



Wednesday, March 10, 2021
Board Meeting Minutes

2A

* BOARD MEETING BY TELEPHONE AND VIDEO CONFERENCE CALL ONLY

Date: 4/14/2021 APPROVED

Authorized Signature: _____

| DIRECTORS: | Present | PARTNERS/GUESTS: | Present | SWCD/NRCS: | Present |
|------------------|-------------------------------------|-------------------|-------------------------------------|------------------|-------------------------------------|
| Barbara Boyer | <input checked="" type="checkbox"/> | Mike Burr | <input checked="" type="checkbox"/> | Larry Ojua | <input checked="" type="checkbox"/> |
| Gordon Cook | <input checked="" type="checkbox"/> | Patrick Davenport | <input checked="" type="checkbox"/> | Julie Lorenzen | <input checked="" type="checkbox"/> |
| Dave Cruickshank | <input checked="" type="checkbox"/> | Aren Hinley | <input checked="" type="checkbox"/> | Josh Togstad | <input checked="" type="checkbox"/> |
| Pat FitzGerald | <input checked="" type="checkbox"/> | Casey Kulla | <input checked="" type="checkbox"/> | Marie Vicksta | <input checked="" type="checkbox"/> |
| Leo Krick | <input checked="" type="checkbox"/> | Keith Leonard | <input checked="" type="checkbox"/> | Amie Loop-Frison | <input checked="" type="checkbox"/> |
| Ximena Orrego | <input checked="" type="checkbox"/> | Ken Nygren | <input checked="" type="checkbox"/> | Jessica LaRue | <input checked="" type="checkbox"/> |
| Sam Sweeney | <input checked="" type="checkbox"/> | Luke Westphal | <input checked="" type="checkbox"/> | Wes Paul | <input checked="" type="checkbox"/> |
| | | Bill Whiteman | | | |
| | | NRCS: | | | |
| | | Thomas Hoskins | <input checked="" type="checkbox"/> | | |
| | | Sergio Villaseñor | <input checked="" type="checkbox"/> | | |

1) CALL TO ORDER & LATE AGENDA ITEMS: Barbara Boyer called the meeting to order at 7:30 a.m.

Note: Today’s meeting did not convene in a public setting but was held by telephone and video conference call. 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 February 10, 2021 board meeting. Sam Sweeney moved, and Dave Cruickshank seconded a motion to accept the minutes as presented. The motion passed unanimously.

| VOTE RECORD: Approve the February 10, 2021 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 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 type="checkbox"/> | <input type="checkbox"/> |
| | Sam Sweeney | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

3) TREASURER’S REPORT: The board reviewed the February 2021 Treasurer’s Report. Ximena Orrego moved, and Pat FitzGerald seconded, a motion to accept the Treasurer’s Report, as submitted. The motion passed unanimously.

| VOTE RECORD: Approve the February 2021 Treasurer’s Report 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 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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Sam Sweeney | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4) REVIEW CORRESPONDENCE: Jessica shared a Thank You letter received from the Yamhill Valley Heritage Center for the district’s continued membership and additional donation.



5) OLD BUSINESS:

- a. SIA Update:** Marie, Larry and Wes met with Cheryl Hummon, the new Regional Water Quality Specialist for the area. Brenda Sanchez will continue to be the lead for the Strategic Implementation Area (SIA). Funding for the SIA has been approved.
- b. WWMP – Updates; Seven H & Dupee Valley:** Larry and Amie continue to work with the Bonneville Power Administration (BPA) to complete requirements. The appraisal for the Seven-H property was completed yesterday and will be forwarded to BPA.
- c. Newberg Vertical Housing - ACTION:** Keith Leonard and Patrick Davenport reviewed the highlights of the Vertical Housing Development Zone program. Sam asked for clarification on how opting-in would affect the district’s revenue. Keith reviewed the financial impacts to the district. There was discussion concerning any overlap of the Urban Renewal and Vertical Housing programs. Ximena Orrego moved, and Sam Sweeney seconded, a motion to opt-in with the City of Newberg’s Vertical Housing Development Zone. The motion passed unanimously.

| VOTE RECORD: Approve the district’s opt-in with the City of Newberg’s Vertical Housing Development Zone. | | | | | |
|---|------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| | 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 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 checked="" type="checkbox"/> |

- d. Committee Assignments:** Barbara recommended adding Wes as a member of the Employee Relations Committee (ERC).
- e. Budget Officer:** Larry reviewed that it is time to appoint a Budget Officer for the 2021-2022 fiscal year. He will bring a copy of the budget committee assignments and budget calendar to the next board meeting. Dave Cruickshank moved, and Pat FitzGerald seconded, a motion to appoint Larry Ojua as the Budget Officer for the 2021-2022 fiscal year. The motion passed unanimously.

| VOTE RECORD: Appoint Larry Ojua as the Budget Officer for the 2021-2022 fiscal year. | | | | | |
|---|------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| | 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"/> |

- f. Surplus Property Follow-up, Resolution 02102021:** As asked by the board, Larry followed up regarding the motion for Resolution 02102021 and board members’ concerns for the Grandhaven Parcel. Their concerns were specifically about any proceeds from the sale of the property and earmarking this for a district service center, in the context of the resolution. Larry shared that he and Barbara met with legal counsel and were advised to purposely leave this omitted.



Sam shared his concerns and desires to provide language in a separate motion that would advise the budget officer to include the amount of the proceeds from the sale of this parcel, in the budget process and make sure it is used with the intent of the original property.,

Sam Sweeney made a motion that would allow instruction for the budget officer to use any funds from the sale of the district Grandhaven Property to be placed in the budget with authority to use it for a future service center. Pat FitzGerald seconded the motion.

After the motion was made, Larry shared concerns that this issue should be addressed within the confines of the budget process versus in the resolution. Larry invited Sam to discuss the motion further with him and Barbara following the board meeting. Sam withdrew his motion and will follow up with Barbara and Larry. They will share more information during the April 14th board meeting.

6) NEW BUSINESS:

- a. **District NRCS MOA:** Thomas reviewed the key points and updates to the Memorandum of Agreement (MOA) between the Natural Resource Conservation Service (NRCS) and the district. The next steps include having the MOA approved by the district. Larry will meet with Wes and Thomas to review the MOA and bring any concerns to the board at the April board meeting.

7) DISTRICT OPERATIONS:

- a. **Policy updates – Committee report:** Wes shared that the copy of the Operations Manual provided in the board packet is almost complete. The board requested a summary of the changes made to the manual. Wes will provide this summary to the board before the April board meeting.
- b. **IT Transition – Update:** Wes reviewed the updates to the IT transition provided in the board packet. There was discussion on the benefits and risks of using a cloud-based server. The vote to approve the transition to a cloud-based server was tabled until the April board meeting.

Wes reviewed the summary of costs provided in the board packet for purchasing all the necessary equipment needed to complete the transition. The estimated equipment cost is \$10,600. The district can purchase equipment without committing to a cloud-based or physical server. Sam Sweeney moved, and Dave Cruickshank seconded, a motion to approve the purchase of the necessary IT equipment. The motion passed unanimously.

| VOTE RECORD: Approve the purchase of necessary IT equipment. | | | | | |
|---|------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| | 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 type="checkbox"/> | <input type="checkbox"/> |
| | Sam Sweeney | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

- c. **Native Plant Sale – Report:** Josh shared that the annual Native Plant Sale went well. Few orders were left behind and most inventory sold out. He thanked the staff and volunteers for all their hard work.

Larry commented that the plant sale was another great team effort.

Luke Westphal suggested reaching out to community members who lost trees during the ice storm in an effort to move the leftover trees.



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d. Associate Board Members – Lucien Gunderman: Wes and Larry received information from Lucien who confirmed his interest in continuing to serve as an Associate Board Member. Sam Sweeney moved, and Leo Krick seconded a motion to appoint Lucien Gunderman as an Associate Board Member. The motion passed unanimously.

| VOTE RECORD: Appoint Lucien Gunderman as an Associate Board Member. | | | | | |
|--|------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| | 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 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 checked="" type="checkbox"/> | <input type="checkbox"/> |

e. COVID Update & District Policy: Thomas reviewed the recent changes made to the COVID policies.

Barbara Boyer temporarily recessed the March 10, 2021 Board Meeting at 9:02 am.

YAMHILL SWCD ANNUAL MEETING & DISTRIBUTION OF ANNUAL REPORT: Larry reviewed the district’s Annual Report and highlighted the financial summary. He then opened the annual meeting for public comment and discussion of which there was none.

Barbara Boyer reconvened the March 10, 2021 Board Meeting at 9:05 am.

8) EDUCATION & OUTREACH:

a. Wildfire Prevention Proposal - Update: Larry reported that the proposal has been submitted to the county. If approved, the proposal will go through the county’s budget process before being funded. Barbara asked for clarification on the budget process. Thomas shared that although the funds for the workshop have been set aside, the proposal must still go through the budget process.

9) LAND USE:

a. Land Use Table: There was no discussion or comment.

10) DISTRICT MANAGED PROPERTIES:

a. Chegwyn Farms: Larry and Josh removed limbs in the three-acre Grandhaven parcel that were hanging over neighboring fences.

Larry also shared that the district will be assisting Jack Bernards with removal of a large tree that came down during the ice storm.

b. Yamhill Oaks - Masonville & Gopher Valley:

- i. **Masonville:** Josh reported that the property fared well during the ice storm with just a few small cleanup projects needed.
- ii. **Gopher Valley:** Larry shared that the contractor came out before the ice storm and removed the larger trees. A small tree came down during removal and caused damage to the roof and eve over the master bedroom. The district is working with J & L Restoration and Valencia Roofing to repair the damage. All trees have now



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been removed and there is cleanup to complete. Larry will meet with the Home Committee to determine the next steps for the house.

iii. **Bridge Update:** Larry shared that Jim LeTourneau's goal is to replace his bridge this fall. The district has not yet received an estimated cost of purchasing the existing bridge.

c. **Miller Woods:** Josh shared that Miller Woods fared well during the ice storm. Sonya and the volunteers cleared a few small limbs that came down on the trails.

Sonya continues to work on the USFW grow out planting.

d. **Mt Richmond:** Josh will treat scotch broom on the property when the weather allows.

e. **Muddy Valley Habitat Reserve:** Josh shared that the upper road on the property has several trees down due to the ice storm.

f. **Yamhela Oak Conservation Overlook (YOCO):** Josh cleared trees from the main road that came down during the ice storm.

11) NOXIOUS WEED REPORT: Marie shared that scouting and treatment of Italian thistle has begun. Luke Westphal and Jordan Anderson will work with James Riedman and Yamhill County Public Works (YCPW) to locate and treat garlic mustard and Italian thistle throughout March and April.

Susan Aldrich Markham is working with vineyard owners, on behalf of YCPW, to gain permission to treat target weeds on their properties.

12) BOARD REPORTS: Sam shared several highlights from the Carbon Farming webinar he attended.

Pat shared information regarding the new OACD portal now available online. He will email the link to the portal to the board and staff.

Ximena reviewed highlights from the Oregon Wine Symposium.

Ximena suggested expanding the district's marketing and outreach of the Native Plant Sale through social media.

13) STAFF REPORTS: Barbara asked for feedback on the Native Plant workshop listed on staff reports. Jessica and Marie provided a summary of the workshop.

Barbara also inquired about the Carbon Farming webinar. Marie provided a summary of the highlights and offered to email the link to staff and the board.

14) AGENCY REPORTS:

a. **Greater Yamhill Watershed Council (GYWC):** Luke reported that the GYWC completed planting 3,500 plants at Tice Woods.

b. **Natural Resource Conservation Service (NRCS):** Thomas shared several updates including;

i. The NRCS is wrapping up the 5-year Quality Assurance review of the McMinnville office

ii. The new employee hired by NRCS will begin April 12th

iii. EQIP application ranking was completed

Sergio thanked Marie and Luke for their assistance in identifying the new forest service area.

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

16) ADJOURNMENT: Barbara Boyer adjourned the meeting at 10:05 a.m.