



DISTRICT ADVISORY COMMITTEE

MEETING AGENDA

Date: August 9, 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. Approval of DAC Meeting Summary from July 12 2023 (5:30 p.m. 1 min)

III. Discussion Agenda

- a. System Plan 101 (5:31p.m. 20 minutes)
- b. Goal Setting Discussion (5:51 p.m. 50 minutes)
- c. Changes or Status Updates (Milwaukie Bay Park, Concord, SDC Methodology, NCPRD Funding, System Plan)* (6:41 p.m. 4 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) (6:45 p.m. 5 min)

V. DAC Member Reports (6:50 p.m. 5 min)

VI. District Monthly Report (6:55 p.m. 5 min)

VII. Future Dates

- a. September Agenda Submission No Later Than: Wednesday August 16, 2023 by 5:00 p.m.
- b. Finalization of Agenda: Monday August 21, 2023
- c. Next DAC Meeting: Wednesday September 13, 2023
 - Planned agenda topics:
 - Trolley Trail Safety Audit

**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, July 12, 2023

5:30 – 7:00 p.m.

Location: Concord Property and Virtually (via Zoom)

DAC Members Present: David Gilman, Grover Bornefeld, Jeanette DeCastro, Joel Bergman, Katie Scott, Mark Elliott, Maureen Thom, Muciri Gatimu, Ryan Stee

DAC Members Absent: Ali Feuerstein, Lisa Batey

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 5:32 p.m. A quorum was present.

Action Items

- Election for Chair and Vice-Chair
 - Chair:
 - **ACTION:** Joel Bergman nominated Ryan Stee for the position of DAC Chair.
 - Maureen Thom seconded the nomination.
 - Ryan accepted the nomination.
 - No other nominations were received.
 - DAC members voted to approve the nomination of Ryan Stee as Chair:
 - Jeanette: Aye
 - Katie: Aye
 - Ryan: Aye
 - Maureen: Aye
 - David: Aye
 - Mark: Aye
 - Grover: Aye
 - Muciri: Aye
 - Joel: Aye
 - Motion passed 9-0
 - Vice Chair:
 - Mark Elliott nominated Katie Scott for the position of DAC Vice-Chair.
 - Joel Bergman seconded the nomination.
 - Katie accepted the nomination.
 - No other nominations were received.
 - DAC members voted to approve the nomination:

- Jeanette: Aye
 - Katie: Aye
 - Ryan: Aye
 - Maureen: Aye
 - David: Aye
 - Mark: Aye
 - Grover: Aye
 - Muciri: Aye
 - Joel: Aye
- Motion passed 9-0
- Approval of DAC Meeting Summary
 - The summary from the DAC meeting held on June 14, 2023 was approved with no edits.

Discussion Agenda

- Changes or Status Updates (Milwaukie Bay Park, Concord, SDC Methodology, NCPRD Funding, System Plan)*
 - **Milwaukie Bay Park:** No updates.
 - **Concord:** The guaranteed maximum price being presented to the Board of Directors will be one of the final steps before moving towards groundbreaking, tentatively set for early September. NCPRD will provide an update on the project to the Board of Directors at the Board meeting scheduled for 7/19/2023.
 - **SDC Methodology:** No updates.
 - **NCPRD Funding:** A copy of the 2023-24 fiscal year Adopted Budget can be found on the NCPRD website: <https://ncprd.com/financial-information>.
 - **System Plan:** Moving forward, but there are some staff shortages with the recent departure of a Planning employee.
 - **Jennings Lodge:** NCPRD had their initial meeting with the design team.

Public Comment

- Gary Klein (Subarea 5 resident)
 - Recommended that the DAC help with getting the Board of Directors to move the Milwaukie Bay Park project forward.
- Kathy Schreiber (Subarea 1 resident)
 - Advocated for the trail plot to be at Alma Myra Park to avoid toxins and bring back healthy soil.

DAC Member Reports

- Joel Bergman (Community Center Advisory Board representative)
 - Milwaukie Community Center (MCC) is still accepting fans.
 - MCC is doing outreach for volunteer opportunities: Meals on Wheels drivers and the Fiesta Latina event.
- Mark Elliott (Subarea 2 representative)
 - NCPRD is a sponsor of the Oak Grove Festival, which occurs on Saturday.
- Ryan Stee (Subarea 3 representative)
 - Thanked NCPRD for participating in Milwaukie's second pride festival. There were over 300 individuals from the community who participated.

District Monthly Reports

Michael Bork provided the division reports.

- The District Monthly reports were included in the agenda packet.
 - Fall program registration for residents opens on August 1, 2023 at 9:00 a.m.

Adjournment

The DAC meeting was adjourned by Chair Stee at 6:19 p.m.



SYSTEM PLANNING 101

August 9, 2023

In this presentation:

- Definitions
- Purpose and Approach
- Key Elements
- Phases
- Implementation
- Roles
- Consultant
- Project Timeline



What is a System Plan?

- Provides recommendations for:
 - provision of facilities, programs and services
 - parkland acquisition and development
 - maintenance and operations
 - administration and management
- Adopted by the policy-making body
- Linked with the capital improvement budget and a phased development program
- The plan is updated periodically



NATIONAL RECREATION
AND PARK ASSOCIATION

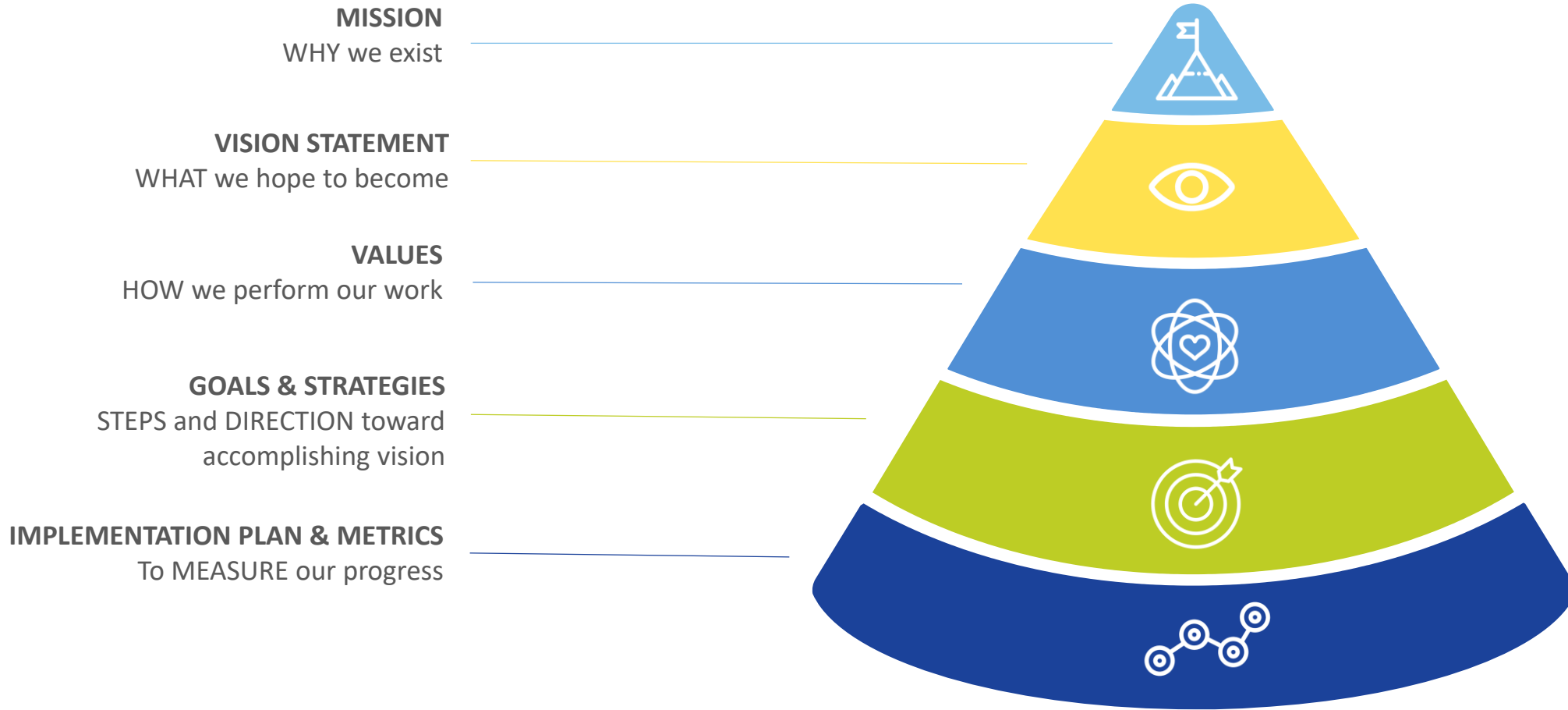


Purpose and Approach

- A 20-year District Vision with a 10-year Comprehensive Plan
- Engage to broaden inclusion, understanding, communication, and consensus
- Utilize industry standards for research and analysis
- Apply best practices for inclusive and meaningful engagement
- Lead in partnership with a consultant
- Develop a 5-yr Capital Improvement Plan (CIP)

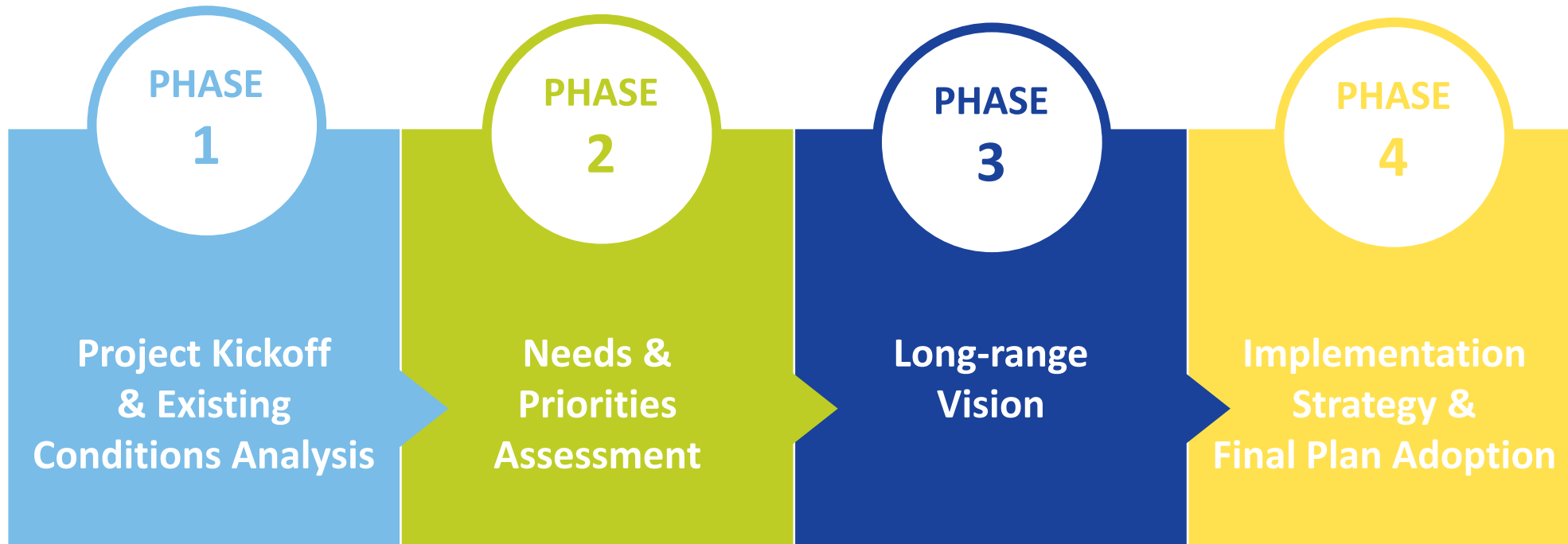


Key Elements



Project Phases

This effort will consist of 4 phases:



Phase 1: Existing Conditions Analysis

Project Kickoff and Context

- Inventory
 - Parks, trails, natural areas, recreational centers, and aquatics facilities
 - Community programs
- Community demographics
- Community Engagement Plan development and adoption
- Review of NCPRD guiding documents



Phase 2: Needs & Priorities Assessment

- Engagement Plan: community, partners and staff - with strategies to foster inclusion and equity
- Park and Facility Analysis
- Recreation Analysis
- Governance, management & operations analysis

Qualitative:

- Interviews
- Focus group meetings
- Listening sessions
- Community workshops
- Informal Pop-up events

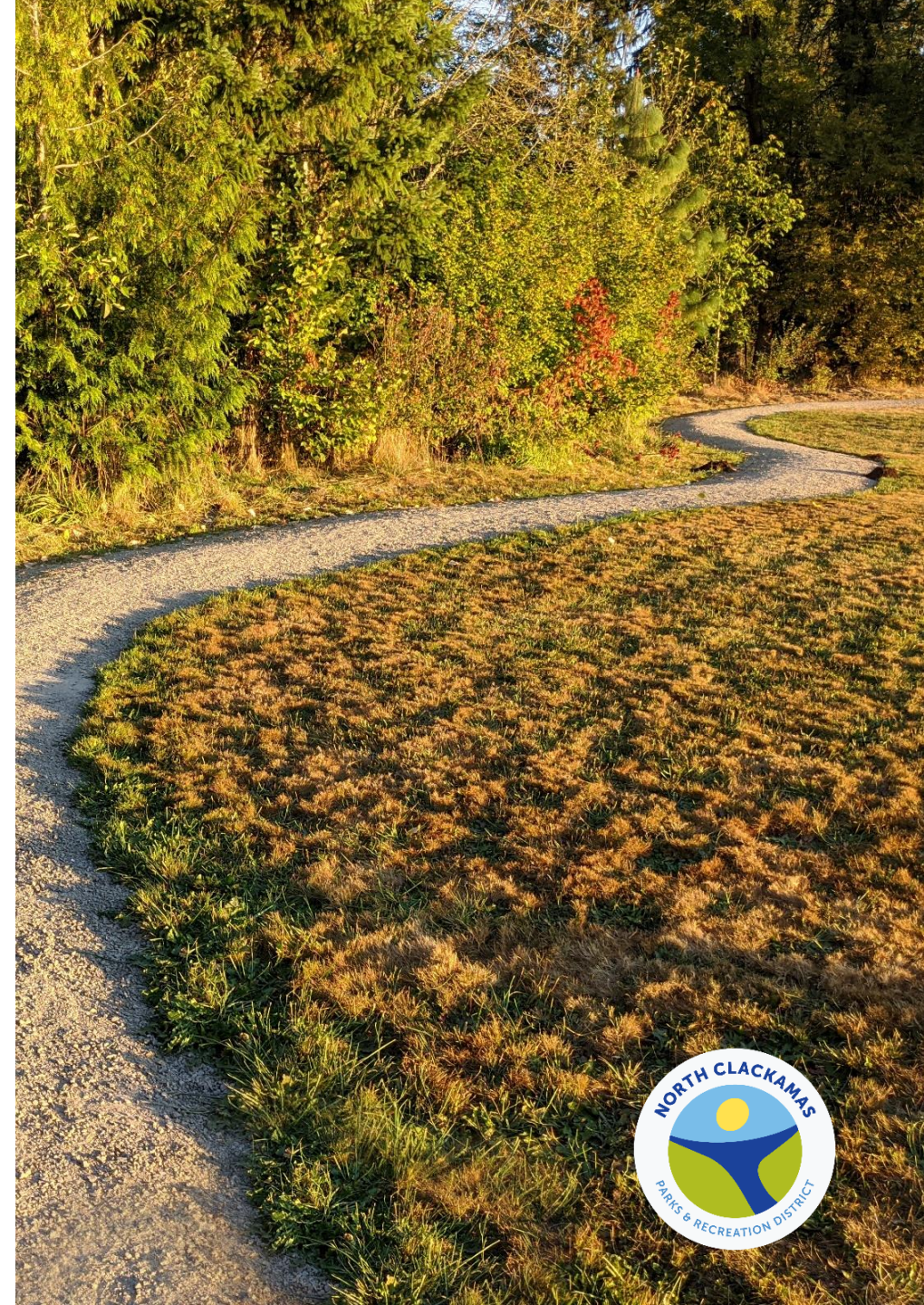
Quantitative:

- Statistically valid surveys
- Non-statistically valid surveys
- Level of service benchmarking
- Spatial analysis



Phase 3: Developing Long-range Vision

- Priority strategies and actions
- Financial strategy
- Performance metrics
- Document development: a user friendly, highly graphic, readable plan



Phase 4: Implementation Strategy

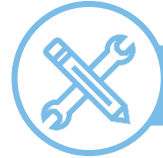
Recommendations for accomplishing the long-range vision



Capital Improvement Plan



Funding



Operations and maintenance



Partnerships



Phasing



Regulations



Programs



Staffing



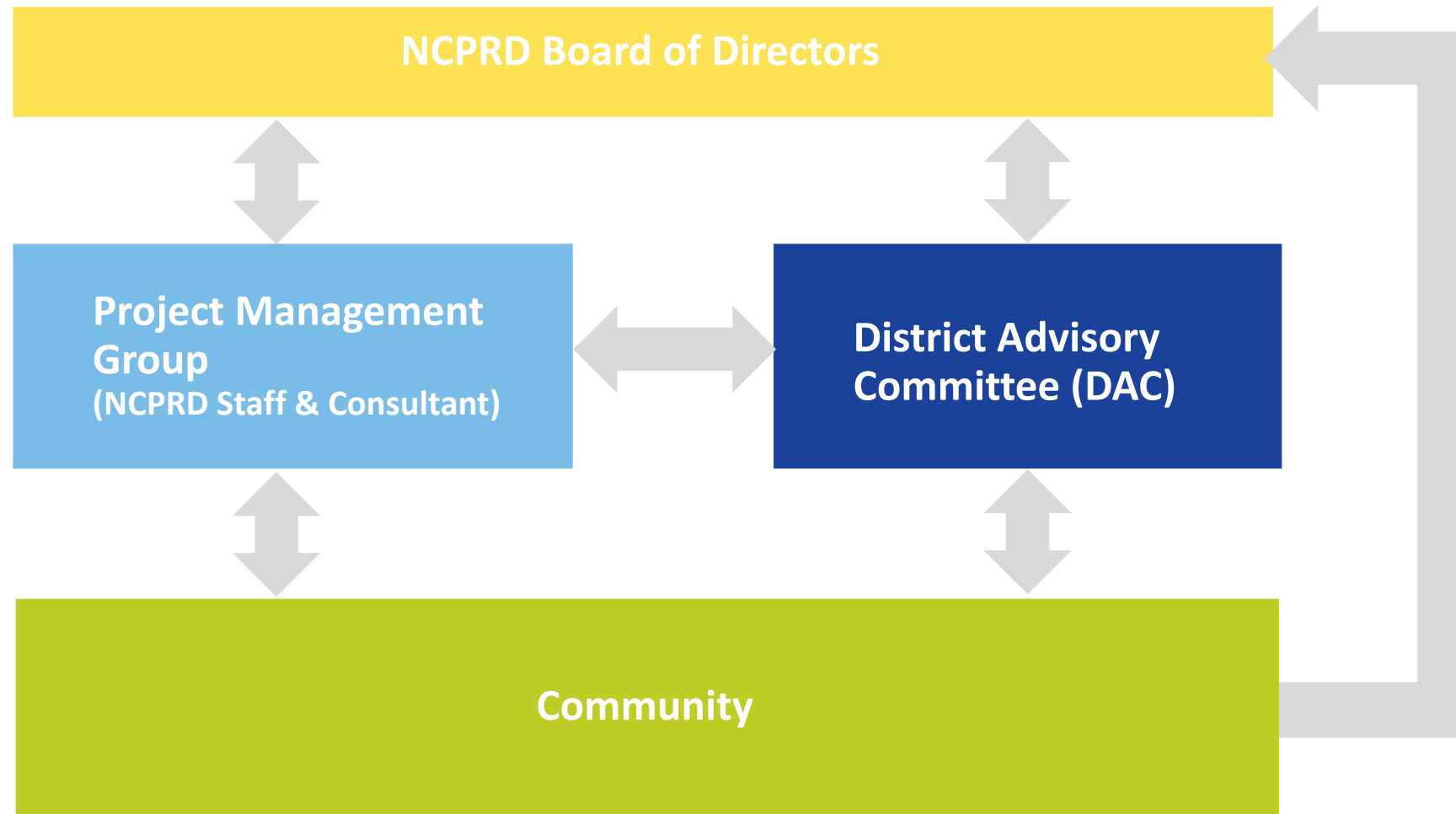
SDCs



Policies

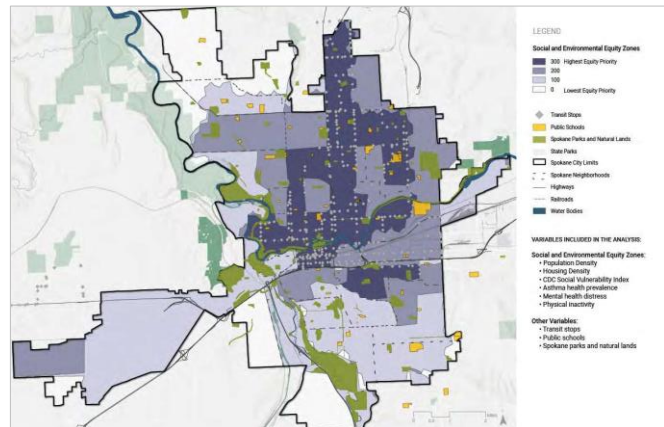
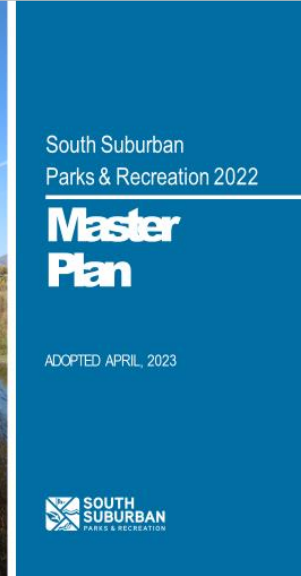


Project Roles



Consultant: Design Workshop

Expertise in all aspects of parks, trails, and natural areas system planning



Timeline



Questions?

Introductory info and email list sign up at:
ncprd.com/system-plan





NCPRD Monthly Division Report

Prepared for the NCPRD District Advisory Committee (DAC)

REPORTING PERIOD: July 2022

DAC MEETING DATE: August 09, 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 & replace will be included in Division Report for Parks, Trails and Natural Areas).*

SIGNIFICANT ACCOMPLISHMENTS

- **Park at Jennings Lodge Campus:** NCPRD, Oregon City School District, and consultant Mackenzie kicked off the project to begin planning and design for the site.
- **Trails System Plan:** Submitted grant application to Oregon Department of Transportation for \$264,000 to conduct detailed trails planning in 2024 (following up from broader System Plan).

CURRENT PROJECTS/TASKS

- **Community Park & Center at Concord Property:** Prepare construction documents for the play area and for community center; prepare applications for grading and building permits; seek Board approval for construction IGA; seek Board approval for Guaranteed Maximum Price amendment for park and site (excluding play area).
- **Metro Local Share:** Finalize the intergovernmental agreement between Metro and NCPRD to distribute funds.
- **Park at Jennings Lodge Campus:** Conduct pre-planning and develop engagement plan.
- **System Plan:** Finalize contract with Design Workshop and recruit interns.
- **Staffing:** Interview finalists to fill Principal Planner vacancy.

LOOKING AHEAD

- **Concord Property:** Finalize construction mobilization and construction start date in September/October; finalize construction documents for play area and community center; seek Board approval for Guaranteed Maximum Price amendment for play area and building.
- **System Plan:** Kick off project.
- **Park at Jennings Lodge Campus:** Begin analysis and engagement events with NCPRD community.
- **Strategy and Polling work:** Provide further information to NCPRD Board.
- *See also CIP FY23-24 table.*

Capital Improvement Projects FY 23-24

Item	Current Activity	Next Steps	Timeframe
System Plan	Finalize contract	Obtain Board approval; kick off consultant work	Aug-Sep 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 Campus Recreation Improvements	Conduct pre-planning work and develop engagement plan	Begin engagement events with community and analysis	Jul-Aug 2023
Concord Property Design and Engineering – park and site	Monitor County design review; finalize IGA for Metro local share; finalize GMP for park and site	Finalize GMP and complete permitting for park and site; complete construction documents for Phases I & II of play area	Summer 2023
Concord Property Design and Engineering – community center	Complete construction documents	Confirm cost of work and prepare Guaranteed Maximum Price	Summer/Fall 2023
Justice Property Master Plan	In the queue for staff	Review background information	2024
New Urban HS	In the queue for staff	Preliminary meetings with school district, discussion of potential agreement between NCPRD and school district	2024
Hull and Swanson Natural Area	None	None	2024

Finance

SIGNIFICANT ACCOMPLISHMENTS

- FY 23-24 Adopted Budget document has been printed, let Jessica know if you'd like a copy. An electronic version can also be found here: <https://ncprd.com/wp-content/uploads/2023/07/FY-23-24-Adopted-Budget-FINAL.pdf>

CURRENT PROJECTS/TASKS

- We are recruiting for 3 new NCPRD Budget Committee members.
- In the final stages of hiring 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 in the right year
 - Record all outstanding invoices as a receivable

LOOKING AHEAD

- NCPRD will submit our final FY 23-24 adopted budget document for GFOA's Distinguished Budget Award; this will be the second award if successful.
- NCPRD FY 22-23 audit has been scheduled for mid-October 2023.

Marketing and Communications

SIGNIFICANT ACCOMPLISHMENTS

- **Outside Insider e-newsletter:** Sent to 9,448 subscribers with a 42% open rate, promoting NCPRD's current and upcoming fall programs and special events ([view here](#)).
- **Concerts in the Park Promotion:** Completed promotion of NCPRD's Concert in the Park series, which included a mix of flyers, posters, signage, Discovery Guide brochures, paid social campaigns and other digital promotion. The social campaign resulted in 158,265 total impressions, 1,270+ post engagements and 1,966 Facebook event responses. See page 6 for event attendance numbers.
- **Fall Program Promotion:** Developed a suite of materials to promote fall programs and events, in preparation for registration opening on August 1. The promotional materials included the Discovery Guide in a gatefold brochure format, which gets inserted into the Clackamas Review, distributed at facilities, and mailed to NCPRD's email list.

Fall Discovery Guide Brochure



PROJECTS/TASKS BEING WORKED ON

- **Groundbreaking Event:** Planning for the joint groundbreaking event for the new park and library on the Concord Property, in coordination with Clackamas County and Oak Lodge Library. The event is scheduled for September 16. More information to come.
- **Brochures:** Updating and reprinting the Aquatic Park, Milwaukie Community Center and Trolley Trail brochures.
- **Year in Review:** Coordinating with staff to begin collecting stats and successes for the 2022-2023 Year in Review.

LOOKING AHEAD

- **Awareness campaign:** NCPRD will be developing concepts for an awareness campaign, designed to increase engagement across all departments.

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 Nutrition Program held its annual Great American BBQ on July 14. Everyone enjoyed the traditional BBQ fare along with live music by Throwback. The addition of lawn games made the atmosphere even more enjoyable and engaging. Approximately 100 people attended this event.



- The Transportation Program has been making the most of the beautiful weather by increasing its travel trips. Offering approximately two trips per month that are open to the general public, these excursions are designed to cover their own costs and, when fully booked, generate revenue for the Transportation Program. In July, two exciting destinations were featured: Cannon Beach and the Marquam Hill Ranch Alpaca Farm.



PROJECTS/TASKS BEING WORKED ON

- The Nutrition Program is looking for volunteers to pick blueberries at Stringfield Park. When NCPRD acquired Stringfield Park, it came with a mature blueberry patch. These berries are harvested, frozen and then delivered in various ways in the Meals on Wheels program throughout the year.

LOOKING AHEAD

- The MCC is collaborating with the ZGF architectural firm, who generously offered their Pro Bono services for color consultation and design of the front lobby reception area. We aim to create a fresh and inviting atmosphere that appeals to patrons of all ages. This painting project is scheduled to take place during the maintenance week in September.

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

- Purchased a 2023 ford f250, ¾ ton route truck.
- Benches painted in most parks.
- Mulched all beds at Milwaukie Bay Park.

PROJECTS/TASKS BEING WORKED ON

- All irrigation is on throughout the district.
- Parks are busy, picnics and sporting activities are districtwide.
- Assisting with Concord project.
- Alma Myra Playground replacement project has been delayed due to a design issue regarding slide bracing. A new bracket has been manufactured and is on its way to be installed. The opening has been delayed. The new projected opening date is 8/24/2023.

- Hazard tree removals were done at North Clackamas Park, Scott Park and the Trolley Trail.
- Power outage at the Milwaukie Community Center (MCC), caused by down power lines due to a motor vehicle accident, on 7/27/2023. Staff ran emergency generator.
- Pruning is ongoing.
- Estimates for Altamont walking path connection.
- Contracting for hardwood gym floors coatings at Concord Property, Clackamas Property.
- Estimates for MCC food service equipment replacement.
- Estimates for MCC pool room renovation.
- Event Support:
 - Support setup for Milwaukie Bay Park Concert.
 - Support for Movies in the Park.
 - Bingo setup.

LOOKING AHEAD

- Currently recruiting, Building Maintenance Assistant position.
- Park Maintenance Specialist, Cory Parks, started in July.
- 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

- Our FREE Concert in the Park event series kicked off on Saturday, July 8 at the Milwaukie Bay Park. Gorgeous views, dance-worthy tunes from The Nu Wavers, games and crafts for the kids, duck races to support Milwaukie Parks Foundation and mouthwatering food and drinks were enjoyed by a little over 1,400 people in attendance - nearly double from last year's attendance.
- Kenari Quartet performed at North Clackamas Park on Friday, July 14 as our second Concert in the Park. 210 attendees enjoyed chamber music sitting outdoors among the trees during golden hour.



- Red Yarn and his Critter friends wrapped up our Concert in the Park series at Ardenwald Park on Thursday, July 20. Approximately 450 attended, many of them children, for an afternoon of storytelling through folk music. The park was packed with lots of happy, smiling faces.

Attendees enjoyed tasty food from Neighborhood Creamery and Little Bear Vietnamese Street food and free face painting and balloon animals among the kid's activities.



- NCPRD sponsored the Fifth Annual Oak Grove Festival in Downtown Oak Grove on Saturday, July 15 while hosting a plethora of kid's activities including crafts, circus performances, stilt walking and a bubble dance party. Our very own Director, Michael Bork, provided balloon animals. Deputy Director, Dominic Cortinas, discussed the upcoming system plan at the information booth and handed out giveaways at the prize wheel.



- All three STEAMventures camps: Blast Off, Mini World in a Bottle and Behind the Scenes are underway. Participants can learn how rockets take off, create a terrarium and mini ecosystem and learn about light and sound while creating their own puppet show. Instructed by two teachers who bring decades of experience working with school age children in school and camp settings, these camps provided a truly fun, interactive, educational and meaningful encounter.



- Strength and Relaxation Yoga in the Park every Thursday from 11 a.m. to noon at North Clackamas Park has been incredibly successful running at capacity with a waitlist. This program will run through September 14.

- *Luca*, our first Movie in the Park screening was successful with 550 in attendance on Saturday, July 22 at Concord School Property. The premiere sponsor, Sunshine Early Learning, had a booth and gave out free popcorn. NCPRD and North Clackamas School District (NCSD) had information booths along with the NCPRD's kid activities. Thank you to volunteers with the National Charity League for helping with kids activities and distributing notifications to neighbors prior to the movie.
- **The RecMobile has been visiting 10 select parks throughout the District, Monday – Friday, offering free drop-in activities to the surrounding neighborhoods for children ages 6-10.** The RecMobile has also been very busy assisting kids in creating crafts and playing games at summer events. A total of 61 children stopped by RecMobile at the Concert in the Park at Milwaukie Bay Park, 106 children at the Oak Grove Festival and 15 children at the Concert in the Park at Ardenwald Park.
- By utilizing newly trained instructors, Aquatic Park staff successfully added 10 swim lesson classes - for a total of 50 additional participants from the waitlists.
- Aquatic staff taught another American Red Cross Lifeguard course with 12 students. Of those new guards, we are hiring seven to join our team!
- Summer started out busy at the Aquatic Park with 14 groups attending our public swims. Three of our larger groups were from Self Enhancement Incorporated (SEI) and one from the Immigrant & Refugee Community Organization (IRCO).
- On July 21, NCPRD hosted the Adaptive and Inclusive Summer Social at the Concord School Property, bringing together 24 participants for a day of socializing, music, games and spatter painting. It was a heartwarming event enjoyed by all!
- The Summer Nights League, featuring 41 adult softball teams, was completed with the Champions being crowned the first week of August. Games are held five days a week on the Adrienne Nelson High School fields.
- North Clackamas Park proudly hosted the 14B State Championship, attracting 19 teams from across the state to participate in the three-day tournament. The grand finale saw Mound Time emerge victorious, securing a 12-3 victory and claiming the first-place title. Staffs' successful coordination of the event involved processing registrations, collaboration with the local district USA Softball representative, youth fast pitch umpire organization, as well as meticulous staffing and field preparation/maintenance.



- Summer camps have been successful, with the fifth of eight total weeks coming to a close in July. Hundreds of children have had a great time building new friendships and learning new

skills while participating in our camps, including Outdoor Extravaganza, Track and Field, Tennis, Flag Football, Pre-Kindergarten Multi-Sport and Craft, Cooking and Dance and Tumbling.



- Fall registration began on August 1. Many programs and sports teams filled quickly.

PROJECTS/TASKS BEING WORKED ON

- Staff continue to coordinate and plan Fiesta Latina en el Parque.
- Planning has begun for Winter Celebrations on Saturday, December 2 from 10 a.m. to noon at the MCC.
- During July we completed interviews for the new full time shift coordinator at the Aquatic Park.
- Staff is collecting quotes for two facility upgrades at the Aquatic Park. One is for an air curtain for the lobby entrance and the other will be to replace seven check valves in our pool supply systems.
- Staff is preparing for the Sideout Volleyball season for children in grades 1-8.
- In partnership with the Clackamas County A-Team, we are organizing the 8th Annual Clackamas County Cornhole Championship. Twenty-eight teams of two will toss to have their names engraved on the championship trophy. Another 14 teams, including the five NCPRD Board of Directors, will vie to have their names emblazoned on the Commissioners Cup.

LOOKING AHEAD

- **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 4-29:** Aquatic Park closed for annual maintenance
- **September 8:** Fall Frenzy adult softball league begins
- **September 10:** 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
- **October 28:** Adaptive & Inclusive Fall Costume Dance