



DISTRICT ADVISORY COMMITTEE

MEETING AGENDA

Date: December 14, 2022

Time: 5:30-7:00 p.m.

Location: Zoom (virtually):

<https://clackamascountry.zoom.us/j/87971116197?pwd=U1h2c2lTcGFMNllxNy92NEJ6bXZyZz09>

Or by telephone +1 253-215-8782 or +1 346-248-7799 (Webinar ID: 879 7111 6197 Passcode: 609417)

I. Call to Order

II. Action Items

- a. Approval of DAC Meeting Summary from November 9, 2022 (5:30 p.m. 5 min)

III. Discussion Agenda

- a. Time-Setting for Public Comments (5:35 p.m. 10 min)
- b. DAC Priority/Goal-Setting Planning for 2023 (5:45 p.m. 30 min)
- c. Changes or Status Updates (Milwaukie Bay Park, Concord, SDC Methodology, NCPRD Funding, System Plan and CIP Timeline)* (6:15 p.m. 15 min)

IV. Public Comment** (The Chair of the District Advisory Committee (DAC) will call for statements from citizens regarding issues relating to NCPRD. It is the intention that this portion of the agenda shall be limited to items that need to be discussed by the DAC to conduct their NCPRD business. Comments shall be respectful and courteous to all) (6:30 p.m. 10 min)

V. DAC Member Reports (6:40 p.m. 10 min)

VI. District Monthly Report (6:50 p.m. 10 min)

VII. Future Dates

- a. January Agenda Submission No Later Than: Wednesday December 21, 2022 by 5:00 p.m.
- b. Finalization of Agenda: Tuesday December 27, 2022 by 5:00 p.m.
- c. Next DAC Meeting: Wednesday January 11, 2023
 - Planned agenda topics:
 - Annual Goal Setting
 - Integrated Pest Management Plan

**Standing Meeting Items*

***If you would like to provide a public comment during the meeting, please raise your hand when the chair opens up the public comment portion of the meeting. If you would like to submit a written statement during the meeting, you can put it in the Zoom chat, but it may not be read during the meeting.*



Meeting Summary
North Clackamas Parks and Recreation District
District Advisory Committee

Wednesday, November 09, 2022
5:30 – 7:00 p.m.
Location: Virtually (via Zoom)

DAC Members Present: Anatta Blackmarr, Ben Johnson, David Gilman, Grover Bornefeld, Joel Bergman, Katie Scott, Muciri Gatimu, Ryan Stee

DAC Members Absent: Desi Nicodemus, Maureen Thom, Rafael Kaup

Staff and Officials Present: Paul Savas (Clackamas County Commissioner), Michael Bork (NCPRD Director), Elizabeth Staley, Jessica Stead (NCPRD)

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 Bornefeld at 5:31 p.m. A quorum was present.

Action Items

- Approval of DAC Meeting Summary
 - The summary from the DAC meeting held on October 12, 2022 was approved with no edits.

Discussion Agenda

- 2023/24 Budget Prep
 - Elizabeth Staley (NCPRD Financial Operations Manager) gave a Budget 101 presentation.
- 1st Quarter Financial Report FY 22-23
 - Elizabeth presented the Quarterly Financial Report Summary for quarter 1, and the Budget Calendar for fiscal year 2022-2023.
- Integrated Pest Management Plan
 - The IPM plan can be found on the NCPRD website <https://ncprd.com/natural-resources> or by [clicking here](#).
 - The DAC members discussed next steps for the IPM plan discussion.
- Park-Wide Smoking Ban Update
 - Michael Bork gave an update on the park-wide smoking ban.
- Changes or Status Updates (Ongoing Projects, Milwaukie Bay Park, Concord, SDC Methodology, NCPRD Funding, System Plan and CIP Timeline)*
 - **Ongoing Projects:** See “Capital Improvement Project” included in the Division

Reports.

- **Concord:** Infrastructure project is currently in the procurement process for getting the contract signed to officially have that project go through.

Public Comment

- Jan Carothers (Resident of Subarea 1)
 - Jan was curious to know about the effort to reduce smoking in the parks, and an effort to have vehicles slow down. What would it take to have a community campaign, rather than an enforced rule?
- Jeanette DeCastro (Resident of Subarea 3)
 - Jeanette asked that the Justice Property be prioritized as a project.
- Lindsey Freedman (Resident of Subarea 3)
 - *Lindsey submitted a written comment read by Anatta Blackmarr.*

DAC Member Reports

- Ben Johnson (Subarea 5 Representative)
 - Ben encouraged DAC members to get involved in the ORPA (Oregon Park and Recreation Association).
- Anatta Blackmarr (Subarea 2 Representative)
 - Anatta would like to be tuned into the needs of the subareas that she doesn't live in.
- Joel Bergman (Community Center Advisory Board Appointee)
 - Thanksgiving Dinner at the Milwaukie Community Center.
 - <https://ncprd.com/event/thanksgiving-dinner>
 - The Milwaukie Community Center gift shop has been redone, and is now called the Artisan Market.
- Muciri Gatimu (Subarea 1 Representative)
 - There are three people that are not getting the DAC@ncprd.com emails.
 - The County's Technology Services (TS) department is working to figure out why this is occurring.
- Ryan Stee (Subarea 2 Representative)
 - Ryan expressed excitement for the first Inclusive Costume Dance at Concord, and the Board Game Night.
- Paul Savas (BCC Liaison Appointee)
 - There is an email issue, it is not just NCPRD, and it is around the County with multiple departments. The TS department is working on resolving this.

District Monthly Reports

Michael Bork provided the division reports.

- The District Monthly reports were included in the agenda packet.

Future Dates

- a. December Agenda Submission No Later Than: Wednesday November 16, 2022 by 5:00 p.m.
- b. Finalization of Agenda: November 21, 2022 by 5:00 p.m.

- c. Next NCPRD Board Meeting: Wednesday, December 7, 2022
- d. Next DAC Meeting: Wednesday December 14, 2022
 - Planned agenda topics:
 - Integrated Pest Management Plan
 - Goal Setting → January 2023

Adjournment

The DAC meeting was adjourned by Chair Bornefeld at 7:47 p.m.

Next DAC Meeting:

December 14, 2022

5:30 p.m. – 7:00 p.m.

Location: Zoom (Virtually)

NCPRD Monthly Division Report

Prepared for the NCPRD District Advisory Committee (DAC)

REPORTING PERIOD: November 2022

DAC MEETING DATE: December 14, 2022

Asset Development

The purpose of the Asset Development program is to coordinate and manage current and long-range planning, the acquisition of park land, all aspects of the District's Capital Improvement Plan (CIP), and the repair and replacement of capital assets in order to provide recreation facilities that serve District residents. *(Capital repair and replace will be included in Division Report for Parks, Trails and Natural Areas).*

SIGNIFICANT ACCOMPLISHMENTS

- **Strategy and Polling Solicitation:** A Request for Quotes was finalized and competitive quotes received in response for strategy and polling services for potential governance and financing changes in the future.

PROJECTS/TASKS BEING WORKED ON

- **Jennings Lodge Elementary:** Work with Procurement office to finalize a Request for Proposals to attract a design team for the Jennings Lodge Elementary School Recreation Improvements project.
- **Metro Local Share Funding:** Coordinate with Metro on eligibility requirements.
- **System Plan:** Develop a scope of work to contract with a planning and engagement team for District-wide long-range plan.
- **Asset Inventory and Management:** Revise and compile property data in preparation for system plan work and review software systems for streamlined geo-located asset management.
- **Trolley Trail Safety Audit:** Develop a scope of work to contract with consultant for a safety audit; this work will also inform aspects of the trails planning in the upcoming system plan.
- *See also CIP FY22-23 table.*

LOOKING AHEAD

- Finalization of a Request for Proposals to solicit a design team this winter for the Jennings Lodge Elementary School Recreation Improvements project.
- Scoping and procurement for a consultant to support the long-range System Plan.
- Review of Concord park and playground as the design progresses to 50% and 100% design development this winter, prior to development of construction documents.
- Reorganizing planning work related to natural areas and trails due to staff changes.
- *See also CIP FY22-23 table.*

Capital Improvement Projects FY 22-23

Item	Current Activity	Next Steps	Timeframe
System Plan and Capital Improvement Plan	System Plan Scoping & Request for Proposals	Proposal review, consultant selection, contract award	Winter/Spring 2023
SDC Methodology	On hold	Pick up work when possible	Checkpoint Jan 2022
Milwaukie Bay Park	On hold	Pick up work when possible	Checkpoint Jan 2022
Ball Fields Study	Begin scoping the work	Finalize a scope of work	Winter 2023
Jennings Lodge ES Recreation Improvements	Finalize request for proposals	Proposal review, consultant selection, contract award	Winter/Spring 2023
Concord Property Design and Engineering – park and site	Ongoing design	Milestone for 50% & 100% developed design	Winter 2023
Concord Property Design and Engineering – community center	Conditional use permit under review for NCPRD admin office use; defining scope of building improvements	50% schematic design	February 2023
Justice Property Master Plan	Review background information	Preparation of scope of work	TBD
New Urban HS	Preliminary meetings with school district	Outline potential agreement between NCPRD and school district	Winter/Spring 2023

Finance

SIGNIFICANT ACCOMPLISHMENTS

- The Annual Comprehensive Financial Report (audit) was completed. NCPRD received an unqualified opinion, which means that the independent auditors believe that the financial statements present fairly, in all material respects, the respective financial position of the government, each major fund, and the aggregate remaining fund information of the District and are compliant to the standards of Generally Accepted Accounting Principles (GAAP).
- NCPRD received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for our 2022-2023 budget. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by NCPRD.

CURRENT PROJECTS/TASKS

- FY 2023 – 2024 Budget preparation.
- We are thrilled to report that we have received budget proposal forms from six District residents! As a reminder, the budget proposal form can be found on the NCPRD website under Financial Information.

LOOKING AHEAD

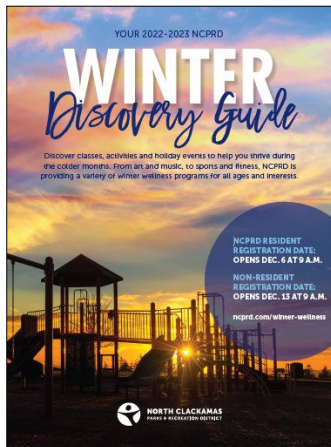
- Continue work on the FY 2023-2024 budget.
- Staff will attend the GFOA National conference in May, held this year in Portland.

Marketing and Communications

SIGNIFICANT ACCOMPLISHMENTS

- **Winter Programs** – Promotion of winter programs and registration has begun across all communication platforms, including social media, Google AdWords, flyers, signage, mailers and a new 8-panel gatefold brochure. The newly designed brochure provides an overview of NCPRD programs in an engaging and consolidated format. The previous Discovery Guide booklet was paused after the pandemic, and the new truncated brochure creates cost savings and reduces paper waste. The brochure was distributed as an insert in the Clackamas Review, and also at NCPRD facilities.
- **Pocketalk Campaign** – Launched an informational campaign to promote NCPRD's new translation services using Pocketalk technology. A phased roll-out, the first batch of materials released includes a window graphic, signage, staff shirts and a landing page (ncprd.com/lets-talk).
- **Vehicle Wraps**: NCPRD wrapped two maintenance vehicles in custom designs, inspired by parks and nature themes, which also align with NCPRD's fleet of branded vehicles.
- **Winter Celebrations**: Developed promotional materials for the Winter Celebrations event, and increased awareness through social media, e-blasts, flyers, postcards, signage and an ad in the Clackamas Review.
- **Milwaukie Community Center Connection** – The November-December issue of the Milwaukie Community Center Connection newsletter has been released, promoting all programs, events and happenings at the Center. Printed copies of the newsletter are available at the Center and online at ncprd.com/milwaukie-center/mcc-connection.
- **Outside Insider** – The e-newsletter promoting winter events and programs was distributed on December 2 to 8,043 subscribers and has received a 37% open rate so far. [View latest Outside Insider here.](#)

Winter Discovery Guide Brochure



Translation Services Window Wrap



MCC Connection Newsletter



Pollinator-themed Vehicle Wrap



Winter Celebrations Postcard



PROJECTS/TASKS BEING WORKED ON

- **Gift Shop Rebranding** – Coordinating with Milwaukie Community Center Foundation to rebrand the gift shop, recently named Artisan Gifts, and to develop marketing materials.
- **Year in Review** – NCPRD has started the process of pulling together information, stats and performance measures for the 2021-2022 Year in Review.
- **Lunar New Year** – Creation of promotional event materials.

LOOKING AHEAD

- **Awareness campaign** – NCPRD will be developing concepts for an awareness campaign, designed to increase engagement across all departments.
- **Trolley Trail Brochure** – The Trolley Trail brochure will be getting a refresh, with additional copies printed for distribution.

Older Adult Services

The purpose of the Older Adult Services program is to provide coordinated nutritional, transportation, educational and social service programming to the community's older adults and persons with disabilities; assisting them in remaining independent and helping them thrive in their later years.

SIGNIFICANT ACCOMPLISHMENTS

- The Donate Dinner Campaign held at New Seasons Market raised \$14,567.85 for the MCC Nutrition Meals on Wheels program. Center volunteers handed out information to store customers who were then encouraged to donate at the register. This fundraiser is crucial for the Nutrition Program as it helps bridge the gap between federal funding and the actual cost of preparing the Meals on Wheels.
- The Nutrition Program held its annual Famous Thanksgiving Dinner on Sunday, November 20 for 150 community members. Our nutrition staff and volunteers served a traditional Thanksgiving meal for this fundraiser for the Meals on Wheels program.

PROJECTS/TASKS BEING WORKED ON

- Items were collected at the MCC to help fill stockings for some of our most vulnerable citizens. Personal hygiene items along with other useful items such as hats and gloves in addition to some fun items. The MCC Foundation also contributes items to fill these stockings. Social Service staff constructs the stockings and then coordinates delivery before Christmas.

LOOKING AHEAD

- Starting in January, the MCC begins taking appointments for its annual tax preparation program. This is a partnership with the AARP that provides free by-appointment tax prep for elderly and low-income citizens. This program traditionally prepares over 1,000 tax returns each year.

Parks, Trails and Natural Areas

The purpose of the Parks, Trails and Natural Areas program is to provide management, maintenance and ongoing stewardship services to NCPRD residents and visitors so they can access safe, clean and well maintained parks, trails and natural areas both now and into the future.

SIGNIFICANT ACCOMPLISHMENTS

- NCPRD co-hosted a volunteer event with SOLVE and Clackamas River Basin Council at Orchard Summit on November 12. 700lbs of trash was removed, 8 jugs of motor oil, and 6 tires. We had 7 volunteers total for 28 volunteer hours.
- NCPRD planted 1,553 native plants at specific sites, including: Alma Myra Park, Stringfield Park, Boardman Wetlands Nature Park, Hawthorne Park, Trillium Park, Rose Creek Trail, and Risley Park.

PROJECTS/TASKS BEING WORKED ON

- NCPRD has begun work on pollinator gardens at Hawthorne and Stringfield parks. Natural areas team is continuing fall work focused on controlling specific weeds where success is best in the fall-early winter, trail work and tree work.
- Currently leaf mulching and pruning.
- Damaged picnic tables have been picked up and will be returned to the parks as they are repaired.

LOOKING AHEAD

- We are currently finalizing the Building Maintenance Assistant position recruitment and hoping to have on staff Mid-December.
- Park planting work has begun and will continue through March.

Recreation

The purpose of the NCPRD Recreation program is to provide a variety of recreational and educational opportunities directly and in partnership with other providers to enhance personal health and the quality of life for all residents of the District.

SIGNIFICANT ACCOMPLISHMENTS

- On October 31 over 200 people enjoyed Halloween at the Milwaukie Community Center. Kids could trick or treat, do the limbo rock, decorate masks, and have temporary tattoos applied.



- Fall term is wrapping up. Over 30 classes were offered, with over 600 people participating.
- North Clackamas Aquatic hosted four private facility rentals and one local school group. Two of these facility rentals were with Self Enhancement, Inc. serving our at-risk youth in the community. Both of those events had over 150 swimmers at each event.



- Our third session of fall weekday swim lessons began with 104 participants. This was another full session with many individuals on the waitlist.
- LaSalle P.E. visited the Aquatic Park for multiple sessions of climbing on the rock wall when their gym was not available.
- High school swim season has begun! The lap pool is busy with five high school teams, four private teams, and an adult masters team all sharing the pool with our regular community users. It's a complicated schedule, but thus far everyone is getting pool time!
- NCPRD's drawing class was held at the Concord School Property on Tuesdays from 10 a.m. to noon and finished on November 30. This class was successful at its new location and will be back in January of 2023.
- NCPRD's Sideout Volleyball program (Grades K-8) wrapped up on Saturday, November 19, with the 5/6 and 7/8 division end-of-season tournaments. Team Fitzgerald (5/6) and Team Hon/Singh (7/8) took home the title of Champions along with some cool cinch bags. The Sideout program wouldn't be possible without the help of the 43 volunteer coaches. Thank you, coaches!



- NCPRD's Fall Frenzy adult softball league coed divisions finished up with a two-day end-of-season tournament. Eighteen teams not only battled each other on the final day, but also the rain and the wind. After all was said and done, the Hoodlums edged out Chivas 10-9 to be crowned champions.



PROJECTS/TASKS BEING WORKED ON

- NCPRD's Hoopers Basketball program (Grades K-12) has nearly 1,200 players registered to hit the basketball court in January of 2023. The Hoopers administration team has been busy planning for the upcoming season by reserving North Clackamas School District gymnasiums and recruiting volunteer coaches, part-time staff and referees.
- Shooting Stars Basketball, a league for persons with additional needs and cognitive disabilities, has 21 participants registered exceeding last year's registrations.
- Registration is open for the Cheer Starz winter dance and cheer season. The program's new format has been well received with registrations near capacity with five weeks to go before registration closes.
- North Clackamas Park 2023 field schedule is being compiled after conversations with our local youth baseball and softball organizations.
- NCPRD will host the 2023 USA of Oregon 14B State Softball Championship Tournament at North Clackamas Park from June 30-July 1, 2023.
- Planning has begun for an Adaptive and Inclusive Spring Prom tentatively scheduled for May 20, 2023.
- The 2023 Summer Camp offerings and schedule are being developed.

LOOKING AHEAD

- NCPRD's first Adaptive and Inclusive Winter Social is on December 16 at the Concord School Property. There will be various games available for attendees to play, along with the opportunity to meet new friends.
- The Aquatic Park will have Big Surf! swims during the holiday break on December 19-23 and 26-30 each day from noon to 1:30 p.m. and 2-3:30 p.m.
- Our next free public American Red Cross lifeguard training class will be offered during the holiday break on December 19, 20, 21, 27 & 28 from 10 a.m. – 4 p.m.



- Mad Science Camps will be offered during winter break at the MCC.
 - NCPRD's 3-day Winter Break Dance and Tumbling Camp will be held in the Concord School Property gymnasium December 28-30.
 - NCPRD's Adult Open Gym Volleyball program is back! The program will run on Sundays from 3-5 p.m. beginning January 8, 2023 in the Concord School Property gymnasium.
 - NEW! Lunar New Year Event will be Sunday, January 22. Usher out the old year and bring prosperity to the New Year! Lunar New Year is an important holiday in China, Korea, Vietnam, Japan and other countries worldwide. Join us in celebrating Lunar New Year by learning about special traditions through activities, crafts, music and dance. Enjoy a special performance with lion dancers and drummers. Light refreshments will be provided.
 - NCPRD's Spring Fever adult softball league is scheduled to start in March of 2023.
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