



## **DISTRICT ADVISORY BOARD**

### **MEETING AGENDA**

**Date:** January 8, 2020  
**Time:** 4:30-8:00 p.m.  
**Location:** North Clackamas Aquatic Park  
7300 SE Harmony Road, Milwaukie, OR 97222

- I. Call to Order**
- II. Business Items**
  - a. Approval of Minutes from December 11, 2019 Meeting
  - b. Renaming Proposal:
    - i. Boardman Wetland Complex
- III. Discussion Agenda – No Action Required**
  - a. District Advisory Board Restructuring and Revision of By-laws (continued)
- IV. Citizen Participation\***
- V. DAB Member Reports**
- VI. Director Reports**
- VII. Future Meeting Topics**
  - a. Fiscal year 2020-21 budget review
  - b. AARP Challenge Grant, AARP Livability Index and possible AARP presentation
- 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:** December 12, 2019

**Time:** 4:30 p.m.

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

This meeting was recorded and the audio is available on the NCPRD website at <https://ncprd.com/public-meetings/meeting-minutes>.  
These minutes document action items approved at the meeting.

#### I. Call to Order

Chair Wilda Parks called the meeting to order at 4:45 p.m. A quorum was present.

- a. **BCC Members Present:** Paul Savas
- b. **DAB Members Present:** Wilda Parks, Sandra Grzeskowiak, Joel Bergman, Paul Savas, Debrah Bokowski (via telephone), Grover Bornefeld (via telephone), Ben Johnson
- c. **Members Absent:** Suzanne Costell, Brett Sherman
- d. **NCPRD Staff Members Present:** Scott Archer, NCPRD Director; Greg Williams, BCS Deputy Director, Kevin Cayson, Parks & Facilities Manager; Kandi Ho, Recreation Services Manager; Liz Lawson Weber, BCS
- e. **Guests Present:** Kelly Briggs, Amy Kyle, Erin Ruff from Clackamas County Resolution Services

#### II. Business Items

- a. Minutes from the November 13, 2019 meeting were approved.

#### III. Discussion Agenda

##### a. District Advisory Board Restructuring:

The NCPRD District Advisory Board (DAB) reached agreement on the membership question referred by the District Board earlier this year. If adopted, the membership would include an eleven member board as follows:

- a. 2 members from the City of Milwaukie, including 1 City Councilperson and 1 non-elected resident\*, nominated by the Milwaukie City Council.
- b. 6 members who are residents of unincorporated areas within the District.
- c. 1 member from the area named in the District Master Plan as the most severely underserved
- d. 1 member from a District community center advisory board.\*
- e. 1 member of the District Board who is a resident of the District.\*\*

\* District Board agrees to appoint both a primary and an alternate representative nominated through the recruitment process or by one of the partner organizations unless there is good cause for rejecting the nomination.

\*\* If no member of the District Board is a resident of the District, then the District Board will appoint a liaison 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 has further agreed to recommend incorporating a new system for nominating members as follows:

Recommendations for appointment to the DAB will be made by a subcommittee, which includes:

- a. 2 Clackamas County staff;
- b. 2 members of the DAB
- c. 2 representatives of Community Planning Organizations within the District

The subcommittee is charged to evaluate and nominate residents with an intent for DAB membership to reflect the diversity of residents of the District, including but not limited to geography, age (senior and youth), disabled, low income, immigrant/refugees, BIPOC, and LGBTQ+.

Chair Parks reminded the DAB that Chair Bernard requested the by-laws be amended by December, 2019. The BCC will be informed (via staff) of the progress made but will need to decide if they will be taking over amending the by-laws or if they will allow the DAB to continue. Paul Savas suggested if it was relayed to the BCC that the DAB is making progress with spirit, comradery and collaboration they would be inclined to allow more time. There was consensus among the DAB.

Scott Archer asked the DAB if they would be open to one more extended meeting and it was decided the January 8<sup>th</sup>, 2020 meeting will begin at 4:30pm and end at 8:00pm at the Aquatic Park to complete the by-laws and attend to pending District business.

#### **IV. Citizen Participation\***

-Thelma Haggemiller of Oak Grove stated when she voted for the District when it was formed, she noted the bylaws stated that the DAB members should represent the entire District. She believes that the Advisory Board should have an odd numbered member total and represent the entire taxing district.

#### **V. DAB Member Reports:**

-Sandra Grzeskowiak shared as a member of the Housing Board as they were discussing the local implementation strategy for the Metro bond she noted there is mention of parks and wanted that to be on the DAB radar. Scott Archer mentioned he meets with Metro regularly.

-Sandra also shared AARP's new communication called "Pop Ups" which may be a future event outline for the DAB.

-Ben Johnson is working on a project in Oak Grove called the New Urban High School and there is a baseball field where he's heard rumors of discussions with the District about the field along with an upcoming Master Plan for trails. Scott said that he was correct and would be bringing these items to the DAB in the future.

#### **VI. Director Report**

-Scott Archer updated the DAB on the recently signed settlement with Happy Valley and the next steps in the process of City's withdrawal from the District.

#### **VII. Future Meeting Topics**

- a. Naming of the Boardman Wetland Complex

- b. Milwaukie Center Renaming
- c. Future Capital Planning & Funding
- d. Oak Grove/Lake Oswego Bridge Comprehensive Update
- e. AARP Challenge Grant, AARP Livability Index and possible AARP presentation

**VIII. Adjournment**

Meeting adjourned at 8:00pm.

**Next Meeting:**

**January 8, 2020**

North Clackamas Aquatic Park

7300 SE Harmony Road

Milwaukie, OR 97222

**4:30pm-8:00pm**



## MEMORANDUM

**DATE:** January 8, 2020  
**TO:** District Advisory Board  
**FROM:** Scott Archer, NCPRD Director  
**RE:** Re-naming recommendations/proposals for Milwaukie Center and Boardman Wetlands Complex

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At the January 8, 2020 District Advisory Board (DAB) meeting, two proposals/recommendations to rename two District-owned/managed facilities will be presented for your review as follows:

- **Recommendation from the Milwaukie Center Community Advisory Board (CCAB) to change the name of the Milwaukie Center to the Milwaukie Community Center.**
- **Recommendation from the Oak Lodge Water Services District (OLWSD) Board to name the property commonly referred to as the Boardman Wetlands the Jennings Lodge Nature Park.**

Decisions for each of the two proposals/recommendations should be informed by the *North Clackamas Parks and Recreation District Park and Facility Naming Policy and Process* (attached).

### **Milwaukie Center Proposal**

The attached letter dated July 29, 2019 from the Milwaukie Center Community Advisory Board (CCAB) requests that the DAB support changing the name of the Milwaukie Center to the Milwaukie Community Center. The purpose/rationale for the proposed name change is described in detail in the CCAB letter. Because the Milwaukie Center is owned by the City of Milwaukie and managed/operated by NCPRD, the District naming policy requires the proposal to follow the City's naming process if the DAB supports the recommendation. Then, if approved by City Council, the recommendation shall be presented to the NCPRD Board (BCC) for consideration and final approval.

This proposal from CCAB was initially presented and discussed at the September 11, 2019 DAB meeting. At this meeting, the DAB requested that staff research and provide anticipated financial impacts to the District if the name change were to be implemented. As of writing this

memo, staff is awaiting final information from vendors on these cost impacts. This information will be provided to the DAB as soon as it is complete.

Note that it has been necessary to table further consideration of the proposal until now due to the prioritization of meeting time to work primarily on the committee restructuring and by-laws revision efforts.

### **Boardman Wetland Complex/Jennings Lodge Nature Park Proposal**

The attached letter from the Oak Lodge Water Services District (OLWSD) Board of Directors recommends that NCPRD name the property commonly known as the Boardman Wetland Complex as the “Jennings Lodge Nature Park”.

NCPRD, in partnership with OLWSD, and with the support of grants from Metro and Oregon Parks and Recreation Department, broke ground on the project referred to as the Boardman Wetlands Complex in June 2018. A grand opening celebration for the park is planned for April 11, 2020. When completed in the near future, this project will create abundant recreational opportunities for both the local Jennings Lodge community and the entire District. In addition to the recreational benefits, this unique project provides significant improvements to the ecosystem and stream health.

The 6-acre Boardman Wetlands property was previously owned by OLWSD, as part of the larger watershed system. In 2018, the property was transferred to NCPRD for \$1. In addition to essentially donating the property to NCPRD for park purposes, OLWSD has been the largest funder of the project, having committed over \$800,000 into development and enhancement of the site through partnership between our agencies. Because of OLWSD’s generosity and commitment to our community, NCPRD is able to provide our residents with the new nature park.

NCPRD staff strongly encourages that the DAB support the OLWSD Board recommendation to name the property “Jennings Lodge Nature Park”. Staff respectfully requests DAB approval of this recommendation at its January 8 meeting. This is necessary in order to finalize approval with the District Board/BCC in a timely manner so we can complete the new park identification signage, and other related items, in advance of the April 11 park grand opening.

### **Attachments**

1. Renaming of Milwaukie Center proposal letter from Center Community Advisory Board (CCAB)
2. Naming proposal for Boardman Wetlands Complex from Oak Lodge Water Services District Board
3. NCPRD Park and Facility Naming Policy and Process



14611 SE River Road Oak Grove, Oregon 97267

Scott Archer, Director  
North Clackamas Parks and Recreation District  
150 Beaver Creek Road  
Oregon City, OR 97045

RE: Boardman Wetland Complex Park Naming Recommendation

Dear Mr. Archer,

On behalf of the Oak Lodge Water Services District Board of Directors, I'd like to supply you with a recommendation for the naming of what the District calls the "Boardman Wetland Complex". On September 17, 2019 our Board unanimously voted to supply the Parks District with a formal recommendation of "Jennings Lodge Nature Park".

I personally appreciate all the coordination that's been occurring on this project between your staff and the District and I look forward to continuing that relationship well into the future. If you have any questions, please feel free to contact me at (503) 353-4202 or [jason@olwsd.org](mailto:jason@olwsd.org).

Sincerely,

A handwritten signature in blue ink that reads "JASON RICE". The signature is stylized and cursive.

Jason Rice, District Engineer  
Oak Lodge Water Services

CC: Sarah Jo Chaplen, General Manager (via email)  
Kevin Cayson, Parks and Facilities Manager (via email)  
Boardman Wetland Complex Project File

NORTH CLACKAMAS PARKS AND RECREATION DISTRICT  
Park and Facility Naming Policy and Process  
Approved by District Advisory Board, March 2006  
Approved by the Board of County Commissioners on April 18, 2006

Applicability:

This policy shall apply to the naming of parks and facilities except as provided below:

- a) Previously named parks transferred from another agency to North Clackamas Parks and Recreation District (NCPRD).
- b) Future park sites where a name has been specified as a component of a purchase and sale agreement or other contractual agreement approved by the District Advisory Board (DAB) and Board of Directors.
- c) Park facilities where naming right are conveyed to an individual or business in return for financial remuneration to the District as specified in a contractual agreement approved by the DAB and Board of Directors.

Policy:

It is the policy of NCPRD to provide opportunities for public input related to the naming of parks and facilities. It shall be the responsibility of the DAB to initiate a process to name a park and/or facility and forward a recommendation to the Board of Directors for consideration and a final decision.

In pursuing their responsibility, the DAB shall avoid names that:

- a) Have the capacity to be construed as culturally insensitive or offensive.
- b) Duplicate existing geographic names or that may confuse the public.
- c) Create the potential for copyright infringement issues.

Process:

- 1) If appropriate, the DAB may initiate a process to recommend a park or facility name by inviting the submission of nominations from residents of the District or by creating an ad hoc committee that shall invite the submission of nominations from residents of the District. Such nomination shall include the reasons for name submission and the justification for the name.
- 2) Membership of the ad hoc committee shall include at least one (1) DAB member, NCPRD Director (or designee), one (1) member of the appropriate city council (when park is located within a municipality), one (1) citizen at large and one (1) member of the appropriate community planning organization or neighborhood association.
- 3) After the invitation for nominations, the DAB (or ad hoc committee if one has been established) will provide at least one opportunity for public comment on the list of nominated names. This opportunity shall be noticed in the same manner as DAB meetings.
- 4) The DAB or ad hoc committee will consider public comment and all nominated names.

- 5) If an ad hoc committee has been established, the committee shall forward a list of three recommended names in order of preference to the DAB within 30 days from the date public comment was taken.
- 6) The DAB shall select one preferred name and one alternative name for recommendation to the Board of Directors for consideration.
- 7) The Board of Directors may:
  - a. Approve the name recommended by the DAB.
  - b. Approve the alternative name recommended by the DAB.
  - c. Request up to two (2) additional alternatives from the DAB.
  - d. Select a different name at their sole discretion.
- 8) The decision of the Board of Directors shall be final and shall not be subject to appeal.
- 9) Note: City of Milwaukie parks and facilities will follow the City of Milwaukie Policy and Procedures for Naming Policies (attached). In the case of a park or facility inside the city limits (for example if NCPRD provides funding for the park or facility), the process would include the following steps:
  - a. Follow the above procedure for approval and recommendation to the District Advisory Board, then
  - b. Present the name possibilities to the City Council for approval and recommendation, then
  - c. Present the name possibilities to the Board of County Commissioners for final approval and recommendation.



**RESOLUTION SERVICES**  
**Public Services Building**

2051 Kaen Road, PSB #210 / Oregon City, OR 97045

**MEMORANDUM**

DATE: December 31, 2019  
TO: District Advisory Board  
FROM: Erin Ruff, Resolution Services Facilitator  
RE: District Advisory Board Restructuring

Attached please find a marked-up version of the current bylaws, which includes all proposals and questions raised by DAB members to date (red). Comments from Scott Archer (purple) and Jeff Munns, County Counsel (blue) are included.

None of these proposals have been accepted by the DAB. This is a working draft intended to give us a starting place that includes and honors the work of DAB members to date.

During our meeting, we will discuss these proposals, craft language based on group input, and vote to accept the language. To be best prepared for our discussion, please:

1. Review the draft and be prepared with specific input, including proposed language changes.
2. If you have a proposal or question not included in the current draft, prepare specific language and send it to me in advance.
3. Review the questions below and be prepared to name whether there are key questions that we should start with which will impact decisions in other areas.

**PREAMBLE**

Should a preamble be added?

**ARTICLE I**

Should the name be changed to reduce confusion?

**ARTICLE II**

Should this article be deleted?

**ARTICLE III**

Should the bylaws include

1. Annual meeting with the District Board (BCC)
2. Annual report (if so, should there be a specific date by which it is due)

Should the other language proposals be made?

#### **ARTICLE IV**

How will member terms be addressed?

1. What will member terms be?
2. Will there be term limits?
3. Will there be staggered terms?
4. How will interrupted terms be addressed?

What will the recruitment process be?

Are absences grounds for dismissal?

Should the DAB propose the District Board provide liability coverage by including it in the bylaws?

Should the other language proposals be made?

#### **ARTICLE V**

Should section (b) regarding the Vice President be deleted as redundant?

Should the other language proposals be made?

#### **ARTICLE VI**

Should the quorum be defined as a percentage or a number?

Should the other language proposals be made?

***ARTICLE VII - No changes proposed***

#### **ARTICLE IX**

Should the language proposal be made?

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

**Commented [RE1]:** Proposal: Add preamble referencing the original ballot measure and establishing intentions: consistency with voter understanding, reference to Master Plan.

**ARTICLE I**

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

**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.

**Commented [JM2]:** This clause seems to be unnecessary. The DAB membership and purpose are described below and the DAB is a committee not a geographical entity like a taxing district. But, with that being said this doesn't hurt anything either.

**ARTICLE III**

PURPOSE. The purpose of the DAB is to advise the North Clackamas Parks & Recreation District Board (District Board) on the acquisition 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.~~

**Commented [RE3]:** Proposal: Commit to do these things or remove them from the bylaws.

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 all ~~the~~ district residents;
- b) Make policy-level recommendations regarding acquisitions, investments, 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 acquisitions, development, operation, and maintenance of the North Clackamas Parks & Recreation District facilities and programs. ~~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.

**Commented [AS4R3]:** Agreed. I would suggest leaving the annual meeting with the Board, and striking the annual report. The latter is time consuming and will likely fall on staff. NCPRD already produces an annual report.

**ARTICLE IV**

MEMBERSHIP. The DAB shall consist of ~~Nine (9) Eleven (11)~~ 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-City~~ of Milwaukie ~~and Happy-Valley~~, the ~~nine-eleven~~ 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~~

~~\*\*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.~~

- i) 2 members from the City of Milwaukie, including 1 City Councilperson and 1 non-elected resident.
- ii) 6 members who are residents of unincorporated areas within the District.
- iii) 1 member from the area named in the District Master Plan as the most severely underserved.
- iv) 1 member from a District community center advisory board.\*
- v) 1 member of the District Board who is a resident of the District.\*\*

\* District Board agrees to appoint both a primary and an alternate representative nominated through the recruitment process or by one of the partner organizations unless there is good cause for rejecting the nomination.

\*\* If no member of the District Board is a resident of the District, then the District Board will appoint a liaison 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-

- b) The DAB composition will reflect all district residents, and 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 1<sup>st</sup> of the first fiscal year and ending on June 30<sup>th</sup> of the fourth fiscal year. Board terms will be staggered among the ~~nine~~ eleven 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

**Commented [A55]:** Under new proposal these are at-large

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~~ City of 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.

**Commented [RE6]:** Questions:  
What will member terms be?  
Will there be term limits?  
Will there be staggered terms?  
How will the interrupted terms ending be addressed?

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.~~

**Commented [JM7]:** We reference 3 meetings below in the “officers and staffing” - “vacancy” section.

f) All DAB members shall serve without compensation.

~~g) The District Board shall provide liability coverage for volunteer DAB members.~~

**Commented [RE8]:** Question: Are absences grounds for dismissal?

**Commented [AS9R8]:** I think so, but only if they are unexcused (no communication), and it is still up to DAB to make a determination.

## ARTICLE V

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

**Commented [AS10]:** Are we certain about this? Should be confirmed.

**Commented [RE11R10]:** Input from County Council requested

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;~~

**Commented [RE12]:** Question: Is this redundant to the language in (a) above that says “or if unable to serve that role will appoint a representative from among the DAB members”?

~~b) 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.~~

**Commented [AS13R12]:** I think this language needs to remain. (a) does not specifically address the role of vice-chair

~~4c)~~ District Board Liaison: The District Board may elect to appoint a liaison/liaisons 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~~ fiscal 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~~ presiding 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~~ Six members 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.

**Commented [RE14]:** Question: Who appoints?

**Commented [AS15R14]:** DAB – see above “Selection of Officers”. I believe this covers what you’re asking.

**Commented [RE16]:** Question: Who appoints?

**Commented [JM17]:** We should define this term. Is “presiding officer” any officer present? The “chairperson”? If it is any officer present, consider changing this to just read “two DAB members and an Officer”.

**Commented [AS18R17]:** I would suggest the presiding officer is the Chair, or the vice-chair in the Chair’s absence

**Commented [RE19]:** Recommendation: Change to a number instead of percent.

**Commented [AS20R19]:** My concern with this is, what if we do not have a full board at any given time, and can’t field six members? I think there needs to be consideration around this possibility, to allow for a lower number constituting a quorum under that circumstance.

**Commented [RE21R19]:** Input from Jeff Munns (Co. Counsel): I see it as there are eleven positions required. If there is a vacancy the quorum would remain the same number. Having resignations would put the group in a bind, but it also deters refusing to fill vacancies to give greater power to those remaining.

## 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. The following standing committees are established:

— Budget Subcommittee

a) Nomination Subcommittee: the Nomination Subcommittee will work with NCPRD Staff to evaluate and nominate residents with an intent for DAB membership to reflect the diversity of residents of the District, including but not limited to geography, age (senior and youth), disabled, low income, immigrant/refugees, BIPOC, and LGBTQ+.

The Nomination Subcommittee will include:

- i) 2 Clackamas County staff;
- ii) 2 members of the DAB
- iii) 2 representatives of Community Planning Organizations within the District

## ARTICLE ~~VIII~~IX

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 DAB may not amend Article IV Membership in any way that differs with the requirements of the IGA between NCPRD and the City of Milwaukie.

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

**Commented [RE22]:** Proposal: Establish a Budget Subcommittee, connect to Article III(a).

**Commented [AS23R22]:** Erin, I'm recommending striking this proposal. This group's mission should remain high level/policy issues. Budget review with DAB is part of their mission, however, if we set up this type of budget subcommittee we are going to invite them to work in the weeds. I think our current language/practice of reviewing our budget with the whole committee is sufficient.

**Commented [RE24]:** Proposal: Establish a Nomination Subcommittee consistent with PGA's established recruitment process. Input from Jeff Munns (Co. Counsel): We should attach the PGA process, or reference the official process.

**Commented [RE25]:** Process: Plan for appropriate notice to Milwaukie.

## **NCPRD Advisory Board Weighted Selection Process Recommendation:**

**Overview:** Attached is a matrix designed to be used during your selection process by your review committee. Per your request, the matrix identifies criteria designed to help seek out applicants which will best represent the communities within the service district. The matrix further allows for each criteria to be weighted to best prioritize your goals and objectives.

**Understanding the Criteria:** To help ensure all members of the review committee understand the selection criteria, here are the intended definitions:

***Geographic Representation:*** It is important to have representatives from all over the District. Each community may have different perspectives and goals which are important to capture.

***Applicable Skills or Experience:*** This criterion is meant to measure what special skills or experience the candidate might have which would be useful on this committee. An example might be something like a recreation and leisure college degree, landscape architecture professional experience or parenting a child with special needs.

***Demographic Diversity:*** In an effort to equitably serve chronically underserved populations, it is important to seek out representatives with diverse ethnic backgrounds, of different ages and gender identity.

***Availability to Serve:*** Is this person able to meet the attendance requirements for the committee?

***Use of Parks:*** This criterion is intended to help ensure users of all the District's services are represented. Does this person utilize park facilities?

***Use of District Adult Programming:*** This criterion is intended to help ensure users of all the District's services are represented. Does this person utilize adult programming such as meals on wheels or adult exercise or activity classes?

***Use of District Youth Programming:*** This criterion is intended to help ensure users of all the District's services are represented. Does this person utilize youth programming such as swimming lessons, Hoopers or summer camps?

**Using the weighted system:** For each applicant, each criterion should be given a raw score on a scale of one to ten. Each criterion has weighted value on a scale of one to five. The weighted values should be agreed upon and reflect the representation goals of the committee. The raw score multiplied by the weighted value will give you a weighted score. Adding all the weighted criteria scores will give you each applicants Total Weighted Score. Applicants with the highest total weighted scores should be advanced to the next level of the selection process.

