



Wednesday, April 13, 2022
Board Meeting Minutes

* BOARD MEETING BY TELEPHONE AND VIDEO CONFERENCE CALL ONLY

Date: **May 11, 2022**

Authorized Signature: *Barbara Boyer*

DIRECTORS:	Present	PARTNERS/GUESTS:	Present	SWCD/NRCS:	Present
Barbara Boyer	<input checked="" type="checkbox"/>	Luke Westphal	<input checked="" type="checkbox"/>	Larry Ojua	<input checked="" type="checkbox"/>
Gordon Cook	<input checked="" type="checkbox"/>	Sean	<input checked="" type="checkbox"/>	Allison Schwister	<input checked="" type="checkbox"/>
Dave Cruickshank	<input checked="" type="checkbox"/>	Harry Noah	<input checked="" type="checkbox"/>	Keith Nasman	<input checked="" type="checkbox"/>
Pat FitzGerald	<input checked="" type="checkbox"/>	Tom Blumenthal	<input checked="" type="checkbox"/>	Amie Loop-Frison	<input checked="" type="checkbox"/>
Leo Krick	<input checked="" type="checkbox"/>	Ken Nygren	<input checked="" type="checkbox"/>	Josh Togstad	<input checked="" type="checkbox"/>
Ximena Orrego	<input checked="" type="checkbox"/>	Thomas Hoskins	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Sam Sweeney	<input checked="" type="checkbox"/>		<input 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 March 2022 board meeting. Dave Cruickshank moved, and Ximena Orrego seconded a motion to accept the minutes as presented. The motion passed unanimously.

VOTE RECORD: Approve March 2022 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 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"/>

3) TREASURER’S REPORT: The board reviewed the March 2022 Treasurer’s Report. Sam Sweeney moved, and Ximena Orrego seconded a motion to accept the Treasurer’s Report as submitted. The motion passed unanimously.

VOTE RECORD: Approve the March 2022 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 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"/>



4) REVIEW CORRESPONDENCE: There was no correspondence to discuss. Staff will bring any significant correspondence or information, to the board’s attention, as appropriate.

5) OLD BUSINESS:

a. WWMP Updates: Dupee Valley & Cherryhill Ranch

Larry reported that Dupee Valley Reserve project has closed. He worked with Allison to allocate funds to the appropriate accounts and restore funds to repay internal loans per the district’s approved budget. The payment from Bonneville Power Administration included funds to be set aside for stewardship activities on the property. Larry and Amie continue to work on the Cherryhill Ranch project.

b. Future Board Meeting Location

The board reviewed in-person board meetings returning May 2022 to be held at the Heritage Center Meeting Room. Pat FitzGerald moved, and Sam Sweeney seconded a motion to return to in-person meetings in May 2022. The motion passed unanimously. Going forward, the district will continue to provide the option of attendance and participation through Zoom as an alternative for those who do not attend in person

VOTE RECORD: Approve the return to in-person board meetings in May 2022.					
	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 type="checkbox"/>
	Sam Sweeney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

c. Budget Committee Member/Recommendations

Larry reviewed the need to appoint Budget Committee Members for two vacancies. A reminder will be sent out in advance of the May 2022 Board meeting for nominations.

d. Letter to City of Newberg

Larry confirmed that the City of Newberg had received the letter he’d submitted expressing the district’s concerns for their Urban Renewal Project.

e. Local Work Group Meeting Survey Results

Thomas presented the findings from the Local Work Group Meeting surveys. The findings provided a summary of the key issues and concerns of those participating in the meeting.



6) NEW BUSINESS:

a. Wildfire Prevention Workshops

Keith reported things are proceeding nicely towards the three workshops. All presenters and topics are set for the three events. Advertising has been on the district website, News Register Roots to Roofs publication, district email blasts, Facebook, Oregon Small Woodlands events calendar and the Newberg Graphic. Thomas, Allison, and Keith met to finalize the plans for the first event in Dundee.

b. McMinnville Salon Fundraiser for Miller Woods

Allison reported that St. Rue Salon in McMinnville is hosting an Earth Month event all April with proceeds benefiting Miller Woods. Donations are in the form of special add-on services for \$15 and raffle tickets for \$3. She will report next month on the outcome of the fundraising.

7) DISTRICT MANAGEMENT:

a. Covid Update

Thomas provided an update on NRCS's plan to have employees return to work in the office starting May 2nd. Mask mandates have been lifted. There will still be a provision for teleworking in certain cases.

b. Strategic Planning Meeting-Report

Barbara reported that the board had convened for a Strategic Planning Meeting to discuss the district's long-range plan and future district priorities. There was great participation and brainstorming and the board completed about half of their planning discussion.

Tom Blumenthal joined the meeting at 8:07 am.

c. Staffing Update

Larry provided an update that Sonya will be resigning as Property Manager of Miller Woods as of April 30th. Josh is enrolled in the Master Woodland Program at OSU which he is attending on Saturdays. Larry met with Amanda Greene and discussed a transition from district part-time employee to contract work for the future.

8) EDUCATION/OUTREACH:

a. Farm Fest Event Report

Allison reported the Farm Fest event had a great turn out at the Heritage Center. The district had a vendor booth offering information and handouts, and selling t-shirts, hats, books, and native pollinator seeds. Sales at the event were \$326 and Allison, Sam Sweeney, and Leo Krick had positive feedback and conversations with attendees.

b. Woodland Tour 2023 Outreach Update

Allison sent an outreach letter to over 30 schools in the county to promote the Woodland Tour returning in 2023 and gauge interest from schools. Nine schools have already returned the survey with contact information and RSVP for 400+ students for the future event.



9) LAND USE:

Larry submitted letters to the Yamhill County Planning Department as discussed with Barbara and Sam. There was discussion regarding commenting on applications as they come in. Pat inquired as to whether the county informs us when final decisions are made on applications. Allison has emailed the few final decision notifications the county has provided, and will continue to email others to the board as received.

10) DISTRICT MANAGED PROPERTIES:

a. Chegwyn Farms:

Josh reported on vandalism occurring on the property, with a window being broken on a Sunday afternoon along with tagging on the side of the old house. Josh contacted the Sheriff's office, and a case has been opened. Two additional trail cams, new security lights, and new locks have all been installed. Clean-up work of a downed Spruce trees and old fencing has also been completed. More fence needs to be removed in the future, and additional trees need to be removed long Grandhaven Drive, north of the old home.

b. Yamhill Oaks - Masonville & Gopher Valley:

i. Masonville:

Josh stated that the NRCS and USFW have a five-year extension on the agreement to manage the property.

ii. Gopher Valley:

Josh reported that he has been spraying Scotch Broom on the property.

c. Miller Woods:

Josh gave a final report on the financial outcome of the Native Plant Sale. The planting of the USFWs Grow out work has been completed with a great effort from Sonya and a team of volunteers and part time staff.

Larry gave an update on the restroom building project. Excavation work, ditching, rock installation, installation of conduits for water and electric, and installation of drainage line and rock have been install to the site. The district funded this preparation work, and it was not included in the scope of work for the building construction. The permits were approved by the county and Larry reported the district extended invitations to bid on the project to three contractors per the district's intermediate contractor rules. The district received one responsive bid for \$122,694 from Brian O'Neil Construction, Inc. The other contractors informed Larry they were too busy and did not submit bids.

Larry discussed his recommendation to move forward with the project fund and secure the services of Brian O'Neil Construction, Inc. The district does not have adequate funds in the Miller Woods Restroom account (QuickBooks Job within the Miller Woods Fund). Therefore, Larry suggested the following funding strategy to cover the costs of the project:

1. Allocate \$73,000 from the Miller Woods Restroom account
2. Allocate \$20,000 from the Miller Woods Forestry account
3. Allocate \$20,000 from the Miller Woods Capital Improvement account
4. Allocate remaining costs from General Fund.

By approving this approach, the district will be able to commit adequate funds to secure a contractor and move forward with the project. There may be other costs to complete the project once the structure is built, such as signage, rock for parking, and other needs. With the board's approval, Larry will finalize and sign a contract with Brian O'Neil Construction, Inc. He will provide an update at the next meeting.



The board reviewed the recommendation for funding the restroom building. Pat FitzGerald moved, and Leo Krick seconded a motion to approve the use of funds. The motion passed unanimously.

VOTE RECORD: Approve the use of funds to complete the Miller Woods Restroom project.					
	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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	Pat FitzGerald	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	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"/>

d. Mt. Richmond:

Josh reported on his work at the site to spot spray.

e. Muddy Valley Habitat Reserve:

Josh is working with Amie and USFW on the wetland project. Work will begin at the end of July contingent on funding. He discussed his work to clear a small log jam at the access bridge. Amie reported on the turtle surveys that would begin on May 10th. Surveys are conducted over three days by volunteers. Amie is coordinating with Theresa and Victor.

f. Yamhela Oak Conservation Overlook (YOCO):

Josh reported that he had made a few visits for clean-up and checked on the 20 acres of Roemer’s Fescue previously planted by Josh and Keith. Josh mentioned a possible Spring Tour for May or June and would email potential dates.

11) NOXIOUS WEED REPORT:

Keith expressed gratitude for all of Luke’s help and that he will be missed.

State Weed Grant - Garden Yellow Loosestrife, and Yellow Floating Heart treatment on the Willamette

- Planning meetings have happened to set the steps to completion
- Grant application is awaiting land use approval from Polk county
- Outreach to landowners will be done by a joint mailing in Yamhill, Marion, and Polk counties
- Willamette Riverkeeper will be coordinating the contracted herbicide applicator
- Treatment in late July/early August
- ODA staff will be assisting
- Follow-up treatment by Oregon Parks and Rec jetboat to catch any areas we didn't have landowner permissions on the survey/treatment run

County Weed Grant - Mouse Ear Hawkweed (MEH), Garlic Mustard (GM), Italian Thistle, and Knotweeds

- MEH is only on a few properties in Gopher Valley. Keith will do the landowner outreach including a neighbor get together hosted on the district property. Riedman Land Stewardship will do the treatments.
- GM is at three locations in the county: Kramien Road up by the Clackamas border, Cozine creek in Mac, and out in Baker Creek
- Luke, James, and Keith met with Liz Fliszar about the city properties along Cozine and developed a plan for treatment
- GM mowing and spraying will start in May
- Jordan Anderson from GYWC is willing to pick up the surveying of GM
- Italian Thistle and knotweeds will be treated in county ROW by the County Public Works with matching funds



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11) STAFF REPORTS:

There were no question or comments on staff reports.

12) BOARD REPORTS:

Barbara mentioned the possibility of an Annual Meeting and Dinner being planned for Fall 2022.

13) AGENCY REPORTS:

Thomas reported that NRCS has almost completed work on EQIP contracts. He will be giving a report next month. Sarah has been doing great working independently on contracts. Thomas suggested removing the Covid Update from future agendas.

14) PUBLIC COMMENT:

Harry Noah provided an introduction and discussed his background in farming, environmental mining and working with the Alaska Land Trust. He is currently running for County Commissioner seat #1.

Ken Nygren provided no public comment on the meeting, but noted he was attending to listen to the discussion.

15) ADJOURNMENT:

Barbara Boyer adjourned the meeting at 9:17 a.m.