



**Wednesday, May 13, 2020**  
**Board Meeting Minutes**

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

Date: Approved June 10, 2020

Authorized Signature 

DIRECTORS:	Present	PARTNERS/GUESTS:	Present	SWCD/NRCS:	Present
Barbara Boyer	<input checked="" type="checkbox"/>	Hank Wyman	<input checked="" type="checkbox"/>	Larry Ojua	<input checked="" type="checkbox"/>
Gordon Cook	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Julie Lorenzen	<input checked="" type="checkbox"/>
Dave Cruickshank	<input checked="" type="checkbox"/>	Ken Nygren	<input 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 type="checkbox"/>
Sam Sweeney	<input checked="" type="checkbox"/>	Sergio Villaseñor	<input checked="" type="checkbox"/>	Sonya Wilkerson	<input checked="" type="checkbox"/>

**1) CALL TO ORDER & LATE AGENDA ITEMS:** Barbara Boyer called the meeting to order at 7:31 a.m.

*Note:* Today’s meeting did not convene in a public setting but was held by telephone conference call only. Information and access codes were provided in advance; on the district’s website, the local newspaper (News Register) and sent with board packets to the district’s distribution list.

**2) BOARD MINUTES:** The board reviewed the minutes from the April 8, 2020 board meeting. Pat FitzGerald moved, and Leo Krick seconded a motion to accept the minutes as presented. The motion passed unanimously.

VOTE RECORD: Approve the APRIL 8, 2020 Board Minutes 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 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"/>

**3) TREASURER’S REPORT:** The board reviewed the April 8, 2020 Treasurer’s Report. Ximena Orrego moved, and Dave Cruickshank seconded a motion to accept the Treasurer’s Report as submitted.

VOTE RECORD: Approve the APRIL 2020 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Sam Sweeney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pat and Ximena inquired about the environmental site assessment for the Dupee Valley Property by Hahn & Associates. They wanted to know the scope of this process and Larry provided a brief overview to explain those details. Larry noted they meet standards for environmental site assessment practices and meet the requirements of the American Society for Testing and Materials.

**4) REVIEW CORRESPONDENCE:** Correspondence included newsletters, meeting announcements, and miscellaneous magazines. Relevant information will be circulated at a future meeting. Julie will remove date sensitive materials and mail



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anything board member specific.

### 5) OLD BUSINESS:

- a. **OACD TELECONFERENCE:** Pat participated and shared information from the most recent OACD teleconference, including:

The National Association of Conservation District's 2020 Technical Assistance Grant applications are due June 1. There were five districts selected for grants in 2019, four in 2019, two in 2020 (to date). Oregon has been awarded approximately \$6.5 Million.

Pat mentioned that much of the discussion was centered around the explanation of Governor's plan to reopen Oregon.

Pat provided details about the state of economy with regards to unemployment and the use of rainy-day funds for various programs. He noted there is an anticipated loss of revenue, for many city and local governments. Since there are many unknowns and budgets are due July 1, they are being granted budget period extensions. Pat shared that districts, with a tax base, can take advantage of this extension, if necessary.

He noted that OWEB receives 70% of their funding from lottery dollars. Due to loss of revenues, from restaurants and bars closing, lottery is losing millions weekly; OWEB can fund current grants and will accept new grant application; however, funding for November 21 awards will be on hold until May 24 forecast or longer.

Pat commented on efforts of emergency management to help with issues associated with work crews and housing needed for cherry crops. FEMA funds are being accessed to support this.

Sam asked Larry if there has been any notification from county concerning reductions in tax revenues, Larry shared that he doesn't foresee a huge impact as district tax revenues are tied directly to property tax assessments where some recipient taxes are from revenue sources other than property tax. He noted we may receive them a bit more spread out than typical but will be following up with Derrick Wharff for tax predictions and how it will impact the district's upcoming FY 2020-21 budget for tax revenues.

- b. **RCPD Update:** Amie reported on the RCPD renewal. Negotiations on the agreement should begin mid-June. We won't be accepting applications for the program until November 2020 at the earliest. Grant was supposed to be from FY20-FY25 but will now be for FY21-FY26 due to the delay in completing agreements.
- c. **Purchase Sale Agreement Update:** Larry informed the board that the agreement is active and there have been no additional amendments made. The final \$500 earnest money payment will be paid to the title company on or before the May 26, 2020 deadline. The district anticipates the ranking results from Willamette Wildlife Mitigation Program in mid-June. If the proposal for the Dupee Valley Reserve application is recommended, the district will move forward to secure an appraisal, and keep the Purchase Sale Agreement (PSA) active until the district purchases the property. If the proposal is not recommended for funding, the district will terminate the agreement, per provisions in the PSA.
- d. **WWMP Update:** On Tuesday, May 12, Amie prepared and presented a virtual site visit for two properties for the WWMP review; Dupee Valley Reserve (137 acres) and Seven H Reserve (326 acres). A total of nine properties have been submitted for funding.

Amie shared that she felt good about the presentations and felt that the properties competed well with the others. There will be presentations made to the Technical Review Team in June with a funding decision by mid-July.

### 6) NEW BUSINESS:

- a. **Appoint Budget Committee Member:** Larry shared that he invited board members to bring names to today's meeting to fill a budget committee lay-member position. Barbara Boyer nominated Elliot Rector, of Cove Orchard, noting that he is willing to participate. Hearing no other nominations, the board recommended appointing Elliot



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Rector. Sam Sweeney made a motion, and Leo Krick seconded to appoint Elliot Rector to the District’s Budget Committee for the 2020 – 2021 Budget Year. His term will expire 12/31/2022.

<b>VOTE RECORD: Appoint Elliot Rector to Budget Committee for a 3-year term expiring 12/31/2022</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"/>
	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"/>

**7) DISTRICT MANAGEMENT:**

- a. District Operations Position – Update** Larry reported the recruitment was posted and advertised, opening on April 28. The deadline for applications is May 27, 2020. One application has been received as of May 13. Larry encourage board members and partners to share information about the recruitment with those who are interested and/or might be qualified candidates. Ximena asked about next steps after the application deadline. Larry plans to contact members of the ERC towards the end of May to discuss next steps, pool of candidates, need for extension of the recruitment, and other related information.
- b. Management During the COVID-19 Pandemic: Office Status Update** Larry report that USDA continues to follow its current policy to limit access to the office. Customers must contact the office for information and make an appointment; it is preferable to meet in the field. Until last week, district employees and NRCS employees schedule specific days of coverage, to ensure at least one employee was in the office. District employees have been working remotely. Starting May 5, Julie moved her workstation back to the office. Larry commented that he will need to with NRCS to determine what steps or conditions must be in place for office reopening. As the state sends out guidance for “reopening” the district will work with NRCS to determine what changes need to be made to meet USDA requirements, and requirements outlined by Oregon Health Authority in order to accommodate public access. Larry mentioned possible need for signage, hand sanitizer and cleaning supplies, instructions regarding social distancing, barriers, etc. The priority goal is to keep district staff, partners, and guests safe.
- c. Office Duct Cleaning –** Larry commented the air quality in the office seems to be causing allergy related issues for staff. Darca Glasgow talked to the building owner about getting the air ducts cleaned. After they are cleaned, we will see if conditions improve. If not, the district may need to explore and/or suggest options to secure testing services to identify problems.
- d. OSWB, Weed Grants – 2019 & 2020:** Larry updated the board on the 2019 and 2020 OSWB grants. He has developed a plan of action to complete the work associated with the 2019 grants through the work of three contractors. ODA granted the district a two-month extension to complete the work, until June 30, 2020.

The two grants 2020 OSWB grant proposals submitted in February were approved. With Joel Donnelly leaving, Larry will plan to work with ODA staff to revise the work plan and budgets for the 2020 grants.

**8) EDUCATION & OUTREACH:** There wasn’t anything reported for Education and Outreach.

**9) LAND USE:**

- a. Land Use Table:** Sam commented on Land Use Docket P-04-20, request to partition two parcels into three 10-acre parcels, zoned AF-10. He felt this is a good opportunity for awareness and recommended we send a standard letter outlining the responsibility to the Ag Water Quality Act, erosion, and noxious weeds.



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**10) DISTRICT MANAGED PROPERTIES:**

- a. **Chegwyn Farms: Walnut Orchard Clean-up:** Larry reported the district is making plans to clean up what’s left of the walnut orchard adjacent to the farmstead. Jim Hurl has offered to help with the clean-up. Larry asked for board approval to accept Jim Hurl’s offer of help; and to allocate up to \$4,000 to reimburse Country Heritage Farm for equipment work (dozer and excavator) and include their work crew to cut tree limbs. Pat FitzGerald made a motion, and Dave Cruickshank seconded to accept this clean-up plan to pay up to \$4,000 to Country Heritage Farm; Jim Hurl and Sam to clean up old walnut orchard and trees in back orchard.

<b>VOTE RECORD: Approve Clean-up Plan with Jim Hurl and Country Heritage Farm up to \$4,000</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"/>
<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	abstained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Sam recused himself from the vote, noting the potential for conflict of interest.*

**Firewood:** Barbara asked about the firewood at Chegwyn Farm. Larry noted that Josh plans to talk with the church group to see if they have any known charitable donation needs. Larry said he hadn’t planned, at this point, beyond those thoughts for donation. There was discussion of ideas and Larry emphasized the option to donate as his preference and added, “If anyone knows of a need”, to contact he or Josh.

Other discussion included the idea to sell pickup loads to the public. Pat shared interest in purchasing some, once a price was set, and a public sale announced. Sam offered his track hoe when it is time to load it. Gordon advised that Oregon law doesn’t allow to sell firewood by pickup loads but must be sold as by the cord size; Larry noted this information underscores his preference to donate. No firm decision was made.

**b. Yamhill Oaks:**

- i. **Masonville:** Josh reported that Amie hired a contractor, Habitat Restoration, to do stump removal noting they were able to grind and remove all in 3-days. This will make future mowing much easier. Josh has met with USFW to discuss a wetland project on a portion of the property adjacent to the property enrolled in the Wetland Reserve Program (WRP). USFW plans to move forward with the project this summer. Josh noted this will help with weed abatement.
- ii. **Gopher Valley:** Josh has been spraying several areas at Gopher Valley. He noted that the Institute for Applied Ecology (IAE) has an OWEB prairie restoration grant, here and other properties. The spray work is used as grant match and is site prep to get the area ready to plant to native prairie.

1. Larry has been planning with Marcia Mikesh, an architect, to do some pro-bono planning for home repair. He shared that they took some measurements and she is moving forward with plans. Larry wrote a list of potential tasks to prepare for general contractor work. He will review with the committee and report back findings. He asked for permission /authority to hire 1-2 temporary part-time employees to assist with cleanup/demolition.

Leo Krick made a motion to give Larry the authority to hire 1-2 temporary employees to help with demolition and cleanup of areas, as determined by the committee. Dave Cruickshank seconded the motion and there was no further discussion.



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<b>VOTE RECORD: Approve authority for Larry to hire temporary employee (s) to assist with clean-up and demolition in preparation for the General Contractor.</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 checked="" 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"/>

**c. Miller Woods:** Josh and Larry both praised Sonya and the great work she does, stating her ability to continue to create meaningful work for volunteers, keeping them safe and how fortunate the district is to have her in this role. Josh noted the work includes bridges and walkway trail work with the funding from the Oregon Park Recreation Trail Grant.

He also shared that there are now approximately 84,000 plants in the nursery and noting this as “a testament to the work Sonya’s done”. He explained that at the onset of the Covid19 pandemic there were 20,000- plants remaining to be planted. Although they had planned to hire a crew, to get these planted, they were now unable to do so, Sonya powered through and planted all of them by herself.

Larry shared the need to review and create a plan to reopen Miller Woods with a recommendation to form a committee. He has discussed at length with Sonya and shared that she has a good pulse on the situation. Sonya shared her input and knowledge of parks opening in Oregon. Marie also has interest and knowledge from her county parks board participation. Larry suggested board member participation to complete a committee. Barbara invited board members who would like to join with Sonya, Marie, and Larry. Sam Sweeney, Pat FitzGerald, and Ximena Orrego offered to join. Barbara Boyer made an official appointment to these board members and this committee, today, May 13, 2020. The committee will meet and report back at the June board meeting with their recommendations and/or opening plans, focused on safety and ability to maintain Oregon’s parameters.

- d. Mt Richmond:** IAE also doing prairie restoration work through an OWEB grant at Mt. Richmond. Josh is spraying to support their work.
- e. Muddy Valley Habitat Reserve:** Josh said the track loader has been moved to Muddy Valley and he has been mowing, doing clean up to open up access to property in the upper field and opening things up elsewhere on the property; Staff plans to apply to OWEB for prairie restoration this fall for the hay field. Josh noted funding, however, is uncertain. Barbara encouraged the district to apply, despite unknowns.
- f. Yamhela Oak Conservation Overlook:** Josh said the thinning project this fall, may be put on hold due to a soft timber market. However, he discussed with Brent O’Nion of ODF and Brent feels it may be too early to tell if this should be postponed. Josh has visited with Miller Timber and is keeping the thinning project on their radar.
- g. Fire Trailer:** Larry shared that a new fire trailer will be delivered this week. The district was able to order a self-contained, fire trailer that meets ODF requirements. This purchase was the result of grant funding provided by the Siletz Tribal Charitable Contribution Fund. Josh noted that it will arrive tomorrow, Thursday, May 14.

Larry mentioned he would like to apply for another charitable foundation tribal grant to share cost for an equipment trailer. The main objective or use would be to move the track loader. Josh added, at this time we are dependent on renting a trailer and this is sometimes challenging to secure one with the correct weight hauling capacity.



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**11) NOXIOUS WEED REPORT:** There were no comments or discussion, other than the OSWB Grants discussed earlier.

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

**13) BOARD REPORTS:** There were no comments or discussion.

**14) AGENCY REPORTS**

Thomas reported NRCS has accepted 40 EQIP applications for round I for the four funding pools:

1. Forestry,
2. Ag Water Quality
3. Animal Feeding Operation/Confined Animal Feeding Operation (AFO/CAFO) and
4. Organic Transitioning

There are some leftover funds and they have opened for another round of funding for the various funding pools until May 29. He encouraged the board and others to share this potential funding opportunity with anyone that might qualify.

The Conservation Stewardship Program has an active signup period now through May 29. Thomas said he'd like to see more of this in the county and sees opportunity for forestry landowners and small ag producers. There is an article that will be in the upcoming district newsletter.

Luke Reported they received a First Federal /Linfield College Internship Scholarship. He was able to hire an intern to do Cozine Creek Community Outreach. The plan was prepared "pre-Covid" and intended to be personal exchanges and in-person presentations. They are now trying to navigate multi-media and online strategies. Work will take place this summer.

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

**16) ADJOURNMENT:** Barbara Boyer adjourned the meeting at 9:20 am.