

*BOARD MEETING BY TELEPHONE AND VIDEO CONFERENCE CALL

Date: October 13, 2021

Authorized Signature: 

DIRECTORS:	Present	PARTNERS/GUESTS:	Present	DISTRICT:	Present
Barbara Boyer	<input checked="" type="checkbox"/>	Luke Westphal, GYWC	<input checked="" type="checkbox"/>	Larry Ojua	<input checked="" type="checkbox"/>
Gordon Cook	<input checked="" type="checkbox"/>	Thomas Hoskins (NRCS)	<input checked="" type="checkbox"/>	Julie Lorenzen	<input checked="" type="checkbox"/>
Dave Cruickshank	<input checked="" type="checkbox"/>	Sergio Villaseñor (NRCS)	<input checked="" type="checkbox"/>	Josh Togstad	<input checked="" type="checkbox"/>
Pat FitzGerald	<input checked="" type="checkbox"/>			Wesley Paul	<input checked="" type="checkbox"/>
Leo Krick	<input checked="" type="checkbox"/>	Mike Burr	<input checked="" type="checkbox"/>	Sonya Wilkerson	<input checked="" type="checkbox"/>
Ximena Orrego	<input checked="" type="checkbox"/>	Andrea Vallejo	<input checked="" type="checkbox"/>		
Sam Sweeney	<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 August 11, 2021, board meeting. Dave Cruickshank moved, and Pat FitzGerald seconded a motion to accept the August 11 minutes as presented. The motion passed unanimously. Larry commented that a correction needs to be made to item 10e in the minutes.

VOTE RECORD: Approve the August 11, 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 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: The board reviewed the August 11, 2021, Treasurer's Report.

Discussion: There was discussion concerning the following topics.

- Ximena had a question about a deposit for \$49,050.68
 - Julie explained that \$49,000.68 was the final payment of the ECREP grant and that \$50 was for the rental of the Miller Woods Conference room.

Pat FitzGerald moved, and Dave Cruickshank seconded a motion to accept the August Treasurer's Report as submitted. The motion passed unanimously.

VOTE RECORD: Approve the August 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 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"/>

4) REVIEW CORRESPONDENCE: Wes noted the letter from Clackamas SWCD that was included in the board packet would be discussed later in the meeting. He also made mention of a letter from the Yamhill County Historical Society

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(YCHS). The letter explained a recent decision on the part of the YCHS board to consolidate all operations at the facility on Hwy 18 and consider selling the building in Lafayette. That letter had been sent to the board members via email prior to board packets going out.

5) OLD BUSINESS:

- **WWMP Updates – Seven H, Dupee Valley & Cherryhill Ranch:** Larry gave updates on the status of the transactions involving the Seven H and Dupee Valley properties. Work is continuing and Larry and Amie are meeting regularly with Bonneville Power Administration to keep things moving towards a December closing.
- **Personal Protective Equipment (PPE) Policy:** Wes informed the board that a list of chemicals the district uses and the required PPE has been posted in the storage area. Wes also indicated that he was going to purchase N-95 masks for staff to use. Leo asked about also providing masks with filter cartridges. Barbara commented that previous discussions included providing masks with filter cartridges. Wes indicate that he would make both available.
- **Miller Woods Conference Room Update:** Wes relayed that he had spoken with Larry about renting the conference room at Miller Woods. He said that he agreed with Larry’s feeling that the district should not rent the conference room in the current COVID climate, but consider requests on a case-by-case basis. There was a question about a rental fee collected for the conference room. It was determined that the event had already taken place.
- **US Forest Service (USFS) Hebo Agreement:** Luke gave a brief update on the status of the agreement between the district and the USFS Hebo office. Luke relayed that the USFS drafted a document that essentially restated the terms of the partnership that was previously agreed to. He was not sure if there was anything that the district needed to do as the board had already approved the partnership.
- **2021 Annual Meeting Update:** Wes informed the board that after a brief meeting, due to the ongoing COVID situation in the county, the annual meeting would be held as it was for 2020. It will be held during the February 9th, 2022 board meeting. Wes also informed the board that the committee that met also decided that a spring tour was an excellent idea and a good way to showcase district work and that planning would begin soon

6) NEW BUSINESS:

- **CREP Partnership:** Wes informed the board that the district had received a letter from Clackamas SWCD asking us if we were interested in continuing our partnership with them in the CREP program. Wes told the board that Clackamas is very happy with the partnership and that it has worked very well. Larry informed the board that he has spoken with Jenne Reische about the partnership and highlighted the cost to the district outlined in the letter. A motion was made by Sam Sweeney and seconded by Leo Krick, and approved unanimously to continue the partnership and provide \$4,000 in cash and \$2,400 in-kind for the two year project.

VOTE RECORD: Approve continued partnership with Clackamas SWCD in the CREP program and approve amounts detailed in letter of support.					
	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"/>
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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"/>

- **No-Till Drill:** The board and staff discussed plans for the no-till drill this fall. The consensus was to continue to offer the service as provided in the past.

7) DISTRICT MANAGEMENT:

- **Computer Purchase/IT Update:** Wes informed the board that he is still looking for a printer solution. He is waiting on a quote from Pacific Office Automation for both purchase and lease options. He hoped to have a solution by the end of the week.
- **COVID Update & District Policy:** Both Thomas and Wes reported that there are no changes to office COVID policy at this time.
- **Recruitment:** Wes informed the board that the recruitment for the Resource Conservationist has been posted to the website and sent out to numerous organizations including Oregon Association of Conservation Districts, Oregon Watershed Enhancement Board, and other districts. As of the time of the meeting, no applications had been received. Wes noted that the closing date on the announcement was September 13th and that he fully expected to extend that deadline. Wes also informed the board that he is working on announcements for the Office Assistant and Office Administrator positions and hoped to release those soon.
- **Future Board Meeting Locations:** Wes noted that this was part of an ongoing conversation about when and where to hold future board meetings. He said as the COVID situation in the county was not improving and recommended that the conversation be tabled until calendar year 2022.
- **Miller Woods Finances:** Larry provided information to the board regarding the status of finances in the Miller Woods Fund. He said the fund has several sub-accounts that are used to manage finances for various projects, such as the native plant sale, forestry operations, native plant nursery, general operations, capital projects, grants, and others. Larry recommended making several general journal entries in the Miller Woods Fund to properly shift and rebalance funds in the sub-accounts, and establish a balance in the Miller Woods Restroom Fund. The general journal entries are summarized as follows:
 - Shift \$30,000 from Forestry Operations to the Restroom Fund
 - Shift \$20,000 from Capital Improvement to the Restroom Fund
 - Shift \$ 17,000 from Operations to the Restroom Fund
 - Shift \$180,000 from Nursery Operations to General Operations
 - Shift \$50,000 from Native Plant fund to Miller Woods Operations

The board concurred with the recommendations. Sam Sweeney made a motion to accept the journal entries and Pat FitzGerald seconded the motion. The motion passed unanimously.

VOTE RECORD: Approve transfers within the Miller Woods fund.					
	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"/>
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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 checked="" type="checkbox"/>	<input type="checkbox"/>

8) EDUCATION & OUTREACH:

- **Wildfire Prevention Update:** Neither Thomas nor Wes had any significant updates to share with the board. Wes noted he had reached out to the Confederated Tribes of the Grand Ronde to partner with them on one of the workshops.

9) LAND USE:

- **Land Use Table:** Wes briefly went over the land use applications that were in the packet and informed the board of two others that were recently received. He said he would consult with Sam Sweeney to determine which applications warranted letters. When asked by Barbara Boyer if the district had submitted any letters recently, he informed her that no letters had been submitted recently.

10) DISTRICT MANAGED PROPERTIES:

- **Chegwyn Farms:**
 - Josh and Keith treated blackberries on the slope towards the back of the farm where Sam and his son removed the walnut trees
 - Larry, Barbara, and Sam met with Betty to discuss the estate and projects she would like to see completed on the farm
 - Larry reported the following: The board met in Executive Session on August 18, 2021 to review the property appraisal for surplus property located on Hembree Street across from Grandhaven School. The appraisal covered approximately 3 acres that are part of a 7-acre parcel owned by the district. Point brought forward from executive session included:
 1. The board reviewed the property appraisal. There were no questions or disagreement. Some commented the selling price could be much higher than appraised value considering the current atmosphere in the real estate market.
 2. The board discussed the need to secure legal counsel to lead and facilitate the steps to sell the property, should the board vote to do so.
 - After discussion, Sam Sweeney made a motion is to secure legal counsel to lead and facilitate the steps to sell surplus district property located on Hembree Street. Leo Krick seconded the motion which passed unanimously. Barbara and Larry will follow up with legal counsel.

VOTE RECORD: Approve steps associated with future sale of property at Hembree St.					
	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"/>

- **Yamhill Oaks - Masonville & Gopher Valley: Josh reported the following:**
 - **Masonville:** USFWS staff finished removing tile in one of the wetlands they developed and disced the wetland bottom in prep for fall seeding
 - **Gopher Valley:**
 - Fall mowing is planned for the mouse eared hawkweed area when we get some rain.

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- Homesite: Work continues. A painting contractor has been selected. Larry will be contacting the gutter contractor following painting.

- **Miller Woods: Josh reported the following:**

- Sonya and volunteers have been working on a dock that will be used for education. The dock is funded with donations to honor past volunteer Charlie
- The Miller Woods trail race is October 9th
- Miller Woods Fall Plant sale is October 16th
- Larry discussed alternatives for an upcoming vacancy at the Miller Woods home. The board was comfortable with Larry discussing a rental agreement with Luke Westphal

- **Mt Richmond:** Josh stated that there isn't much to report. He will do fall mowing once we receive adequate moisture.

- **Muddy Valley Habitat Reserve:** Josh reported the following:

- ODFW completed their final turtle survey of the summer
 - A track hoe operator is scheduled to clean out 2 pond spillways

- **Yamhill Oak Conservation Overlook (YOCO):** Josh reported the following:

- Contractor (Habitat Restoration) finished tree shearing hawthorn and cherry trees in the 20-acre salvage area near the top of YOCO
 - A contractor with a masticator has been contacted to mulch some of the leftover slash from the 2020 timber operation

11) NOXIOUS WEED REPORT:

- Dave provided some information on his observations of Tansy Ragwort this year, noting that he has much more than in previous years. He also noted a significant lack of Cinnabar Moths and larvae to eat the seeds in the Tansy. Both Sam and Gordon noted the lack of moths and larvae this year. Dave asked if the district should write a letter to the Oregon Department of Agriculture asking if they might consider re-introducing the moth and larvae to help control larvae. Larry said he would draft a letter. Luke provided some additional information on weed work in the county and introduced Andrea Vallejo who recently took a position with Public Works and will be working with the district on roadside management and the weed program.

12) BOARD REPORTS:

- Sam addressed the need for board members to be more involved in the on-boarding of new staff as we look to fill positions. He emphasized the need for new staff to become familiar with each director, and the issues and activities in their respective zones.

13) STAFF REPORTS:

- There were no questions or comments on staff reports.

14) AGENCY REPORTS:

- **Natural Resources Conservation Service (NRCS):** Thomas reported that the NRCS has put several tight deadlines on programs that both he and Amie are working on and that he was working hard to meet those deadlines. Sergio reported that the USDA had planned to start transitioning staff back to the office in larger numbers beginning October 1st. With COVID Delta variant still very prevalent in our communities, this plan has been put on hold.

15) PUBLIC COMMENT: There was no comment or discussion.**16) ADJOURNMENT:** Barbara Boyer adjourned the meeting at 9:33 am.