and Kamal had a recent meeting to discuss future plans. At this meeting, everyone agreement to keep the district informed of proposed improvements and to hold off on work unless authorized by the district. Kamal is now requesting approval to place a temporary building on the property to process and store walnuts. Larry has concerns about this since the lease is expiring and there will be costs and potential regulations that Kamal and/or Charlie may need to comply with.

Under the general conditions of a life estate, Charlie has the authority to authorize this type of improvement on the farm. Further, improvements and buildings for agricultural operations are allowed under the conservation easement. Therefore, Larry suggested writing a letter to Kamal, with a copy to Charlie, outlining the district concerns and recommendations. Larry read highlights of a letter that summarized the district’s position, and reviewed information about permits, food safety issues, responsibilities, insurance and other related issues. The purpose of the letter is to clarify responsibilities and document the district’s recommendations. There was a consensus to send the letter.



- i. Other: Larry reported he talked with Charlie about the issues relating to the improvement along McDonald Lane and asked if Charlie had ever received any notification from the City or Alan Ruden. Charlie said he hadn't. Charlie and Larry discussed the future use of the seven acre parcel owned by the district that consists of the four acre park, and three acre orchard. One of the original concepts was to build a district office complex and service center on the three acres, since the parcel was originally connected to Chegwyn Farm. With the change in ownership of land, the three acres is no longer adjacent to the farm, and it may not be feasible to have the district's headquarters located on the parcel. Larry discussed this situation with Charlie to get his opinion. Charlie expressed his support of finding an alternate location and of selling or trading the property if needed.
- ii. Larry also reported on some repairs made on the basement drain in Charlie's home.

**e. Miller Woods:**

- i. Mike reported that US Fish & Wildlife has picked up all the plants from Miller Woods. Leo suggested we further encourage them to return the plastic cones and pots.
- ii. Trail Race Volunteer Report: Mike shared the race was a success requiring minimal staff time.
- iii. Larry spoke with Columbia SWCD and discussed the possibility of the Miller Woods nursery growing out native plants for their RCPP projects. This could be a good project and source of nursery income for the nursery. Their staff will tour our nursery after the first of the year.

**f. NOXIOUS WEED REPORT:** Mike briefed the board on a grant he submitted to Oregon State Weed Board to support hiring of a noxious weed coordinator. This position would monitor noxious weeds on the roadsides throughout the county. The county road department is willing to provide partial support this position in conjunction with the roadside vegetation committee's work. We will also be partnering with the Greater Yamhill Watershed Council. Luke generously offered office space and the use of an extra laptop if needed.

Dave Cruickshank moved and Leo Krick seconded to pursue a grant to hire a noxious weed coordinator. The motion passed unanimously.

<b>VOTE RECORD: Approve Pursuing the grant to hire a noxious weed coordinator.</b>					
	<b>DIRECTOR</b>	<b>Yes/Aye</b>	<b>No/Nay</b>	<b>Motion</b>	<b>Seconded</b>
<input checked="" type="checkbox"/> Accepted	Barbara Boyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Accepted as Amended	Gordon Cook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Leo Krick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Sam Sweeney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mike circulated a flyer from the recent Ivy Forum hosted by ODA. Last year, the district submitted a letter requesting an English Ivy forum and was instrumental in procuring this event.

**12) STAFF REPORTS:** There were no comments.

**13) BOARD MEMBER REPORTS:**

- a. Sam will combine his report on the Ag Water Quality Meeting with Marie's email and photos. He also relayed his concern on the rapid growth of English Ivy and will recap the English Ivy forum he attended at next month's meeting.



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- b. Leo Krick received a visit from new staff members at Polk SWCD. The group viewed Leo's water storage system and will be presenting water storage workshops in Polk County.
- c. Barbara reported the Board of Agriculture is working on updating their resolutions. She also announced the Board of Agriculture will hold their annual meeting in McMinnville next November, which should allow showcasing the district's conservation easement and land protection efforts.

**14) AGENCY REPORTS:**

- a. **Natural Resources Conservation Service (NRCS):** Thomas announced they will be getting an intern for the summer. He will conduct a Local Workgroup Meeting at 9:00 am during the January 10th board meeting. He will provide three meetings in total. Ken inquired about cost share programs for preparing forestry roads to avoid erosion when not in use. Thomas will check to see if there is assistance available for grass seeding the roads or other conservation remedies.
- b. **Greater Yamhill Watershed Council:** Luke shared they are wrapping up the Coho salmon counting and circulated the article published in the New Register regarding the Cozine Habitat Restoration Project. He is receiving a good response from the public.

**15) PUBLIC COMMENT:**

- a. Commissioner Primozich commented on future plans for the Yamhelas Trail project.

**16) RECESS, WORK SESSION, and ADJOURNMENT:** Barbara Boyer temporarily recessed the meeting at 10:18 am to allow people to leave before the work session continued. At 10:30, the board continued its meeting as a work session to discuss long-term objectives, possible funding alternatives, partnerships and other related topics. The general consensus of the board was to move forward and determine needs for future office space, equipment, staffing, conservation programs and other long-term needs. The district will contact The Trust for Public Land and others to explore partnership opportunities. The board may also decide to establish a committee to work on these topics. No decisions were made.

The board discussed providing a holiday bonus for staff and approved by consensus \$150 bonus for all employees.

Barbara Boyer adjourned the meeting at 11:45 am.