



Wednesday, May 8, 2019
Board Meeting Minutes

2A

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

APPROVED

Date: _____

Authorized Signature: _____

DIRECTORS:	Present	PARTNERS & GUESTS:	Present	SWCD/NRCS:	Present
Barbara Boyer	<input checked="" type="checkbox"/>	Casey Kulla	<input checked="" type="checkbox"/>	Larry Ojua	<input checked="" type="checkbox"/>
Gordon Cook	<input checked="" type="checkbox"/>	Luke Westphal	<input checked="" type="checkbox"/>	Julie Lorenzen	<input type="checkbox"/>
Dave Cruickshank	<input checked="" type="checkbox"/>	Hank Wyman	<input checked="" type="checkbox"/>	Josh Togstad	<input checked="" type="checkbox"/>
Pat FitzGerald	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Marie Vicksta	<input type="checkbox"/>
Leo Krick	<input checked="" type="checkbox"/>	NRCS:	<input type="checkbox"/>	Amie Loop-Frison	<input checked="" type="checkbox"/>
Ximena Orrego	<input checked="" type="checkbox"/>	Thomas Hoskins	<input checked="" type="checkbox"/>	Jessica LaRue	<input checked="" type="checkbox"/>
Sam Sweeney	<input checked="" type="checkbox"/>	Sergio Villaseñor	<input checked="" type="checkbox"/>		<input type="checkbox"/>

- 1) CALL TO ORDER & LATE AGENDA ITEMS:** Barbara called the meeting to order at 7:32am.
- 2) BOARD MINUTES: ACTION** The board reviewed the minutes from the April 15, 2019 board meeting. Dave Cruickshank moved, and Pat FitzGerald seconded to accept the minutes as submitted. The motion passed unanimously.

VOTE RECORD: Approve the April 15, 2019 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"/>
	Pat FitzGerald	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Leo Krick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ximena Orrego	<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 type="checkbox"/>

- 3) TREASURER'S REPORT:** Ximena asked for clarification on payments the district made to Polk County for Regional Conservation Partnership Program (RCPP) and Conservation Reserve Enhancement Program (CREP). Larry explained that the district has an intergovernmental agreement with Polk SWCD. A percentage of the work for RCPP is performed by Polk SWCD staff while the rest is performed by Amie and the funds are split accordingly. The CREP program is an agreement between Marion, Polk and Yamhill Districts. Josh has been completing the CREP work in Marion and Yamhill County and the district pays Polk SWCD for work performed in Polk County.

Larry reviewed the first distribution from Pioneer Trust. He noted the payments are even quarterly distributions during the first year, based on a 3% return. The board reviewed the December Treasurer's Report. Pat FitzGerald moved, and Leo Krick seconded to accept the Treasurer's Report as submitted. The motion passed unanimously.

VOTE RECORD: Approve the April 2019 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 type="checkbox"/>	<input type="checkbox"/>
	Pat FitzGerald	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Leo Krick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Ximena Orrego	<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 type="checkbox"/>



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4) **REVIEW CORRESPONDENCE:** Larry reviewed and circulated several correspondences.

5) **OLD BUSINESS:**

- a. **OACD Teleconference:** Pat reported that there was an OACD Teleconference on April 25th. He was unable to attend but shared that the new President and Vice were announced. Pat will continue attending the teleconferences and sharing new information with the board.
- b. **ODA Discussion Regarding Sale of Tunnel Sprayer:** Larry circulated a draft of the letter to the Oregon Department of Agriculture (ODA) and asked the board for feedback. Larry will schedule a time for he and Barbara to meet with ODA to discuss the district's options for selling the sprayer. There was discussion concerning the best avenue for advertising the sprayer for sale.
- c. **Follow-up on Water Education Forum:** Barbara circulated a copy of the amended March minutes reflecting the water education discussion. She shared that Joel Plahn is unable to participate in a forum over the summer. Barbara and Larry suggested the district work on compiling a Frequently Asked Question's (FAQ) sheet to review when Joel is available. Larry asked district staff and board members to send him their suggested questions, so he can assemble the FAQ.
- d. **Native Plant Sale Report 2019:** Larry circulated a summary of the Native Plant Sale financial report. Larry reviewed each category of expenses and income. The plant sale had an approximate increase of \$5,500 in profitability from last year's sale, which allowed the district to charge more of the direct personnel costs than previous years. Larry reiterated that the primary purpose of the plant sale is to provide native plants to the community and raise funds for Miller Woods.
- e. **Template Letter:** Barbara shared that Sam and Ximena are drafting a general letter for the district to submit with land use applications. Larry provided Sam and Ximena with a draft template he had prepared. Barbara asked for feedback on the template. There was discussion about how the district can determine when a letter is useful. Barbara shared that Ken Friday will be attending the June board meeting and it will be a good opportunity to ask him how the district can be most helpful. Larry will forward the template to the remainder of the board for additional edits and/or questions.

6) **NEW BUSINESS:**

- a. **Yamhill Co. Small Woodlands – 7/24 Meeting & Tour at Miller Woods:** Larry was approached by the Yamhill County Small Woodlands Association about the possibility of hosting their annual meeting at Miller Woods on July 24th. They would like to host a dinner followed by a hike and a guided tour of the controlled timber areas. Larry asked for the board's approval to allow them to host the event at Miller Woods. The board gave their approval by consensus.
- b. **Annual Conservation Awards & Selection Committee:** Barbara asked the board to start considering conservation award nominees for the Annual Meeting.
- c. **2019 Annual Dinner – Speaker Suggestion:** Barbara asked for speaker suggestions for the Annual Meeting. Suggestions included; a presentation by David Chen and a presentation concerning carbon farming or water resources.
- d. **Dobbes Family Estate – Element Sparkling Wine Fundraiser:** Larry reviewed an email he received from Kristin Rice, the marketing director at Dobbes Family Estate. Every year, through their **Elements Program**, Dobbes recognizes an Element to help bring awareness by creating and donating proceeds from a limited-edition sparkling wine. Additionally, the Estate hosts a workshop focused on the chosen element. They have selected soil as their chosen element and approached the district as the partner and recipient for a portion of the proceeds and host for the workshop. If approved to move forward, as the program recipient and partner, the district logo will be included in the Elements Soil Sparkling Wine Design. There



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was discussion concerning different uses for the donated funds. Larry shared potential concern of the promotion/endorsement of a specific business and brand. Further discussion ensued about the pros and cons of the partnership and fundraiser. Following this discussion, Gordon Cook moved, and Pat FitzGerald seconded to accept the offer to partner with the Dobbles Family Estate Element Sparkling Wine Program. The motion passed unanimously.

VOTE RECORD: Approve the partnership with Dobbles Family Estate for the Elements Program and to host a soil health workshop.					
	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 checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tabled	Dave Cruickshank	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pat FitzGerald	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Leo Krick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ximena Orrego	<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 type="checkbox"/>

- e. **GoFundMe for Miller Woods Restroom:** Larry shared that Sonya has been considering some fundraising ideas for the Miller Woods projects. Sonya approached Larry about the possibility of starting a GoFundMe campaign. He asked the board for feedback. The board agreed that it is worth exploring. Larry will reach out to other districts and the Special Districts Association of Oregon (SDAO) regarding policies on a GoFundMe. There was further discussion of alternate fundraising ideas.

7) DISTRICT MANAGEMENT:

- a. **Exit Interview – Justin Cooley:** Barbara and Larry conducted an exit interview with Justin. Larry and Barbara complimented Justin’s documentation and the relationship he built with the county.
- b. **Invasive Species Program Coordinator:** Larry shared that the position has been posted on the district website and through several other outreach and recruitment options. The district has received one application and one letter of interest to date. The recruitment will close on Friday, May 10. The district has the option to consider extension if necessary. Gordon and Barbara volunteered to participate on the selection committee.
- c. **Payment on Stewardship Endowment:** Reviewed under the Treasurer’s report.
- d. **Budget Committee Meeting Reminder & Notices:** Barbara reminded the board that the Budget Committee Meeting will take place on May 21st at 6:30 pm.
- e. **Chair Expense Report, 1st Quarter Review:** Barbara circulated her expense reports from the last three months. The board made no changes to the current policy to provide a daily stipend.
- f. **Grove, Mueller, & Swank, P.C. – 2019 Audit Engagement Letter:** Larry shared that the district signed a three-year contract with Grove, Mueller, & Swank in 2017, which expires in 2020. A 2018/19 audit engagement letter was recently signed that outlines the details and expectations of the district and the audit process. This is an annual pre-audit formality.
- g. **Annual Employee Reviews and ERC Meeting:** Larry will be following up with staff to schedule annual visits and will talk with the ERC about scheduling a meeting.
- h. **Annual Work Plan:** Larry circulated the annual work plan and asked for feedback. He will be seeking approval of the 2019/2020 Annual Work Plan at the June board meeting.



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- i. **Century Farm and Ranch Sponsor Update:** Larry shared that both Charlie and Betty donated \$250.00 each to support the Oregon Century Farm and Ranch Program. With the district's donation, the total contribution was \$750.

8) EDUCATION & OUTREACH:

- a. **2019 Earth Day report (April 27):** Jessica shared that the annual Earth Day event was well attended. She circulated positive reviews left by guests on the Miller Woods Facebook page.
- b. **2019 Woodland Tour (May 15-16):** Jessica reported that planning for the Woodland Tour is on schedule. Julie and Jessica will meet with Dave on May 14th to prepare for the event.

9) Land Use:

- a. **Land Use Table:** Barbara circulated additional land use applications received after the board packets were distributed. There was discussion concerning docket C-05-19, a request to expand an existing bed & breakfast. There was further discussion about docket SDR-12-19 concerning the construction of a tasting room. The board agreed a letter should be submitted highlighting water resource concerns for docket SDR-12-19.
- b. Casey Kulla reviewed a site design request for a landfill between Dundee and Newberg.
- c. **Baker Creek Wetland Letter & Possible Follow-up:** Barbara received a request for the district to attend a hearing on Thursday, May 16th concerning the proposed development along Baker Creek. Amie will attend the hearing to represent the district and reiterate the concerns highlighted in the districts letter of opposition.

10) Protected Properties:

- a. **Chegwyn Farms:** Josh shared that he spoke with a group from Hope on The Hill concerning the removal of wood from the property. Hope on the Hill provides resources to families in need, including free firewood. The group owns all necessary equipment and is willing to sign a hold harmless agreement. If Hope on the Hill cannot remove all the wood, the district will explore other options. Josh also reported that he installed the Century Farm sign on the property and TJ has girdled 2/3 of the remaining trees in the lower orchard.
- b. **Masonville:** Larry shared that he and Amie are providing information to Josh about Masonville and the other properties, including corresponding management plans. This will help with Josh's orientation to each property.
- c. **Gopher Valley:** Josh shared that a two-day cleanup was completed on the property with the help of two temporary employees, Miller Woods volunteers and James Riedman. Larry shared that there are several other projects that will take place over time, including several house repairs.
- d. **Miller Woods:** Josh reported that Sonya and the volunteers completed a cleanup around the pond. The transplanting for next year's Native Plant Sale was also completed. Josh and Larry reviewed plans for two new nursery pads necessary for the United States Fish & Wildlife (USFW) grow-out next year. Larry shared that the district will be exploring ways to sell surplus materials that are no longer needed.

Barbara shared that she was approached by the owner of Carlton Coast and Tavern about the potential of hosting a fundraiser for the Miller Woods restrooms. The owner regularly hosts a bingo night that generates a sizeable donation for the elected charity.

- e. **Mt. Richmond:** There were no updates.
- f. **Muddy Valley Habitat Reserve:** Josh reported damage caused by elk and beaver to the pond outlet and north dam needs repaired.



- g. Yamhela Oak Conservation Outlook:** Amie and Larry met with Frank to review the 14.8-acre parcel of land that Frank would like to preserve. Larry will provide Frank with some suggestions and conservation options for the parcel. While visiting the property, Amie and Larry encountered neighbors hiking in the area. Larry reviewed that access to the property is limited and should be approved by the district. Larry commented that it's important for the district to communicate with property neighbors, so they understand the rules and conditions relating to access. He suggested it might be useful to implement a structured meeting once a year with neighboring landowners to review the district's policy regarding access.

Amie shared that the management plan for the property has been approved by Bonneville Power Administration. She also reviewed her work with ODFW regarding pond sampling on Muddy Valley, Mt. Richmond and Miller Woods. ODFW has been successful in removing Oregon chub from the endangered species list. As a result, they have more flexibility to introduce the species to new areas to help bolster the population. The pond at Miller Woods is being considered as a potential site to introduce the species.

11) NOXIOUS WEEDS: There were no updates or comments.

12) STAFF REPORTS: Josh's staff reported was circulated to the board.

13) BOARD MEMBER REPORTS:

- a.** Sam shared information regarding the Yamhill County Small Woodlands Association meeting held on April 24th. The meeting included a presentation from OSU Extension Forest Health Specialist, Dave Shaw. Shaw's presentation covered the many effects climate change has on our local forests.
- b.** Gordon commented that the Yamhill County Road Department is looking for locations to dispose of fill dirt. They may be able to provide fill dirt for the Miller Woods nursery expansion.
- c.** Pat thanked the board for supporting the Yamhill Carlton Education Foundation fundraiser with auction donation items.
- d.** Ximena asked if the district would be submitting another letter concerning the appeal for the Woodland Heights land use application. The board agreed a follow up letter should be submitted.
- e.** Barbara reviewed SB 408. She also asked for the board's permission to testify to LCDC concerning the temporary solar rules relating to class 1 & 2, prime and unique soils. The board gave their consensus. Barbara also asked the board to review their biographies on the district website and submit any updates to Amanda.

Barbara asked for the board's approval to donate 30-40 bird boxes to Juliette's House for their annual fundraiser dinner and auction. The bird boxes will be decorated by children and then auctioned off during the dinner. Pat Fitzgerald moved, and Sam Sweeney seconded approval to donate 30-40 bird boxes to Juliette's House Annual Event. The motion passed unanimously.

VOTE RECORD: Approve the donation of 30-40 bird houses to Juliette's House for their annual fundraiser.					
	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 type="checkbox"/>	<input type="checkbox"/>
	Pat FitzGerald	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Leo Krick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ximena Orrego	<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"/>



14) AGENCY REPORTS:

- a. **Natural Resource Conservation Service (NRCS):** Thomas reviewed the Wildfire Prevention Workshop held Saturday, May 4th. He would like to partner with the district to hold a more widespread event. Casey Kulla commented that the county has funding for fire prevention and education that could help fund a public workshop. Thomas also reviewed RCPP and EQIP deadlines.
- b. **Greater Yamhill Watershed Council (GYWC):** Luke provided updates on several events taking place over the summer.
- c. **County Commissioner Casey Kulla:** Casey reviewed funding available through the county for wildfire prevention and education. He encouraged the district and NRCS to pursue a partnership for a county wide event. Casey also shared information regarding a workshop being held on May 20th in Clackamas County that will review community solar projects that do not impact agricultural land. He’s also been in contact with Clackamas County concerning their climate action plan in an effort to formulate one for Yamhill County. The board expressed interest in working with Casey to develop the climate action plan for Yamhill County.

15) PUBLIC COMMENT: No comment.

16) RECESS: Barbara Boyer recessed the meeting at 10:08 am.

17) EXECUTIVE SESSION: The board held executive session according to ORS 192.660 (1) from 10:25 until 10:55 am.

18) RECONVENE: Barbara Boyer reconvened the meeting at 10:55 am following the executive session.

- a. **Insurance:** Pat FitzGerald moved, and Gordon Cook seconded a motion to change the district paid insurance contributions as follows:
 - i. **Employee Only Plan:** Increase the district paid contribution maximum cap from \$600 per month to \$750 per month;
 - ii. **Dependent/Family Plan:** Establish a maximum cap of \$1,200 per month and
 - iii. **Dental Plan:** Continue with the current policy of providing 100% of the dental plan premium cost for the employee only.

All provisions will be effective June 1, 2019. The motion passed unanimously.

VOTE RECORD: Approve District Paid Insurance Contributions as noted.					
	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 checked="" type="checkbox"/>
<input type="checkbox"/> Tabled	Dave Cruickshank	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pat FitzGerald	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Leo Krick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ximena Orrego	<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 type="checkbox"/>

In addition to this motion, the board concurred to keep the “in lieu of policy” (Insurance deferral) the same. The policy affects employees who have alternate health insurance coverage whereas the district contributes \$350 per month to eligible employee’s 401(a) plan in lieu of a monthly contribution for health insurance coverage.

19) ADJOURNMENT: Barbara Boyer adjourned the meeting at 11:00 am.