

Date: July 14, 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"/>	Doug Rux, City of Newberg	<input checked="" type="checkbox"/>	Julie Lorenzen	<input checked="" type="checkbox"/>
Dave Cruickshank	<input checked="" type="checkbox"/>	<b>NRCS:</b>		Josh Togstad	<input checked="" type="checkbox"/>
Pat FitzGerald	<input checked="" type="checkbox"/>	Thomas Hoskins	<input checked="" type="checkbox"/>	Marie Vicksta	<input checked="" type="checkbox"/>
Leo Krick	<input checked="" type="checkbox"/>	Sergio Villaseñor	<input checked="" type="checkbox"/>	Amie Loop-Frison	<input checked="" type="checkbox"/>
Ximena Orrego	<input checked="" type="checkbox"/>			Jessica LaRue	<input checked="" type="checkbox"/>
Sam Sweeney	<input checked="" type="checkbox"/>	Keith Nasman, District	<input checked="" type="checkbox"/>	Wes Paul	<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 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 June 9, 2021, board meeting. Pat FitzGerald moved, and Ximena Orrego seconded a motion to accept the June 9 minutes as presented. The motion passed unanimously.

VOTE RECORD: Approve the June 9, 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 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 checked="" 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 June 2021 Treasurer's Report. There was no discussion. Sam Sweeney moved, and Pat FitzGerald seconded a motion to accept the June Treasurer's Report as submitted. The motion passed unanimously.

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

**4) REVIEW CORRESPONDENCE:** There was not any correspondence to discuss. Staff will bring any significant correspondence or information to the board's attention as appropriate.

**5) OLD BUSINESS:**

- a. WWMP Updates – Seven H, Dupee Valley & Cherryhill Ranch:** Amie shared that funding for Cherryhill Ranch was successfully approved. Amie shared that ranking indicated the district scored highest in all categories except for public access and proximity to connecting properties.

Larry shared his appreciation and acknowledged Leo's and Amie's good work and diligence. He noted that the ranking includes many categories and district's great success is due in part to prior experiences and knowledge of the process.

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The district is still waiting on the surveys for Dupee Valley and 7-H.

- b. ODA Biennial Capacity Grant - Update:** Marie shared that the Oregon Department of Agriculture (ODA) grant has been submitted. As part of the grant, the district will need to pass a retroactive Annual Work Plan for fiscal year 2020-2021. A copy of the updated work plan was included in the board packet.
- c. Annual Work Plan FY 2020-2021: ACTION** Wes explained that approval of the Annual Work Plan for fiscal year 2020-2021 will satisfy one of the ODA requirements for the capacity grant. Ximena Orrego moved, and Pat FitzGerald seconded to approve the 2020-2021 Annual Work Plan as presented. The motion passed unanimously.

<b>VOTE RECORD: Approve the 2020-2021 Annual Work Plan as presented.</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 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"/>

- d. Budget Hearing & Special Board Meeting - Update:** Larry reviewed that the budget hearing and special board meeting took place on June 17<sup>th</sup>. The budget was approved. The next steps include submitting all necessary budget documents to the appropriate parties.
- e. 2021 Annual Meeting Discussion:** Julie asked the board about proceeding with planning of an in-person annual meeting. There was discussion concerning hosting a tour of district-owned properties and where to host the meeting. Julie and Jessica will explore options and report at the August 11<sup>th</sup> board meeting.
- f. Late Agenda Item Potential Bridge Purchase:** Larry reviewed the details of a potential bridge purchase from Jim LeTourneux. A committee consisting of Amie, Larry, Josh and Gordon met to examine the bridge. There is significant cost to mobilize, stage, and install the bridge at Gopher Valley. Moving the bridge to Gopher Valley was estimated at \$3,000-4,000. Jim is asking \$11,000 for purchase of the bridge. The committee provided input to the board and suggested the timing of making an investment in a bridge may not be the best. The installation costs and associated engineering requirements are unknown, and could be significant, and there are no dedicated funds to cover the costs. The committee also commented that there is no immediate need to harvest timber or conduct commercial activities on the land across Deer Creek in the near future. Therefore, the committee recommended not moving forward with the purchase at this time due to the associated costs and because of timing issues. There was further discussion concerning access to the property and the possible need for the bridge in the future. By consensus, the board agreed to forego the purchase, and directed Larry to inform Jim, so he could arrange for other plans.

**6) NEW BUSINESS:**

- a. Newberg Community Development Urban Renewal Plan - Doug Rux:** Doug Rux provided a PowerPoint presentation detailing the Newberg Community Development Urban Renewal Plan and the potential impacts on the district. Gordon asked if this project raises property taxes. Doug explained that it redistributes taxes but does not raise them. There was further conversation concerning funding, regulations, and financial impacts. Barbara commented that a threshold on the number of urban renewal plans should be a concern.

**7) DISTRICT MANAGEMENT:**

- a. Computer Purchase/IT Update:** Wes shared that no further purchases of IT equipment have been made. He will continue to work with Amanda to ensure the transition off the NRCS system goes smoothly.

- b. **COVID Update & District Policy:** Thomas reviewed the recent COVID policies. Masks and social distancing are still required for unvaccinated individuals in the office. Cleaning of frequently touched surfaces is encouraged. All facilities must close and undergo a thorough cleaning if an employee tests positive for COVID.
- c. **Transitioning Staff’s Return to the Office:** Wes shared that staff have returned to the office on a part-time basis. Marie is currently working in the office Monday and Tuesday, while Amie works from the office Wednesday and Thursday. Josh continues to work from the office as needed.
- d. **Future Board Meeting Locations:** Wes shared that Julie and Jessica conducted outreach to local businesses in search of options for hosting in-person board meetings. Available spaces include First Federal, Yamhill County Auditorium, and Yamhill Valley Heritage Center. Marie suggested contacting Public Works regarding their conference room.

Sam asked why Miller Woods is not on the list of locations. Barbara and Larry explained that House Bill 2650 requires public meetings to continue offering a virtual attendance option. The internet and accessibility at Miller Woods present complications to this requirement.

- e. **ERC & Staff Reviews:** Larry and Wes met with each employee to review self-evaluations. Notes from individual meetings were shared with the Employee Relations Committee (ERC). The ERC then met with each staff member.

Leo shared that during Josh’s review, the topic of Personal Protective Equipment was a concern. Josh shared that he does not currently wear a respirator while spraying as the herbicides he is currently working with do not require one. He takes every precaution and does not spray during inclement weather. There was discussion concerning whether the district should implement safety procedures above the label requirements. Leo suggested researching other agency policies. Wes will compare policies and report to the board at the August 11<sup>th</sup> board meeting.

Barbara asked the board for approval to grant the ERC authority to approve staff salary increases. Dave Cruickshank moved, and Gordon Cook seconded a motion to grant the Employee Relations Committee the authority to approve staff salary increases. The motion passed unanimously. Ximena Orrego momentarily stepped away and was not present for this vote.

VOTE RECORD: Approve authority of Employee Relations Committee approve staff salary increases.					
	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 checked="" type="checkbox"/>
<input type="checkbox"/> Tabled	Dave Cruickshank	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*Ximena had stepped away, and not present for this vote.	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 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"/>

8) EDUCATION & OUTREACH:

- a. **Wildfire Prevention Update:** Jessica, Thomas and Sarah Bartholomew conducted a site tour of potential locations for the workshop. Jessica will contact the appropriate places to inquire about booking the sites and associated fees. Jessica shared that Oregon State University Extension Service has provided two articles concerning wildfire preparedness that will be published in the News Register and the district website. The district is still waiting for an update from the county concerning the funding proposal for the workshop.

9) LAND USE:

- a. **Land Use Table:** Sam recommended submitting the district’s general letter to all applications within an ag zone.

10) DISTRICT MANAGED PROPERTIES:

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- a. Chegwyn Farms:** Larry shared that Charlie Chegwyn passed away on July 4<sup>th</sup>. Larry and Sam visited Betty and joined Barbara on Saturday at Charlie's service. Sam commented that the district will need to review Betty's needs. Larry suggested establishing a committee to review decisions that need to be made.

Josh introduced Keith Nasman, the temporary steward assistant, to the board and reviewed the projects Keith has been working on.

- i. **Review of Grandhaven 3-acre parcel:** Jack Russell was hired to complete the appraisal on the 3-acre parcel. The appraisal came in at \$940,000. The board will need to discuss the next steps.

**b. Yamhill Oaks - Masonville & Gopher Valley:**

- i. **Masonville:** Josh completed mowing on the new wetland areas.
- ii. **Gopher Valley:** Josh mowed around the house, four meadows and roads. Josh shared that the Oregon Department of Forestry (ODF) gave the okay to mow if humidity is over 35%.

Larry shared that the district worked with a track hoe operator to shape the area around the homestead, remove stumps, shape the area behind the storage shed, and install drainage pipe for gutter outlets and hillside drainage.

- c. Miller Woods:** Larry, Marie, and Sonya met with an engineer who volunteered his time, to discuss the plans for a bathroom. Larry has contracted with Marcia Mikesh to finish the plans which should be ready in three weeks. After the plans have been completed, they will be submitted to the county for approval.
- d. Mt Richmond:** Josh continued to work with the Institute of Applied Ecology (IAE) on spot spraying around the property. He shared that Norvella recently underwent back surgery.
- e. Muddy Valley Habitat Reserve:** Josh reported that the annual hay harvest has been completed. He also shared that Oregon Department of Fish and Wildlife (ODFW) will return next week for additional turtle surveys.
- f. Yamhela Oak Conservation Overlook (YOCO):** Josh treated poison oak and thistle around the property. Keith is working on removing fencing for wildlife movement.

Larry, Amie, Josh, and Marie met with Frank Fromherz and Bridget Cooke to discuss the possibility of a biochar project at the property. From their discussion they concluded the cost of the project is financially unrealistic.

**11) NOXIOUS WEED REPORT:** Marie provided several updates including:

- a. Work on Italian Thistle is complete.
- b. Garlic Mustard work is nearing completion.
- c. Contractors began treating Garden Yellow Loosestrife yesterday.

Luke provided an update on the Garlic Mustard treatment along Cozine and Baker Creek.

**12) BOARD REPORTS:** There was discussion concerning the submission of comments on the Newberg Urban Renewal Plan. Wes will work with the board to draft a letter of concern to the appropriate parties.

Barbara and the board discussed options for scheduling an executive session. It was decided that the board will meet August 18<sup>th</sup> at 9 am at the Yamhill County Auditorium.

**13) STAFF REPORTS:** There was no comment or discussion.

**14) AGENCY REPORTS:**

- a. **Greater Yamhill Watershed Council (GYWC):** Luke shared that the GYWC has been recommended by OWEB for funding over the next two-year cycle. There has been a slight increase in the amount awarded to each watershed council
- b. **Natural Resources Conservation Service (NRCS):** Thomas provided several updates including:
- i. Both the Water Quality and Forestry CIS proposals have been approved.

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- ii. The Quality Assurance Report has been completed.
- iii. EQIP contracts are well underway.

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

**16) ADJOURNMENT:** Barbara Boyer adjourned the meeting at 9:55 am.