STUDY SESSION

Subject: System Development Charges Methodology Update
Date: September 14, 2016
Time: 4:00 to 5:00 pm
Location: Milwaukie Center – Salal Room
5440 SE Kellogg Creek Road, Milwaukie, OR 97222

BUSINESS MEETING

Date: September 14, 2016
Time: 5:00 to 7:00 pm
Location: Milwaukie Center – Salal Room
5440 SE Kellogg Creek Road, Milwaukie, OR 97222

I. Call to Order

II. Citizen Participation*

III. Consent Agenda
   a. Approve August 10, 2016 meeting minutes
   b. Accept Monthly Division Reports as submitted

IV. Discussion Agenda – No Action Required
   a. Old Business
      i. Governance and District Reformation
   b. New Business
         (Fiscal Year 2015-2016)
      ii. Kronberg Park Grant Award
      iii. Update on Adult Fitness Equipment
      iv. Trolley Trail Way-finding Signage Installation
      v. Wichita Park Neighborhood Event Report

V. Business Agenda – Action Required

VI. Director Comments
a. City of Happy Valley Representative

VII. DAB Member Comments

VIII. Adjournment

*Citizen Participation limited to 3 minutes per citizen. If comments are related to an agenda item, please wait until the issue comes before the District Advisory Board.
District Advisory NCPRD Board
Meeting Minutes

DATE: August 10, 2016
Time: 5:00 – 7:00 p.m.
Location: NCPRD - Aquatic Center, 7300 SE Harmony Road, Milwaukie, OR 97222

I. Call to Order

Chair Wilda Parks called the meeting to order at 5:02 p.m. A quorum was present.
   a. DAB members present: Wilda Parks, Susan McCarty, David Noble, Lynn Fisher, Michael Morrow.
   b. Members absent: Suzanne Montalbano
   c. Clackamas County Commissioners present: None.
   d. NCPRD staff members present: Gary Barth, Scott Archer, Laura Zentner, Kandi Ho, Caroline Ramer, Lacey Sortman.
   e. Guests: Jason Tuck, City Manager of Happy Valley; Lynn Sharp, Former DAB member; Dick Shook, Former DAB member

II. Citizen Participation

No comments.

III. Consent Agenda

   a. Approved the July 13th meeting minutes.
      i. Lynn Fisher asked to correct the minutes to list Paul Savas as a Clackamas County Commissioner and liaison to the DAB, not as a DAB member.
      ii. Michael Morrow made a motion to approve the minutes with this change, David Noble seconded, and the motion was approved unanimously.

IV. Discussion Agenda

   a. Old Business
      i. Governance and District Reformation
         Wilda Parks expressed interest in discussions regarding what needs to be done to accomplish District reformation as an independent organization. She would like to continue this work in order to put the issue on the November 2017 ballot, or perhaps less likely, the May 2017 ballot.

      ii. Kronberg Park Update
         Scott Archer explained this project is essentially a pathway that would connect 99E to the Tilikum Crossing pedestrian, bike and light rail bridge over the Willamette River.
Several supporters of the project, including DAB Chair Wilda Parks and NCPRD Natural Resources Manager Tonia Burns, traveled to Salem to testify in front of the Oregon Transportation Commission (OTC). The commission will be awarding a $1.2 million grant from Connect Oregon funds in the next two weeks.

The Kronberg group was the only group at the hearing that sported matching project-themed T-shirts, which garnered a lot of attention. In their testimony, representatives delivered 32 letters of support from community surrounding the proposed project. Wilda Parks believes they have a good chance of winning the grant.

Susan McCarty asked what the total project cost would be. Wilda Parks estimated its total cost at about $203 million, but explained that the remaining $800,000 or more would come in the form of matching funds from the City of Milwaukie and NCPRD.

b. New Business
i. Scott Creek Trail Update
Scott Archer reminded DAB members Scott Creek Trail is a key trail connection in Happy Valley between Southern Lites and trail-ways from 122nd Ave. The board of the local Homeowner’s Association (HOA) is semi-defunct and in the process of disbanding. Therefore, the project has been delayed as NCPRD goes through the appropriate legal channels to notify the HOA board members. More information will be provided at next month’s meeting.

ii. Parks SDC plan update – process
Scott Archer explained that staff are currently in the process of updating the District’s Systems Development Charges (SDC) plan. The process is being led by consulting firm FCS Group, who have extensive experience in setting SDC rates for government organizations. A public review process will begin soon, including board involvement. More information will be forthcoming.

iii. Proposed Milwaukie Urban Renewal Plan
This item was set aside until BCS Director, Gary Barth arrived.

V. Business Agenda – Action Required
a. None.

VI. Director Comments
a. Harmony Road Park asphalt replacement project
The District will be removing and replacing the asphalt at the Harmony Road Park basketball court between October 10 through 14th, weather permitting.

b. Wichita Park community event – August 13, 10 AM – 2 PM
The District is participating in a celebration event on Saturday, August 13th from 10 am to 2 pm. The site in Milwaukie is the future home of Wichita Park, for which NCPRD has received a funding recommendation from the State of Oregon to develop the park. The grant is not yet formalized, but should be in the coming months. Scott Archer called it a community “pre-celebration” where he would highlight the District’s Master Plan for Wichita Park.
Wilda Parks explained that hosts of the celebration will be undertaking a community clean-up event prior to the celebration. NCPRD’s RecMobile will be on site as well as other special booths, including one from Bob’s Red Mill.

c. There have been ongoing discussions with Happy Valley developers regarding three developer-built parks (Hidden Falls, Pleasant Valley, and Scouter’s Valley). Scott Archer explained that developers can negotiate to design and develop neighborhood parks at the time developments are being constructed in return for lower SDCs, cash or other credits. The benefits to the District include lower development costs and quicker park construction.

Board members David Noble and Lynn Fisher pointed out that this strategy presents a gap in terms of maintenance costs. As a result, the District will end up paying for park maintenance before collecting any tax revenue from the new developments. Scott Archer explained that park maintenance and tax revenue are a factor in discussions with the developer and this is a relatively new process for the District.

There is some discussion regarding a previous Jennings Lodge development and whether the District approached Lennar, the developer, regarding the possibility of developing a community park during construction. Gary Barth later confirmed Lennar was approached, but that the negotiations were not successful.

Scott Archer mentioned that he expects a request from the City of Milwaukie regarding renaming of Riverfront Park to “Milwaukie Bay Park” to be forthcoming. The City of Milwaukie and NCPRD’s name change processes will be synchronized to meet this desired change.

There was discussion regarding progress of the Adult Fitness project at the Milwaukie Center, including the chosen location of the new equipment. Scott Archer expects staff will be bringing a proposed design to the DAB soon and that the project should be completed by the Spring, weather permitting. Several board members would like to have a groundbreaking and/or ribbon-cutting event for the project.

VII. DAB Member Comments

a. Several board members expressed concern regarding board members’ attendance at the DAB meetings. Scott Archer reviewed DAB’s policy regarding member attendance, which states that the DAB chair shall contact the absent member once they’ve missed two consecutive meetings. Wilda Parks and Scott Archer agreed to work together to reach out to the absent board member regarding their attendance.

There is a 10-minute break awaiting the arrival of BCS Director, Gary Barth. The meeting reconvenes at 6:12 pm.


Gary Barth began by introducing a new Urban Renewal (UR) Area proposed by the City of Milwaukie. As a part of the process, the City was required to notify all taxing authorities affected by the proposed UR plan (which totaled 13). The notice was sent to Clackamas County administrators instead of directly to NCPRD staff and information was not well-communicated through the proper channels. As a result, NCPRD missed its opportunity to exert any influence or raise any objections.
Mr. Barth explained that the District’s governing board, the Board of County Commissioners (BCC), did have a Study Session on the issue and decided to take a neutral position on the proposed UR area. Had staff known about the proposed UR area, they would have presented the information to members of the DAB, taken any DAB input to the BCC for potential action, and if applicable, responded to the City of Milwaukie in writing.

There was discussion about the proposed UR area, in which Gary Barth explained that NCPRD will benefit from its creation. Mr. Barth believes that no additions or subtractions would have been made had NCPRD had the opportunity to weigh in. The biggest impacts from the UR area will be on the City of Milwaukie and the Clackamas Fire District. Some of NCPRD’s master plan projects are candidates for urban renewal dollars through the plan. There are matching funds that will likely be needed, but the UR area will ultimately benefit the District’s progress toward achieving goals in the Master Plan. Scott Archer explained that this is not unlike any other project in which the District leverages its available funds to complete larger projects as part of a collective.

VIII. Adjournment
Meeting adjourned at 7:03 p.m.
Division: NCPRD Administration/Finance

NCPRD Staff Vacancies

District Advisory Board – Vacancy
We currently have one NCPRD District Advisory Board position that expired on June 30, 2016 – Robin Condie (East of I-205 position, unincorporated). We are currently recruiting to fill this position and have posted recruitment information on the Clackamas County and NCPRD websites. The posting currently closes on September 8, 2016 but we plan on extending that date to October 6, 2016 as we have not received any applications.

Budget Updates

Budget – Fiscal Year 2016/2017
The budget for fiscal year 2016/2017 was adopted on June 29, 2016 at the regularly scheduled Clackamas County Board of County Commissioners’ business meeting. The adopted budget is the culmination of several months of work by NCPRD staff, NCPRD management team, County Administration, District Advisory Board, NCPRD Budget Committee and Board of County Commissioners. We are currently in the process of compiling a distribution list for the printing of the budget document. It is our intent to provide a fiscal year 2016/2017 Adopted Budget document to all DAB members. if you do not want a hardcopy of the budget, please let me know.

Budget Committee
All positions on the Budget Committee are currently filled. Macy Gast and Eric Shawn were recently re-appointed by the Board of County Commissioners on July 26, 2016. Their terms run from July 1, 2016 through June 30, 2019.

The current budget committee is comprised of:

<table>
<thead>
<tr>
<th>Board of County Commissioners</th>
<th>Citizen Members</th>
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</thead>
<tbody>
<tr>
<td>John Ludlow, Chair</td>
<td>Macy Gast</td>
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<tr>
<td>Jim Bernard, Commissioner</td>
<td>Renee King</td>
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<tr>
<td>Paul Savas, Commissioner</td>
<td>Eric Shawn</td>
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<tr>
<td>Martha Schrader, Commissioner</td>
<td>Dick Shook</td>
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<td>Tootie Smith, Commissioner</td>
<td>Andrew Watkins</td>
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Audit Updates

We are working diligently to close the books for fiscal year 2015/2016 – all general ledger accounts have been reviewed and reconciled. We are also finishing up the last of the journal entries and have begun preparing the audit work papers in anticipation of the arrival of the external auditors, Moss Adams, LLP. The external audit is currently scheduled for the week of September 26, 2016. We anticipate the issuance of the financial statements in late October, 2016.
Accounts Payable
Each week, NCPRD Finance processes payment vouchers for the invoices and purchase orders received throughout the week. Once approved, the vouchers are sent to County Finance where the checks are cut and sent back to NCPRD for mailing.

Following are each week’s payment totals for July 2016 and August 2016:

### JULY 2016

<table>
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<tr>
<th>Date</th>
<th># of Checks</th>
<th>Weekly Total</th>
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<tr>
<td>Jul-5</td>
<td>45</td>
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<td>Jul-12</td>
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<td>TOTAL</td>
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### AUGUST 2016

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<td>Aug-8</td>
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<td>Aug-17</td>
<td>36</td>
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<td>Aug-22</td>
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<td>Aug-29</td>
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<td>$45,470.23</td>
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<td>TOTAL</td>
<td>118</td>
<td>$213,410.16</td>
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Payroll
Each month, NCPRD Finance reconciles payroll for the previous month. Below please find the most recent months:

#### June 2016*

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<td>07707</td>
<td>07708</td>
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<td>3-Jun</td>
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<td>28,243.35</td>
<td>19,311.29</td>
<td>40,895.22</td>
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<td>4,512.00</td>
<td>2,860.24</td>
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<tr>
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<td>30,932.91</td>
<td>28,923.40</td>
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*The first 2 pay dates in the month of July are accruals for June pay periods.

#### July 2016

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<tr>
<td>29-Jul</td>
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<td>26,525.92</td>
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<td>4,177.98</td>
<td>9,918.09</td>
<td>4,180.23</td>
<td>4,863.42</td>
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<tr>
<td>Total</td>
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<td>9,625.48</td>
<td>26,525.92</td>
<td>15,139.79</td>
<td>42,429.57</td>
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<td>4,180.23</td>
<td>4,863.42</td>
<td>6,377.25</td>
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Please note that Admin (program 07701) does not have payroll charges as it is allocated among all NCPRD departments.
Division: Marketing and Communications

Lumberjack Breakfast Promotion
The Lumberjack Breakfast is one of the key fundraising events for the Milwaukie Center, with all proceeds benefitting its programs and services. To help bolster awareness around the event, held on September 24, the following promotional materials have been developed:

- Dedicated landing page, ncprd.com/lumberjack
- Homepage slider image
- Poster and Flyer
- Facebook posts
- Facility TV slides

Prize Wheel
The NCPRD prize wheel received an improved refresh with newly designed inserts. The updates to the prize wheel is part of an effort to create consistency across all NCPRD collateral and promotional materials for a cohesive brand experience at local events. The prize wheel is a fun, attention-grabbing way to draw people to the booth and engage District residents. Additionally, new giveaways have been added to the prize mix, including sunglasses, cinch bags, light reflectors, and pedometers.

Citizens Academy
NCPRD presented at the 2016 Clackamas County Citizens Academy, along with other BCS divisions and Tourism. The meeting was held on August 16th at the Stone Creek Golf Club and was comprised by around 20 members of the community interested in learning more about their county services. NCPRD presented on the District’s background and the many services and programs offered to residents.

Sunday Parkways
For the first year, Sunday Parkways, hosted by the Portland Bureau of Transportation, will include a Milwaukie-Sellwood route. Approximately 20,000 to 30,000 people will be walking and riding through Milwaukie that day, with part of the route along Water Tower Park. NCPRD will have a booth directly in front of Water Tower Park to provide information on the District and engage Sunday Parkway participants with the prize wheel, games a crafts.
NCPRD Sports Youth Volleyball
Registration for NCPRD Sports’ third season of Sideout Volleyball will come to close on September 12th. The eight week coed youth volleyball program is open to elementary, middle and high school-aged students. We are excited to have 207 folks registered to play—an increase of 36 participants from this time last year!

Summer Camps
NCPRD Sports’ third year of summer camps created and run by NCPRD Sports staff appears to have been a wise one. NCPRD Sports summer camps averaged 28 “Happy Campers” per session with our July 6-10 Track and Field Events camp being our most popular camp this summer with 50 participants! Our inaugural Outdoor Explore Camp was a popular addition to our summer camp lineup. The campers learned about and explored the great outdoors through a variety of hands-on projects and activities.

North Clackamas Park
The 2016 youth baseball/softball tournament schedule came to a close on August 23rd. Nineteen of the twenty scheduled tournaments at North Clackamas Park were played in 2016. NCPRD Sports 19, Mother Nature 1!

The fall baseball/softball season begins September 10th. Weeknights will be busy with youth baseball and softball practices. Weekends will be busy again beginning September 10th with a 24-team league on Saturdays and a 36-team league on Sundays.
Pfeifer Park
Clackamas Youth Football and Clackamas United Soccer Club keep the two grass fields full of activity six days a week with practices and games.

Hood View Park
The largest soccer tournament in the West, the Mt Hood Challenge, returned to Hood View Park for the fourth year. Hood View Park was again chosen as the award site for the boys and girls U11 divisions.

Local youth soccer and football practices began August 15th and will conclude in mid-November. The teams practice Monday thru Thursday evenings.

Registration for NCPRD Sports’ Fall Frenzy adult softball league closes on September 5th. Our Sunday Coed REC and INT offerings filled quickly and our Friday night Coed ADV and Men’s league offerings are nearly full too!

NCPRD Sports Fall Senior Softball League begins its sixth season at Hood View Park on September 12th. The 62 and older senior league plays games on Monday and Wednesday mornings from 9:30 am to 12:30 pm through the month of October.

Other News
NCPRD Sports hosted the third annual Clackamas County Cornhole Championships on August 4th at the Clackamas County Employee Picnic. The Texas Cornados defeated the defending champions TBD in overtime to take home the hardware and the title of 2016 Clackamas County Cornhole Champions!
RecMobile
The RecMobile completed another successful season with 1,000 participants. Two of our most popular sites this summer were Oak Grove Elementary and Ardenwald Elementary. Access to these schools was approved through a partnership with North Clackamas School District’s free summer lunch program. Other well attended sites included Trillium Creek Park, Happy Valley Park and Pioneer Park.

Milwaukie Center Ukulele Jammers
The Ukulele Jammers are a large group of Ukulele players that enjoy performing. They brought cheer with their music at Somerset Retirement Home on Wednesday, August 24th. Retirement homes have been requesting the MC Jammers, because of their fun, upbeat music.

Milwaukie Farmers Market
NCPRD was at the Milwaukie Farmers Market on Sunday, August 28th. People lined up to spin the prize wheel for NCPRD giveaways which included sports sacks, pedometers, sunglasses, water bottles, and carabiners. Each person walked away with the new Fall Discovery Guide. Also, Nancilee Baker did a meet and greet for her new card making class at the Milwaukie Center. She volunteered her time and donated materials. Each person was able to create and take home a custom envelope ideal for holding a gift or business card.
Movies in the Park
Over 450 people attended *Big Hero 6* on Saturday, August 6th. The movie was sponsored by Bernard’s Garage, Lake Road Neighborhood Association and Historic Milwaukie Neighborhood Association.

*The Good Dinosaur* drew about 700 people to Happy Valley Park on August 13th. The movie was sponsored by Garlic Jim’s.

Fall Registration
First day of Fall registration was Tuesday, August 9th. As of early September, we have over 476 registrants. The new daytime Personal Protection Strategies and Self Defense Tactics are both full or near capacity.
Division: Aquatic Park

Summer swim lessons were very popular this summer, with over 2,100 children participating. Saturday swim lessons had an all-time record enrollment of 187 students—41 more than years previous!

Lots of Big Surf! Swim groups with over 1,900 swimmers visiting the Aquatic Park during the month of August.

The NCPRD Piranhas summer swim team was a success. A total of 79 children ages 8 to 16 participated. Practices for this nine-week program were held Monday through Thursday in the afternoon, with swimmers divided into 3 ability levels. The summer swim team had another amazing season this year. They ended their 2016 season with a swim meet and an awards banquet at the Aquatic Park. Registration for fall season is now open for tryouts.

The Aquatic Park will be closed September 6th through 23rd for annual maintenance.
**Nutrition**

The Nutrition Program had an opportunity to try out a new tray for Meals on Wheels. The trays were the same price but the machines that did the sealing were a bit cumbersome for the volunteers. We found there to be advantages and disadvantages, but in the end, decided to stick with what we have. This is a picture of the other tray that is very similar to what we have now. This meal also highlights some of the produce that has been coming into the kitchen from folks that like to garden and share their bounty with us.

St. Paul’s Church congregants are pictured here doing what they do twice per month. For over 20 years, these folks have been helping serve Meals on Wheels, washing dishes and serving food in the dining room.

Please join us for our **Beach Bum Ice Cream Social** to be held on Tuesday, August 30th at 12:30 pm. $2.00 will get you a trip through the ice cream line to create your own bowl of summer delight. Thank you to our sponsor, The Walters Family, aka Team Walters. Don’t forget to dress like a beach bum!

**Social Services**

Social services staff applied for and received a $10,000 grant from The Brookdale Foundation Group to start a new program for individuals experiencing early memory loss or mild cognitive impairment. Twenty three years ago, Milwaukie Center received funding to start a group respite program to provide unpaid family caregivers an appropriate respite program for their loved ones. Only programs with good standing with The Brookdale Foundation Group were eligible to apply for this new cycle of funds. The Milwaukie Center was able to apply for the grant due to the successful coordination of APAC (A Place at The Center), its longevity and program development over past 23 years. The Friends of the Milwaukie Center submitted the grant on behalf of Milwaukie Center’s social service staff.

The early memory loss program, “It’s All About Memory” had a soft rollout in March and began operating every Friday in April. It’s All About Memory meets on Fridays from 10 am-2 pm; maximum attendance is 12 participants and presently 8 regularly attend. The participant fee is $24.00 for each session. We are pleased with the response and interest the community has shown toward the new program. Presently, social services staff is completing the first year evaluation of the program. Staff will be submitting a request for a second-year grant award of $5,000 in addition to a plan for sustaining the early memory loss program.
System Development Charges (SDC) Methodology Project Update
It has been determined that the District Advisory Board will be the project’s core stakeholder group. The DAB has the option to invite others, such as members of the business community, to submit their input. At the September 14th DAB meeting there will be a study session starting at 4 pm to review the project purpose, existing SDC structure and the legal mechanics of SDCs.

Scott Creek Park Trail - Mount Scott/Scouter Mountain Loop Trail
The Scott Creek Trail section of the Mount Scott/Scouter Mountain Loop Trail is a key trail connection in Happy Valley between Southern Lites and trails from SE 122nd Ave. NCPRD is currently working with the HOA and County Counsel in order to obtain a trail easement. NCPRD staff have received positive feedback from the HOA members in support of providing the trail easement.

In anticipation of acquiring the trail easement, NCPRD is working on draft copies of a scope of work for a land survey and possible construction. Staff is working with additional partners, including Water and Environment Services (WES), who owns a sewer easement through the site.

Also in anticipation of this work, park maintenance crews widened the entrance to the park by moving a retaining wall 2 feet. This increased the width to allow for maintenance vehicle entry and exit.

A chain link fence was installed between the retaining wall and the sidewalk to ensure safety due to increased height of the new wall. Playground chips were also added to the playground.

Rock Creek “Hidden” Falls Project
The developers of the housing subdivision submitted a Planned Unit Development (PUD) application to the Happy Valley planning department. The first planning commission hearing was on August 9th. The hearing was extended to September 13th so the developer could better understand and respond to the Conditions of Approval.

New Happy Valley Neighborhood Park near Scouter Mountain
This project was appealed to Land Use Board of Appeals (LUBA), which denied the appeal. It may go to the Court of Appeals in the future. NCPRD staff will update DAB of any changes.

Robert Kronberg Natural Area
The City of Milwaukie was awarded a grant from the Oregon Transportation Commission for development of a multi-use trail through Robert Kronberg Natural Area. This represent Phase I of the project. NCPRD staff are working with the City of Milwaukie to coordinate site development.
Wichita Park
NCPRD staff are working with the State Parks grant administrators and City of Milwaukie staff to overcome any potential issues that may arise with the grant application. NCPRD staff anticipate the grant award will be announced sometime in late September.

NCPRD staff supported a neighborhood event at Wichita Park on August 13th. Scott Archer, NCPRD Director, joined the neighborhood event to talk about the park development project and potential Land and Water Conservation Fund (LWCF) grant award. The neighborhood group contracted the NCPRD RecMobile. The NCPRD marketing team created an A-frame sign for the event as well as a permanent project sign on-site. The event was a success and the neighborhood group was very thankful for the partnership with NCPRD.

Hoodview Park Maintenance Building

Hood View’s Maintenance Shop construction is proceeding, however, we are waiting for PGE to determine a route for the power to enter the building.
The installation of the Trolley Trail Directional Signage has been completed.
Stringfield House – Update
The Clackamas County Sheriff’s Department has moved a satellite office into a room at the Stringfield Park residence. Stringfield will serve as an alternate office location for deputies who serve the Oak Grove Jennings Lodge area. NCPRD is very pleased for this positive partnership.

Adult Fitness Area – North Clackamas Park
Equipment has been selected. Installation will be planned upon delivery of the equipment.

General Maintenance
Park infrastructure including picnic tables, signage etc. are currently being repaired and equipment such as lawnmowers are also in process of being maintained, along with other normal park maintenance.

Hull Natural Area – Jennings Lodge
Join NCPRD, North Clackamas Urban Watershed Council and Oak Lodge Sanitary District at the Hull Natural Area volunteer cleanup event Saturday, September 17th to help remove debris and control weeds. This event is also sponsored and advertised through Solv.

RSVP at: http://solveoregon.org/get-involved/events/hull-ave-natural-area-clean-up

Johnson Creek Clean Up Event
NCPRD joined many other partners including the Overland Park Coalition and Johnson Creek Watershed Council in August to sponsor a Volunteer Clean Up event hosted at Mill Park. NCPRD has been an event partner since 2008. The event is historically very successful.