



**Wednesday, February 12, 2020  
Board Meeting Minutes**

**2A**

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

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

**DRAFT**

DIRECTORS:	Present	PARTNERS/GUESTS:	Present	SWCD/NRCS:	Present
Barbara Boyer	<input type="checkbox"/>	Jordan Anderson	<input checked="" type="checkbox"/>	Larry Ojua	<input checked="" type="checkbox"/>
Gordon Cook	<input checked="" type="checkbox"/>	Casey Kulla	<input checked="" type="checkbox"/>	Julie Lorenzen	<input checked="" type="checkbox"/>
Dave Cruickshank	<input checked="" type="checkbox"/>	Ken Nygren	<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:	<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"/>	Joel Donnelly	<input checked="" type="checkbox"/>

- 1) CALL TO ORDER & LATE AGENDA ITEMS:** Dave Cruickshank called the meeting to order at 7:31 am.
- 2) BOARD MINUTES: ACTION** The board reviewed the minutes from the January 8, 2020 board meeting. Pat FitzGerald moved and Sam Sweeney seconded to accept the minutes as amended. The motion passed unanimously. Ximena noted that the discussion concerning the new operations manager position was captured incorrectly.

VOTE RECORD: Approve the January 8, 2020 Board Minutes as amended.					
	DIRECTOR	Yes/Aye	No/Nay	Motion	Seconded
<input checked="" type="checkbox"/> Accepted	Barbara Boyer	<input 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"/>

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

VOTE RECORD: Approve the January 2020 Treasurer’s Report					
	DIRECTOR	Yes/Aye	No/Nay	Motion	Seconded
<input checked="" type="checkbox"/> Accepted	Barbara Boyer	<input 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 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 checked="" type="checkbox"/>
	Sam Sweeney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

- Check 16442: Julie confirmed this payment was for the recent logo wear purchase.
- Check 16437: Larry explained this payment was for the asbestos removal and the invoice was paid in full.

- 4) REVIEW CORRESPONDENCE:** Misc. distribution of newsletters, thank you cards, and magazines.
- 5) OLD BUSINESS:**

- a. OACD Teleconference:** Pat provided a highlight of the recent teleconference. He shared information regarding HB 2437.



- b. **Board Committee Assignments Review:** Julie reviewed the edits to the various committees. Leo asked if the district covered the costs of Gordon Dromgoole's Oregon Small Woodlands membership. Julie confirmed that the district does not cover that expense.
- c. **CIG Grant Agreement:** Marie shared that the grant agreement was signed by Larry on February 11<sup>th</sup> and returned to the NRCS for a final signature.
- d. **Meyer Memorial Trust Funding:** Marie reported that Meyer Memorial Trust has awarded \$25,000 towards the Willamette Hazelnut Stakeholder Engagement project. She reminded the board that this project is meant to scope the feasibility of a Willamette basin RCPP application that would provide increased financial resources for hazelnut growers to adopt best management practices. The Oregon hazelnut industry is already looking to develop a sustainability certification, which could be used in identifying needs and opportunities. This project would bring growers, technical service providers and drinking water providers together in a series of facilitated meetings to discuss drinking water protection through agricultural best practices, specifically erosion prevention and pesticide drift reduction, and how to best support growers in adopting these practices through the basin. This project is being spearheaded by Eugene Water and Electric Board and the grant will be administered through Cascade Pacific Resource Conservation District.
- e. **OACD Board Position:** Larry shared information regarding a vacant board position with OACD. The position will close February 20<sup>th</sup>.
- f. **Endowment Memo:** Larry reviewed the memo that he circulated to the board via email regarding the endowment distribution. He encouraged the board to reach out to him with any questions.
- g. **Miller Woods Property Tax:** Julie spoke with the county concerning the property taxes for Miller Woods. A portion of the taxes for Miller Woods properties were exempt dating back to at least 2009, according to their records. Quick Books earlier history indicates to 2005/06 *or* since acquiring the property.

The board was concerned some tax, formerly paid by the district, had inadvertently been removed from the tax records. However, it was determined that the only other, previously paid amounts were for Oregon Department of Forestry, (ODF) Fire Patrol Fees. The last ODF billing was in 2017. They (ODF) have since changed their process and there are no longer any MW fees collected on behalf of ODF on any of the Miller Woods properties. These findings agree with the district's historical records for Miller Woods Property Tax payments and are consistent to the history of the district's ownership and tax records.

## 6) NEW BUSINESS:

- a. **Brenda Sanchez, ODA – Presentation:** Marie introduced Brenda Sanchez of Oregon Department of Agriculture. Brenda provided a background of her work with ODA as well as details on her new position as the Strategic Implementation Area (SIA) State Coordinator. Brenda circulated several informational handouts regarding the new SIA. She provided a detailed explanation of the objectives and outputs. Brenda also shared information regarding the new biennial review process.
- b. **2020 CONNECT – Sunriver:** Larry shared details regarding the 2020 CONNECT Conference. Marie Vicksta is the only district staff member signed up to attend this year. Larry reminded the board that the conference is open to board members and encouraged anyone interested to reach out to him or Julie for more information and/or registration.
- c. **Siletz Tribal Grant for Fire Trailer – Award's Ceremony Report:** The Siletz Tribe celebrated grant award recipients at an awards ceremony held, Friday, February 7 at the Chinook Winds Casino in Lincoln City. Barbara and Pat represented the district at the awards ceremony. The district was awarded a \$6000 grant to assist with the expenses of outfitting a fire trailer. Pat provided a review of the ceremony and shared that the district was one of the top five award recipients.



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- d. **Purchase and Sale Agreement – Update:** Larry provided a background summary of the purchase and sale agreement for the Dupee Valley property. The agreement has now been signed by both parties. Larry shared that he is working with the county planning department and the landowner to clarify the vesting of the dwelling approval on the property.

### 7) DISTRICT MANAGEMENT:

- a. **Possible District Operation Position - Update:** Larry completed a draft of the projected duties, responsibilities, qualifications and other information for the district operations position. The board agreed to meet on Monday, February 24<sup>th</sup> at 5:30 to review the position description. They will also review the invasive species coordinator position at that time.
- b. **District Logo Wear – Annual Purchases:** Larry reviewed the motion passed by the board at the end of 2019, to provide each employee, board member, and volunteer with up to \$60 in logo wear annually. This past December, Jessica placed an order for fleece garments for Miller Woods volunteers. She provided samples of the items and will follow-up by email for potential orders from staff or board members.
- c. **WWMP:** Larry shared that the Willamette Wildlife Mitigation Program (WWMP) application is now open. The district is moving forward with two applications, one for Seven-H and one for the Dupee Valley property, and will keep the board updated on the progress of the applications.

### 8) EDUCATION & OUTREACH:

- a. **Hazelnut Winter Meeting (1/16, Report):** Marie represented the district at the Nut Growers Society winter meeting. She shared a booth with Sergio that was sponsored by NRCS. Marie and Sergio both shared positive feedback and believe that the event is a great outreach opportunity.
- b. **Several Events Scheduled/Report:** Marie reviewed several upcoming events, including:
  - o A possible workshop in partnership with Argyle winery
  - o “Plan for Your Land” presentation in partnership with Polk SWCD and OSU Extension
  - o NRCS Plant Materials Center review
- c. **Wine Symposium with NRCS (2/11):** Marie and Sergio attended the Wine Symposium as representatives of the district and NRCS. They both provided positive feedback and encouraged future attendance.
- d. **SDAO Conference – Report:** Pat shared an overview of the SDAO conference. He attended five sessions and found them very informative. Pat circulated information regarding the conference.

- 9) **LAND USE: Land Use Table:** There were no comments or discussion.

### 10) DISTRICT MANAGED PROPERTIES:

- a. **Chegwyn Farm:** Josh shared that he made repairs to the safety fence surrounding the 3-acre parcel by Chegwyn Farms Park.
- b. **Yamhill Oaks – Masonville and Gopher Valley (GV Home Comm. Report):** Josh met with Tim Gahr concerning future projects on the Masonville property.

Josh worked with Leo to trim trees along the driveway at the Gopher Valley property. Gravel for the driveway was delivered and distributed. Josh scheduled a meeting with a plumber to review the plumbing system throughout the home. He also will also meet with a property management company.

- c. **Miller Woods:** The district hired a temporary crew to assist Sonya with the United States Fish & Wildlife Service (USFWS) grow-out planting. Josh shared that the crew planted 30,000 plants in two weeks. Josh also reviewed a grant submitted by Luke Westphal on behalf of Miller Woods. If approved, the grant will be used for prairie restoration on 3-acres by the lower pond.



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- d. **Mt. Richmond:** There were no updates or discussion.
- e. **Muddy Valley Habitat Reserve:** Amie and Josh have continued to work with USFWS on the possible wetland conversion. Josh reviewed that the district may have to apply for two alternate water resource permits depending on the design of the conversion. Josh also shared that he completed repair work on the driveway bridge.
- f. **Yamhela Oak Conservation Outlook:** Amie and Josh met with Miller Timber Services to pursue the thinning project on the property. Amie shared that the project window proposes an issue as the logging cannot take place during the nesting season of March 1 – July 15.
- g. **Property Signs Follow-Up:** Josh spoke with the sheriff's office regarding the appropriate language on property signs. They advised him that because the district has a governing board the district can use any language it deems appropriate. The sheriff also informed Josh it is the district's responsibility to enforce any posted rules and regulations.

**11) NOXIOUS WEEDS:** Joel shared he completed the submission of data to the Oregon Department of Agriculture (ODA) Weed Mapper as required by the Oregon State Weed Board (OSWB) grant. He is currently working on outreach regarding garlic mustard, including a news article. Joel thanked the board for his experience with the district. He has accepted a position with Lane Council of Governments and his last day with the district will be February 21<sup>st</sup>.

Larry thanked Joel for his contributions and shared that the district will host an informal gathering at the Grain Station on Thursday, February 20<sup>th</sup> to wish Joel well on his new journey.

**12) STAFF REPORTS:** Ximena asked for clarification on the letter of support submitted to Newberg High School (NHS) by Larry and Marie. Marie and Larry explained that the letter of support is going to the Newberg School District Board in support of the Newberg Environmental Education Continuum proposal. This is a student led proposal that would include environmental education as a backbone for the Newberg High School curriculum.

**13) BOARD MEMBER REPORTS:** Ximena shared that the Willamette Valley Wine Association (WVWA) is working to incorporate sustainability into their new strategic mission. She believes there is opportunity for future partnership between the WVWA and the district. Ximena would like to see the district take part in a panel hosted by the Yamhill Carlton Growers Society.

### **14) AGENCY REPORTS:**

- a. **Greater Yamhill Watershed Council (GYWC):** Luke shared updates to the recent lamprey sampling project completed by GYWC. He circulated the results of the sampling and reviewed the findings. Luke also shared information regarding a potential project in Barber Forest located behind the Grange Hall on Old Sheridan road.
- b. **County Commissioner Casey Kulla:** Casey provided an update on the county's recent decision to opt-in to the Oregon Department of Fish & Wildlife (ODFW) habitat deferral. He also invited the board to attend a meeting on March 2<sup>nd</sup> at the Chehalem Cultural Center in Newberg where he will facilitate a discussion between wine grape and cannabis growers.
- c. **Natural Resource Conservation Service (NRCS):** Thomas thanked the district for help in facilitating the upcoming local work group meetings. He also shared that he will be giving a Civil Rights presentation at the next board meeting. Thomas reviewed that EQIP applications are still being accepted with an anticipated deadline of late February or early March. Thomas reported that NRCS cannot support any fundraising efforts; especially noting use of the copy machine for the district's native plant sale.

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

**16) ADJOURNMENT:** Dave Cruickshank adjourned the meeting at 10:02 am.