



## MEETING MINUTES

North Clackamas Parks and Recreation District  
District Advisory Committee  
Wednesday, November 13, 2024  
5:30 – 7:00 p.m.  
Location: North Clackamas Aquatic Park and Virtually (via Zoom)

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**DAC Members Present:** Muciri Gatimu, Grover Bornefeld (Subarea 1), Anatta Blackmarr, Mark Elliott (Subarea 2), Sheila Shaw, Jeanette DeCastro (Subarea 3), Daniel Diehl (Subarea 4), Lisa Batey (Subarea 5), Joel Bergman (Milwaukie Community Center Advisory Board)

**Members Absent:** Salma Nassir, Ali Feuerstein

**Staff and Officials Present:** Paul Savas (Clackamas County Commissioner), Kia Selley (NCPRD Director), Dominic Cortinas (NCPRD Deputy Director)

A recording of this meeting is available on the NCPRD website at <https://ncprd.com/public-meetings/meeting-minutes>

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- I. Call to Order - DAC meeting was called to order by DAC Chair, Jeanette DeCastro. A quorum was present.
- II. Action Items
  - a. Approval of DAC Meeting Summary
    - i. The summaries from the DAC meetings held on September 11, 2024, and October 9, 2024, were approved as presented.
  - b. Support of Naming Policy
    - i. Kia Selley, NCPRD Director, provided a brief overview of the Process and Procedures document included in the agenda packet.
    - ii. ACTION: Grover Bornefeld made a motion, "To not approve the Naming Policy under its current condition." Daniel Diehl seconded the motion.
      - After discussion, Grover withdrew the motion.
    - iii. ACTION: Sheila made a motion, "To approve with the edits of the language changes involving the City of Milwaukie as an exception, putting libraries into the step one, looking at the word application to see if submission or some other language is appropriate, changing to a minimum of 45 days, and add step 4.5 where it comes back to the DAC for review." Joel seconded the motion.
      - Mark Elliott – Asked for clarification on if the motion was to amend this and also recommend this amended document to the Board of Directors (BOD).
        - Sheila – Yes, we would also recommend it to the BOD.
      - Motion passed: 8-1.
- III. Discussion Agenda
  - a. Fiscal Year 2025-26 Budget Kick-Off (Kia Selley)
    - i. NCPRD Director, Kia Selley, gave a budget presentation that included the following:

- Budget Structure
  - General Fund Resources and Expenditures
  - System Development Charge Funds (SDC) and Capital Projects Fund
  - FY 2023-24 Accomplishments
  - Opportunity for Community Input
  - The Budget Process and Public Budget Calendar
  - Role of DAC in Budget Process and DAC Budget Committee Liaison
  - DAC Discussion
  - Planning & Development FY 25-26 Draft Projects List
  - Program Funding FY 24-25
- ii. ACTION: Joel Bergman moved to extend the DAC meeting length for this meeting by 30 minutes. The motion was seconded. No objections.
- ii. DAC liaison to Budget Committee
- Sheila Shaw volunteered to be the DAC liaison to the NCPRD Budget Committee.
- b. Park at Jennings Lodge Campus Grant Letter of Support (Alex Gilbertson)
- i. Alex played a brief video regarding the Park at Jennings Lodge Campus project and requested a letter of support from the DAC.
- ii. ACTION: Lisa Batey moved, “The DAC supports the blanket letter for use on grant applications for the park at Jennings Lodge.” Motion seconded.
1. Motion passed: 9-0
- c. DAC Representative Replacement (Chair DeCastro)
- i. Chair DeCastro stated that a DAC representative has several unexcused absences. NCPRD staff has reached out to that person several times, with no response. The DAC will need to remove them from the DAC to create a vacancy and then fill the position with someone who can participate. The DAC removed Salma Nassir from the DAC.

#### IV. DAC Member Reports

- a. Joel Bergman (Milwaukie Community Center Advisory Board) – Tickets are still available for the Thanksgiving Dinner. There is also an opportunity to purchase a meal and all proceeds support the Meals on Wheels program. The Firewood and Energy Assistance programs are going on at the Milwaukie Community Center.
- b. Lisa Batey (Subarea 5) – Milwaukie has three parks that are being built with ARPA money, the hope was that they would open in October but none have opened yet. Balfour Park will probably open in early 2025. Bowman Brae and Scott Park will open in December. December 7 is the City of Milwaukie’s parade and tree lighting in Downtown Milwaukie.

#### V. District Monthly Report

- a. Harassment-Free Workplace: We recently identified a need to remind our customers, volunteers, contracts, vendors, and partners that NCPRD has a zero-tolerance policy for harassment. We are going to post the following language at all NCPRD facilities, “North Clackamas Parks and Recreation District provides a work environment free of discrimination, harassment, and retaliation. We create and maintain a respectful and professional environment in which each person is valued and respected regardless of differences or background.” This language is consistent with the County’s language.
- b. Capital Project Updates:

- i. A change order for the Concord Property projects will be considered by the Board this month for the playground equipment installation, road construction, and roof and fire suppression-related improvements for the renovated community center. No additional funds are required.
  - ii. A construction tour for the DAC and Task Force members has been scheduled, and all DAC members should have received an invite. Please continue to visit the NCPRD project website for updated project information and the construction camera. We are still on track for a grand reopening next fall.
  - iii. This week the Board will consider a lease extension for two years, with a one-year option, to extend the NCPRD Maintenance Shop lease.
  - iv. This week the Board is also considering a permanent utility easement over a portion of the Trolley Trail for the Boardman sewer improvement project construction planned for spring of 2025. The work is not expected to disturb the surface of the Trolley Trail.
  - v. This month staff will bring the first of a series of grant applications to the Board for review and approval to help fund the construction of the park at the Jennings Lodge campus. The goal is to use very little capital funding from the NCPRD resources and lean heavily into grant resources to fund construction. Thanked Alex Gilbertson for taking on this initiative herself.
  - vi. In December, the Board will consider a revised IGA with the Oregon City School District for that additional 5 years to give us a 25-year agreement on that property for the park.
  - vii. Tomorrow, a revised IGA will go to the Board for the sale of the NCPRD-owned former Clackamas Elementary School Property. This would remove the clause that would allow the property to come back to NCPRD if the rezoning of the property by the County was not successful. This is good for NCPRD as it allows us to utilize the funds right away.
- c. Recreation:
- i. Nov. 24, 2024 - The Traditional Thanksgiving Dinner is at the Milwaukie Community Center.
  - ii. Dec. 3, 2024 - winter program registration opens for District residents at noon.
  - iii. Dec. 7, 2024 - Winter Celebration at the Milwaukie Community Center.
  - iv. The hot tub at the Aquatic Park is being repaired and is expected to reopen in December.
- d. Quarter 1 Financials: Included in the agenda packet. If there is an interest in discussing this financial report, we can do that at the January DAC meeting.
- e. Community Concern: Received a community concern about Yellow Iris, an invasion plant, on NCPRD Property. NCPRD is looking into this now to determine if this is on NCPRD property. We are not able to remove it on private property, but we will remove it if it is on our property. We have a management plan for invasive species
- f. Staff Update: Kevin Cayson is officially retiring on Monday, November 18. He is returning temporarily to help with the leadership transition. Thanked Deputy Director, Dominic Cortinas, for stepping up to lead the Parks and Facilities team.

VI. Public Comment

- a. None