



DISTRICT ADVISORY COMMITTEE

MEETING AGENDA (Amended)

Date: July 12, 2023

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

Location: 3811 SE Concord Road. Milwaukie, Oregon 97267

Or attend virtually by registering for this meeting:

https://clackamascounty.zoom.us/webinar/register/WN_DK6z-AsxTPG4v4C9ELWgyg

I. Call to Order

II. Action Items

- a. Election for Chair and Vice-Chair (5:30 p.m. 15 min)
- b. Approval of DAC Meeting Summary from June 14, 2023 (5:45 p.m. 1 min)

III. Discussion Agenda

- a. Changes or Status Updates (Milwaukie Bay Park, Concord, SDC Methodology, NCPRD Funding, System Plan)* (5:46 p.m. 9 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) (5:55 p.m. 5 min)

V. DAC Member Reports (6:00 p.m. 10 min)

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

VII. Future Dates

- a. August Agenda Submission No Later Than: Wednesday July 19, 2023 by 5:00 p.m.
- b. Finalization of Agenda: Monday July 24, 2023
- c. Next DAC Meeting: Wednesday August 9, 2023
 - Planned agenda topics:

**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, June 14, 2023

5:30 – 7:00 p.m.

Location: Concord Property and Virtually (via Zoom)

DAC Members Present: Anatta Blackmarr, David Gilman, Grover Bornefeld, Joel Bergman, Katie Scott, Lisa Batey, Maureen Thom, Muciri Gatimu, Ryan Stee

DAC Members Absent: Rafael Kaup

Staff and Officials Present: Paul Savas (Clackamas County Commissioner), Michael Bork (NCPRD Director), 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 5:30 p.m. A quorum was present.

Action Items

- Approval of DAC Meeting Summary
 - The summary from the DAC meeting held on May 10, 2023 was approved with one edit.
- Approval of Recommendations for Subarea 2 (Mark Elliot) and Subarea 3 (Jeanette DeCastro) DAC Representatives
 - Chair Bornefeld provided a summary of the final DAC recruitment meeting and announced who was voted by residents to be the next representatives on the DAC.
 - **ACTION:** Ryan Stee made a motion to, “Recommend approval of the new subarea two and three representatives, Mark Elliott for subarea two and Jeanette DeCastro for subarea three.” David Gilman seconded the motion.
 - Vote was taken by a show of hands. Motion passed 8-0.

Discussion Agenda

- Goal Setting Discussion
 - Erin Ruff, Clackamas County Resolution Services, facilitated the goal setting discussion with the DAC members.
- Changes or Status Updates (Milwaukie Bay Park, Concord, SDC Methodology, NCPRD Funding, System Plan)*
 - **Milwaukie Bay Park:** On hold.
 - **Concord:** Moving into more detailed construction plans. After September, the Concord Property building will not be usable for a minimum of a few months, and

- likely won't be usable throughout construction.
- **SDC Methodology:** No updates.
- **NCPRD Funding:** Budget adoption is scheduled for approval on June 22, at 10a.m.
- **System Plan:** Intent to award is out for design workshop.

Public Comment

- Kathy Schreiber
 - Interested in setting up a test plot at Alma Myra Park.
- Jan Carothers
 - Believes the DAC should be including more details in their goals, rather than the goals being one or two words.
 - Asked if property or asset acquisition is a part of that System Development Plan.

DAC Member Reports

- Anatta Blackmarr (Subarea 2 representative)
 - July 15 (11a.m.-4p.m.) – Oak Grove Festival. Mark Elliott chaired this event. There will be live music, over 100 vendors, a colorful kid's area, and Director Bork will be making balloon animals.
 - June 24 – Pollination Celebration at Stringfield Park.
- Joel Bergman (District Community Center Advisory Board representative)
 - Continuing to work on the mural at MCC. No renderings yet.
 - MCC has a Summer Energy Assistance program for those who are in need. MCC is accepting fan donations. All donations go to those in need.
- Lisa Batey (Subarea 5 representative)
 - Milwaukie is building three neighborhood parks next year using ARPA funds. The last piece of the designs for these is the playground design. They would like kids to help finalize the design.
 - The Juneteenth event this Saturday at Water Tower Park will have an activity for kids around playground design.
 - The following Saturday, June 24, at Scott Park will have an opportunity for kids to help with the design.
- Katie Scott (Subarea 3 representative)
 - During the recruitment meeting, the subarea 3 group discussed traffic concerns around Pfeiffer Park, but determined the correct committee to bring these concerns to would be the traffic committee.
 - Subarea 3 would like to recruit more people to support the efforts with the Justice Property and support the friends of the Justice Property.
- Muciri Gatimu (Subarea 1 representative)
 - Resident's in subarea 1 have expressed concerned about the Jennings Lodge Project. Muciri stated he plans to write a letter to the Oregon City School District to get what their thoughts and opinions, and he asked that those interested in adding anything to that letter email him by sending an email to DAC@ncprd.com.

District Monthly Reports

Michael Bork provided the division reports.

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

Adjournment

The DAC meeting was adjourned by Chair Bornefeld at 7:25 p.m.

NCPRD Monthly Division Report

Prepared for the NCPRD District Advisory Committee (DAC)

REPORTING PERIOD: June 2023

DAC MEETING DATE: July 12, 2023

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 & replace will be included in Division Report for Parks, Trails and Natural Areas).*

SIGNIFICANT ACCOMPLISHMENTS

- **Community Park at Concord Property:** Conditional use permit approved by Clackamas County.
- **Metro Local Share Funding:** Metro staff approved NCPRD's request of \$1,200,000 in local share funding for Concord park and playground elements.
- **Oregon Parks and Recreation Local Government Grant:** Staff presented the Concord Property Community Park and Playground project to the grant review committee in June, seeking \$500,000 in funding for Phase II of the playground. Grant awards will be noticed in July.
- **System Plan:** Notice of Intent to Award Contract issued to Design Workshop as lead consultant for system planning work.
- **Jennings Lodge Elementary Property:** Oregon City School District and NCPRD Board approved updated intergovernmental agreement to support planning, design and development of park and recreation improvements on OCSD-owned property for public benefit. NCPRD Board approved contract for planning and design with Mackenzie. Met with Jennings Lodge CPO to provide a project status update and overview of next steps (timeline attached).
- **SDC Ordinance Update:** NCPRD Board adopted an SDC Ordinance to include newer projects eligible for future funding: Jennings Lodge Elementary School Neighborhood Park, Concord Property Park and Community Center Improvements, and Hull and Swanson Natural Area.
- **Trolley Trail Safety Audit:** Performed site visits: 1) to map existing conditions and conduct an in-field assessment and 2) to map user behaviors and experiences.

CURRENT PROJECTS/TASKS

- **Community Park at Concord Property:** Monitor design review process. Prepare construction documents for the play area.
- **Metro Local Share:** Prepare and finalize the intergovernmental agreement between Metro and NCPRD to distribute funds.
- **Jennings Lodge Elementary Property:** Kick off the project with the design team in July. Begin pre-planning and develop engagement plan.
- **System Plan:** Negotiate and prepare contract with Design Workshop.

LOOKING AHEAD

- **Community Park at Concord Property:** Prepare applications for grading and building permits; prepare construction documents for Phase I and II of the play area; bring budget and Guaranteed Maximum Price amendment to Board for park and site (excluding play area).
- **Community Center at Concord:** Complete construction documents for building improvements.
- **System Plan:** Kick off project
- **Strategy and Polling work:** Provide further information to NCPRD Board.
- *See also CIP FY22-23 table.*

Capital Improvement Projects FY 22-23

Item	Current Activity	Next Steps	Timeframe
System Plan	Negotiate and execute contract	Kick off consultant work	Jul-Aug 2023
SDC Methodology	On hold	Pick up work when possible	TBD
Milwaukie Bay Park	On hold	Pick up work when possible	TBD
Ball Fields Study	Sequencing after System Plan kickoff to align study with SP	Begin scoping work	TBD
Jennings Lodge ES Recreation Improvements	Kick off project	Begin pre-planning work and develop engagement plan	Jul-Aug 2023
Concord Property Design and Engineering – park and site	Monitor County design review; prepare and finalize IGA for Metro local share	Complete permitting for park and site; complete construction documents for Phases I & II of play area; confirm budget and Guaranteed Maximum Price	Summer 2023
Concord Property Design and Engineering – community center	Complete construction documents	Confirm cost of work and prepare Guaranteed Maximum Price	Summer 2023
Justice Property Master Plan	In the queue for staff	Review background information, prepare Request for Proposals	2024
New Urban HS	In the queue for staff	Preliminary meetings with school district, discussion of potential agreement between NCPRD and school district	Fall 2023



PARK PROJECT AT JENNINGS LODGE CAMPUS PROCESS DIAGRAM

6/27/2023

UPDATE TO IGA

- IGA approved June 15
- Increases public access

CONTRACT FOR DESIGN SERVICES

- Pending NCPRD Board approval
- Mackenzie is the proposed consultant
- Project team kick-off in July

PRE-PLANNING & ENGAGEMENT

- Research and information gathering
- Site survey
- Develop engagement plan
- Begin engagement

FEASIBILITY & READINESS ANALYSIS

- Permitting requirements
- Initial assessment of potential funding sources for construction

CONCEPT ALTERNATIVES

- Develop two alternatives
- Phasing plan that considers costs and funding
- Ongoing engagement

SCHEMATIC DESIGN

- Refine one concept
- Cost estimate

Feasibility check / first gate check

FIRST STAGE

July to December 2023 (6 months)

SECOND STAGE

(Only advance once funding for construction is identified)

Once construction funding identified, then:

DESIGN DEVELOPMENT & LAND USE

- Develop and refine materials, layout, landscape, and engineering
- Land use approval

CONSTRUCTION DOCUMENTS

- 60%, 90% and bid document sets for construction
- Permits
- Bidding

PARK CONSTRUCTION

- Pending available SDCs and other funding sources
- If governance change, bond potential

Finance

SIGNIFICANT ACCOMPLISHMENTS

- FY 2023-2024 approved budget has been adopted.

CURRENT PROJECTS/TASKS

- FY 2023-2024 adopted budget document in final stages.
- We are recruiting for 3 new NCPRD Budget Committee members.
- Holding interviews to hire a part-time Accounting Specialist 1 to take over our accounts payable duties.
- Staff is working on year-end tasks:
 - Deposits are coded in the right year
 - Payables are in the right year
 - Pcard transactions are finalized
 - Verify that goods received by June 30 are recorded in FY 2022-2023
 - Verify that services paid in FY 2022-2023 but completed after July 1 are coded to FY 2023-2024
 - Record all outstanding invoices as a receivable

LOOKING AHEAD

- NCPRD will submit our final FY 2023-2024 adopted budget document for GFOA's Distinguished Budget Award; this will be the second award if successful.
- NCPRD FY 2022-2023 audit has been scheduled for mid-October 2023.

Marketing and Communications

The purpose of the NCPRD Marketing and Communications program is to increase engagement and awareness around NCPRD's diverse spectrum of programs, activities, and projects, while ensuring clear and consistent brand messaging and design.

SIGNIFICANT ACCOMPLISHMENTS

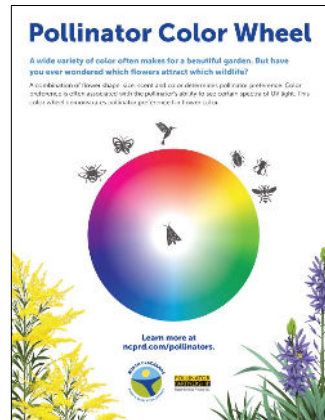
- **Outside Insider e-newsletter** – Sent to 9,191 subscribers with a 44% open rate, promoting NCPRD's current and upcoming programs and special events ([view here](#)).
- **Milwaukie Community Center Connection newsletter** – Developed and printed the July-August issue, promoting all programs, events and services at the Center ([view here](#)).
- **Pollination Celebration** – Coordinated with Natural Areas Team and Pollinator Partnership to host a Pollination Celebration on Saturday, June 24 from 1-3 p.m. at Stringfield Park. The event celebrated National Pollinator Week and three new pollinator gardens in the district, and around 250 residents attended for fun activities, informational resources and custom seed packet giveaways. An article promoting the event was included in the Clackamas Review ([view here](#)).

Developed six interpretive signs, native plant bloom calendar, and pollinator color wheel and coloring sheet. More info information on NCPRD's work to support pollinators at ncprd.com/pollinators.

Pollinator Interpretive Sign



Pollinator Color Wheel



Pollinator Celebration Event Photos



PROJECTS/TASKS BEING WORKED ON

- **Summer Program and Event Promotion** – Continued promotion of Movies in the Park, Concerts in the Park, RecMobile, Summer Camps and aquatic programs to increase attendance and participation.
- **Fall Programs** – Developing fall program promotional materials in preparation of registration opening on August 1.

LOOKING AHEAD

- **Awareness campaign** – NCPRD will be developing concepts for an awareness campaign, designed to increase engagement across all departments.
- **Brochures** – Updating and reprinting NCPRD brochures.

Older Adult Services

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

SIGNIFICANT ACCOMPLISHMENTS

- The Milwaukie Community Center (MCC) held its annual joint board meeting on Wednesday, June 21. This meeting with the Community Center Advisory Board (CCAB) and the Foundation allows the different boards the opportunity to get to know each other better to work in unison on their shared goal of representing the community and improving the programs and services of the MCC. The Foundation presented \$21,000 as its annual pledged contribution to the MCC's programs.
- A Community shred event occurred on June 2 in the parking lot of the MCC. For this popular free event, we partnered with Clackamas County Senior Medicare Patrol to provide community members with a safe and secure resource to shred their confidential documents.
- On Sunday, June 11, the MCC Foundation held its first ever Celebrate Pride Drag Bingo. This sold-out fundraiser allowed the community to celebrate Pride Month while enjoying lively entertainment with drinks and snacks.



PROJECTS/TASKS BEING WORKED ON

- New Friday lunch entertainment will be provided by Mary and the Jazz Tones. The band members volunteer their time and specialize in hits from the 40s and 50s. People have the opportunity to dance, or sit back and listen.

LOOKING AHEAD

- The Nutrition Program hosts The Great American BBQ at noon on Friday, July 14. This meal consists of traditional grilled hot dogs, hamburgers, sides and desserts. Live music by Throwback will be offered. Cost is a suggested \$3 for those over 60 and \$5 for those under 60.

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

- Pollinator bed mulch and planting CRR has been completed.
- Painted, installed restroom fixtures in upstairs Concord restroom after abatement work.
- Purchased battery operated hand tools, string trimmers, hedge trimmers, and chainsaws.
- **Planting:** paused until fall.
- **Events :**
 - May 25 - North Clackamas Christian School had a group of 20 students work for Natural Areas at Spring Park. They removed 2 dump trucks worth of invasive bamboo.
 - Set up Drag Bingo event.
 - June 17 - Juneteenth event at Water Tower Park (hosted by community).
 - June 24 - Milwaukie Pride Celebration at Scott Park (hosted by community).
 - June 24 - Pollinator Celebration event at Stringfield Family Park had around 250 attendees.

PROJECTS/TASKS BEING WORKED ON

- All irrigation is on throughout the district.
- Parks are busy, picnics and sporting activities are district wide.
- Assisting with Concord project.
- Alma Myra Playground replacement project has started. The old play structure has been removed and the new one is being installed. Project should be complete by July 14.

LOOKING AHEAD

- Onboarding Park Maintenance Specialist, and Building Maintenance Assistant position.
- Recruiting seasonal groundskeeper positions.

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

- Summer recreation programs began on Monday, June 19; there are currently have 3,738 registrants for summer camps, youth and adult recreation, sports and aquatic offerings.
- The Sit-N-Fit class is incredibly successful this summer, with around 90 participants enrolled throughout the three classes offered. There is a record-breaking 33 students signed up for the Monday class.



- Tina Johnson, NCPRD Recreation Coordinator, received the Hazel Bressie Spirit Award from Oregon Master Swimmers. Tina has been a member of the North Clackamas Masters Swimmers for more than 20 years. The Hazel Bressie Spirit-Female Award is awarded to a female who has shown enthusiasm and spirit to her team and/or other Masters swimmers during the past year.



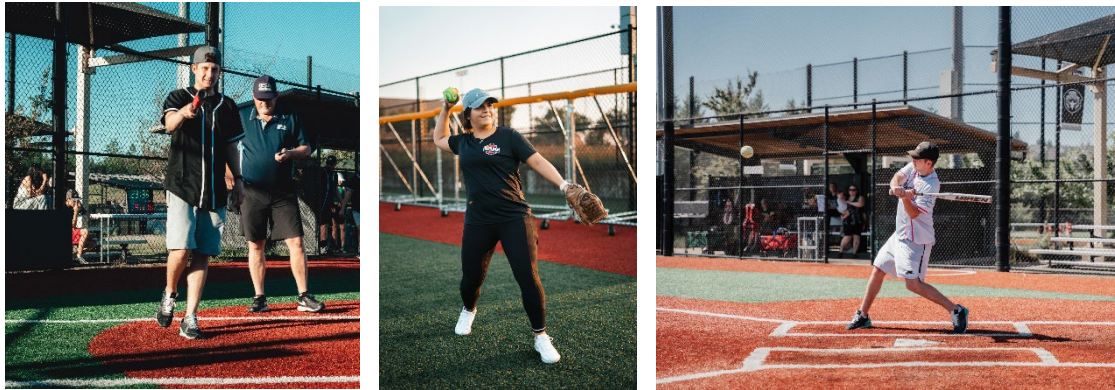
- 150 residents attendees watched in wonder as the Oregon Ballet Theatre's junior ensemble (OBT2) performed a mix of classic and contemporary dance at the Milwaukie Community Center Saturday on June 3. The event raised \$600 in donations for the NCPRD scholarship program and OBT2.



- Maria Lopez was hired as the new Bilingual Program and Special Event Coordinator. Maria is no stranger to NCPRD, as she has worked part-time at the MCC for nearly ten years. We are excited to have Maria in this new role with her passion for growing and connecting programs and events to diverse communities.
- NCPRD's first Adaptive and Inclusive Spring Prom was on Saturday, June 3. It was an exceptional event and a night to remember for the District's adaptive and inclusive community. With 81 attendees, including caregivers, all participants surveyed reported a satisfied or better experience.



- Summer camps kicked off on Monday, June 26 with Pickleball, Fun Field Days and Super Hoopers Camp. Campers enjoy the wide-variety of games, activities and learning opportunities that our sports camps offer. With over 18 different sports camps to choose from, all families are sure to find a variety of camps their children will enjoy.
- Summer Nights League (SNL) season began play on Sunday, June 4. SNL features 41 teams over five nights of play. We are most excited by the return of a 6-team women's division.



- Before SNL season began, umpire training was taught by Joe Pree, USA Softball of Oregon Umpire-in-charge. Joe, a longtime supporter of NCPRD softball, reviewed rules and mechanics before providing each umpire with additional feedback during live game training.
- NCPRD staff led Softball Player Advisory Council met twice in June. The nine member council discussed team roster sizes, coed league using just one size ball, and substitution rules.
- Pull The Flag youth football program concluded play on Sunday, June 10, with a season ending fun filled jamboree.
- North Clackamas ball fields have been busy seven days a week with youth baseball or softball games and tournaments every weekend. The highlight of the month was the USA 14B State Championship. Twenty softball teams from across the state gathered to compete to be crowned the best in the state.
- Aquatic staff summer team training was completed with 47 lifeguards in attendance. This training exercise focused on complex rescues, refreshers on facility maintenance and facility/operation rule enforcement.
- Thirty Aquatic staff members successfully completed their recertification process in preparation for our summer programming. Most of these team members were our first rehires after the pandemic!
- The Aquatic Park hosted 12 end-of-year school group pool parties and one graduating class all-night celebration.



- The first session of summer swim lessons wrapped up with 250 swimmers receiving two weeks of swim lessons!

PROJECTS/TASKS BEING WORKED ON

- Recreation staff are preparing to execute upcoming summer events including three Concerts in the Park and five Movies in the Parks.
- We are finalizing fall programming including introducing several new classes and expanding weekend offerings.
- Recreation staff continue to coordinate and plan Fiesta Latina en el Parque which will occur on Saturday, September 23.
- We are in the beginning stages of developing sponsorship packages for the 2024 event season. Sponsorship solicitation will begin in the fall.
- We look forward to the second summer season offering our popular cooking camps. Both camps were filled immediately with wait lists. Cooking camps run 7/5-7/7 and 7/31-8/4 and offer plenty of opportunities for campers to learn how to prepare and cook main dishes like spaghetti and pizza, and desserts such as cookies and cinnamon rolls. Yum!
- Although summer has just begun, the sports staff is gearing up for a busy fall season, putting the finishing touches on our fall sports programs, including Sideout Volleyball, Pre-K multi-sport, Adaptive & Inclusive Social, and the Halloween costume dance.
- Open Gym drop-in sports programming will be moving to a new location this fall due to the construction of the new library and the improvements to the Concord School Property building.
- NCPRD will host the annual cornhole tournament on Wednesday, August 9 at the Clackamas County employee picnic.
- The Aquatic Park will be offering a lifeguard training class in July. Once the course is completed, we will conduct interviews that will include interested applicants from the class.
- The Aquatic Park will host many Summer Big Surf groups, including Self Enhancement Inc. (SEI), Tualatin Police Summer Camp groups and other local organizations.
- Aquatic Park staff have begun ordering supplies and collecting quotes for the annual maintenance shutdown and pool drainage scheduled for September 4-29.

LOOKING AHEAD

- **July 8:** Concert In the Park: Milwaukie Bay Park; 5:30-8 p.m., FREE, The Nu Wavers (Classic Hits)
- **July 14:** Concert In the Park: North Clackamas Park; 7-8 p.m., FREE, Kenari Saxophone Quartet (Chamber Music NW)
- **July 20:** Concert In the Park: Ardenwald Park; 5:30-7 p.m., FREE, Red Yarn (Folk Music/Puppetry)
- **July 22:** Movies In the Park: Disney Pixar *LUCA*; Concord School Property
- **July 29:** Movies in the Park: *Puss in Boots The Last Wish*; Ann-Toni Schreiber Park
- **August 1:** First day of fall registration
- **August 5:** Movies in the Park: *The Goonies*; Pfeifer Park
- **August 12:** Movies in the Park: *Top Gun Maverick*; North Clackamas Park
- **August 19:** Movies in the Park: *Minions: The Rise of Gru*; Wichita Center
- **September 8:** Fall Frenzy adult softball league begins



- **September 10:** Youth fall baseball at North Clackamas Park begins
 - **September 23:** Fiesta Latina en el Parque: North Clackamas Park, noon-4 p.m., FREE
 - **September 25:** Sideout youth volleyball begins
-