



DISTRICT ADVISORY COMMITTEE

MEETING AGENDA

Date: March 13, 2024
Time: 5:30-7:00 p.m.
Location: North Clackamas Aquatic Park, 7300 SE Harmony Road, Milwaukie, OR 97222
Or attend virtually by registering for this meeting:
https://clackamascounty.zoom.us/webinar/register/WN_DK6z-AsxTPG4v4C9ELWqyg

- I. **Call to Order** – Jeanette DeCastro
- II. **Action Items** (5:30 p.m. 5 min)
 - a. Approval of DAC Meeting Summary from February 14, 2024
- III. **Discussion Agenda** (5:35 p.m. 55 min)
 - a. DAC Bylaws Update
 - b. Goals Update – Adding measurable results, and exploring governance options (Goal #2), a financial goal, and forming sub-committee(s)
 - c. Financial Forecast
 - d. Planning List – Call for volunteers from DAC
- IV. **DAC Member Reports** (6:30 p.m. 10 min)
- V. **District Monthly Report** (6:40 p.m. 5 min)
 - a. Wichita Property Update
- VI. **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. 10 min)
- VII. **Future Dates**
 - a. Board of Directors Meeting: Wednesday, March 20, 2024 from 6:00-7:30 p.m.
 - b. March Agenda Submission No Later Than: Wednesday, March 20, 2024 by 5:00 p.m.
 - c. Finalization of Agenda: Monday, March 25, 2024
 - d. Next DAC Meeting: Wednesday, April 10, 2024
 - Planned agenda topics: TBD

**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 MINUTES

North Clackamas Parks and Recreation District

District Advisory Committee

Wednesday, February 14, 2024

5:30 – 7:00 p.m.

Location: North Clackamas Aquatic Park and Virtually (via Zoom)

DAC Members Present: Grover Bornefeld, Joel Bergman, Lisa Batey, Jeanett DeCastro, Mark Elliott, Ali Feuerstein, Maureen Thom, Muciri Gatimu.

DAC Members Absent: None

Staff and Officials Present: Paul Savas (Clackamas County Commissioner), Jeff Munn (County Counsel), Cindy Becker (NCPRD Acting Director), Dominic Cortinas (Deputy Director), Kandi Ho (Recreation Director), Kia Selley (Planning Director), Erin Reome, Alex Gilbertson, Lidia Larson (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 DeCastro at 5:33 p.m. A quorum was present.

Action Items

- Approval of DAC Meeting Minutes
 - The summary from the DAC meeting held on January 10, 2024 was approved with no edits.
- Approval of alternative representative for subareas
 - **ACTION:** Grover Bornefeld nominated Anatta Blackmarr to serve in the subarea 2 vacancy until a replacement is found.
 - Mark Elliot Seconds; Anatta accepted.
 - No other nominations were received.
 - DAC members vote unanimously to approve Anatta Blackmarr as subarea 2 representative until a replacement is found.

Discussion Agenda

- **DAC Bylaws Discussion**
 - Cindy opened the discussion on bylaws. Current bylaws are in need of realignment and revision with current DAC goals and priorities. Cindy recommends that the DAC meet with both chairs to discuss and then present to full DAC at a future meeting. A time for this meeting will be scheduled in the future.
- **DAC Recruitment Process:** Filling all four (4) vacant sub-area representative positions by June 30, 2024.
 - Dominic Cortinas reviewed the information provided in the packet on open positions, recruitment processes, engagement tactics, and suggested timelines for filling vacancies.
 - Some concern about the timeline was suggested. Timeline changes will be considered and reviewed, and any timeline changes will be shared at the March DAC meeting.
 - Joel Bergman recommends the Milwaukie Community Center for holding recruitment meetings.
- **System Plan Update:** DAC role in the community engagement process.
 - Kia Selley presented an informational update on the current efforts, phases, and engagement tactics in the System Plan project. Presentation materials provided in packet.
 - Kia shared that Erin Reome (Principal Planner) will be reaching out to each DAC member individually for feedback on System Plan engagement.

DAC Member Reports

Grover Bornefeld (Subarea 1 Representative)

- Changing bylaws for alternate candidates; getting the topic on agenda.
- Joel Bergman (Community Center Advisory Board Representative)
 - Spring Housing Fair at Milwaukie Community Center in March is accepting vendor applications.
 - Continued need for Meals on Wheels Drivers.
 - Milwaukie Community Center board has vacancies, Joel urges community members to apply.
 - Joel requested an update on the NCPRD website refresh project.
- Lisa Batey (Subarea 5 Representative)
 - Milwaukie moving forward with 3 ARPA funded parks; ground-breaking on March 9, 2024.
 - Encourages firewood program participants to also take advantage of county-provided energy assistance programs.
- Ali Feuerstein (Subarea 5 Representative)

- Encourages all DAC members to attend the groundbreaking for Balfour Park on March 9th.
- Jeanette DeCastro (Subarea 3 Representative)
 - Reports slower activity due to winter weather conditions
 - Larger ongoing conversations within active CPOs about the need for increased community participation.
 - Considering winter weather damages would like to have a future discussion regarding NCPRD emergency management plans.
- Muciri Gatimu (Subarea 1 Representative)
 - Ongoing safety concerns regarding the Mcloughlin Blvd/Jennings Rd. Trolley Trail crossing.
 - ACTION: Muciri Gatimu made a motion to have NCPRD staff research the safety of the Jennings/McLoughlin Trolley Trail crossing and the possibility of adding a diagonal crosswalk.
 - Lisa Batey Seconded the motion.
 - No objections, motion passed unanimously.
- Mark Elliott (Subarea 2 Representative)
 - Concerns about the grounds and signage at North Clackamas Park Dog Park.

District Monthly Reports

- Cindy Becker provided the division reports and District event and programming updates.
 - Director Recruitment update: Ongoing interviews occurring. NCPRD will update the DAC on potential times to meet finalists.
 - Budget Committee recruitment update: The timeline has shifted a week and will be communicated to applicants.
 - NCPRD is quitclaiming a 3.5-acre Highland property in Happy Valley to the neighborhood association that has been maintaining it.
 - Vogel Property: 14.3 Acre property outside of NCPRD boundaries that is not serving district residents. NCPRD is in conversations with Happy Valley regarding this property.

Public Comment

- Mitzi Bauer (NCSD Board member, Happy Valley, OR)
 - Expressed concern regarding the early lease termination at the Wichita School facility that currently houses a full suite of social service programs for low-income families and encourages the NCPRD Board of Directors to find a working solution with NCSD.

- Stephanie Rose (Subarea 2)
 - Expressed concern regarding the Wichita Center and the potential for disrupted services to vulnerable families. Encourages the NCPRD Board of Directors to work with NCSD for an amicable transparent solution.
- Leslie Robinette (Subarea 1)
 - Expressed concern regarding the early lease termination of the Wichita Center and encouraged the NCPRD Board of Directors to take action that would maintain continuity of services for low-income families and work with NCSD to find a solution.
- Ira Erbs, via Zoom (Unincorporated Clackamas County)
 - Retired school teacher who expressed concern regarding the Wichita Center and potential disruption of services. Encourages NCPRD Board of directions to find a mutually beneficial decision for the community and its vulnerable population.

Adjournment

- The DAC meeting was adjourned by Chair DeCastro at 7:40 p.m.

Next Meeting Date: March 13, 2024 North Clackamas Aquatic Park



NORTH CLACKAMAS
PARKS & RECREATION DISTRICT

DISTRICT ADVISORY COMMITTEE (DAC) GOALS

Approved 9-0 during the DAC meeting on September 13, 2023.

The DAC goals adopted are as follows:

1. Support, participate, and advocate for the NCPRD Parks and Recreation System Plan project.
2. Support, assist, and advocate for District Governance transition to an independent service district represented by a resident board.
3. Develop, strengthen, and actively advocating for inter/intra relationships between the DAC, NCPRD Staff, NCPRD Board of Directors and the community these entities serve. Utilizing a multi directional communication approach.
4. Utilize DAC connections and relationships to advocate, support, and assist with creating and refining funding mechanisms to better serve our community.
5. Provide recommendations to the Board of Directors at a policy level, for bylaw purpose sections a, b, and c.

DRAFT FORECAST

SDC's	Actuals	Budget	Frcast Yr #1	Frcast Yr #1	Frcast Yr #2	Frcast Yr #3	Frcast Yr #4	Frcast Yr #5	Frcast Yr #6
	FY 22-23	FY 23-24	FY 23-24	FY24-25	FY 25-26	FY 26-27	FY27-28	FY28-29	FY29-30
Restricted Beginning Fund Balance	10,903,099	10,684,802	11,716,681	10,089,674	9,010,299	9,413,217	9,814,750	10,215,643	10,616,562
Revenue - Restricted									
Charges, Fees, License, Permits	766,561	276,250	588,740	582,400	585,312	588,239	591,180	594,136	597,106
All Other Revenue Resources	322,502	141,000	492,000	403,000	419,120	435,885	453,320	471,453	490,311
Total Revenue	1,089,063	417,250	1,080,740	985,400	1,004,432	1,024,123	1,044,500	1,065,589	1,087,417
Expense									
Materials and Services	20,858	13,850	23,770	20,490	21,515	22,590	23,607	24,669	25,656
Transfer Out	254,622	4,657,265	2,683,977	2,256,222	580,000	600,000	620,000	640,000	660,000
Total Expense	275,480	4,671,115	2,707,747	2,276,712	601,515	622,590	643,607	664,669	685,656
Net Income (Loss-or use of fund balance)	813,583	(4,253,865)	(1,627,007)	(1,291,312)	402,918	401,533	400,893	400,920	401,762
Ending Fund Balance	11,716,682	6,430,937	10,089,674	8,798,362	9,413,217	9,814,750	10,215,643	10,616,562	11,018,324
Reserves	-	6,430,937	-	9,010,299	9,413,217	9,814,750	10,215,643	10,616,562	11,018,324
Unappropria. Ending Fund Bal - Restricted	11,716,682	-	10,089,674	(211,937)	9,413,217	9,814,750	10,215,643	10,616,562	11,018,324

SDCs collected may only be spent on new development and cannot be used to maintain existing assets or operations. Under Oregon Revised Statute (ORS) 223.297-223.314, Oregon state law authorizes local governments to assess SDCs and specifies how, when, and for what improvements they can be imposed.

Collection of SDCs is unpredictable and trend with the state of the economy and feasibility to build.

DRAFT

Assumptions:

Charges, Fees, License, Permits growth at 0.5%

All Other Revenue Resources growth at 4%

CPI growth: Yr 1-2: 5.0%, Yr 3-4: 4.5%, and Yr 5: 4.0%

Transfer Out align with Transfers In under the NCPRD General Fund for staff time spent on SDC eligible projects



N CPRD MONTHLY DIVISION REPORT

Prepared for the NCPRD District Advisory Committee (DAC)

Reporting Period: February 2024

DAC Meeting Date: March 13, 2024

ADMINISTRATION

FINANCE

- **FY 24-25 Proposed Budget:** Staff are working to finalize the Proposed Budget.
- **NCPRD Budget Committee:** Interviews to fill the 3 open committee positions took place on March 11, 2024. There were 6 applicants.

Looking Ahead

- **March 19-21, 2024:** County Administrator review's NCPRD's FY 24-25 Proposed Budget.
- **May 28-31, 2024:** Budget Committee Meeting
- **June 20, 2024:** Budget adoption by the NCPRD Board of Directors.

MARKETING & COMMUNICATIONS

- **Website Refresh:** A total of 41 proposals were received for the Request for Qualified (RFQ) professionals to refresh the website. Staff is reviewing proposals.
- **Instagram:** NCPRD's Instagram page ([@ncprd](#)) has reached a milestone of 2,500 followers.
- **Summer Discovery Guide:** The summer issue of the Discovery Guide brochure is being finalized and will be mailed to NCPRD's mailing list, distributed in facilities and included as an insert in the Milwaukie Review. The brochure is distributed along with other print and digital promotional tactics.
- **Event Promotion:** Wrapped up promotion and outreach for several NCPRD events to drive awareness and attendance, including Lunar New Year, Game On: The Ultimate Teen Game Night, and the Open House for the park at the Jennings Lodge Campus.

Looking Ahead

- **March 4:** Submit DAC recruitment request to Clackamas County Public & Government Affairs (PGA).
- **March 2024:** Selection of website developer and finalization of contract.

PLANNING & DEVELOPMENT PROJECTS

- **Park at Jennings Lodge Campus:** Two concepts have been developed based on feedback from the fall in-person community event and online survey. The Feb. 28 open house event to review the design concepts generated a large turnout. The online survey will run and continue to be promoted from Feb. 28 through Mar.13, 2024. A public process to select a name for the new park will be undertaken after construction.
- **Park at Concord Property:** Construction mobilization is complete and construction activities have started. Construction of the park and playground is anticipated to begin by summer 2024. A web camera provides a view of site construction, refreshed every few minutes. You can access the camera using this link: new.express.adobe.com/webpage/IG5Adw6CT4y1V
- **Community Center at Concord Property:** Construction mobilization is complete and construction activities have started; the building is expected to open to the community in summer 2025.
- **System Plan:** Project kickoff with the consultant, Design Workshop, took place on Jan. 18. Work is underway to develop a community engagement plan, data inventory, site assessment tools, project branding and website content. NCPRD's Project Manager will meet with each DAC member in March for one-on-one discussions about the project, community engagement process, and opportunities to support outreach and site assessment work.
- **Trails Network Plan:** A draft scope of work has been submitted to ODOT's Project Manager and is currently under review. The project is on track for selection of a consultant by summer 2024 and project kick-off by summer 2025.



Looking Ahead

- **April 10, 2024:** The System Plan consultant, Design Workshop, will attend the DAC meeting to review in-progress work and to receive input.

CAPITAL IMPROVEMENT PROJECTS FY 23-24

Item	Current Activity	Next Steps	Timeframe
System Plan	Prepare Community Engagement Plan, data inventory, site assessment tools, project branding and website content	Implement Community Engagement Plan including DAC meeting with consultant on April 10	Winter 2024
Trails Network Plan	ODOT review and approval of draft scope	ODOT to hire consultant	Summer 2024
Ball Fields Study	Conduct analysis of land availability	Select site(s) based on System Plan	Fall 2024
Park at Jennings Lodge Campus	Community to review design concepts; staff to identify funding for construction	Develop schematic design	Summer 2024
Park at Concord Property	Advise on construction activities and cost control	Advise on construction activities and cost control	Summer 2025
Community Center at Concord Property	Develop scope of interior building improvements	Advise on construction activities and cost control as needed	Summer 2025
Natural Area at Hull and Swanson Property		Prepare Request for Proposal for design	Spring 2025
Park at New Urban High School Campus		Negotiate agreement with school district	Spring 2025
Park at Justice Property	Complete site due diligence	Prepare Request for Proposal for design	Winter 2025
Milwaukie Bay Park	On Hold		

Looking Ahead

- **Apr. 3, 2024:** SDC methodology will be discussed with the Board of County Commissioners at a Policy Session on Apr. 3 at 10:00 a.m.

PROGRAMS & COMMUNITY CENTERS

AQUATICS

- **Winter Session:** Winter classes came to a close this month. Twenty-three swim lesson classes were added throughout the session, serving 140 additional participants.
- **Facility Rentals:** Several PTO annual swims took place this month with groups averaging 500 to 700 swimmers.
- **High School Swim Season Summary:** Five local high schools concluded their season with over 190 swimmers practicing five days a week, and in 12 home swim meets.



Looking Ahead

- **Spring Break (March 25-29):** NCAP will host five additional Big Surf swims.

OLDER ADULT SERVICES

- **Bob Moore:** Long time Milwaukie Community Center benefactor, Bob Moore passed away in February. Along with his company, Bob's Red Mill, Bob's generous donations exceeded hundreds of thousands of dollars' worth of support over the last 20 years. Bob will be greatly missed and remembered by all who knew him at the Center.
- **AARP Tax Aid:** AARP's continued partnership to provide free tax help to seniors and low-income families is underway. The program is held two days a week and provides assistance to over 1,000 individuals.
- **Center Newsletter:** The Milwaukie Community Center Connection newsletter for April and May has been released and is now [available online](#) and at the Center.



Looking Ahead

- **Month of March:** March for Meals is the annual fundraising campaign for the Milwaukie Community Center's Meals on Wheels program. Fundraising efforts are organized by Milwaukie Community Center Foundation (see attached flyer).
- **April 6, 2024:** MCC staff is busy preparing for this year's Volunteer Appreciation Brunch being held on Apr. 6 from 9:30-11:30 a.m. The theme is "Roll Out the Red Carpet" and will include a tasty brunch and live entertainment.

RECREATION AND SPORTS

- **Spring Registration:** Spring registration opened on Feb. 6, and many classes and programs are already full.
 - Marketing and promotional efforts include (but are not limited to) distribution of the Spring Discovery Guide brochure, flyers, signage, social media sponsored posts and a Google AdWords campaign.
- **My Little Valentine Dance:** One hundred attendees enjoyed a sweet evening filled with dancing, treats and memories made at this Valentine-themed family event.
- **Lunar New Year Celebration:** Thank you to the 702 attendees who celebrated Lunar New Year at the Milwaukie Community Center. Participants learned about cultural traditions through music, dance, crafts, food and incredible performances including guzheng, gymnasts, drummers, Chinese Yoyo, wushu, singers, musicians, dragon and lion dancers. The event was made possible thanks to our community partners: Oregon Chinese Coalition, International Lion Dance Team, Portland Chinatown Museum, Chan's Steakery and a generous sponsorship from the Milwaukie Community Center Foundation.
- **NCPRD Dance Team:** The dance team members performed their first dance routine for family and friends on Feb. 20 at New Urban High School.
- **Hoopers Basketball:** With 1,653 players this season, the program generated 173 teams that depend upon 286 volunteer coaches and utilizes 15 North Clackamas School District gyms.
- **Scholarship Fund:** The NCPRD scholarship fund grew by \$2,085 thanks to Hoopers families purchasing 417 Portland Trailblazer tickets through a fundraiser where NCPRD receives \$5.00 per ticket sold.
- **Spring Fever League:** The spring adult softball league filled all 18 available team spots within two days of registration opening. The Spring Fever League will play their games at the Adrienne Nelson High School fields.
- **Movies in the Park:** Each year the community votes via an online survey for which movies they would like to see for NCPRD Movies in the Park. This year's survey received 1,044 votes in English and 41 in Spanish.



Looking Ahead

- **March 16:** Shooting Stars (Adaptive & Inclusive Basketball) season's ending event.
- **March 22:** Adaptive & Inclusive Spring Social, MCC, 6:30-8:30 p.m., NCPRD, \$12; non-resident, \$15.
- **April 21:** May Day Lei Day, MCC, 2-4 p.m., NCPRD, \$27; non-resident, \$34.

PARKS & FACILITY MAINTENANCE

PARKS, TRAILS & NATURAL AREAS

- **Park & Natural Area Maintenance:**
 - Stump grinding trees that were cut last year
 - Grinding trip hazards on concrete sidewalks
 - Conducting yearly playground inspections and repairs
 - Working on controlling tree ivy throughout parks and natural areas
- **Equipment Maintenance:**
 - Finishing up yearly equipment maintenance.
 - Building racks and storage on our new equipment trailer.
- **Planting Season:**
 - Staff planted 825 native bareroot plants at Kronberg Park, Boardman Wetlands Nature Park, James Abele Property, and Alma Myra Park.
 - Preparing the Aquatic Park for additional planting.
- **Pollinator Signage:** Interpretative signs for the new pollinator gardens have been installed at Stringfield Park, Alma Myra Park, and Hawthorne Park.
- **Volunteer Events:**
 - Watershed Wide Clean-Up and Planting Event in partnership with Johnson Creek Watershed Council at the Luther Rd. property on Mar. 2.
 - A Blueberry pruning event was held on Feb. 24 at Stringfield Family Park, to care for blueberry bushes that provide fruit for Meals on Wheels.
- **Amphibian Egg-Mass Monitoring:** Staff joined The Wetlands Conservancy, North Clackamas Watersheds Council and volunteers to conduct egg-mass monitoring at 3-Creeks Natural Area Feb. 25.



Looking Ahead

- **March 30:** A Mulch Madness volunteer event is being held at Alma Myra Park from 10 a.m. to noon.
- **Mid-March:** Staff is working with Aves Compartidas and local bilingual classrooms on planting and birding educational events at Kronberg Park and Risley Park mid-March.

CAPITAL IMPROVEMENT PROJECTS

- Scheduling the replacement of sewage pump motors at North Clackamas Park
- Purchased double oven for MCC to be installed once it arrives.

Looking Ahead

- Looking at replacement of woodchipper. Our current 30-year-old woodchipper suffered a catastrophic engine failure.



2024 MARCH *for* MEALS

The month of March is the Milwaukie Community Center's annual "March for Meals" fundraising campaign to support the Meals on Wheels program, which delivers up to 75,000 nutritious meals annually to older adults and people with disabilities in North Clackamas. The demand for Meals on Wheels remains at an all-time high, and community support is essential to the program's success.

Here's how you can help

Donate online by scanning the QR code or at ncprd.com/march-for-meals

Donate in person at the front desk of the Milwaukie Community Center

Write a check to MCCF – Meals on Wheels, and send it to
5440 S.E. Kellogg Creek Dr., Milwaukie, OR 97222

**THANK YOU FOR YOUR SUPPORT! ALL DONATIONS
ARE TAX-DEDUCTIBLE (TAX ID #93-0797550).**

Scan to donate



**NORTH CLACKAMAS
PARKS & RECREATION DISTRICT**



**THURSDAY
MARCH 28**
9:30 A.M. - NOON
.....
FREE
& OPEN TO THE PUBLIC

SPRING HOUSING & SENIOR SERVICES FAIR

Come explore independent and assisted living communities, in-home care and many other resources for quality of life enhancement. Having a large variety of vendors in one place makes it easy and convenient to ask questions, make appointments and get valuable information.

AT THE MILWAUKIE COMMUNITY CENTER  5440 S.E. Kellogg Creek Dr., Milwaukie, OR

PRESENTED BY:



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FOR MORE INFORMATION PLEASE CONTACT STAN CATHERMAN, FOUNDATION DIRECTOR.

STAN@MILWAUKIECCFOUNDATION.ORG  (503) 653-8100