



DISTRICT ADVISORY BOARD DIVISION REPORTS

July 11, 2012

Milwaukie Center

Programs/Services

The Friends of the Milwaukie Center Donor Appreciation Brunch was held on June 26. More than 50 people were treated to a delicious brunch catered by the Milwaukie Center Nutrition Program. The Friends' board presented checks totaling \$22,000 to departments at the Center. The Friends honored Eleanor Johnson as this year's "Friend of the Center".

The Golden Wedding anniversary celebration was held on Wednesday, June 20, with 18 couples celebrating a combination of over 1,050 years of marriage – an average of over 58 years per couple. A disc jockey played music from the 30s & 40s and took song requests from the audience.

Members of the Center's Ukulele Jam Group entertained approximately 150 people in attendance prior to the Park District's "Movie in the Park" at Milwaukie Covenant Church.

Summer term classes started the last week of June. Registration is currently at 548 people for the fifty-five classes offered at the Milwaukie Center. Thirteen people took the Vietnamese Salad roll cooking class on June 16. Offerings for children include a new Improvisation for Kids class, along with two pre-school dance classes.

Social services staff received seventeen referrals for home delivered meals during the month of June. A Place at the Center respite program has 11 regular participants in the once-a-week service. The blood pressure clinic, offered three times monthly, is assisting over 75 people each month.

Social Services and Recreation Services collaborated on an "engAGE in Community" grant. The Milwaukie Center was recently awarded \$5,000 to coordinate Travel Program offerings, utilizing public transit. Staff will plan affordable, transit-friendly trips in the greater Portland metro area; the goal is for participants to learn about mass transit options and gain a sense of comfort in using it to travel to nearby attractions.

Fund-raising

The Friends of the Milwaukie Center Rose Garden Committee held their first annual Garden Tour fundraiser on June 23. Over seventy people toured 6 gardens in the Milwaukie area and were treated to a variety of garden art for sale at each location. The proceeds will help with maintenance costs of the Sara Hite Memorial Rose Garden.

Bob's Red Mill renewed two transit ads on the Milwaukie Center busses for the next fiscal year. Clackamas Federal Credit Union and Water Environment services are also Milwaukie Center transit advertisers. The revenue generated from bus ads supports the Transportation Program's operating budget.

Upcoming Events

Healthy Aging Workshops:

Music and Positive Aging Seminar Wednesday, July 11, 12:30-3 p.m. Listen to the New Chautauqua Jig play Celtic and folk style music, and participate in a facilitated discussion on positive aging principals. Jan and Shelia are certified by the Sage-ing Guild as educators in conscious aging. Discussion topics will include: memory enhancement, life review, reflection, forgiveness and creativity. Participation is limited to the first 20 people who register with social services.

Learn about the Portland Milwaukie Light Rail Project Tuesday, July 10, 10:30-11:30 a.m. Claudia Steinberg, from Tri-Met will discuss the Portland Milwaukie Light Rail project. The presentation will include alignment, station locations, bus connections, project fact sheets, construction timeline and opening date.

Bladder Issues in Older Adults Monday, July 9, 10:30 a.m.-noon Kathryn Hill, WHNP-BC, UroGynecology Associates, will speak about normal bladder function, changes that occur with aging, overactive bladder, weak pelvic floor muscles, incontinence, physical therapy and treatment options.

Conversations on Aging: Engaging with Adult Children Monday, July 16, 10:30 a.m.-noon Relationships with children change as we age. Examine current problems and foster greater understanding between generations. Be part of a discussion about relationships with adult children. Talk about some of your concerns.

Risk Factors for Skin Cancer Wednesday, July 18, 1-2 p.m. Karen Minzer-Conzetti, MD Board Certified Dermatologist, will discuss warning signs, physical changes to the skin, and tools to prevent skin cancer.

Gout Monday, August 6, 12:30-2 p.m. Dr. Leslie Bryden M.D. with Northwest Primary Care Group will be discussing the risk factors, causes and treatment for gout. There will be time for questions at the end of the presentation.

Special Events:

Ice Cream Social and Beach Bum Day Friday, August 10, 12:30-1:30 pm, \$2.00 will get you a trip through the ice cream and topping line to build your own banana split or sundae. Are you a Bum? Here is a chance to dress like a Beach Bum and win a free banana split or sundae. Proceeds benefit Milwaukie Center's Nutrition Program and is sponsored by Trademark Roofing. Public is welcome!

Fido Friday, Friday, August 10, 6 p.m., North Clackamas Park. Dogs and their people are invited to participate in this fun-filled event! \$5 per person, \$2 children under 13. Supports Meals on Wheels.

Pre-movie activities 6-9 p.m.

- Dinner & snacks available for purchase.
- Pet product vendors
- Pet rescue and adoption agencies
- Children and family activities
- Dog games and activities
- Rabies and microchipping available through F.I.D.O.
- Movie -BOLT- shown at dusk on a big screen

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.)
- Purchasing supplies and tool maintenance
- Getting ready for summer operations watering etc.
- Natural Resource technician moved to another job and Phil Clark AmeriCorps member is done at the end of July (new member starts in September)
- Oregon City News article about Phil's work with NCPRD, AmeriCorps and working with Rowe Middle School.

<http://vvvvv.portlandtribune.com/cr/26-features/111172-ameri-corps-member-lends-skills-to-parks-and-schools>

Projects

- Fire Management Project-
 - Please review and make comments on the draft Park system wide Fire Management Plan. Please visit the website for more details. www.clackamasparkswildfire.org/
 - Implementation work continues with reducing wildfire hazards in the parks through the end of September.
- Risley Park: Restoration efforts continue with maintenance of planted plants.
- Spring Park Natural Area Plan: Meeting with the City of Milwaukie PARB (6/26/12), with the neighborhood group (7/12), and the adjacent neighbors.
- Mt Scott Creek North Clackamas Park –City of Milwaukie Land use hearing July 24th and 31st. The goal is to implementing the project in late August early September. Purchasing supplies (large wood with rootballs etc.) In addition to the WES (base), NCPRD (base) and Metro NIN (grant) funding (totaling 430,000), NCPRD has been awarded 3 grants: CCSWCD funding (\$10,000), a small OWEB grant (\$10,000) and a TNC/PGE grant (\$20,000) to help fund a backchannel/alcove portion of the project.
- A second draft of the Clackamas County Integrated Pest Management plan is being reviewed internally by staff (Milwaukie Center, Aquatic Park, Natural Resources, Maintenance and other BSC staff). Other cities within the county would like to also adopt this plan (e.g. Happy Valley, Oregon City).
- AmeriCorps member Phil Clark's last day with NCPRD is July 27th. He has recruited and helped lead hundreds of volunteers, planted hundreds of plants, maintained thousands of baby plants and controlled many acres of invasive plants. We are super thankful for all of his hard work and dedication to the NR division.

Planning Division

NCPRD Master Plan Update / Strategic Plan

NCPRD is working with GreenPlay to prepare for two community planning meetings and a number of focus groups that will be held July 31 through August 2. The District Advisory Board is invited to be involved in the following ways during the week:

- **Tuesday, July 31:**
 - 9:30 a.m. - 10:45 a.m., District Advisory Board Stakeholder meeting with GreenPlay
 - 11:00 a.m. - 11:30 a.m., Joint Board of Directors (BCC) and District Advisory Board Study Session
 - 2:30 p.m. – 4:00 p.m., Community Planning Meeting at the Milwaukie Center
- **Wednesday, August 1:**
 - 6:30 p.m. - 8:00 p.m., Community Planning Meeting at Happy Valley City Hall, 16000 SE Misty Drive, Happy Valley, OR 97086

Please contact Fiona Gwozdz at FGwozdz@clackamas.us, or 503-742-4352 or KDunham@clackamas.us, or 503-742-4358 with questions.

North Clackamas Park

Milwaukie City Council is scheduled to review the North Clackamas North Side Master Plan application at **7:00pm on Tuesday, August 7, at Milwaukie City Hall**, 10722 SE Main Street, Milwaukie, OR 97222. NCPRD has requested adoption of the Master Plan as an ancillary document to the City of Milwaukie Comprehensive Plan. The master plan will formalize a shared vision for the park and guide future development of park elements.

Please attend the meeting or send a letter of support for approval of the plan! The application and more information is located at the Milwaukie Planning website, <http://www.ci.milwaukie.or.us/planning/cpa-10-01>

Sunnyside Village Park #5

NCPRD hosted a community open house meeting to discuss the future neighborhood park on Thursday, June 14, 2012 at the Sunnyside Library. Three concepts were presented for comment. Thirteen community members attended the meeting and additional neighbors have contacted Staff via phone and email. Response to the concepts has been great. Proposed park elements include a playground, basketball court, picnic shelter, and open play areas. A final concept will be presented to the DAB later this summer. Staff is working on acquisition and development of the future park with the current property owner.

Trolley Trail

Construction continues on the Trolley Trail. Landscaping and clean up will continue through the summer. For more information about the Trolley Trail, visit the project website at www.hhpr.com/trolleytrail.

Thursday June 28th, Sherriff Sara McClurg and Planning Assistant Fiona Gwozdz gave an informational presentation regarding safety protocols and resources available to Trail Users and Neighbors at an informational Trail Watch meeting. Friends and neighbors of the Trolley Trail attended.

Mount Scott – Scouters Mountain Trail Loop Master Plan

Project staff from Metro, Portland, and NCPRD will be contacting area stakeholders to discuss the project throughout the summer. The next community open house has been tentatively scheduled for October 25, 2012. Please see the NCPRD Planning website or Metro project website for more information and a new project PowerPoint presentation, at <http://www.oregonmetro.gov/index.cfm/go/by.web/id/40612>.

Trillium Creek Park

Final design of the park began in July. NCPRD is working with the City of Damascus, Greenworks, and CH2M Hill to design the park. Construction is planned for Spring-Summer, 2013.

North Clackamas Aquatic Park

The North Clackamas Aquatic Park was host to school groups' end-of-the-year parties with over 1,434 students attending in June. These groups came to the Aquatic Park during the day to catch the waves and ride the slides. Four graduation all-night party groups also rented our facility.

Our second Groupon promotion completed on June 30. We sold 1,375 Groupons in February and had 660 of them redeemed during this five month promotion. We gathered several email addresses through this promotion.

Jason Amos has joined our management team as Aquatic Supervisor. We are very excited to have him join our team and participate in providing fun, safe recreational opportunities to our patrons.

Summer swim lessons are well under way with the roll out of our new swim lesson program. Lessons continue to be very popular with 409 children already having completed swim lessons this summer. Our second session begins on July 9th and we offer swim lessons all year-round.

The popular NCPRD Piranhas summer swim team in its fourth year continues to be a successful program. This year's team has 105 participants with ages ranging from second graders to high school seniors. Practices take place M-Th afternoons, June 18 – Aug 9. Coaches Dave Kraff and Beth Meyer provide endless energy, patience and fun for this large team.

Recreation

The Eat Play Live summer camp was held at Wichita Center for Family and Community during the first two weeks of summer vacation. Twenty 4th and 5th graders and fifteen 6th – 8th graders took part in the grant-funded camp. Staff from OSU Extension led nutrition and cooking lessons, teaching the campers how to use vanilla yogurt, fruit and spinach to make "Popeye Smoothies," and how to use Dave's Killer Bread to make mini-pizzas. Many community businesses made donations to the program, including Dave's Killer Bread, Bob's Red Mill, New Seasons, Albertsons, REI and Sports Authority. Volunteer fitness instructors also added to the fun by teaching hula-hoop lessons, circuit training, and aikido. NCPRD recreation staff did an excellent job working with the program participants, making the whole camp educational and fun. Overall, the camp was a great success.

Additional summer camps and programs offer the park district youth many recreation opportunities including basketball, cheerleading, dance, golf, horseback, Lego engineering, drama, soccer, tennis and volleyball. Summer programs take place at Aldercreek Middle School, Highland Stables, the Milwaukie Center, Mt. Scott Elementary gym, Risley Park, Sah-Hah-Lee Golf Course, Spot Light Dance and Performing Arts Studio and Stone Creek Golf Course.

Golden Wedding Anniversary Celebration was held on Wednesday, June 20th at the Milwaukie Center with 18 couples celebrating over 1,050 years of marriage. There was a DJ for the first time who took special song requests making this a memorable event.

The first Movie in the Park was held on Friday, June 15 at Milwaukie Covenant Church sponsored by Linwood Neighborhood Association. The weather was great and fun was had by over 140 people in attendance to watch Hugo. Twelve members of our ukulele group from the Milwaukie Center played songs before the Movie.

Summer classes started on June 18. Our new Improv for Kids class is a hit along with our two pre-school dance classes. We have 548 people signed up for our summer term at the Milwaukie Center.

All Summer Recreation staff participated and completed CPR and AED training this month to prepare for summer programming.

Recreation staff set up a booth at the Milwaukie's Farmers Market on Sunday, June 17. They promoted summer programs and events, as well as provided positive outreach for the Parks District.

The RecMobile program began on Monday, June 25th. New RecMobile sites include the Wichita Center and Village Green Park. The Village Green Park site will be run in partnership with Sunnyside Library. Library staff and volunteers will assist by running activities and promoting the summer reading program. Schedule is available at <http://ncprd.com/sports-recreation/programs/recmobile>.

Movies in the Park

Movie	Date	Location	Sponsored By
<i>Dolphin Tale</i>	Friday, July 13 th	Village Green Park	Friends of the Clackamas Library
<i>The Muppets</i>	Friday, July 20 th	Stringfield Park	
<i>Puss in Boots</i>	Friday, July 27 th	Portland Waldorf School	Celebrate Milwaukie Committee

Pfeifer Park

The fields at Pfeifer Park were full of activity seven days a week with Clackamas United Soccer and Clackamas Youth Lacrosse practices and games through mid-June. The two multi-purpose grass fields were closed from June 18th thru July 2nd to let the fields rest and recover from the busy spring season and for minor field repairs.

North Clackamas Park

The four fields have been busy Monday thru Thursday with local youth baseball and softball games. Clackamas Little League held their annual Player Appreciation Day at the facility with about 500 players and their families attending the festivities. The park was also host to three youth softball tournaments, the Clackamas County Girls Softball Association end of the season tournament, the ASA 12U State Tournament and the ASA 14U State Tournament. Unfortunately our streak of no weekend tournament cancellations ended at nine when we had to cancel our cancer awareness tournament the Power of Pink Summer Sizzler.

Hood View Park

The fields were busy every weeknight with adult softball, youth baseball or youth softball games. The Hood View complex was host to three youth softball tournaments in June, the ASA 18 Gold Regional Tournament, the ASA 10U State Tournament and the 14A Valley College Exposure Tournament. We were also able to squeeze in two adult softball tournaments.

Alder Creek Middle School (ACMS) Turf Field

Local youth soccer and lacrosse organizations continued to utilize the field at ACMS for practices and games nearly every day of the week. The ACMS field along with the turf fields at Milwaukie and Rex Putnam High Schools were host to the Cascade Cup. The Cascade Cup is a four day youth soccer tournament that draws nearly 200 teams from throughout the region.

Milwaukie High School/Rex Putnam High School

Weekends were busy with local youth soccer practices and games. Clackamas County Special Olympics continues to train their track and field athletes and bocce players for upcoming competitions at the Milwaukie High School track and field.

Mount Scott Elementary Gym

Monday, Tuesday, Wednesday, Thursday and Sundays the gymnasium at Mt. Scott is busy with adult basketball games. NCPRD's Friday night drop-in volleyball continues to be popular with our local residents with an average of 16 players participating weekly.



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

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

Renee King moved to approve the minutes from the May 9, 2012 DAB meeting. Mike Miller seconded the motion. APPROVED, Kristen Mitchell abstained because she was not present at that meeting, all others voted for approval.

The April 11, 2012 minutes were tabled until the next DAB meeting. The minutes were revised, but were not in the packet.

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.

Mike moved to close the nominations. Renee King seconded the motion.

Kristen Mitchell moved to approve the slate and Renee King seconded the motion. APPROVED unanimously.

5. Fund Balance Guidelines

Laura Zentner, presented the newly proposed financial guidelines for NCPRD to ensure there is sufficient cash flow throughout the year, long-term financial sustainability for the District and we don't get side-tracked, when management changes it's good to have guidelines.

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)
7. Fees will be adjusted as necessary per fee ordinance prior to the budget process.
8. Maintain infrastructure at a level adequate to protect the District's capital investment and to minimize future maintenance and replacement costs.
9. Equipment replacement costs for vehicles and equipment will be charged to all funds on a uniform and equitable basis.

Marylee Walden arrived 4:15 p.m.

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

Renee King asked if the overage can be used for program needs. Laura Zentner said \$300,000 has been transferred over the past three years to the Milwaukie Center. There are many changes at the Milwaukie Center and Dave Miletich will be deciding what is needed there. A supplemental budget could be made if a large capital expenditure is needed. Bill Bersie asked is any of this has to go before the BCC. Laura Zentner said budget changes do have to go before the commissioners, as needed, either on consent or in a public hearing depending on the amount of the budget change.

After an analysis, the DAB will know what the fund balance is projected to be as part of the budget process. Bill Bersie asked if the guidelines will come back to the DAB to be passed. Laura Zentner said the guidelines are not policy, and can be endorsed. After capital asset update plan is presented, the new guidelines will be added to the six presented today and could be endorsed all together. Michelle Healy said staff is looking at all of the DAB policies and procedures.

Mike Miller asked if any of the funds are dedicated funds that cannot be used in other funds. Laura Zentner said that the two funds for Nutrition and Transportation can only be used in those programs.

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.

The ordinance went before the BCC and after two public hearings, the ordinance was approved with one change. The BCC would like some sort of public oversight when fees are changed. Two options were presented in a memo to the DAB for their approval. The DAB was asked to choose between reviewing fee changes at their next scheduled meeting, or to review every three months any fees that have been changed in that time period.

Chris Storey said the BCC had concerns, but didn't give direction. The BCC asked for the DAB's opinion, so the two alternatives presented.

Renee King asked what “review” means. Chris Storey said the legal remedy is the BCC decides, and the informal practice is to do what the DAB says. Renee King said it is then possible that the BCC could override the DAB. Chris Story agreed.

Dave Miletich said the review process happens after the fee has been changed. The process is that Dave Miletich comes to the DAB, present changes, DAB discusses, and the fee would not change immediately. Chris Storey said the distinction is that the DAB is an advisory body, and the BCC can’t give authority to DAB to make the final decision. BCC want s someone in the loop who is comfortable about how the fee is changed. Renee King said then it’s an after-the-fact review. Staff would have a conversation with the DAB before fees are changed. Dave Miletich talked about the cost recovery model. The consultant has already developed the methodology. The DAB’s job would be to approve where the fees fit on the pyramid, and then staff would set the fee.

Marylee Walden said that by the time it comes to DAB the fee change is done. Unless egregious, the fee would not change.

Kristen Mitchell asked how the DAB would know a fee has changed. Marylee Walden said the citizens would complain to them if the fee is out of line. Chris Storey said that is the distinction of an informal process. Kristen Mitchell said the DAB is not close enough to the information and that it's time better spent when staff bring it to the DAB.

Dave Miletich said many other agencies are adopting criteria to determine fees.

Susan McCarty the DAB will hear about fee changes, and she has no objections to the language in the ordinance. She said she tends to hear from fee payers. Staff would report on why the fee went up.

Mike Miller asked if the county has a public process every year for fees. Dave Miletich said they look at the fees that are proposed to be increased. The BCC does not need to see the fees we charge. Fines will still need to be approved at the BCC level.

Susan McCarty moved to adopt option #2 from the memo. Bill Bersie seconded the motion. APPROVED unanimously.

Dave Miletich said he will set dates in August for presentation of the fees.

7. Capital Asset Replacement Update

Laura Zentner said the presentation is about existing assets the District has; not new. In 1990, the District was formed with an agreement with the City of Milwaukie. Some assets are owned by City of Milwaukie and we repair, replace and maintain them. We paid Happy Valley to repair, replace and maintain their assets, and Metro owns all of their assets and we do basic maintenance on those assets.

Kristen Mitchell said her understanding of the IGA between the District and Happy Valley is that the District pays for maintenance of the City's assets. Michelle Healy said the IGA is not specific. The District gives Happy Valley money to do operations.

Laura Zentner said she can address some of the financial issues that happen when we have different scenarios. She said an example of a scenario is the Milwaukie Center and North Clackamas Park. The land belongs to the City of Milwaukie, but additions and replacements such as the parking lots and ball fields, belong to the District. This makes it difficult to manage, and creates issues about who insures it, who has liability, as well as financial

statements go.. Assets on two different sets of books. During the master plan process we will be looking at how we can be more efficient with all IGAs. She also said she did not go into perceptions of the public about who owns what or maintenance issues.

The Capital Asset Replacement Fund was established in 1998. A guideline was set up saying \$50,000 a year would be transferred into the fund as budget allows. For three years we did not transfer any money. Last year we transferred \$1 million. This fund has been significantly underfunded. there has been no consistency in how much goes into the fund. A decision was made to take a more proactive approach to capital asset management.

Staff decided that it was critical to establish a strategy and methodology to standardize the capital asset replacement process. A decision was made to do the following:

- a. Prepare an initial inventory of existing capital assets and review and update annually.
- b. Develop a funding methodology to pay for the repair and replacement of existing capital assets
- c. Set aside funds each year for the repair and replacement of existing capital assets
- d. Create an Asset Management Plan that is sustainable and incorporated into the five-year financial plan
- e. evaluate and update the Asset Management Plan on an annual basis
- f. Develop Financial Guidelines with regards to capital asset repair and replacement.

Process: Finance staff met with District managers and support staff in October 2011 to being compiling a complete inventory of capital assets. Initial calculations determined that for 2012-13, \$5 million would be needed to repair and replace existing assets. Over a five year period, the need was almost \$10 million. Staff determined that these amounts were not sustainable, so calculations were changed and this changed the need for FY 2012-13 to \$2.7 million with a five-year amount of almost \$7 million. This level is still not feasible or sustainable.

In process: Criteria were developed to decide which assets would be replaced and when. The criteria would give each asset a number value, and depending on how they are ranked they would be repaired and replaced. After the assets are ranked, the question is how to fund them. Laura said a possible proposal would be adding a dollar amount to every fee that would go toward capital asset replacement. Other possibilities is taking some of the current fee or raise the fee. the District will also discuss the potential need for a capital bond for deferment and backlog of what needs to be done.

Proposed financial guidelines:

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 cost. 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.

David Noble asked how assets get replaced now. Laura Zentner said the amount that is transferred is arbitrary depending on how much we have to spend, how critical the need is and what staff asks for.

Renee King asked if some of the large Aquatic Park changes on the list. Laura Zentner said these items are on the list for 2012/13.

Laura Zentner said if DAB members have any comments or feedback on the criteria, let her know. This will determine how the assets are ranked.

David Noble said that any comparison with cost and purpose seems fair. Laura said public and private entities commonly add onto fees. Renee King said we could add a little to Aquatic Park fees, but if the mower breaks that's where the money goes. Laura said increases could be dedicated to programs. Marylee Walden said she was concerned with the Milwaukie Center, and asked if there would be an increase in the cost of lunch for a senior. Dave Miletich said it doesn't work there and theoretically only works at the Aquatic Park.

Susan McCarty asked who is responsible for replacement of the turf fields. Dave Miletich said the school district is responsible for at least the first ten years. It is not our asset.

8. Master Plan Update

Katie Dunham presented the master plan process. The District chose GreenPlay, LLC. as the consultant working on master plans, specifically on parks. Schedule of the master plan will be emailed to DAB. the master plan will be Katie's primary concern for the next year. Fiona Gwozdz was hired specifically to work on the master plan.

In July and August, GreenPlay will hold a number of public meetings. There is a lot to accomplish in the next year. We want to reach out to users of facilities, non-users, and others with an interest in the District.

GreenPlay will inventory all parks and facilities; come up with how to meet the goals of the project. Staff will be working on the cost recovery model and the strategic plan phase. The inventory will be happening the first part of August. On, Aug 1 and Aug 2, large public meetings will be held (one east, one west of I-205), and Katie asked the DAB to attend and to present to groups they belong to promoting the master plan process. Staff is also organizing stakeholder groups. In addition, surveys are going out to 5000 households and an online survey. These are going toward a needs assessment. Contact Katie or Fiona with questions or comments.

Kristen Mitchell said she thinks this is a great opportunity to tell people how much we are asked to do on little money. We may gain supporters to get a tax base raise. Michelle Healy said financial strategies will come out of the process and would expect a bond process will come out of the plan. Dave Miletich said it is critical to get the public out to meetings so their input gets into the process. DAB meetings may need to be moved to a larger venue if citizens join to discuss the master plan.

David Noble said he was struck by the last master plan because it seems like a giant wish list. He said he hopes that what we arrive at is more manageable. He said a strategic part would be useful up to 3 years. Katie said the master plan will have specific guidelines. She said there is a visioning process and specific tasks for the next two to five years, policies and finances. Michelle Healy said it should all be tied to the budget each year.

9. Natural Resources Update

Tonia Burns gave an update on the projects being worked on this summer:

- The fire management project is wrapping up end of September; July 1 starts public review – notice will be sent out for comments; early August should have the final draft. Staff has been implementing recommendations as they went along. Mt. Talbert work will be done by September. We will have to close some trails during work, so a letter will be sent to the park neighbors, and signage will be put up explaining the closure. The plan will be on the NCPRD and fire management web sites. One of the large

projects is vegetation management (anything to reduce fuels). There will also be a 10-acre fuels buffer with habitat enhancement removing conifers as the highest fire risk. Oaks are getting overtopped by the conifers. Metro already carried out similar projects. The District is hiring a contractor to do the work.

Kristen Mitchell asked what will happen with the wood. Tonia said all of the wood will be retained on site. Some will be moved out of the buffer strip.

Marylee Walden asked how many large trees are being cut. Tonia said at least 30 Doug firs will be cut. They are also going to snag some for bird habitats. Happy Valley and Metro are involved. Specific bird and squirrel populations increased with more oaks.

Renee King asked if it was possible to let some of the trees stay and give some to the Milwaukie Center wood project. Tonia said helicopter harvesting was considered, but it is very expensive. There is no access to get anything out.

Kristen Mitchell asked what percentage of the trees are being cut. Tonia said less than one percent of trees on Mt. Talbert will be cut.

- Spring Park, Highland Summit Open Space, Forest Creek Open Space, Ostermann Park – other projects. A letter will be sent to some park neighbors about the work to be done in August and September.
- Camas Creek – a WES project; implementing a couple of elements of the North Clackamas Park northside master plan in August and September.

10. North Clackamas Aquatic Park Update

Jason Amos, the new aquatic supervisor, was introduced.

Jason Kemmerich said swim lessons are changing– they have been American Red Cross lessons, but the Red Cross started charging large fees. Staff created their own swim programs. The Aquatic Park averages a little over 4000 participants presently. The new program will begin this summer. Staff designed a 7-level program making it easier for children to succeed. The preschool program has been extended. The system of "grading" as changed to pass or in progress. Staff incorporated lower ratios of students to teachers.

Renee King asked if we are keeping Saturday Scout Day. Jason Kemmerich said we are keeping Saturday lessons (beginning in Fall).

Dave Kraft, head coach of Piranhas, said Piranhas has been expanded to a year round program. The Piranhas is a community centered team. Kids of all skill levels participate. This team serves mostly middle school students. There is a large interest in swimming in the community and is drawing kids from more competitive programs. The Piranhas is an entry level program for kids who haven't done this before. They have added an Assistant Coach who used to be a Piranha.

11. Division Reports

Michelle Healy:

- A public meeting will be held tomorrow night at 6 p.m. at the new Sunnyside library regarding the Sunnyside Village Park #5. Developing concepts for the park.
- Planning Commission recommended the North Clackamas Park northside plan to the city council on August 7 at 7 p.m..

- Trolley Trail celebration was well attended and we received good feedback. Construction is winding down and still working with neighbors. The trail is open and used a lot. Great new map of the trail being printed.
- Scouters Mtn/Mt Scott open house at Happy Valley City Hall was also well attended. Great feedback.
- Grant presentation of the Hood View playground was given to the Oregon Department of Parks and Recreation.
- Metro is working on Scouters Mtn. on the visitors' improvement (shelter, rest rooms) should be done next summer.
- Riskey Park work is under way.
- Volunteer planning intern will start work soon on an update to the District's ADA plan. Will also work on the Master Plan and capital replacement.
- Annie Rusunen is placing an order for clothes with logo for DAB members.
- The July meeting: planning a tour of Hood View and Trillium Creek parks – focus will be on the east side.

Dave Miletich:

- New chairs are being ordered for the DAB.
- Joan Young is retiring the end of June. Came from the City of Milwaukie 22 years ago. She built a great program and we now need to go forward without her. Dave will be Interim Director. An Interim Manager will be hired for six months to work on a day-to-day basis.
- Robin Bruce volunteered to work at the Milwaukie Center to work in the office to help with the transition. She will be taking a brief break from the DAB during this time.
- Met with C/CAB regarding transitions. Bill Bersie said they appreciated Dave Miletich and Gary Barth attending the meeting to explain. Also discussed the fund balance allocations.

12. Board Members' Comments

- Renee King is leaving the board. The DAB members and staff thanked Renee for her many years of service.
- Kristen Mitchell said the batter's boxes get a lot of wear. The capital expense were unexpected.

13. Adjournment

Mike Miller moved and Renee King seconded the motion to adjourn the District Advisory Board meeting at 6:30 p.m. APPROVED unanimously.

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DISTRICT ADVISORY BOARD MEETING AGENDA

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

Location: North Clackamas Aquatic Park
7300 SE Harmony Road, Milwaukie, OR 97222

The July 11, 2012 DAB meeting will be replaced with a bus tour of parks and facilities located east of I – 205. No formal agenda or action items are planned for the evening.

The bus tour will depart from the North Clackamas Aquatic Park at 4 p.m. and return no later than 7 p.m. The tour is anticipated to include stops at the following parks (in no particular order):

1. Hood View Park
2. Trillium Creek Park
3. Mount Scott Trail/Southern Lights Park
4. Happy Valley Park
5. Village Green Park
6. Pfeifer Park

DAB meeting agendas, minutes and other related documents can be found at ncprd.com/district-advisory-board/meeting-minutes.