



DISTRICT ADVISORY BOARD MEETING AGENDA

Date/Time: 4:00 p.m. Wednesday, August 8, 2012

Location: North Clackamas Aquatic Park

- I. Call to order
- II. Citizen Participation*
- III. Approval of minutes from April 11, 2012; June 13, 2012 and July 11, 2012
- IV. Action Items
 - a. DAB Interim Chair approval 10 min
 - b. DAB Interim Vice Chair approval 10 min
- V. Presentations
 - a. Master Plan Update – Michelle 10 min
 - b. Recreation Fee Review – Dave 10 min
 - c. Natural Resources Video 15 min
- VI. Division Reports – Laura Zentner, Michelle Healy, Dave Miletich
- VII. Director’s Comments – Gary Barth
- VIII. Board Members’ Comments
- IX. Executive Session in accordance with ORS 192.6602(e) to discuss real property negotiations
- X. Adjournment

*Citizen Participation is limited to three (3) minutes per speaker.



DISTRICT ADVISORY BOARD MEETING MINUTES

Date/Time: April 11, 2012 – 4 p.m.
Location: North Clackamas Aquatic Park

REVISED 5/10/12

DAB members present: Michael Morrow, Chair; Bill Bersie, Vice Chair; Marylee Walden; Susan McCarty; Renee King; Lynn Fisher; David Noble; Mike Miller

Staff present: Gary Barth, Laura Zentner, Michelle Healy, Dave Miletich, Beth Meyer, Tonia Burns, Kelly Stacey, Joan Young, Katie Dunham, Kevin Cayson, Annie Rusunen, Jason Kemmerich, Kandi Ho, Marty Hanley, Kathi Schroeder, Robin Bruce

Budget Committee member present: Rick Frank

Citizens: Dick Shook, Eleanor Johnson

1. Call to order

The District Advisory Board meeting was called to order at 4:10 p.m. by Michael Morrow, Chair.

2. Citizen Participation

Dick Shook, 4815 SE Casa del Rey Dr, Milwaukie OR 97222, announced The Clackamas Watershed Council, NCPRD, WES and Soil and Water Environment will celebrate Earth Day on April 21.

3. Minutes from March 14, 2012 DAB meeting

Marylee Walden moved to approve the DAB minutes from the March 8, 2012 meeting and Renee King seconded the motion. APPROVED unanimously.

4. Fiscal Year 2012-2013 Proposed Budget

Laura Zentner, BCS Deputy Director, presented the proposed budget for fiscal year 2012-2013. She described the budget process and gave an update of NCPRD's finances since last year. (PowerPoint presentation attached.)

Updates:

- Capital Asset Replacement Program
 - 75 percent complete
 - Will present to DAB at June 2012 meeting
- Fund Balance Policy
 - Draft guideline complete
 - Fund Balance Policy: 5% emergency contingency; 10% of operating expenditures for contingency; must add up to enough for cash flow; taxes are not received until November, so cash flow must be sufficient for July to November expenses. Contingency will be a line item, but will not be separated out into these accounts. The five-year forecast will have the breakdowns of the contingency fund.
 - Will present to DAB at June 2012 meeting
- Quarterly Financial Updates
 - Budget to Actual comparison
 - Overview of each fund and any issues/concerns
- Five-Year Forecast – Annual Update
 - Present to DAB at July or August 2012 meeting

Property Taxes:

- Make up about 54-percent of the budget's revenues
- Property taxes can increase by 3-percent every year, except for new construction
- Downturn since 2008

Assumptions:

- Prediction for tax revenue this year is 0.87-percent; next year will probably be in the same range.
- Fee revenues are expected to increase by 12-percent.
- Interest Income – Local Government Investment Program (LGIP) rate is .5-percent
- Personnel costs are over 40-percent of total expenditures
- Medical – 16.46 percent increase
- Dental – 2.33-percent increase
- Life insurance – 5.19-percent increase
- PERS – no change in FY 12/13

Marylee Walden asked if the budget is a component of the Clackamas County budget or separate. Laura Zentner said NCPRD is a separate legal entity with a separate budget.

Gary Barth said COLA was not budgeted because we are going into collective bargaining this year. If COLA is negotiated, the budget will have to be adjusted to reflect that.

Bill Bersie asked if there is a percentage change in salary for those employees who are topped out. Laura Zentner said that except for the COLA, they are frozen at the top of their range. He then asked how we maintain good employees when there is nowhere to go once they have topped out. Gary Barth said they could take on

another job with more responsibilities and the Employee Services department occasionally does surveys that makes movements across all ranges of a classification.

Rick Frank asked if we could guess what the COLA will be. Laura Zentner said there is usually a minimum and a maximum based on a CPI index. One of the associations did not receive COLA, so this could be an indication that there will be no COLA negotiated.

Marylee Walden said the City of Happy Valley is looking at a COLA increase of about 1.9-percent. Laura Zentner said the CPI is over 3-percent.

Lynn Fisher asked if there were any salaries that are not in the budget. Laura Zentner said that everyone is in the budget. Gary Barth said fractions of BCS administration salaries are in the NCPRD budget because they support NCPRD.

Proposed budget for 12/13:

- The budget indicates that revenues and expenditures are balanced with an assumed carryover of \$350,000 to the fund balance at the end of next year.
- Need to incorporate Capital Asset Replacement transfer recommendation/Fund Balance guideline
- Still analyzing costs of various programs
- Will present 5-year forecast to the DAB in July or August 2012

Budget Goals:

- Adequately fund recreation , fitness, education and enrichment service programs for the citizens of the District
- Ensure the long-term financial stability of the District
 - Recognize the beginning fund balance as a one-time non-recurring resource.
 - One-time resources shall be applied toward on-time expenditures, when feasible
 - Maintain minimum Fund Balance Policy per guidelines
- Directly charge each fund with all expenses attributed to their programs.
 - The General Fund shall not pick up any expenditure that can be directly charged to another fund.
- Maintain infrastructure at a level adequate to protect the District's capital investment and to minimize future maintenance and replacement costs. Goal is to not defer maintenance of infrastructure.
- Build a Capital Asset Replacement Fund sufficient to meet short-term capital asset needs while saving for future repair and replacement of assets.
- Proactively increase revenues and decrease expenses where possible – streamline operations. Some employees have LEAN training for efficiencies. We may use an outside consultant, but NCPRD already runs very lean.

Gary Barth presented the sources of funds. The divisions receive revenues from property taxes, local government and state revenue grants, interest, miscellaneous revenue, fees and transfers.

Each operating division in the budget was presented including a purpose statement, accomplishments of the current year and the objectives of the following year; and number of employees and Operating Expenses (all included in PowerPoint presentation attached). Natural Resources is its own division next year rather than part of the Planning division.

Marylee Walden asked about Contracted Services and was told that this line item includes all personnel costs. NCPRD employees are contracted by the county.

Michael Morrow said the total amount being paid for employees is good given that most businesses' employee costs run about 60-percent of the budget. Gary Barth said that a service-oriented business has high employee costs.

Renee King asked about allocated charges and what percentage increase will be seen next year. Laura Zentner said the 20-percent increase in allocated costs was due to the 2-year delay in allocations and the fact that NCPRD took on the direct costs of our finance employees. There is now an overlap from the delay and actual costs. This will end after two years.

Marylee Walden asked what was included in allocated costs. Laura Zentner listed the services we receive from the county.

Bill Bersie asked about who was included in Contracted Services. Michelle Healy said both regular and temporary employees are included.

Bill Bersie asked about revenues and expenditures for the Aquatic Park. Gary Barth said the change is the \$200,000 difference from running the Tsunami Café differently. The net is \$20,000 after \$180,000 in expenses.

Susan McCarty said youth groups used to run the concession stands as a fundraiser for their groups. She asked if they are now not allowed to do this anymore. Kandi Ho said the new concessions vendor will be working with the youth groups.

Bill Bersie asked if new program were being added in recreation in the new budget. Dave Miletich said new programs are being added with current full-time staff and additional part-time staff covered by new revenues. The internal documents used by staff to ask for new positions do not reflect actual changes in the budget. Asks may have been turned down by managers.

Dave Miletich said this summer NCPRD will be able to use school spaces to run additional camps for free.

Bill Bersie asked if we really expect to double our revenue in field rentals. Joe Loomis projected these revenues. Dave Miletich said the amounts may change, but it's looking good. Kandi Ho said Shelli Vrabel and Joe Loomis are working hard. The fields never had a down time. They are rented the rest of the time. There are modest fee

increases, too. Rick Frank asked if this activity is reflected in the concession revenues. Kandi Ho said the District changed vendors; youth groups are earning money from him and then paying us for field rentals.

BREAK

Bill Bersie asked if there was grant money available to pay for the other half of the WES position. Michelle Healy said this position does get partially funded by grants. Marylee Walden said it would be nice to have an aggregate amount listed on the budget because staff is very good about getting grant money. May do a grant presentation to the DAB in the future.

Discussion of items in letter from the C/CAB:

Gary Barth listed the bullet points from the letter from the C/CAB regarding allocations for BCS expenses.

- What was the process for determining this allocation?
- Why the timing of this allocation prior to the upcoming fee and cost recovery schedule?
- A seemingly unsustainable impact of this allocation on the fund balance for Nutrition and Transportation.
- Need for a policy that safeguards a minimum of a year's expenditures

The tax money (rate of .54 per \$1000 assessed) has to first and foremost cover Debt Service. Then it has to cover contingency balances and the Capital Replacement Fund. Once that is parsed out, the balance has to serve all the needs of the District from that general fund.

Joan Young, John Evans and Brandi Walters' positions work across all programs in the Milwaukie Center. Their personnel costs were allocated to all of the Milwaukie Center programs. (60% General Fund/30% Nutrition/10% Transportation). By doing this, we have a true picture of the cost of service delivery.

BCS Administrative costs were allocated only to NCPRD's General Fund.

Renee King said she didn't understand the advisory board's concerns.

Bill Bersie said the concern is that the amount that is being allocated from BCS salaries to Transportation and Nutrition. Gary Barth said 9-percent of BCS Admin is being charged to these programs, or \$19,000. He asked if this money was going to come out of fund balance. Laura Zentner said we don't believe that it does. Bill Bersie said the ending fund balance for Nutrition will be \$300,000 less in the contingency fund, and Laura Zentner said that was also because of the changes in how the Tsunami Café is run.

Bill Bersie said the concerns are the \$19,000 that is scheduled to be added to the expenses in this budget is going to take away from the prior year budget's ending balance. Gary Barth said the ending fund balance of one year is the beginning fund balance of the next year. Those are not recurring revenues because they accumulated for a reason, but there is no predictability that they will accumulate into the future. So, money is not taken out of the fund balance; the funds are loaded with their true cost of operation.

Bill Bersie said the money going into the ending fund balance could possibly be coming from donations, fund raisers, and a mixture of government money. Gary Barth said about \$250,000 to \$300,000 of that money is from the general fund that has been transferred into the Nutrition program from the general fund that has been accumulated into the fund balance. The C/CAB, Bill Bersie said, reluctantly passed the budget. He said in his opinion, with the mixture of the two revenues going into the ending fund balance, he doesn't believe that we should be taking BCS salaries out of the Nutrition budget. He said it is possible at the end of next year that there will be \$500,000 instead of \$800,000, and if this happens every year there won't be any money left. Gary Barth said this is one-time adjustment. The \$300,000 came from the general fund. There are dedicated funds that come from all sources, then there are true operating costs, minus the contingency and a plus or minus surplus. If there was a negative number there, the general fund would have to balance that out. But, there hasn't been a negative balance and we have been transferring money from the general fund making that ending balance even bigger. This is fine except that we end up with a large ending balance in one program and cut programs and services elsewhere.

Bill Bersie asked about the reserves in the general fund. Laura Zentner said they were at about \$1.6 million. He said we aren't really hurting this year as far as slashing budgets. Gary Barth said we got requests from staff for a lot of things that weren't approved. Bersie said the level of service is going to be approximately the same. Laura Zentner said that if we had not done the allocation, we would have had to make cuts, potentially staff cuts. She said the allocation actually reflects where people are working. Dave Miletich said that where he has worked before, you fully burden the enterprise funds in terms of all their true costs. If we didn't move the money back into the general fund something else would have to give. Bill Bersie said he wasn't sure anything had to give because we still have \$1.6 million in reserves. Laura Zentner said we would have had to cut because we are very much on the line for covering the 15-percent contingency. Bill Bersie said the 15-percent hadn't been approved by the board yet. Gary Barth said the DAB is an advisory board, so in terms of the operating standpoint, it is prudent to have at least enough cash flow to get through from July 1 through November when the taxes are received. Laura Zentner said 15-percent is not enough for the cash flow. Gary Barth said that throughout the county everyone is looking at fund balances. If there is a significant fund balance year after year, it is getting scrutinized. At least this way it stays within the District. We are still trying to find how to adequately use our fund balances and still provide the highest level of services.

Bill Bersie said he thought we have been punishing staff at the Milwaukie Center in the years in keeping this money up and using it for what it should be used for, we are now taking it out because of salaries. He said he thinks we should wait a year and take a look at what we are really doing at the Milwaukie Center and to sit down with the board at the Milwaukie Center to discuss this issue. And also find out how much of the money in the ending balance is from government agencies, and how much is really donated by people like those on the board or other people when we ask for donations. He said we are cutting that money out and we need to separate those two funds and move the donation money out and give it to the Friends who will give it back to the Milwaukie Center.

Laura Zentner said there are no dollars in the fund from government agencies. Bill Bersie asked where the \$180,000 is from Happy Valley. Gary Barth clarified that when Happy Valley annexed in the residents started paying the \$.54 a \$1000 in taxes that all District members pay. That money is not separated out into accounts or

earmarked for specific programs. The annexation of Happy Valley into the District did bring in new revenue that goes into the general fund that serves all residents of the District. The assumption was that when Happy Valley annexed to the District there would be a larger demand for services. In anticipation of that, we transferred more general fund dollars into that fund. In reality, we have never run a deficit. If we took out the \$300,000, that was put in over the years, there is still a positive fund balance of over \$300,000 from all the other sources of income.

Bersie asked about money that is donated by people and it goes into that fund. Gary Barth said those are the first dollars used. Dave Miletich said we can clearly account for all of the revenue streams and show how it relates directly to costs for direct services. He said we all agree that these are extremely important services.

Renee King asked for some clarification about what the concerns of the C/CAB are. She listed the \$19,000 allocation for BCS salaries and the \$300,000 from the fund balance. Joan Young said the combination of the three positions currently in the Milwaukie Center budget and the BCS allocation come to about \$134,000. So the expense of the Milwaukie Center goes down and the same amount goes up in the Nutrition program. Renee King asked if the concern is that we are "moving it from Peter to pay Paul." The money is going from a general fund program to a non-general fund program. Bill Bersie said he is for leaving the money in the general fund program, not moving it to the Nutrition program. Renee King said this is a more accurate reflection of the cost of the programs. Joan Young said she didn't agree necessarily because the maintenance person spends no time on Transportation and very little of the Office Coordinator's position is spent on Transportation.

Gary Barth said the Milwaukie Center runs three programs. There is a building superintendent that maintains that facility. So if there is a transportation program running out of that building, maintained by this person, there is a cost to the program. Joan Young is running all of the programs in the Center.

Renee King asked if someone is donating to the Milwaukie Center, why aren't they donating to the Friends, and asked how many people donate money directly to the Parks District. Dave Miletich said many do through fund raisers for the programs. The Friends make a donation to the Center.

Marylee Walden asked she supports having the actual costs in the budget. She asked if the Nutrition program cannot support itself, does it go away. Dave Miletich said we would revisit the allocation. He said he is confident that a year from now he will be able to say that the only fund balance decrease will be because of Replacement Fund costs. No general funds are going into the Nutrition or Transportation funds this year or next. In three of the last five years, \$60,000 a year was transferred from the general fund to the Milwaukie Center in anticipation of providing more services after the Happy Valley annexation.

Dave Miletich said the C/CAB agreed to reluctantly approve the budget. He said he is willing to make financial reports to them regularly throughout the year rather than wait a year to see how this all comes out.

Bill Bersie said one complaint is how the money is being taken out this year. He said his concern is the fund balance that may include donations and/or government funds. He is concerned with the mixture of "apples and oranges." He is also concerned about the audit and whether the money was taken out the right way from the

right place. Bill Bersie said someone needs to sit down with the C/CAB and discuss the fund balance and to give the board the money that has been donated over the past years.

Gary Barth said federal dollars have to be spent and cannot be carried over. The first dollars out are the federal dollars. After the federal dollars are spent, the others are not designated. Laura Zentner said there is a new accounting standard that was just passed this year that determines just how dollars come in and go out. This was all analyzed with the audit and found to be right. Gary Barth said the easiest way to know is to pull the general fund out and then you will know that all that's left is the federal money and non-general fund revenues. It appears that today the programs are self-sufficient without the general fund contribution. So that money can be re-programmed elsewhere. If these two programs do start running short, general funds would then probably be taken out of another program depending on priorities. Bill Bersie asked what was done with funds we don't put into the program. Gary Barth said the funds will probably go into Fixed Assets/Replacement fund, contingency. Bill Bersie said that is fine as long as it doesn't go toward salaries. Lynn Fisher said part of the viability of the program is in the salaries of the people who run the program. Bill Bersie said that is true under non-profit agencies but not under government agencies because the tax base is to pay salaries, and any donations from individuals should go toward programs.

Joan Young said that in 1995 the District took over the Nutrition and Transportation programs from Loaves and Fishes who had been operating them. What we were told by County Counsel at that time was that we had to operate them as enterprise funds separate from the tax base. That is why fund raising became so imperative for those programs and why that fund balance has increased. When Happy Valley joined the District, then general fund money was transferred to help provide services to Happy Valley. Lynn Fisher asked if salaries were part of the enterprise funds and they were for the direct service salaries.

Gary Barth said he cannot let one fund balance grow when the other programs are short. Bill Bersie said he would like to see reports every six months to see how the fund balance is doing. Laura Zentner said she went back ten years and analyzed data. She agrees that we will not be dipping into the fund balance to pay those salaries. There will be funds used for the Tsunami Café and the freezer. This is will be tracked in the quarterly reports.

Capital Projects:

Michelle Healy presented the Capital Projects and said because this had been presented last month, there was no change to report.

- The Trolley Trail reserve is for segment 2 of the Trolley Trail that is to be built by TriMet for light rail construction. If there is a problem, we want to make sure there are funds in reserve to cover it. It also includes funds to cover adjustments in case they are needed after the Trolley Trail is done.
- Northside of North Clackamas Park: Through the WES partnership, grant funds are available.
- Property acquisition in Happy Valley that will be paid for mostly by grants and partnerships.
- Hood View Park playground -- to be paid for by a state grant, if successful.
- Johnson Creek planning: \$30,000 is coming from the Development Agency to help us with that planning.
- Spring Park: \$125,000 in grants and about \$25,000 coming from District funds.

- Trillium Creek Park: the remainder is through the partnership with the City of Damascus.
- Other projects: ADA upgrades, the Milwaukie Center parking lot,
- Sunnyside Village Park acquisition: from a dedicated funding source collected by Clackamas County.
- Debt Service for Hood View Park

Capital Asset Replacement Fund:

- Implementation of energy updates for the Aquatic Park carried over from 2011/12; sewage station control panel at Aquatic Park
- Upgrade Pete's Café located inside the Milwaukie Center (\$20,000)
- Aquatic Park lobby facelift (\$30,000)
- New walk-in freezer at Milwaukie Center
- Mower for Maintenance division

No further questions.

Susan McCarty moved to recommend to advance the 2012/13 budget to the Budget Committee for approval and Lynn Fisher seconded the motion. APPROVED unanimously.

The Budget Committee members who were not present for this meeting will meet with Laura Zentner to get informed about the budget.

Marylee Walden said she wants the board to actively monitor the programs they discussed at this meeting to make sure that the budget continues to work well for the Milwaukie Center programs. She also would like the Nutrition program to continue to be a priority for the senior citizens in our community.

6. Director's Comments

None

7. Board Members' Comments

- Bill Bersie announced a volunteer recognition event at the Milwaukie Center called Truth or Dare.

8. Adjournment

Marylee Walden moved to adjourn the DAB meeting at 7:45 p.m. APPROVED unanimously.

This DAB meeting was recorded. Digital copies of this meeting are available for the cost of duplication and handling. To order copies, contact Robin Bruce at 503-742-4348 or by e-mail at robinbru@clackamas.us.

Meeting minutes will be posted as soon as they are completed on the District's website: www.ncprd.com/district-advisory-board/meeting-minutes.



DISTRICT ADVISORY BOARD MEETING MINUTES

Date/Time: June 13, 2012 – 4 p.m.

Location: North Clackamas Aquatic Park

Revised minutes 08.01.12 PZC

DAB members present: Michael Morrow, Bill Bersie, Mike Miller, Renee King, Susan McCarty, Kristen Mitchell, and MaryLee Walden

Staff present: Laura Zentner, Michelle Healy, Dave Miletich, Kandi Ho, Jason Kemmerich, Beth Meyer, Kevin Cayson, Kelly Stacey, Katie Dunham, Tonia Burns, Jason Amos, Robin Bruce

Guests: Chris Storey, County Counsel; Dave Kraft, swim coach

Citizens: Dick Shook

1. Call to Order

Michael Morrow, Chair, called the District Advisory Board meeting to order at 4:04p.m.

2. Citizen Participation

None

3. Approval of Minutes from May 9, 2012

Minutes from May 9, 2012 were approved. The April 11, 2012 minutes were tabled until the next DAB meeting.

4. Election of Chair and Vice Chair

Renee King presented for the Nominating committee. The committee unanimously nominated Bill Bersie for Chair and Susan McCarty for Vice Chair; APPROVED unanimously.

5. Fund Balance Guidelines

Laura Zentner presented the following newly proposed financial guidelines for NCPRD:

1. Emergency contingency at a minimum of 5% of operating funds
2. Operating fund balance at minimum of 10% or minimum cash flow necessary to cover operating expenditures, whichever is greater
3. Beginning fund balance recognized as a one-time, non-recurring resource.
4. Balance recurring revenues and recurring expenses
5. Maintain a policy of aggressively collecting accounts receivables whereby after staff has exhausted all in-house collection alternatives, accounts are assigned to a private collection agency.
6. NCPRD's general fund shall not pick up any expenditure that can be attributed or charged to another fund. (allocated charges)

A discussion regarding the process for the proposed financial guidelines commenced. Laura Zentner reiterated that these are financial *guidelines* and not financial *policies*. The purpose of these guidelines is to ensure the long-term financial sustainability of the District.

Laura added that once the capital asset replacement/repair project is complete, additional capital asset guidelines will be added to the financial guidelines presented tonight. All of these guidelines will come back to the DAB for review and approval.

Compliance with the provisions of the Financial Guidelines will be reviewed by the BCS finance staff as part of the annual budget process.

6. Fee Ordinance

Dave Miletich and Chris Storey presented a staff report update. The Fee Ordinance has already been approved by DAB to allow the Director the authority to set fees on a regular basis.

A discussion of the specific processes and options ensued.

Motion: Susan to adopt option #2, Bill. APPROVED unanimously.

Dave: will set dates in August for presentation.

7. Capital Asset Replacement Update

Laura Zentner presented an update of the proposed Capital Asset Replacement program. Laura emphasized that the program is about existing assets and not new capital assets. Laura explained the history of the assets acquired over the years and specifically spoke about the relationships with the City of Milwaukie and Happy Valley. She also discussed the current capital asset program and funding for that program over the years. Laura discussed the financial reporting complications that arise when assets are shared and/or owned by multiple agencies. Following is an overview of the proposed process and update of the plan:

1. Prepare an initial inventory of existing capital assets
2. Update the inventory of existing capital assets on an annual basis
3. Develop a funding methodology to pay for the repair and replacement of existing capital assets
4. Set aside funds each year for the repair and replacement of existing capital assets
5. Create an Asset Management Plan that is sustainable and incorporated into the five-year financial plan
6. Evaluate and update the Asset Management Plan on an annual basis
7. Develop Financial Guidelines with regards to capital asset repair and replacement

Laura talked about the next steps in the process which include the development of asset replacement criteria and the development of a methodology to use in an annual evaluation analysis to determine the appropriate and realistic amount of funds to set aside each year to adequately maintain, repair and replace district assets.

The following proposed Capital Asset Financial Guidelines were discussed and will be brought back to the DAB for approval:

1. The District will maintain its infrastructure at a level adequate to protect the District's capital investment and to minimize future maintenance and replacement costs. It shall be the goal of the District not to defer maintenance of infrastructure.
2. Equipment replacement costs for vehicles and other equipment will be charged to all operating funds on a uniform and equitable basis. The amount will be based on the replacement cost of each operating fund's capital assets.
3. The District shall dedicate a portion of fees, charges and other revenue sources to capital asset maintenance and replacement on an ongoing basis. The fee will be evaluated annually as part of the annual budget process and *Asset Management Plan Update*.

8. Master Plan Update

GreenPlay has been hired as the consultant for the Master Plan process. Walker Macy is a partner and sub-consultant. July will be the start of the focus groups and public meetings. A needs assessment survey will be going out to 5000 households.

9. Natural Resources Update

- Fire Management Project will wrap up by the end of September
- July 1, 2012 is the start of the public review
- Less than 1% of the trees on Mt. Talbert will be removed.
- Spring Park, Highland Summit Open Space, Forest Creek Open Space, Ostermann Park – other projects
- Camas Creek – WES project; implementing a couple of elements of the north side plan in Aug/Sept.

10. North Clackamas Aquatic Park Update

Jason Amos is a new aquatic supervisor. The American Red Cross swimming curriculum costs have gotten exorbitant. NCAP staff successfully created an NCPD swim program. NCAP is expecting 4000 participants, new programs this summer, and year round swim team.

11. Division Reports

Michelle:

- Tomorrow night 6 pm at library re: Sunnyside Village #5 park public meeting. Developing concepts for the park.
- Planning Commission recommended north side plan to city council.
- Trolley Trail celebration well attended and good feedback. Great new map of the trail being printed.
- Scouter Mtn/Mt. Scott open house well attended. Great feedback.
- Grant presentation of the Hood View playground.
- Metro working on Scouter Mtn. shelter and restrooms; should be done next summer.
- Riskey Park work is under way.
- Volunteer planning intern doing an update to ADA plan. Will also go into Master Plan and capital replacement.
- Annie placing order for clothes with logo.
- July meeting: planning tour of Hood View and Trillium park – focus on the east side of the 205.

Dave:

- New chairs for DAB
- Joan Young retiring the end of June.

- Dave is the Interim Director for MC. Will hire Interim Manager in the next two weeks for 6 months to keep things running smoothly while we develop a plan. Robin is going to MC to work in the office.
- Met with C/CAB re: changes transitions. Bill appreciated Dave and Gary attending meeting to explain.

12. Board Members' Comments

- Renee leaving the board. Gifts
- Kristen: batter's boxes get a lot of wear. Capital expense unexpected.

13. Adjournment

Mike, Renee



DISTRICT ADVISORY BOARD MEETING MINUTES

Date/Time: July 11, 2012 at 4:00 p.m.

Location: Aquatic Center – A Tour of Parks

In attendance:

DAB Members:

MaryLee Walden
Mike Miller
Bill Bersie
Eric Shawn
Jason Tuck
Kristin Mitchell

Guests:

Commissioner Paul Savas
Chris Randall
Eric Shawn
Bill Monahan

Susan McCarty
Lynn Fisher

Staff:

Gary Barth
Dave Miletich
Michelle Healy
Katie Dunham
Annie Rusunen
Fiona Gwozdz
Kevin Cayson
Jason Amos
Joe Loomis

In lieu of a regular DAB meeting, the DAB, staff and guests toured a number of District parks located on the east of 1-205. The bus tour began and ended at the North Clackamas Aquatic Park.

Parks toured:

Southern Lites Park and Mount Scott Trail
Happy Valley Park
Hood View Park – box meals were provided
Trillium Creek Park
Sunnyside Village Park #5
Village Green Park/Library
Pfeifer Park

Returned to the Aquatic Park at 7:15 p.m.



DISTRICT ADVISORY BOARD DIVISION REPORTS

For the month of: July 2012

NCPRD Master Plan Update/Strategic Plan

NCPRD Staff hosted 17 meetings over a 4 day period as part of the Master Plan Process. These meetings, along with other methods, will yield the data used to formulate the Master Plan. Community response and involvement has been positive.

North Clackamas Aquatic Park

July 4th Big Surf! was held from 12 to 4 p.m. with approximately 350 patrons enjoying the waves and slides.

Summer swim lessons are well under way. Lessons continue to be very popular with 1,049 children already having completed swim lessons this summer. Our fourth session begins on August 6th and we offer swim lessons all year-round.

Now in its fourth year, the popular NCPRD Piranhas summer swim team has grown to 103 swimmers ranging in age from second graders to a college-bound NCAA swimmer. Due to the size of the team, the program has three separate practices. During the month of July, the Piranhas participated in the following swim meets:

July 14 - Thunderbolt Classic at Tualatin Hills Terpenning Complex. This was the first time Piranhas swimmers participated in a USA Swimming sanctioned meet. One of the Piranhas made A-times (top level state times) in 3 of her 4 events.

July 23 - Multnomah Athletic Club, non-scored meet. Over 60 Piranhas attended.

July 27 - Home meet at NCAP. Multnomah Athletic Club, East Side Clackamas, East Side Milwauki, and Oregon City Swim Team. Over 130 swimmers and their families packed the Aquatic Park for this non-scored meet.

The Aquatic Park Facebook page has over 1,100 likes and growing! We have been utilizing some techniques that will hopefully promote continued growth and are proud to say that we have almost doubled our likes over the past 30 days.

July 19th was the birthday of former staff person and Steel Mountain's namesake, Justin Steel. All rock climbs were free for the day due to donation from Steel family. Steel Mountain was highly popular and Justin's parents stopped by to see the wall in action.



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Recreation

There has been a wide variety of youth summer camps and programs taking place around the Park District during the month of July. The following camps were brand new and were developed, coordinated and run by NCPRD Recreation employees:

Sheri's Cheer and Dance Camp - Participants ages 6 - 8 years learned tumbling, dances, stunts and cheers.

Amazing Adventures Summer Camp -

Week 1: Olympic themed. Campers learned about the history of the Olympics and participated in their own competitive games, such as discus (Frisbee) throw, long jump, wheel barrel races, and aquatics (water balloon toss).

Week 2: Fitness themed. Campers participated in team-building activities and discussed the importance of leading a healthy, active life.

We have also partnered with other instructors and recreation agencies to offer additional youth opportunities and classes such as:

Lego Engineering	Horseback	Multi-Sport	Bowling
Drama/Improv	Baseball	Soccer	Outdoor Adventures
Dance	Basketball	Tennis	Volleyball
Art	Football	Track and Field	Golf

NCPRD 2012 Summer Camps have been held in multiple locations, including North Clackamas School District sites: Mt. Scott Elementary, Alder Creek Elementary, Wichita Center, Clackamas High School and Milwaukie High School

The Recreation Staff made appearances at the Happy Valley July 4th Parade and the Milwaukie Daze Parade.

Movies in the Park:

So far, almost 1,000 people have attended this year's Movies in the Park. The largest-attended movies took place at Village Green Park, sponsored and promoted by the Sunnyside Library, and at Portland Waldorf School, sponsored and promoted by the Milwaukie Daze committee. In addition to the Milwaukie Daze movie, staff organized a flashmob and Zumba demo to promote August's Zumba in the Park.



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Upcoming Movies:

Movie	Date	Location	Sponsored By
<i>Bolt</i>	8/10	North Clackamas Park	Fido Friday; Admission \$5 adults/\$2 children Dogs free! Proceeds benefit Meals on Wheels
<i>The Smurfs</i>	8/17	Happy Valley Park	Miramont Pointe
<i>The Adventures Of Tintin</i>	8/27	Milwaukie Covenant Church	Linwood Neighborhood Association

Upcoming August Events:

The Recreation staff has organized the Austin Miller Memorial Bike Ride to take place on Saturday, August 4th. This event will be based at Stringfield Park and the Trolley Trail and will feature vendors, RecMobile activities, a kid's bike ride and a longer ride for more experienced cyclists. The event will celebrate the life of Austin Miller, the brother of an NCPRD employee. Austin, a 15-year old boy, was killed in a biking accident in 2008. Agencies involved in the event include Clackamas Fire District, Milwaukie Police Department and Clackamas County Safe Communities Program.

Zumba in the Park will take place at the Rose Garden in North Clackamas Park every Tuesday, 6:30 - 8 p.m., during the month of August. This drop-in event is \$3 at the door and is free for children age 12 and younger. This event is sponsored by Providence and Northwest Primary Care.

The RecMobile staff will be participating in the following events during the month of August:

- August 1: RecMobile at Happy Valley Master Plan Meeting
- August 2: Cosmic Teen Night at Sunnyside Library
- August 4: Austin Miller Memorial Bike Ride at Stringfield Park
- August 7: National Night Out at Mill Park
- August 10: FIDO Friday at North Clackamas Park

North Clackamas Park

North Clackamas Park fields were host to four major youth baseball and softball tournaments in July. These tournaments consisted of Clackamas County Junior Baseball 10U/ 12U tournaments, the ASA 18A Regional Qualifier Tournament and the NAFA Softball World Series.

Weeknights were still busy with local youth softball and baseball games.



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Hood View Park

Hood View Park was busy with adult softball league and playoffs games on weeknights. The weekdays and weekends were filled with USSSA / ASA adult softball tournaments and youth baseball tournaments. The 14U Clackamas County Junior Baseball Tournament was held July 19th – 22nd. The 24 teams were vying for a spot in the Junior Baseball of Oregon State Tournament.

Hood View Park was also the host site of NW Nations Championship on July 13th-15th. Forty-four youth baseball teams from Oregon, Washington and Idaho battled it out to be crowned the Northwest Champion!

Sunday afternoons and evenings the fields were utilized by the 28 team Twelve Step Recovery adult softball league.

Alder Creek Middle School, Milwaukie High School, and Rex Putnam High School Turf Fields

The Nike Cup soccer tournament was held July 27th-29th. Three-hundred youth soccer teams from six western states participated in this year's three day event. Clackamas United Soccer Club was the local host for the Nike Cup games played on the ACMS, MHS and RPHS fields.

Weeknights continue to be busy with youth soccer practices.

Mt Scott Elementary Gym

Weeknights and Sundays are busy with adult basketball and volleyball programming.

Pfeifer Park

Weeknights are busy with local youth soccer practices.

Natural Resources Division:

GENERAL PROGRAM OPERATIONS

- Maintaining planted plants (mulching and controlling weeds from overtaking the new plants etc.)
- Cleaning up vandalism at Mount Talbert Nature Park (signs, bridge etc.)
- Watering 1st year plants in Risley Park, NCP etc.
- Phil Clark AmeriCorps member has completed his work with NCPRD (new member starts in September)
- Recruiting for a part time Natural Resources Technician

<http://ncprd.com/wp-content/uploads/2010/10/2012-NR-Tech-Position-NCPRD.pdf>



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PROJECTS

- Fire Management Project-
 - Contractors are currently working on the final copy of the Fire management Plan www.clackamasparkswildfire.org/
 - Implementation work continues with reducing wildfire hazards in the parks through the end of September most notably- Mt Talbert NP, Highland Summit, Forest Creek, Ella V Osterman, and Spring Parks.
- Risley Park: Restoration efforts continue with maintenance of planted plants.
- Spring Park Natural Area Plan: Both the City of Milwaukie PAB (6/26/12), and the neighborhood group (7/12), have submitted comments and are in support of moving forward with the plan. The last approval before starting to apply for grants is to work with the City to speak with the adjacent neighbors.
- Mt Scott Creek NCP –City of Milwaukie Land use hearing was July 31st. The goal is to implement the project in late August early September. The large wood with root balls has been delivered to the park. Signage will be placed throughout the park notifying visitors about the project.
- A final draft of the Clackamas County IPM is being created. Other cities within the county would like to also adopt this plan (e.g. Happy Valley, Oregon City).
- Staff is preparing to present at the annual ORPA conference. NR and Maintenance will present together on a panel with other agencies- To be or not to be...Natural Resources and Operations/Maintenance Tying the Knot.
- We are currently reviewing applications to hire the 2012-2013 AmeriCorps member. The new AmeriCorps member will start with NCPRD in mid September

Milwaukie Center

Classes are in full swing. Recreation services offered a Zumba in the Park Demo at the Happy Valley Movie in the Park event. Twenty people danced and many spectators took the Zumba in the North Clackamas Park flyers offered on several Tuesday evenings in August.

Other August events include: Austin Miller Bicycle Event on the new Trolley Trail, demos in Belly Dance, Hula Hooping and Hula Dancing, Fido Friday, and the annual Ice Cream Social.

For the fall term: three new pre-school classes have been added including Mom Dad & Me Music with Bells, Fun & Games for Toddlers, and Messy Art for Toddlers. Other new classes are: Bell Ringing for Adults, Bodyfit, Saturday Zumba, Thai Curry Noodle Soup, three youth excursions and Halloween Zumba.

The Milwaukie Center Transportation Program bus not only brings seniors into the Milwaukie Center but also provides a weekly grocery shuttle. This shuttle is a door to door service. It costs \$4 per round trip and will assist people in getting their groceries from the store into the bus and from the bus into their



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homes. The day and time of the shuttle varies depending on where riders live. It is available to all NCPRD resident 60+ or disabled adults. The program provides approximately 200 rides per month.

Social Services staff is responding to the new Meals on Wheels referrals and reassessing everyone who received home delivered meals the previous 6 months. Staff is coordinating the healthy living seminars for the fall months, reorganizing the community resource reference material and closing out the fiscal year records.

Friends of the Milwaukie Center staff are organizing fall events including the annual Lumberjack Breakfast which will be held on Saturday, September 29. Staff is in the preliminary phase of preparing the Friends' annual report

Coming Up

Healthy Aging Seminars: Mon. Aug. 6, 12:30 - 2 p.m. Dr. Leslie Bryden, M.D. with Northwest Primary Care Group will discuss "Gout- The Disease of Kings?" Dr. Bryden will present the risk factors, causes and treatment for gout.

Ice Cream Social and Beach Bum Day: Fri. Aug. 10, 12:30-1:30 p.m. \$2.00 per sundae. Proceeds benefit Milwaukie Center's Nutrition Program

Fido Friday: Fri. Aug 10, 6 p.m., \$5 per person, \$2 children under 13. North Clackamas Park dogs and their people are invited to participate in this fun and informative event. The movie Bolt will be shown at dusk on a big screen. Supports Meals on Wheels

Maintenance Closure week: Mon-Fri, Sept 3-7. Staff will be on hand to answer telephones and Meals on Wheels will be delivered.

Farewell to Summer Barbecue: Thursday, September 13, noon-1pm. Sponsored by Bob's Red Mill.

Fall Prevention Awareness Day: Friday, September 21, 10:00-noon. Information and tips on how to prevent falls, recommendations for getting exercise, home safety worksheets and gait assessments. Presented by Milwaukie Providence occupational and physical therapists.