



DISTRICT ADVISORY BOARD

MEETING AGENDA

Date: July 10, 2019
Time: 5:00 p.m.
Location: North Clackamas Aquatic Park – Parkside Meeting Room
7300 SE Harmony Road, Milwaukie, OR 97222

- I. Call to Order**
- II. Discussion Agenda – No Action Required**
 - a. District Advisory Board Restructuring
- III. Director Comments**
- IV. DAB Member Comments**
- V. Citizen Participation***
- VI. Adjournment**

*All citizens wishing to address the Advisory Board are asked to complete a Comment Card, which are provided at each meeting. This ensures each person is called to testify on the correct agenda item. If comments do not relate to an agenda item, they will be asked for comments before the close of the meeting.



MEMORANDUM

DATE: July 10, 2019
TO: District Advisory Board
FROM: Scott Archer, District Director
RE: District Advisory Board Restructuring

Summary

In June of 2017, the Happy Valley City Council adopted Ordinance 522, declaring the City's intended withdrawal from the North Clackamas Parks and Recreation District (NCPRD). Shortly thereafter, the Board of County Commissioners (Board), in its capacity as NCPRD Board of Directors, made the decision to suspend the regular meetings of the District Advisory Board (DAB), due to complexities created by Happy Valley's actions. The Board agreed at that time to not hold DAB meetings until the Happy Valley withdrawal issue was resolved. In place of the DAB meetings, the Board has intermittently held dedicated NCPRD Board of Directors meetings.

A series of events since June of 2017 created uncertainty around Happy Valley's attempted withdrawal, and thus the NCPRD boundaries were unclear over much of the past two years. On March 14, 2019, however, the Board approved a formal boundary change through the State Department of Revenue, which removed any uncertainties about the City's status within the District's boundaries for taxation purposes in the coming fiscal year. The DOR approved the NCPRD boundary change on March 21, 2019. As a result, the City of Happy Valley remains part of NCPRD.

On May 16, 2019, the Board held a dedicated meeting as the NCPRD Board of Directors. At this meeting, with the boundary issue now having resolution, the Board directed staff to resume the DAB meetings as soon as possible. The July 10, 2019 meeting of the DAB will be the first of these resumed meetings. Additionally, the Board directed that upon resumption of these meetings, the DAB review its bylaws and membership composition in order to provide recommendations to the Board on proposed changes to them. Specifically, the Board asked that the DAB composition be revised to more accurately reflect and represent the proportion of residents in unincorporated communities versus cities within the District. The Board requested this recommendation be developed by the end of the calendar year.

Because our current Intergovernmental Agreement (IGA) with the City of Milwaukie binds the composition of the DAB, any modification of the DAB will require agreement by the City and an amendment to the IGA. The City of Milwaukie has formally recommended that the Board consider adding a representative position from its Parks and Recreation Advisory Board (PARB) to the DAB. While the District's IGA with the City of Happy Valley has been terminated, equitable representation of this part of the district will need to be a consideration with any modifications to the DAB.

The current composition of the DAB is as follows:

- a. 2 members from east of I-205 (one of which may reside in the City of Happy Valley)
- b. 2 members from west of I-205 (one of which may reside in the City of Milwaukie)

- c. 1 member from the City of Happy Valley*
- d. 1 member from the City of Milwaukie*
- e. 1 member from the Milwaukie Center**
- f. 2 members at large (1 from East and 1 from west of I-205)

**District Board agrees to appoint both a primary and an alternate representative nominated by the City Council to fill the City's representative seat unless there is good cause for rejecting the nomination.*

***District Board agrees to appoint both a primary and an alternate representative nominated by the Milwaukie Center Community Advisory Board (C/CAB) to fill the Milwaukie Center representative seat unless there is good cause for rejecting the nomination.*

Three positions on the current DAB roster are vacant due to term expirations. Two of the members' terms expired June 30, 2019. However, the Board approved a one-time 6-month extension of these two members' terms to ensure a quorum under the current DAB make-up. In addition, the Milwaukie Center Community Advisory Board (CCAB) recently appointed a new representative to serve on the DAB.

Per Board direction, over its next few meetings and not later than the end of 2019, the DAB shall develop a recommendation for a revised composition of the DAB. The Board's goal in doing so is to restructure the DAB to more accurately represent the proportion of residents in the unincorporated and incorporated portions of the District.

Of the 122,000 residents in the NCPRD boundaries, approximately two-thirds of this population reside in unincorporated areas with one-third residing within the two cities (Milwaukie and Happy Valley). Considerations may include increasing the total number of DAB members (currently 9 members) and adding representatives from the unincorporated, non-UGMA portions of the District. This could be accomplished by having designated representatives from each of the active Community Planning Organizations (CPOs) within the District's boundaries. Further ideas may be discussed and considered.

Attachments

1. District Advisory Board Roster (as of 7/9/2019)
2. District Advisory Board Bylaws
3. Board Order 1991-105: Establishing the Original Park Advisory Boards



DISTRICT ADVISORY BOARD MEMBER ROSTER

Appointed Members		
<p>Wilda Parks, Chair <i>City of Milwaukie Appointee</i> <i>Alternate Lisa Batey</i></p> <p>Term expires: Ongoing</p>	<p>Brett Sherman <i>City of Happy Valley Appointee</i> <i>No Alternate Designated</i></p> <p>Term expires: Ongoing</p>	<p>Joel Bergman <i>Milwaukie Center Community</i> <i>Advisory Board (CCAB)</i> <i>Appointee</i></p> <p>Term expires: Ongoing</p>
East of I-205		
<p>Sandra Grzeskowiak Unincorporated East of I-205</p> <p>Term expires: 06/30/2020</p>	<p>Suzanne Costell City East of I-205</p> <p>Term expires: 12/31/2019</p>	<p>VACANT Unincorporated East of I-205</p>
West of I-205		
<p>VACANT West of I-205</p>	<p>VACANT Unincorporated West of I-205</p>	<p>Lynn Fisher Unincorporated West of I-205</p> <p>Term expires: 12/31/2019</p>

**North Clackamas Parks and Recreation District Advisory Board
BYLAWS**

ARTICLE I

NAME. The name of this board is the North Clackamas Parks & Recreation District Advisory Board (DAB).

ARTICLE II

BOUNDARIES. The boundaries of the North Clackamas Parks & Recreation District Advisory Board (DAB) shall be the same as those established by North Clackamas Parks & Recreation District within Clackamas County.

ARTICLE III

PURPOSE. The purpose of the DAB is to advise the North Clackamas Parks & Recreation District Board (District Board) on the design, planning, and development of parks and facilities within the district and to advise the District Board on programs, maintenance and operations; to meet with the District Board once yearly; and to publish an annual report presented each August.

GOALS. The goals of the DAB are as follows:

- a) The DAB's will address the programs and facilities of the North Clackamas Parks & Recreation District concentrating on the challenges, desires and needs of the district residents;
- b) Make policy-level recommendations regarding capital improvements, programs, maintenance, and operations to be approved by the District Board.
- c) During the annual budget process the DAB will provide budget recommendations for the operation and maintenance of the North Clackamas Parks & Recreation District, and in addition, the DAB will identify and prioritize necessary capital projects and provide project recommendations to the District Board. The recommendations for maintenance and operations, and capital improvements shall be reviewed by the District Budget Officer, who will then forward their recommendations to the North Clackamas Parks & Recreation Budget Committee. The North Clackamas Parks & Recreation Budget Committee will then submit recommendations to the District Board.

ARTICLE IV

MEMBERSHIP. The DAB shall consist of Nine (9) members. The District Board shall appoint all members. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income. All members must be residents of the district.

- a) As set forth in the IGA's between NCPRD and the Cities of Milwaukie and Happy Valley, the nine member board representation will be as follows:
 - a. 2 members from east of I-205 (one of which may reside in the City of Happy Valley)
 - b. 2 members from west of I-205 (one of which may reside in the City of Milwaukie)
 - c. 1 member from the City of Happy Valley*
 - d. 1 member from the City of Milwaukie*
 - e. 1 member from the Milwaukie Center**
 - f. 2 members at large (1 from East and 1 from west of I-205)

**District Board agrees to appoint both a primary and an alternate representative nominated by the City Council to fill the City's representative seat unless there is good cause for rejecting the nomination.*

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- b) The DAB composition will be revisited and adjusted, in the event of significant District boundary changes or major population changes.
- c) Terms are for a period of four fiscal (4) years, beginning on July 1st of the first fiscal year and ending on June 30th of the fourth fiscal year. Board terms will be staggered among the nine DAB members. At the end of each four (4) year term, DAB members, who are not partner city appointees and who wish to continue their service for a second term, will need to participate in the recruitment process used to fill all vacancies and may be reappointed by the District Board. The seven (7) representatives of the District zones plus the representative from the Milwaukie Center, may serve a maximum of two consecutive terms. Representatives may reapply for vacancies on the committee following a four (4) year break in service (one full term).

The two (2) partner cities of Happy Valley and Milwaukie, may choose to reappoint their designees for both the primary and alternate positions, or submit new representatives for District Board approval. All recurring four (4) year terms require District Board approval, however there are no limits on terms served for partner cities.

- d) Vacancies are filled in the same manner as the original appointments and for the unexpired term of the vacant position. In the event a "primary" representative from one

of the three (3) appointed partner organizations is unable to complete their term, the “alternate” will be designated to fulfill the remainder of the term.

- e) Upon failure of any member to attend two consecutive meetings without a valid excused absence, the DAB may recommend termination of that appointment to District Board, and the District Board may remove the incumbent from the DAB and declare the position vacant to be filled in the manner of a regular appointment. A valid excused absence requires that the DAB member notify a DAB officer or North Clackamas Parks & Recreation District staff member prior to the meeting to be missed except for the case of an emergency.
- f) All DAB members shall serve without compensation.

ARTICLE V

OFFICERS & STAFFING. The officers and staffing of the DAB shall include the following:

- a) **Chairperson.** The chair person shall have general supervisory and directional powers over the DAB. The chair person shall preside over all DAB meetings, assist the NCPRD Director with setting the DAB Meeting agendas, and establish committees and appoint committee chair persons. The chair will serve as the DAB representative in meetings with the District Board or at various community meetings when appropriate, or if unable to serve that role will appoint a representative from among the DAB members. The chair will also serve as the official spokesperson for the DAB whenever there is an issue or statement required when it is appropriate for the DAB to make that response or statement;
- b) **Vice-Chairperson:** The vice chair person shall execute all powers of the chair person in the absence of the chair person;
- c) **Secretary:** The secretary shall maintain minutes and attendance records of business meetings. Additionally the secretary will initiate the recruitment process to fill vacancies upon term expirations. The secretary position is neither elected nor appointed but rather filled by the parks director administrative staff support.
- d) **District Board Liaison:** The District Board may elect to appoint a liaison/liasons to the DAB in an ex-officio capacity with no voting powers or rights but who has the authority to speak on behalf of the District Board and to participate in discussions about actions under consideration for recommendation to the District Board. The liaison is present as a representative of the District Board and not as an individual party

The DAB shall provide the County Public and Government Affairs Department with a current list of officers.

SELECTION OF OFFICERS. The officers shall be selected by the DAB membership by simple majority vote. Elections shall be annually as the first order of business at the first DAB meeting

of the fiscal year in July. The outgoing chair will conduct the election, and immediately following results, turn the meeting over to the newly elected chair.

TERM OF OFFICE. The term of office for all officers shall be one (1) year, however, the officer shall continue to serve until a successor is elected or appointed to that office. Officers may be re-elected and may serve a maximum of two consecutive terms.

VACANCIES. A vacancy occurs when an officer dies, resigns, is removed, or has more than three (3) unexcused absences from meetings during a calendar year. The person appointed to fill the vacancy shall serve the remainder of the unexpired term and until a successor is elected or appointed to that office.

ARTICLE VI

MEETINGS. The DAB shall meet at least once each month (a “regular meeting”). All meetings shall be subject to the requirements of the Oregon Public Meetings Law.

Special meetings may be called by any two DAB Members and a residing Officer. Only business specified in the agenda for the special meeting may be considered. Notice of all meetings shall be provided as required by ORS 192.640 of the Oregon Public Meetings Law. Minutes of all meetings shall be kept and shall be available for public inspection as required by ORS 192.650 of the Oregon Public Meetings Law. A copy of all meeting minutes shall be provided to the County Public and Government Relations Office.

QUORUM and VOTING. Fifty-one percent of the voting membership of the DAB shall constitute a quorum. The concurrence of a majority of the DAB members present shall be required to decide any matter.

RECORDS. All records of the DAB shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

ARTICLE VII

HEARING PROCESS AND PROCEDURE. The principles of parliamentary rules of procedures such as Robert’s Rules of Order shall govern proceedings at any meeting of the DAB. The Chair shall be guided by these principles in deciding any procedural questions. The Chair’s decision on procedural matters may be overruled by a majority of the members voting on the question. The DAB may establish a more detailed hearing procedure to provide for an orderly process for holding a public hearing. All meetings shall comply with the Oregon Public Meetings Law.

ARTICLE VIII

COMMITTEES. The chair may appoint special committees or ask the DAB to appoint special committees on issues or topics where a committee is deemed to be needed or appropriate.

ARTICLE VIII

AMENDMENTS. Bylaws may be amended at any regular DAB meeting providing written notice of the proposed amendment is submitted at a prior, regular meeting. In order to be effective such amendments must also be approved in writing by County Counsel and further submitted to the District Board for final approval.

The amended bylaws shall supersede all previous bylaws and become the governing rules for the DAB.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON

FEB 27 1991

In the Matters of Planning and
Appointing Members to the Park
Advisory Boards of the North
Clackamas Regional Parks and
Recreation District

JOHN F. KAUFFMAN, County Clerk

By [Signature] Deputy

ORDER NO. 91-105
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THIS MATTER COMING BEFORE the Board
of County Commissioners, acting as the governing body of the
North Clackamas Regional Parks and Recreation District, and it
appearing to the Board that there is a need to form citizen
boards to advise the Parks District on the planning, design,
development and maintenance of parks facilities and recreation
programs;

IT FURTHER APPEARING that a
structure for citizen involvement boards is recommended in the
draft Parks District Master Plan;

IT FURTHER APPEARING that residents
of the Parks District need to be appointed as soon as possible to
these citizen advisory boards and;

IT FURTHER APPEARING that a
comprehensive recruitment was undertaken to assure the provisions
of the County's Policy for Appointed Boards and commissions;

IT FURTHER APPEARING THAT the staff
of the Parks District have screened applicants and put forth
their recommendations to the Board;

NOW, THEREFORE, IT IS HEREBY

ORDERED:

1. That a Neighborhood Parks Advisory Board, composed of 7 members and 2 alternates, be formed for each of the following neighborhoods: Oak Lodge, Oatfield, Southgate, and Sunnyside (Attachment #1) to advise the Parks District on the planning, design, development, and operation of neighborhood parks.
2. That a Regional Parks Advisory Board, composed of 9 residents of the Parks District be formed to advise the Parks District on the planning, design, development, and operation of regional parks, Parks District policies, and recreation programs. This Regional Parks Advisory Board shall consist of 1 member from each of the 4 Neighborhood Parks Boards, 1 member from the City of Milwaukie, 1 member from the Milwaukie Senior Multipurpose Community Center Advisory Board, and 3 at-large members from the North Clackamas Area.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON

In the Matters of Forming and
Appointing Members to the Park
Advisory Boards of the No. ...
Clackamas Regional Parks and
Recreation District

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3. That the following residents of the North Clackamas Area be appointed to terms of four years on the REGIONAL PARKS ADVISORY BOARD:

- William Brod, 3749 SE Willamette
- Champ Husted, 13460 SE Beech

4. That the following residents of the Oak Lodge subarea (Attachment #1) be appointed to terms of one to four years on the OAK LODGE NEIGHBORHOOD PARKS ADVISORY BOARD:

Regular Members:

- Tom Wright, 4747 La Cour
- Jessica Williamson, 14212 SE River
- George Payne, 16950 SE Shadybrook
- Gary Barth, 16638 SE Evergreen
- Jackie Jeppe, 1250 SE Riverforest
- Laird Prouty, 4660 La Cour
- James Huston, 2268 SE Mulberry

Alternate Members:

- (1) Leo Browne, 18618 SE River
- (2) Mai Kiigemagi, 1906 SE Waldron

5. That the following residents of the Oatfield subarea (Attachment #1) be appointed to terms of one to four years on the OATFIELD NEIGHBORHOOD PARKS ADVISORY BOARD:

Regular Members:

- Dede Harris, 4333 SE Robin
- Melvin Goodman, 5625 SE Hillwood
- John Flynn, 3555 SE Aldercrest
- Robert Schroeder, 4445 SE Robin
- Anne Berk, 13986 SE Rusk
- Daisa Lawson, 13380 SE Kuehn
- Gary Olson, 4296 SE Brae

Alternate Members:

- (1) Mike Klain, 12521 Northview
- (2) Ann Wilcox, 13145 SE Capistrano

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON

In the Matters of Forming and
Appointing Members to the Park
Advisory Boards of the North
Clackamas Regional Parks
Recreation District

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6. That the following residents of the Southgate subarea
(Attachment #1) be appointed to terms of one to four years on the
SOUTHGATE NEIGHBORHOOD PARKS ADVISORY BOARD:

Regular Members:

- James Ellis, 7850 SE King
- Bobbe Benner, 8639 SE Spencer
- Irene Park, 8717 SE Monterey
- Mike Hebbard, 8665 SE Spencer
- Norma Radich, 9310 SE Linwood
- William Enoch Jr., 7615 SE Sunnyside
- Richard Chroninger, 6504 SE Jack

Alternate Members:

- To be determined
- To be determined

7. That the following residents of the Sunnyside subarea
(Attachment #1) be appointed to terms of one to four years on
the SUNNYSIDE NEIGHBORHOOD PARKS ADVISORY BOARD:

Regular Members:

- Bill Aalberg, 10759 SE Hillcrest
- Sharon Wiegand, 10208 SE Hillcrest
- Sue Willits, 14836 SE 130th
- Dennis Gale, 11703 SE 108th
- Tom Peterson, 18751 SE Opal
- Andy Auskaps, 12529 SE Otty
- Jim Schroeder, 10555 SE Sweetgum

Alternate Members:

- (1) Sarah Eraker, 11908 SE Southern Lites
- (2) Ken Hickman, 10907 SE Azar

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON

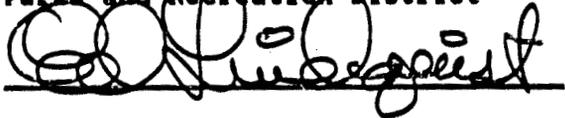
In the Matters of Forming and
Appointing Members to the Park
Advisory Boards of the North
Clackamas Regional Parks &
Recreation District

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8. That these first terms of office for both the Neighborhood Parks Advisory Boards and the Regional Parks Advisory Board shall commence on February 8, 1991 and end on February 7, 1992, or until successors are selected.

DATED this 7th day of Feb., 1991

BOARD OF COUNTY COMMISSIONERS
acting as the governing body
of the North Clackamas Regional
Parks and Recreation District



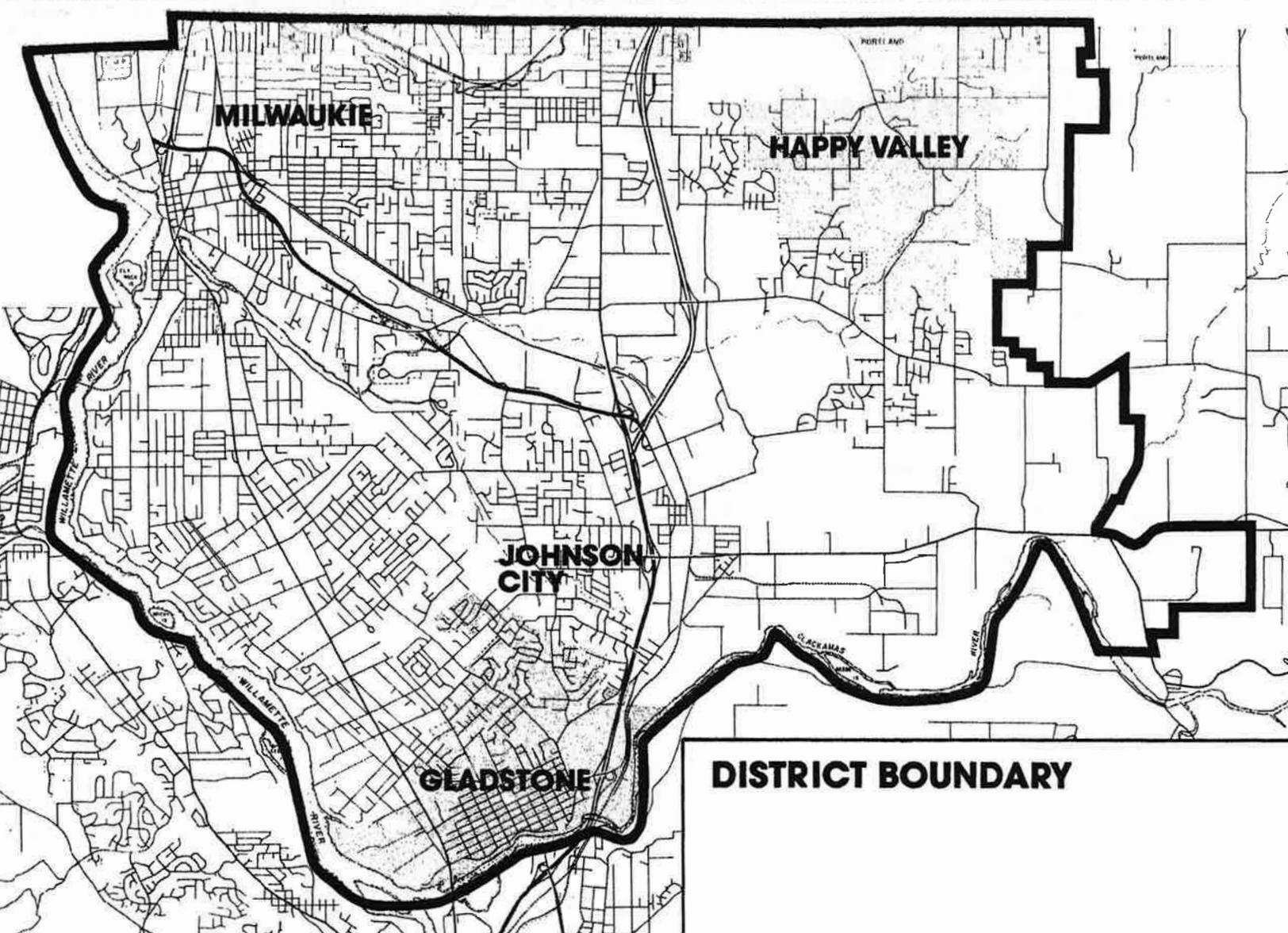
Ed Lindquist, Chair



Judie Hammerstad, Commissioner



Darlene Hooley, Commissioner



MILWAUKIE

HAPPY VALLEY

JOHNSON CITY

GLADSTONE

DISTRICT BOUNDARY

PORTLAND

PORTLAND

WILLAMETTE RIVER

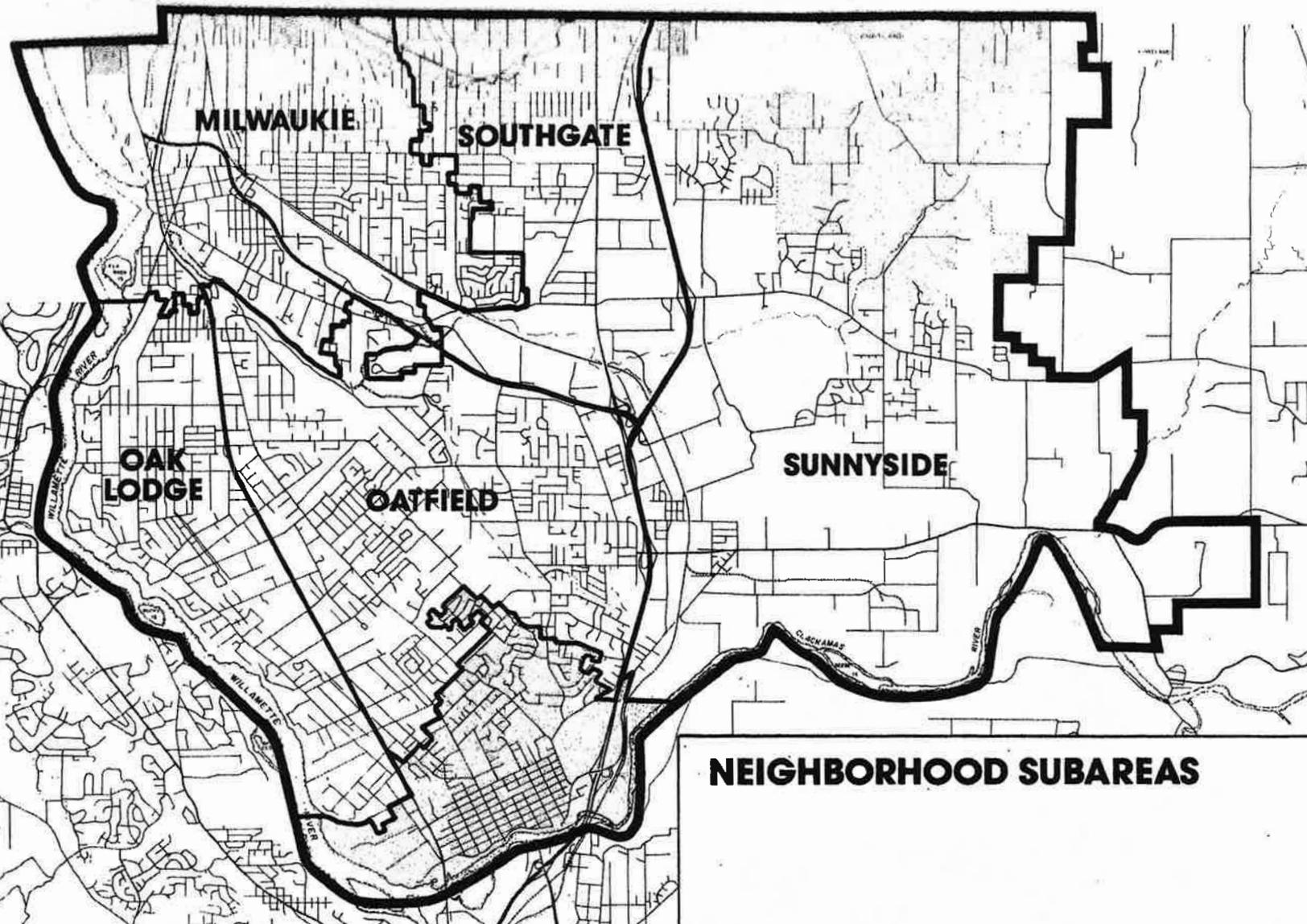
WILLAMETTE RIVER

WILLAMETTE RIVER

WILLAMETTE RIVER

GLACAMAS RIVER

RIVER



MILWAUKIE

SOUTHGATE

**OAK
LODGE**

OATFIELD

SUNNYSIDE

NEIGHBORHOOD SUBAREAS