



NORTH CLACKAMAS
PARKS & RECREATION DISTRICT

DISTRICT ADVISORY COMMITTEE

MEETING AGENDA

Date: October 13, 2021

Time: 5:30-7:30 p.m.

Location: Zoom (virtually):

Join by using this link:

<https://clackamascountry.zoom.us/j/89697189117?pwd=MHlISXlveUMzMVFYjllQXJNakhsUT09>

Or by telephone: +1 669 900 6833 or +1 253 215 8782 (Webinar ID: 896 9718 9117 Passcode: 609417)

I. Call to Order

II. Action Items

- a. Approval of DAC Meeting Summary from September 8, 2021
- b. Community Center Advisory Board (CCAB) Appointment Recommendations

III. Discussion Agenda – (Community members wishing to speak on specific agenda items during public comment - please indicate in “the Zoom chat” which agenda item(s))

- a. Program Introduction - Recreation: Aquatics, Enrichment and Sports Programming
- b. DAC Bylaws Article III: DAC responsibilities to advise the Board of Directors of the North Clackamas Parks & Recreation District representing NCPRD residents.
 - What is our role as DAC representing constituent views, interests and desires?
 - Are DAC representatives-
 - Primarily supposed to express/represent our own views, as “sample-members” of a sub area, - or
 - Are we primarily supposed to express/represent the views/interests/desires of the residents and property owners in the sub area?
 - How can we as the DAC find out and represent the challenges, desires, and needs of the residents and property owners in our sub area?
 - See attached NCPRD Board Approved - District Advisory Committee (DAC) Task Force summarized report regarding sub-areas two-way communication
- c. Staff Response to Article III Questions
- d. Park Naming Policy: Residents’ & Organizations’ Input - Boardman Wetlands
- e. Current active project updates

IV. Public Comment

V. DAC Member Reports

VI. Director Reports

VII. Future Dates

- a. Next DAC Meeting: Wednesday November 10, 2021
 - Tentative November Agenda Items:
 - Elimination of Zones
 - Public Meeting Law Overview
 - DAC additional working sessions and Sub-committees
- b. Next Agenda Setting Meeting: Monday October 18, 2021
- c. November Agenda Submission Deadline: Monday October 18, 2021 at 7:00 a.m.

VIII. Adjournment



Meeting Summary
North Clackamas Parks and Recreation District
District Advisory Committee

Wednesday, September 08, 2021
5:30 – 7:30 p.m.
Virtually via Zoom

DAC Members Present: Anatta Blackmarr, Ben Johnson, David Gilman, Debrah Bokowski, Desi Nicodemus, Grover Bornefeld, Jan Albrecht, Joel Bergman, Luca Derito, Maureen Thom, Ryan Stee

DAC Members Absent: None

Staff and Officials Present: Paul Savas (Clackamas County Commissioner), Michael Bork (NCPRD Director), Kandi Ho, Melina DeFrancesco, Jessica May (NCPRD); Jason Varga (Concord Project Manager)

A video of this meeting is available on the NCPRD website at

<https://ncprd.com/public-meetings/meeting-minutes>

Call to Order

DAC meeting was called to order by Chair Grover Bornefeld at 5:30 p.m. A quorum was present.

Action Items

The summary from the DAC meeting held on August 11, 2021 was approved without edits.

Discussion Agenda

- DAC Bylaws Article III – Review and Discussion
 - Chair Grover Bornefeld presented an overview of the DAC Bylaws Article III.
 - Clarifying questions were brought up regarding Article III of the DAC Bylaws. DAC members asked for the list of these questions be distributed to all of the members to be discussed at the next DAC meeting, in October.
- System Development Charges Overview
 - NCPRD Director Michael Bork provided an overview on System Development Charges.
- Capital Project – Concord School
 - Jason Varga presented an overview on the Concord School Property project.
- Milwaukie Bay Park – General Update
 - Michael Bork provided an update regarding the Milwaukie Bay Park project. The construction IGA between NCPRD and the City of Milwaukie is still being worked through. No significant changes for the project's scope.
- Upcoming Agenda Items “Parking Lot” Creation

- Michael Bork presented an overview and reasoning for creating an agenda item “parking lot”. Envisions this list as an Excel Spreadsheet that would allow items to be prioritized.

Citizen Participation

- Jan Carothers:
 - Jan asked the group a few questions:
 - Because of the extensive funding gap both for Milwaukie Bay and for Concord, is there a development director for NCPRD?
 - Is this an area you could draw on professional level volunteer support?
 - Regarding the SDC subject, if we go to a flat or universal rate methodology the rates would be different. How would it change the rates?
- Karen Bjorklund:
 - Karen mentioned that she sent the DAC group a letter recently regarding the Boardman Park naming. She wanted to let everyone know that she was at the meeting, in case they had any additional questions. Karen said she was in favor of the park at Boardman having the word “Wetlands” in the name.

DAC Member Reports

- Anatta Blackmarr added a few items to the list that were brought up to her:
 - Thelma supported the idea of no zones.
 - Someone had a wish for seed growing area on the Concord property.
 - Someone recommended making changes to the NCPRD website to make it easier to find things, especially making it easier to find how to get to the DAC meetings.
 - A group of people in subarea 3 were eager to develop the justice property.
 - A group of people look forward to having the park moved forward at New Urban High School.
 - The community park, that Karen mentioned, for Subarea 1.
- Joel Bergman would like Public Meeting Law to be on the October agenda. Requested additional resources to be passed on to the DAC members, if they are available, so everyone is on the same page.

Director Reports

Michael Bork provided the director reports.

- Mike mentioned that a public meeting training would take place soon, possibly in November. Asked DAC members to carefully consider how they communicate regarding board items.

Future Dates

- Next DAC Meeting: Wednesday October 13, 2021
- Next Agenda Setting Meeting: Monday September 13, 2021
- September Agenda Submission Deadline: Monday September 13, 2021 at 7:00 a.m.

Adjournment

The DAC meeting was adjourned by Chair Bornefeld at 7:32 p.m.

Next DAC Meeting:

October 13, 2021
5:30 p.m. – 7:30 p.m.
Location: Zoom (Virtually)



NORTH CLACKAMAS
PARKS & RECREATION DISTRICT

DISTRICT ADVISORY COMMITTEE

TO: North Clackamas Parks and Recreation District Advisory Committee

FROM: Marty Hanley, Milwaukie Community Center Supervisor

DATE: September 13, 2021

RE: **RECOMMENDATION TO RE-APPOINT JULIE DONOHUE, VIRGINIA SEITZ, and MARILYN SHRUM TO SERVE ON THE MILWAUKIE COMMUNITY CENTER'S COMMUNITY CENTER ADVISORY BOARD.**

Background:

The C/CAB has a roster of twelve members serving staggered 3-year terms. The C/CAB's twelve members are citizen volunteers recruited through advertisement, whereas one member is an appointed designee from a district partner organization. NCPRD/Milwaukie Community Center partners with the City of Milwaukie through a Cooperative Intergovernmental Agreement.

The Milwaukie C/CAB currently has three vacancies due to term expirations. These three members have applied to be reappointed, and have been interviewed and approved by the C/CAB for review by the District Advisory Committee.

Recruitment took place through social media, press releases, an online blog portal, NCPRD website postings, C/CAB member and staff outreach efforts. Through a recruitment process, we received three applications. The C/CAB members conducted an interview with the applicant (s) and recommend the re-appointment of Julie Donohue, Virginia Seitz and Marilyn Shrum.

Action Requested:

NCPRD Milwaukie Community Center staff is requesting that the District Advisory Committee recommend the re-appointment of Julie Donohue, Virginia Seitz and Marilyn Shrum. The C/CAB Board is requesting that these recommendations be forwarded to the North Clackamas Parks & Recreation District Board of Directors for approval and re-appointment.

In January 2021, the community-led volunteer District Advisory Committee (DAC) Task Force(*) developed a guiding document:

- with procedures for the unincorporated sub-area residents to select DAC nominees for appointment by the NCPRD Governing Board,
- to create a forum for all sub-area parks constituents to meet as needed regarding parks issues
- for the development of a Neighborhood Parks Advisory Board (NPAB) for each of the four unincorporated sub-areas,
- an ongoing community outreach-engagement plan in order to better represent historically underserved unincorporated areas of the North Clackamas Parks and Recreation District.

An implementation team is critical to manage, coordinate, and launch the process recommended by the Task Force, whose charter ended on January 31 with the submission of their recommendation. A group of former task force members, joined by many other sub-area parks advocates will undertake that role, working independently, with limited County support.

(*) Task Force members: Grover Bornefeld, sub-area 1; Anatta Blackmarr, sub-area 2; Molly Little, sub-area 2; Leslie Shirk, sub-area 2; Lindsay Freedman, sub-area 3; David Gilman, sub-area 4

Background

The 1990 Ballot Measure 3-1 received voter approval for forming and funding NCPRD to “serve unincorporated areas.” Local control was the governance promised and defined as: “Advisory Boards, composed of local residents.

But since the 1990s, the unincorporated areas, which currently comprise 83K residents or about 80% of the district, have been underrepresented. In May, 2019 the NCPRD Board (BCC) directed the DAB to revise its bylaws and composition, to get back on course for proportional district-wide resident participation in parks and recreation matters. In particular, the Board expressed a need for the composition of the DAB (now the DAC) to more accurately reflect the proportionality of unincorporated and city residents in the district.

In December, 2020, NCPRD District Advisory Committee Bylaws were approved, after being substantially updated to re-establish five sub-areas, four of which delineate the unincorporated areas. Two representatives from each sub-area represent residents of that sub-area on the DAC with regards to the whole district. There is one representative per approximately 10,000 residents, and one representative for community centers.

Critical Success Factors

The Task Force designed an equitable structure to support ongoing functioning of the restored sub-area concept and envisioned a volunteer implementation team to work with constituents to reconstitute the Neighborhood Parks Advisory Boards (NPAB) for each of the four unincorporated sub-areas. The NPABs would be similar to the existing and successful Milwaukie Parks and Recreation Board(**) and Milwaukie Center(***)).

Once the initial work required to start up the process has been accomplished efforts will be made to continue as independently as possible, using community expertise. Similar to CPOs that function without County staff direct support, the new NPABs will hold public meetings within their sub-areas in order to include input from interested constituents addressing neighborhood park and recreation issues.

(**) Milwaukie Parks and Recreation Board - to see meeting attendees, agendas, and packets, go to [Meetings](#), then look to the right for the drop-down menu **[BOARDS AND COMMISSIONS]** and select **Parks and Recreation Board**, then press [APPLY] Milwaukie Parks and Recreation Board public meetings' attendance includes Parks Board, City Councilors, City Liaison staff, NCPRD staff, and others

(***) Milwaukie Center Community Advisory Board
Milwaukie Center Board public meetings' attendance includes Board members, Milwaukie Community Center staff, and others

Commitment to Success of Sub-Area Governance Structure

Recently, the BCC heard the requests from the unincorporated county residents to return to a proportional model of representation. The revised model restores representation chosen by the residents that the special parks district was designed to serve. Successful implementation and nurturing of the new and currently non-existent unincorporated sub-area governance structure, requires ongoing commitment and support by the BCC.

Need for Realistic Expectations as the Process Unfolds

There is no simple map that guides us from where we are now, with minimal community involvement, to where we want to be - with equitable and active resident participation and representation in all NCPRD oversight. The difficulty and magnitude of the work to develop community engagement needs to be acknowledged - as well as its value promoting the Performance Clackamas goal to build public trust through good government.

Special community-led local efforts engaging varied stakeholders, especially area residents not currently involved, will be essential for achieving the goal of effective and enduring Neighborhood Advisory Boards for the unincorporated residents.

Ongoing local outreach processes can provide a way for the under-reached and under-organized areas of unincorporated NCPRD to work together to build networks of supportive parks enthusiasts. This can provide the boost needed for forming Neighborhood Parks Advisory Boards, "Friends of" parks-groups, as well as committees or councils promoting local involvement. Expanding community engagement requires time and trust-building. The results will not be immediate. Time and latitude are needed during these initial years of restoring and expanding the missing structures, involvement, and trust. A few years will be required to build the missing unincorporated structures and establish vibrant two-way communication between residents and DAC representatives.

A community-led team is critical to manage, coordinate, and implement the process provided by the Task Force. A growing group of hundreds of NCPRD residents, joined by other sub-area parks advocates, can undertake that role, working independently, with limited additional support.

Creation & Maintenance of Ongoing Sub-Area Forums / Neighborhood Parks Advisory Boards

Ongoing Sub-Area Two-Way Communication

Restoring the original NCPRD concept for Neighborhood Parks Advisory Boards (NPABs), on a par with Milwaukie Parks & Rec and Milwaukie Community Center Boards, will:

- Enable vibrant two-way communication between DAC, member representatives and their constituents
- Create events to connect constituents within sub-area(s) - (including sub-area 5?)
- Increase the number of informed and engaged citizens through effective outreach
- Neighborhood boards are, by design, composed of sub-area residents and meet periodically to discuss location, design, and maintenance of parks
- Sub-Area Neighborhood Parks Advisory Boards and DAC Representatives may hold public meetings within their sub-areas to receive input regarding neighborhood park issues
- Differences of opinion can be resolved through discussion at the Neighborhood Parks Advisory Board meetings employing consensus or majority-rule options
- Meetings, held as required, will adhere to public meeting requirements and meeting summaries will be recorded
- DAC representatives of the unincorporated areas may coordinate on parks issues that impact their areas, based on their Neighborhood Parks Advisory Board recommendations

Tools for Ongoing Community Outreach

Developing a constituent opt-in distribution list will be foundational to the success of sub-area communications. The sub-area volunteers may maintain a list of opt-in interested individuals, as well as community involvement groups (e.g., “Friends of” local-parks, Watershed Councils, River Keepers, Wetlands Conservancy, CERT, Neighborhood Watch, CPOs, library groups, Nextdoor, local businesses, garden clubs, sports teams/leagues, church groups, PTA, Rotary, Elks, etc.).

Document summarized for brevity & focus. To see the full original document go to [CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS Sitting as the Board of Directors of the North Clackamas Parks and Recreation Di](#)

or

<https://dochub.clackamas.us/documents/drupal/ef532328-b5dc-4ca8-ac7c-f5e177871da1>



DISTRICT ADVISORY COMMITTEE

1) To review and provide input prior to the publication of the NCPRD *annual report*.

I. (What is the current timeline/status of 2020-2021 annual report?)

2) To *evaluate* and *address* the programs and facilities of the NCPRD - concentrating on the *annual work plan* that addresses *the challenges, desires, & needs of all district residents*.

II. (What is the current timeline/status of 2020-2021 report?)

3) *Policy-level recommendations* regarding *acquisitions, assets, capital* improvements, programs, maintenance, and operations to be approved by the Board of Directors.

III. What is the current timeline/status of 2021-2022 policy-level recommendation options?

4) Provide *recommendations* during the annual budget process for the *acquisition, development, operation and maintenance* of the NCPRD *facilities and programs*.

IV. What is the current timeline/status of 2021-2022 budget process and process for reviewing possible acquisition, development, operation and maintenance?

5) Identify and *prioritize necessary capital projects* and provide project *recommendations* to the Board of Directors

V. What is the current timeline/status of 2021-2022 prioritized capital projects?