



DISTRICT ADVISORY BOARD

MEETING AGENDA

Date: October 9, 2019
Time: 5:00 - 7:00 p.m.
Location: North Clackamas Aquatic Park
7300 SE Harmony Road, Milwaukie, OR 97222

- I. Call to Order**
 - a. Introduction of New Members
- II. Business Items**
 - a. Approval of Minutes from August 14, 2019 Meeting
 - b. Approval of Minutes from September 11, 2019 Meeting
- III. Discussion Agenda – No Action Required**
 - a. District Advisory Board Restructuring
- IV. Citizen Participation***
- V. DAB Member Reports**
- VI. Director Reports**
- VII. Future Meeting Topics**
 - a. Naming of the Boardman Wetland Complex Nature Play Area
 - b. Milwaukie Center Renaming
 - c. Future Capital Planning & Funding
- VIII. 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.



DISTRICT ADVISORY BOARD

MEETING MINUTES

Date: August 14, 2019

Time: 5:00 p.m.

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

I. Call to Order

Chair Wilda Parks called the meeting to order at 5:00 p.m. A quorum was present.

- a. **BCC Members Present:** Paul Savas, Ken Humberston
- b. **DAB Members Present:** Wilda Parks, Lynn Fisher, Sandra Grzeskowiak (via telephone), Joel Bergman and Paul Savas
- c. **Members Absent:** Suzanne Costell, Brett Sherman
- d. **NCPRD Staff Members Present:** Gary Schmidt, County Administrator; Laura Zentner, BCS Director; Scott Archer, NCPRD Director; Kevin Cayson, Parks & Facilities Manager; Caroline Patton, Administrative Specialist
- e. **Guests Present:** Gary Bokowski, Debrah Bokowski, Ben Johnson, Grover Bornefeld, Baldwin van der Bijl

II. Business Items

a. Vice Chair Election

Joel Bergman nominated Sandra Grzeskowiak. Lynn Fisher seconded the motion.

Chair Parks called for a vote on the motion. **[Yes-5, No-0] The motion was passed.**

b. Approval of Minutes from July 10, 2019 Meeting

Joel Bergman made a motion to accept the Minutes from July 10, 2019 meeting. Paul Savas seconded the motion. Chair Parks called for a vote on the motion. **[Yes-5, No-0] The motion was passed.**

III. Discussion Agenda

a. District Advisory Board Restructuring *(Continued from 7/10 meeting)*

County and District Administrator, Gary Schmidt provided an update regarding the appointment of Paul Savas to the District Advisory Board.

Chair Parks led a discussion with the DAB and staff regarding the restructuring of the committee and revision of by-laws. This topic will be continued to the next DAB meeting. Staff will prepare additional information and materials, as requested, to facilitate the discussion. The DAB agreed to extend the meetings to two hours, to accommodate this discussion.

IV. Director Comments

None.

V. DAB Member Comments

None.

VI. Citizen Participation*

- a. Baldwin van der Bijl
- b. Thelma Haggemiller

VII. Adjournment

6:30 p.m.



DISTRICT ADVISORY BOARD

MEETING MINUTES

Date: September 11, 2019

Time: 5:00 p.m.

Location: Concord School Property, 3811 SE Concord Rd, Oak Grove, OR 97267

I. Call to Order

Chair Wilda Parks called the meeting to order at 5:00 p.m. A quorum was present.

- a. **BCC Members Present:** Paul Savas
- b. **DAB Members Present:** Wilda Parks, Lynn Fisher, Sandra Grzeskowiak, Joel Bergman, Suzanne Costell, Brett Sherman and Paul Savas
- c. **Members Absent:** Suzanne Costell, Brett Sherman
- d. **NCPRD Staff Members Present:** Laura Zentner, BCS Director; Scott Archer, NCPRD Director; Kevin Cayson, Parks & Facilities Manager; Marty Hanley, Milwaukie Center Supervisor; Caroline Patton, Administrative Specialist
- e. **Guests Present:** Martine Coblentz and Erin Ruff from Clackamas County Resolution Services; Debrah Bokowski, Ben Johnson, Grover Bornefeld

II. Business Items

- a. Approval of Minutes from August 14, 2019 Meeting
Paul Savas opposed approving the minutes and asked staff to bring rewritten meeting minutes at the October meeting.

III. Discussion Agenda

- a. Status update on DAB Recruitments (Scott Archer)
Director Scott Archer provided an update on the current recruitment process for vacancies on the District Advisory Board.
- b. Happy Valley Status Update (Scott Archer)
Archer provided an update on ongoing litigation against the District and County from the City of Happy Valley.
- c. Proposed Renaming of the Milwaukie Center (Marty Hanley)
Archer introduced the topic and explained this request would need to go through the renaming process for the District and the City of Milwaukie in order to take effect.

Marty Hanley, Milwaukie Center Supervisor, Siri Bernard, former CCAB (Center Community Advisory Board) chair and Louise Fisher, current CCAB chair gave the advisory board a request regarding renaming the Milwaukie Center to the *Milwaukie Community Center*.

Public comment submitted by Baldwin van der Bijl contended that since the Center serves the entire District, it should be renamed *North Clackamas Community Center*.

Chair Wilda Parks took a moment to recognize the service of DAB member Lynn Fisher, having served since December 2010.

- d. District Advisory Board Restructuring (*Continued from 7/10, 8/14 meetings*)

Two facilitators from Clackamas County's Resolution Services, Martine Coblenz and Erin Ruff, posed two questions to the advisory board members and took notes on the group's responses.

1. Why are you revising the bylaws?
2. What do you want the revision to do that the current bylaws don't do?

Members Discussion Notes:

- To reflect what the board actually does
- To better reflect the population through representation
- To seek balance
- Reflect changes in the District
- Elected proportionality
- Two versions of bylaws: one with Happy Valley and one without

The facilitators then helped members identify the key issues in rewriting the bylaws. The primary items identified included:

- Representation
 - Population
 - Geography
 - Underserved groups
 - Elected officials
 - Community center(s)
- Member terms
- Governing board liaison
- Change advisory board name

IV. Director Comments

None.

V. DAB Member Comments

None.

VI. Citizen Participation*

- a. Debrah Bokowski

VII. Adjournment

7:00 p.m.



DISTRICT ADVISORY BOARD MEMBER ROSTER

Appointed Members

Wilda Parks, Chair
City of Milwaukie Appointee
Alternate Lisa Batey

Term expires: Ongoing

Brett Sherman
City of Happy Valley Appointee
No Alternate Designated

Term expires: Ongoing

Joel Bergman
Milwaukie Center Community
Advisory Board (CCAB) Appointee

Term expires: Ongoing

East of I-205

Sandra Grzeskowiak,
Vice Chair
Unincorporated East of I-205

Term expires:
06/30/2020

Suzanne Costell
City East of I-205

Term expires:
12/31/2019

Paul Savas
~~Unincorporated East of I-205~~

Term expires:
--

West of I-205

Ben Johnson
West of I-205

Term expires:
3/31/2020

Debrah Bokowski
Unincorporated West of I-205

Term expires:
3/31/2020

Grover Bornefeld
Unincorporated West of I-205

Term expires:
3/31/2020

**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.*

***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.*

- 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.