

Wednesday, January 8, 2020
Board Meeting Minutes

2A

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

Date: **APPROVED 2/12/20**

Authorized Signature: _____

DIRECTORS:	Present	PARTNERS/GUESTS:	Present	SWCD/NRCS:	Present
Barbara Boyer	<input checked="" type="checkbox"/>	Jordan Anderson	<input checked="" type="checkbox"/>	Larry Ojua	<input checked="" type="checkbox"/>
Gordon Cook	<input type="checkbox"/>	Ken Nygren	<input checked="" type="checkbox"/>	Julie Lorenzen	<input checked="" type="checkbox"/>
Dave Cruickshank	<input checked="" type="checkbox"/>	James Riedman	<input checked="" type="checkbox"/>	Josh Togstad	<input checked="" type="checkbox"/>
Pat FitzGerald	<input checked="" type="checkbox"/>	Luke Westphal	<input checked="" type="checkbox"/>	Marie Vicksta	<input checked="" type="checkbox"/>
Leo Krick	<input checked="" type="checkbox"/>	NRCS		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"/>	Joel Donnelly	<input checked="" type="checkbox"/>

1) CALL TO ORDER & LATE AGENDA ITEMS: Barbara called the meeting to order at 7:33 am.

ELECTION OF OFFICERS: Sam Sweeney made a motion to reelect the District Board’s Slate of Officers, from 2019, for the 2020 Calendar Year Election, as follows:

Chair of the Board Barbara Boyer
 Vice-Chair of the Board Dave Cruickshank
 District Board Secretary Leo Krick
 District Board Treasurer Pat FitzGerald

Pat FitzGerald seconded to accept this nomination as submitted. The motion passed unanimously.

VOTE RECORD: Approve the 2020 District Board Officers as presented.					
	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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>

2) BOARD MINUTES: ACTION The board reviewed the minutes from the December 11, 2019 board meeting. Sam Sweeney moved, and Pat FitzGerald seconded to accept the minutes as submitted. The motion passed unanimously.

3) TREASURER’S REPORT: The board reviewed the December Treasurer’s Report. Dave Cruickshank moved, and Pat FitzGerald seconded to accept the Treasurer’s Report as submitted. The motion passed unanimously.

VOTE RECORD: Approve the December 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 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"/>



There was discussion and questions regarding the Treasurer Report, including:

- Check 16358: Stuewe and Sons expense inquiry in memo, “GO” acronym definition. Julie explained this stands for “Grow-out”, pertaining to the annual grow-out of native plants contract with US Fish and Wildlife Services contract for plants.
- Check 16379, First American Title Insurance Co. Larry explained this payment is Ernest Money for a tentative agreement to purchase land for potential acquisition.

4) REVIEW CORRESPONDENCE: Misc. distribution of newsletters, thank you cards, and magazines.

5) OLD BUSINESS:

- OACD Teleconference:** Pat briefed the board on the recent teleconference; nothing of urgency reported.
- Audit Complete – Board Members Distribution:** Julie circulated the audit to the board. Barbara complimented Larry and Julie for their work on the audit. Larry encouraged the board to review the audit and reach out with questions to him or Julie.
- District Water Vision Letter – Final Draft:** The letter has been finalized and submitted. Barbara thanked Sam for his work on the letter.
- OACD Bylaw Review/Vote:** Larry reviewed resolution 10820-OACD/YSWCD. OACD has requested that each district provide an individual vote record. Pat FitzGerald moved, and Dave Cruickshank seconded to approve Resolution 10820-OACD/YSWCD. The motion passed unanimously.

VOTE RECORD: Approve Resolution 10820-OACD/YSWCD.					
	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 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 checked="" 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"/>

- CIG Update:** There was no update or discussion.
- Seven-H Presentation:** Amie provided a short presentation on the Seven-H property. The board has agreed to act as a sponsor of the property for the Willamette Wildlife Mitigation Program (WWMP) which provides funds for property acquisition. Photos of the property were shown in lieu of a site visit as access would have been limited during wet weather conditions. The board continued to express interest in visiting the property in the spring/summer.
- Property Tax Summary:** A property tax summary was distributed with the board packets. Barbara noted that the district has always elected to pay property taxes, even though the district is legally exempt. The district board elected to pay taxes, noting it is the right thing to do, considering the fact it helps contribute to, and support the work of Yamhill County.
 Miller Woods always had two tax statements but the last few years have only had one. Julie will call and find out/confirm why the portion was removed from the tax rolls and will report back. She will request the assessment for property tax be put back on the tax roll record.



6) NEW BUSINESS:

- a. **2020 Membership Renewals (ACTION):** Julie reviewed a current list of district memberships which lists due dates for ALL membership records. She then requested vote approval for all 2020 membership renewals.

Pat FitzGerald moved, and Sam Sweeney seconded to approve the renewal of all memberships as they come due. The motion passed unanimously.

VOTE RECORD: Approve the 2020 Membership Renewals					
	DIRECTOR	Yes/Aye	No/Nay	Motion	Seconded
<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"/>
	Gordon Cook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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"/>

- b. **Purchase Sale Agreement:** Larry shared the latest draft of the purchase and sale agreement for the Dupee Valley property is complete and will be submitted to the seller today, January 8th. The agreement was reviewed by the district’s legal representative, Walt Gowell. Larry also reported that the district has been making monthly payments in the amount of \$500 towards the earnest money agreement. *(as noted in the treasurer report).*

Barbara complimented Larry’s work on the purchase and sale agreement.

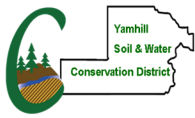
7) DISTRICT MANAGEMENT:

- a. **Possible District Operations Position:** Barbara shared that Ximena and Larry met recently to begin developing a list of duties and responsibilities, qualifications, and relevant data to include in a district operations manager position description.

The board recently held a work session to review this concept and provide information. Barbara asked for the board’s approval to move forward with the development of the position description. There was discussion concerning funding for the position. Larry will also meet with staff to provide information.

Dave Cruickshank moved, and Ximena Orrego seconded to move forward with development of the position description and funding proposal. The motion passed unanimously.

VOTE RECORD: Approve the preparation of a position description and funding proposal for the District Operations Manager position.					
	DIRECTOR	Yes/Aye	No/Nay	Motion	Seconded
<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"/>
	Gordon Cook	<input 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"/>
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	Ximena Orrego	<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. Pioneer Trust Update: Larry reviewed information relating to the endowment held by Pioneer Trust Bank. He provided a summary and explanation of the distributions as outlined in the trust agreement. The distribution is based on a formula that uses the previous year’s earning to determine the future distribution. However, during the first year of the endowment’s use, the interest payment was set at 3.00% annum. Larry work with Gary Hardey at Pioneer Trust Bank to outline the distribution process for the years going forward. Pioneer Trust Bank will send quarterly distributions to the district. As allowed in the trust agreement, the first three quarterly payments will be the same (based on a 4.00% annum floor), with the 4th quarter payment to be reconciled according to the trust agreement and previous year’s earnings. There was further discussion and questions concerning the initial investment and distribution process. Larry will provide a detailed summary to the board via email.

Barbara asked for clarification of credited fund distribution. Larry confirmed they are deposited to the Yamhill Oaks Fund, which supports the two properties located on Masonville Road and Gopher Valley Road.

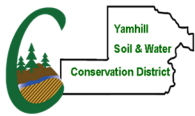
Sam Sweeney moved, and Pat FitzGerald seconded to support the recommended distribution plan to receive consistent distributions for the first three quarters, with the 4th quarter distribution to be reconciled according to the trust agreement. The motion passed unanimously.

VOTE RECORD: Approve the Pioneer Trust Bank (endowment) distribution process as noted.					
	DIRECTOR	Yes/Aye	No/Nay	Motion	Seconded
<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"/>
	Gordon Cook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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 checked="" type="checkbox"/>	<input type="checkbox"/>

c. SDAO Bylaw Change Notification: Larry shared that those attending the SDAO annual meeting in February will have the opportunity to vote on the bylaw changes.

d. Chair Reimbursement Review: Julie circulated a breakdown of the 2019 financial record for board chair payments made during 2019. This past year the board made a motion to pay the board chair position for district administrative duties at a rate of \$50/day. Barbara asked for an annual review from the board. Following a brief discussion, Pat FitzGerald moved, and Leo Krick seconded to maintain the board chair \$50/day rate. The motion passed unanimously.

VOTE RECORD: Approve the continuation of board chair, \$50/ day stipend, for administrative duties relating to district work.					
	DIRECTOR	Yes/Aye	No/Nay	Motion	Seconded
<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"/>
	Gordon Cook	<input 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"/>
	Ximena Orrego	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- e. **2020 Board Committee Assignments and Appointments:** Barbara reviewed the committee appointments and asked for feedback. There was discussion concerning additions to, and removals from, various committees. Julie will edit the committees and email the revised list to the board. Dave Cruickshank moved, and Sam Sweeney seconded to approve the committee assignments and appointments with *noted changes. The motion passed unanimously.

***Changes: 2020 District Committee Assignments and Appointments**

- **Employee Relations Committee (ERC):** Add Ximena Orrego as an alternate/shadow. Ximena would like to become familiar with the ERC and its practices;
- **Safety Committee:** Add Josh Togstad
- **OR Farm Bureau:** Dave Cruickshank will remain the liaison, but at his request, will not be expected to attend or remain at his previous level of involvement. With Dave’s connections in the Farm & Ag community and Farm Bureau he is most likely to be aware of any relevant information.
- **Add Erosion Control Committee:** Members include Pat FitzGerald, Gordon C., Leo Krick & Marie Vicksta. They meet regularly to discuss erosion control methodology and needs and report to the board.

VOTE RECORD: Approve the 2020 Board Committee Assignments and Appointments with *changes 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 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"/>
	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"/>

Julie will update the lists and distribute at the February Meeting.

- f. **Mileage Rate Update:** Julie circulated new mileage forms to the board, noting the reimbursement rate reduction from 0.58 cents/mile to 0.575 cents/mile for the 2020 calendar year.

8) EDUCATION & OUTREACH:

- a. **Newsletter:** Julie shared that the newsletter is complete and has been distributed.
- b. **SDAO Academy – Professional development program:** Larry circulated information about a new training program through SDAO.
- c. **SDAO conference (reminder, 2/7-2/9):** Larry reminded the board that the 2020 SDAO conference is taking place February 7th-9th in Seaside.

9) LAND USE:

- a. **Land Use Table:** There was discussion concerning dockets C-22-19, E-12-19 and C-23-19. The board agreed by consensus to submit a letter for each of the mentioned dockets. Barbara shared that a hearing concerning docket SDR-28-19 will take place on Thursday, January 9th. Barbara will contact Casey Kulla to schedule a meeting between the district and Ken Friday concerning the district’s standard letter.



10) DISTRICT MANAGED PROPERTIES:

- a. Chegwyn Farms:** Josh reported that Hope on The Hill has completed the wood removal. The district will need to clean up the left-over limbs. Jack Bernards volunteered his time and burned the existing brush piles from the walnut orchard removal on the northern side of the property.

Larry shared that Robert Weeks, contractor, made roof repairs to the apple packing shed. Larry and Josh also repaired holes on the roof of the house.

Larry reviewed a letter sent by McMinnville Water & Light concerning the company's purchase of the Walnut City Tap transition line and right-of-way from Bonneville Power Administration. . This right-of-way runs along the northeastern part of Chegwyn Farm. Larry will reach out to the city to inform them the district will be the point of contact should the city move forward with any work along the right-of-way.
- b. Yamhill Oaks – Masonville and Gopher Valley (GV Home Committee Report):** Josh and Amie met with the United States Fish & Wildlife Service (USFWS) at the Masonville property to discuss the possibility of restoring and enhancing a portion of the parcel to wetland.

Josh shared that most of the short-term projects have been completed on the Gopher Valley house. Larry provided a detailed review of the completed projects including; removal of the asbestos ceiling throughout the house, the garage door replacement, a walk-through with an electrician, and the demolition of the kitchen.

Josh met with a representative from Western Rock concerning a rock quote for graveling the driveway. They estimated that the driveway would need 5 loads and the approximate cost will be \$1,700.

Next Steps: Secure a plumber to review the plumbing fixtures at the home (pending). The committee will meet soon to discuss the ongoing process and next steps.
- c. Miller Woods:** Josh shared that the volunteers have completed the replacement of several bridges throughout the trail system. He also noted that Sonya has continued to work on the USFWS grow-out contract, potting plants. The district will be hiring temporary help or a contract crew to finish the planting.

Larry reported that the heaters in the house have been replaced. One of the new units is not functioning properly. Larry will follow-up with the electrician who installed it.
- d. Mt. Richmond:** There we no updates or discussion.
- e. Muddy Valley Habitat Reserve:** Josh and Amie met with the Oregon Department of Fish & Wildlife (ODFW) to discuss converting the hay field to wetlands.

Amie shared that Susan Barns from ODFW is working on listing priority sites for the conservation of Western Pond Turtles. Muddy Valley Habitat Reserve may be one of the identified priority sites, as it is home to the largest population of these turtles in Western Oregon.
- f. Yamhela Oak Conservation Outlook:** There were no updates or discussion.
- g. Property Signs:** Josh circulated examples of signs he would like to post around the district-managed properties. He reviewed the language and estimated cost. There was discussion concerning the language used on the signs. Josh will follow up with several resources to determine the appropriate language.



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11) NOXIOUS WEEDS: Joel provided an update on the location and treatment plans for garlic mustard and mouse ear hawkweed. He also shared that he should hear back in mid-February regarding the two OWEB grants he submitted in December.

12) STAFF REPORTS: There was no discussion or comment.

13) BOARD MEMBER REPORTS: Leo shared that Amy Grotta, OSU Extension Service agent, passed away on Christmas Eve. The board expressed their condolences.

Sam shared a new method he has employed on his farm for mouse control.

Barbara asked for clarification on the Local Advisory Committee (LAC) deadline. Marie shared that final comments should be submitted by the end of January.

14) AGENCY REPORTS:

- a. **Greater Yamhill Watershed Council (GYWC):** Luke shared several upcoming events including a presentation by Jim Johnson and Heather Richards taking place on January 14th.
- b. **Natural Resource Conservation Service (NRCS):** Thomas shared that the NRCS is still accepting applications for EQIP and CSP. A deadline has not been determined for either program. He also reviewed the upcoming Local Work Group (LWG) dates and locations. The first LWG meeting is scheduled for Wednesday, February 12, at Miller Woods, following the board meeting. Estimated starting time is 10 AM. The second LWG meeting is scheduled on Thursday, March 12, at West Valley Fire Station in Willamina, from 6:00 to 8:00 PM. There was discussion concerning the outreach for, and format of, the Local Work Group meetings.

15) PUBLIC COMMENT: There was no comment or discussion.

16) ADJOURNMENT: Barbara Boyer adjourned the meeting at 10:47 am.