



Serving the Communities of Beavercreek, Carus, Echo Dell & Fishers Corner

Board Meeting – November 10, 2022
7:00 p.m. VIA ZOOM
Meeting Minutes

Call to Order: 7:00 P.M.

Board Attendees: Tammy Stevens (Chair), Bill Merchant (Vice-Chair), Kenny Sernach (Director at Large), Jessica Sernach (Secretary, Speaker & Corresponding Secretary), Joe Matteo (Director at Large), Mark Hillyard (Director at Large), and Cheryl Buchert (Treasurer). Rachel Ringle (Director at Large) was unable to attend.

1. Land Use Applications:
 - a. Z0491-22 property owner Shanley Tera Alicia, applicant Melissa Ann Clark, 15110 S Mitchell Lane, Oregon City, zoned FF10, 8.88 acres, requesting a new temporary home for care. Tammy provided an overview of the application. 2 single family homes in under 10 acres. More people are coming to live on the property. Distance from the existing home should be within 200 feet. There is no indication that the project is temporary. There were concerns about activity in case the application is denied.
2. Land Use Activities/Decisions:
 - a. There are none.
3. Cheryl Buchert, Treasurer
 - a. Treasurer's Report - there was some activity this month.
 - b. Trust Account Reports - Concerns were raised around the trust account and visibility is needed into what's entering and leaving this account. Secure accounting is a concern regarding how checks are mailed, and who can request checks to be taken out. What are the red flags for the County to deny sending a check? Organization is needed. Information is not coming back to Cheryl. She receives the check first and then she sends it along. There are 4 people on our Board who have permission to request checks: Tammy, Bill, Cheryl, and possibly Jessica. There is a document instead of an Excel sheet from Brian Nova from the dos report of the trust report. The finance liaison, Katie Coons, is supposed to provide the report once per month. The form will be found and will be sent to the board.
4. Bill Merchant, Vice Chair



- a. Region 1 ACT - they are updating grade streets on the West side that don't affect us.
 - b. CPO Summit - There will be a new chair.
 - c. Clackamas County Committee for Community Involvement - There is a new chair of the CCI. A meeting with the Washington County chair will happen.
 - d. Community Road Fund Advisory Committee - will not meet until 2023.
 - e. Beaver Creek Cooperative Telephone - Board meeting will happen next week. No large changes. They are looking to donate an internet connection to the Grange for hybrid meetings in 2023.
5. Jessica Sernach, Secretary & Corresponding Secretary
- a. CSWCD - 11/15 meeting 4:00 p.m. – request to hold Hamlet community meetings - taking baby steps for getting the Grange fully activated. Tammy will provide feedback via the email thread.
 - b. Documentation Library – Stacy Davenport is checking on this and Tammy talked with Stacy. Its use is for county employees. Everything we do is open to the public and allowing this service adds transparency. Certain documents should be designated sensitive.
 - c. Safety Moment – Take correct safety measures when deep frying your Thanksgiving turkey. Mark added safety suggestions around winter weather conditions.
6. Mark Hillyard
- a. Parks Committee
 - i. PGE Meter - The Hamlet will be interested to see if the usage has changed subject to the weather. Mark is looking to replace the photo eye before implementing a timer.
 - ii. Stocking Stuffing Saturday 11/13 5-7 Saloon - donations were received for the stocking stuffer items.
 - iii. Tree Lighting Saturday 12/3 - fliers have been distributed. A new star and a test run is being planned. No additional authorization for spending is needed. Tammy asked for a walk through of upcoming events. There is a potluck. The Santa character has been assigned. Ugly Sweater contest will be held after the dinner. Lights were purchased from Easter funds. Toilet facilities will be provided by Kissin Kates. Jessica **Sernach** made a motion to allow **up to \$700 be spent for light** purchasing for holiday events. Bill **Merchant** seconded the motion. Cheryl requested a modification to include “from the trust account”. Jessica modified her motion to include the addition of “from the trust account”. Bill



seconded the amended motion. The board voted unanimously in favor.

iv. Other Park Topics/Ideas

7. Joe Matteo, Director at Large
 - a. CSWCD - there are no other updates.

8. Kenny Sernach, Director at Large
 - a. C4 – November 3rd (Newell Creek Canyon & UGB Exchange) - there were lots of discussions around how affordable housing has impacts on the homelessness issues. The UGB was brought up, but it is still at a stage where there will be communication to impacted areas. There is no outreach at this time.

9. Miscellaneous Topics:
 - a. Officer Assignments – Chair, Vice-Chair, Treasurer, Secretary/Corresponding Secretary. Mark made a motion to maintain the current position of the personalities in the Officers (instead of president and detailed positions - revision was approved). Kenny seconded the motion. The board voted unanimously in favor. A request was made to have a person shadow Cheryl in her responsibilities: learn the software, hands-on training. This will be discussed at the planning meeting.
 - b. Requested Updated Board Map From PGA
 - c. PGA Meeting – 12/15 4:00
 - i. Community Involvement Handbook. This was all PGA, not CCI. There are many corrections that are needed. Citizen involvement is needed for creating documents such as this. We have not been approving the minutes. Minutes need to be “approved”. A simple process was suggested to approve the minutes at the following Board meeting. Jessica sends out minutes and no one objects to them. Keep the process simple: did you get them, were there corrections, make a motion, move on. Decisions will not be made via email. Consent agenda: approval of the previous minutes. Meeting minutes from October, November and the planning meeting minutes to be approved in January. Planning meeting needs to be made public.
 - ii. BCC Reports - Stafford and Beaver Creek like the quarterly reports and are not supporting annual reports. There are commissioners that are excited about quarterly reports.
 - d. Community Involvement Handbook Points to Discuss - previously covered.



- e. PGA's CPO/Hamlet "Audit" - is a required survey? They wanted a massive data dump of information about the Hamlet. Tammy responded that they already have it.
- f. Planning Commission Visit with BCC - discussed Emergency preparedness, homelessness, and affordable housing.
- g. Strategic Planning Meeting:
 - i. Date, Time, Place (lunch ideas) - required before the January Board meeting. Sunday 12/4, at Tammy's. We will be building our own sandwiches.
 - ii. Agenda Items were brainstormed with the Board and will be added to the agenda.
 - iii. Website improvement is ongoing. Note: the website will be down for construction. Wait until after 12/3 for updates.
 - iv. Operational Budget Request 2023/2024. July 1 to June 30. McAfee expires 3/21/2023. Other items are being evaluated for accuracy and coverage. There are other items that need to be added to the budget. Mark is confident the new laptop system can be purchased for under \$500 to cover the requirements for hybrid meetings. Adjustments were made for various line items to account for the increased cost of goods and services. Can the Hamlet borrow the County's Owl? Carus CPO was getting a budget of \$200. Adding in inflation, and the Hamlet has been acting as CPO since 2006, we need to request reimbursement from the County.

10. November 16th Community Zoom Meeting:

- a. Agenda (speaker invited via zoom link?)
- b. Guest Speaker – Hannah Williams, Toll Program Engagement Coordinator, ODOT - Jessica to invite Hannah and Matthew.
- c. Future Guest/s: May 2023 Tansy information, etc.

11. Dirk Schlagenhauser was invited to provide feedback on the meeting.

- a. Meeting minutes: Dirk asked if we are required to allow 5 days for the public to review? We don't make decisions and we are an advisory committee.
- b. City Council. Today is the last day for the appeal to LUBA. This couldn't have been done without the public. 2 more planning commissioners are needed.

Adjourn at 9:34 P.M.