



BOARD OF DIRECTORS MEETING AGENDA

Date: Monday, March 16, 2020

Time: 6:00 p.m.

Location: Concord property, 3811 SE Concord Road,
Oak Grove, OR 97222

I. CALL TO ORDER

- Roll Call
- Pledge of Allegiance

II. PUBLIC COMMENTS - ITEMS NOT ON AGENDA

(The Chair of the Board will call for statements from citizens regarding issues relating to District governance. It is the intention that this portion of the agenda shall be limited to items of District business which are properly the object of Board consideration and may not be of a personal nature. Persons wishing to speak shall be allowed to do so after completing a comment card provided on the table outside or directly inside of the meeting room prior to the beginning of the meeting. Testimony is limited to three (3) minutes. Comments shall be respectful and courteous to all.)

III. DISCUSSION ITEMS

(The following item will be individually presented by District staff or other appropriate individuals. Persons appearing shall clearly identify themselves and the department or organization they represent. In addition, a synopsis of each item, together with a brief statement of the action being requested shall be made by those appearing on behalf of an agenda item.)

1. North Clackamas Parks & Recreation District Advisory Board By-Laws Update
 - a. Staff Update and Board Discussion
 - b. Public Comments

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c.

IV. DISTRICT ADMINISTRATOR/DIRECTOR COMMENTS

V. BOARD COMMENTS



**BUSINESS AND COMMUNITY SERVICES
NORTH CLACKAMAS PARKS AND RECREATION DISTRICT**

Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Laura Zentner, BCS Director

March 16, 2020

Board of County Commissioners
Clackamas County

Members of the Board:

North Clackamas Parks & Recreation District Advisory Board By-Laws Update

Purpose/Outcomes	<ol style="list-style-type: none"> 1. Provide opportunity for public input to the Board 2. Review and discuss NCPRD District Advisory Board By-Laws Update 3. Extend appointments of members' terms expiring 3/31/2020 to 6/30/2020
Dollar Amount and Fiscal Impact	N/A
Funding Source	N/A
Duration	N/A
Strategic Plan Alignment	<ul style="list-style-type: none"> • Provide economic development, public spaces, and community enrichment services to residents, businesses, visitors, and partners so they can thrive and prosper in healthy and vibrant communities. • Promote <i>Equity, Diversity and Inclusion</i> via DAB composition and recruitment. • <i>Build Public Trust through Good Government</i> by working with the DAB as a conduit to the residents of NCPRD.
Previous Board Action	<ul style="list-style-type: none"> • April 9, 2019 – BCC Issues and Updates • May 16, 2019 NCPRD Board (BCC) meeting
Counsel Review	N/A
Contact Person	Scott Archer, NCPRD Director 503-742-4221 Laura Zentner, BCS Director 503- 742-4351

BACKGROUND:

On May 16, 2019 the Board (BCC) directed staff to reconvene and resume meetings of the North Clackamas Parks and Recreation District Advisory Board (DAB). The Board directed that the DAB revise its by-laws and composition. In particular, the Board expressed a need for the DAB's composition to more accurately represent the proportionality of unincorporated and city residents of the district.

The DAB reconvened in July 2019 and has been working on this matter in its monthly meetings since then. Clackamas County Resolution Services has been providing facilitation support throughout this process. Following is a summary of the current status of the efforts of the current DAB to form a recommendation revising its composition and by-laws.

The DAB membership composition has been the most challenging issue, in particular the discussion around having elected officials as voting members on the DAB. In addition, the DAB

has discussed balancing many elements to create a representative advisory group, including proportional representation by population for city residents and unincorporated members, the role of elected officials (City and County) on the DAB, and the representation of traditionally underserved populations including both geographic and demographic factors.

After long discussions regarding the concerns for each of those individual elements, a global membership proposal was made that addressed all of those elements. During the discussion of that proposal, DAB Chair Wilda Parks indicated that it was important to the City of Milwaukie to have the option of appointing an elected Councilor as a voting member of the DAB. The DAB reached preliminary agreement on the membership composition issue as follows. For comparative purposes, the graphic denotes current make-up, a first-proposal draft, and a final agreed upon proposal.

	Existing Bylaws 9 members	First proposal 9 members	Agreed Proposal 11 members
City of Milwaukie	1 or 2 Voting Members Can be elected or non-elected	2 Voting Members, Non-elected residents <i>Plus</i> 1 City Council Liaison	2 Voting Members 1 City Councilperson 1 Non-elected resident
City of Happy Valley	1 or 2 Voting Members Can be elected or non-elected	None	None
Unincorporated Residents	4, 5, or 6 Voting Members At least 2 each from east and west of I-205	7 Voting Members 6 At Large 1 from most "Severely Underserved" area as identified in Master Plan	7 Voting Members 6 At Large 1 from most "Severely Underserved" area as identified in Master Plan
Community Center	1 Voting Member	1 Liaison	1 Voting Member
District Board/ BCC	1 Liaison	1 Liaison	1 Voting Member

The DAB discussed proposals that included whether elected officials would be eligible for membership. As you can see in the above proposals, they have considered (1) having City elected officials as voting members and County elected officials as liaisons, (2) having elected officials serve only as liaisons, and (3) having both the City and County elected officials as voting members. There was broad support for either options (2) or (3) and the DAB chose option (3) after discussion about which option would be most acceptable to Milwaukie. The Milwaukie City Council discussed this matter at a meeting in January and made it clear that the City still has concerns with the proposal. A key unanswered question remains around the issue of both the City and County elected officials' role on the DAB; appointed voting member vs. liaison.

The DAB has to date proposed members at large instead of members by zones or districts to ensure broader geographic representation. Both proposals discussed in depth were global proposals that had all unincorporated residents serving at-large with a revised nomination process designed to encourage both geographic and demographic diversity of membership. Our facilitator had planned to raise the issue of reconsidering zones at the February meeting, but did not have a chance to do that due to the nature of the conversation. The facilitator and staff believe that the DAB members would be open to further defining those roles in a way that ensures geographic diversity.

The conversations the DAB has had to date regarding the definition of "most severely underserved" have been based on language in the current Master Plan. There was discussion around how this continues to be defined in the future as the Master Plan is revised. This was another issue the facilitator intended to address at the February DAB meeting for further clarification, but was not able to be discussed.

The DAB has further agreed to propose a new system for nominating members as follows:

Recommendations for appointment to the DAB will be made by a subcommittee, which includes:

- a. 2 Clackamas County staff;
- b. 2 members of the DAB
- c. 2 representatives of Community Planning Organizations within the District

The nominating subcommittee would be charged with evaluating and nominating residents with an intent for DAB membership to reflect the diversity of residents of the District, including but not limited to geography, age (senior and youth), disabled, low income, immigrant/refugees, BIPOC, and LGBTQ+.

It is significant to note that the current composition of the DAB is bound, in part, by NCPRD's Intergovernmental Agreement (IGA) with the City of Milwaukie. This IGA with Milwaukie originated in 1992 and was last amended in 2008. Modification of the DAB composition will require an updated amendment to this IGA.

The Board called for this special meeting to review the progress of the DAB, and to allow an opportunity for the public to provide input regarding this process. Staff recommends that the

Board review and discuss this progress, and provide updated direction to the staff and the DAB in order to complete its by-laws and composition for final recommendation. In particular, it is recommended that the Board provide direction on membership composition and also address the issue of elected officials being appointed to the DAB.

Finally, upon reconvening the DAB, the Board appointed three new members to temporary terms through March 31, 2020. These three members are Debrah Bokowski, Ben Johnson, and Grover Bornefeld. The purpose of these temporary short-term appointments was to fill the current roster and allow for the work of the DAB Bylaws revision to be completed. Since this work will not be complete by March 31, staff recommends that the Board formally extend the appointments of these three positions through June 30, 2020. At the end of these terms, it is presumed these members would be eligible to re-apply for appointment on the newly revised DAB should they choose to do so.

RECOMMENDATION:

1. Receive public input.
2. Receive status update and provide direction regarding DAB structure and by-laws.
3. Extend temporary appointments of three members whose terms expire 3/31/2020, to 6/30/2020.

ATTACHMENTS:

1. District Advisory Board current by-laws
2. District Advisory Board current roster

Respectfully submitted,



Laura Zentner, Director
Business and Community Services

**North Clackamas Parks and Recreation District Advisory Board
BYLAWS**

ARTICLE I

NAME. The name of this board is the North Clackamas Parks & Recreation District Advisory Board (DAB).

ARTICLE II

BOUNDARIES. The boundaries of the North Clackamas Parks & Recreation District Advisory Board (DAB) shall be the same as those established by North Clackamas Parks & Recreation District within Clackamas County.

ARTICLE III

PURPOSE. The purpose of the DAB is to advise the North Clackamas Parks & Recreation District Board (District Board) on the design, planning, and development of parks and facilities within the district and to advise the District Board on programs, maintenance and operations; to meet with the District Board once yearly; and to publish an annual report presented each August.

GOALS. The goals of the DAB are as follows:

- a) The DAB's will address the programs and facilities of the North Clackamas Parks & Recreation District concentrating on the challenges, desires and needs of the district residents;
- b) Make policy-level recommendations regarding capital improvements, programs, maintenance, and operations to be approved by the District Board.
- c) During the annual budget process the DAB will provide budget recommendations for the operation and maintenance of the North Clackamas Parks & Recreation District, and in addition, the DAB will identify and prioritize necessary capital projects and provide project recommendations to the District Board. The recommendations for maintenance and operations, and capital improvements shall be reviewed by the District Budget Officer, who will then forward their recommendations to the North Clackamas Parks & Recreation Budget Committee. The North Clackamas Parks & Recreation Budget Committee will then submit recommendations to the District Board.

ARTICLE IV

MEMBERSHIP. The DAB shall consist of Nine (9) members. The District Board shall appoint all members. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income. All members must be residents of the district.

- a) As set forth in the IGA's between NCPRD and the Cities of Milwaukie and Happy Valley, the nine member board representation will be as follows:
 - a. 2 members from east of I-205 (one of which may reside in the City of Happy Valley)
 - b. 2 members from west of I-205 (one of which may reside in the City of Milwaukie)
 - c. 1 member from the City of Happy Valley*
 - d. 1 member from the City of Milwaukie*
 - e. 1 member from the Milwaukie Center**
 - f. 2 members at large (1 from East and 1 from west of I-205)

**District Board agrees to appoint both a primary and an alternate representative nominated by the City Council to fill the City's representative seat unless there is good cause for rejecting the nomination.*

***District Board agrees to appoint both a primary and an alternate representative nominated by the Milwaukie Center Community Advisory Board (C/CAB) to fill the Milwaukie Center representative seat unless there is good cause for rejecting the nomination.*

- b) The DAB composition will be revisited and adjusted, in the event of significant District boundary changes or major population changes.
- c) Terms are for a period of four fiscal (4) years, beginning on July 1st of the first fiscal year and ending on June 30th of the fourth fiscal year. Board terms will be staggered among the nine DAB members. At the end of each four (4) year term, DAB members, who are not partner city appointees and who wish to continue their service for a second term, will need to participate in the recruitment process used to fill all vacancies and may be reappointed by the District Board. The seven (7) representatives of the District zones plus the representative from the Milwaukie Center, may serve a maximum of two consecutive terms. Representatives may reapply for vacancies on the committee following a four (4) year break in service (one full term).

The two (2) partner cities of Happy Valley and Milwaukie, may choose to reappoint their designees for both the primary and alternate positions, or submit new representatives for District Board approval. All recurring four (4) year terms require District Board approval, however there are no limits on terms served for partner cities.

- d) Vacancies are filled in the same manner as the original appointments and for the unexpired term of the vacant position. In the event a "primary" representative from one

of the three (3) appointed partner organizations is unable to complete their term, the “alternate” will be designated to fulfill the remainder of the term.

- e) Upon failure of any member to attend two consecutive meetings without a valid excused absence, the DAB may recommend termination of that appointment to District Board, and the District Board may remove the incumbent from the DAB and declare the position vacant to be filled in the manner of a regular appointment. A valid excused absence requires that the DAB member notify a DAB officer or North Clackamas Parks & Recreation District staff member prior to the meeting to be missed except for the case of an emergency.
- f) All DAB members shall serve without compensation.

ARTICLE V

OFFICERS & STAFFING. The officers and staffing of the DAB shall include the following:

- a) **Chairperson.** The chair person shall have general supervisory and directional powers over the DAB. The chair person shall preside over all DAB meetings, assist the NCPRD Director with setting the DAB Meeting agendas, and establish committees and appoint committee chair persons. The chair will serve as the DAB representative in meetings with the District Board or at various community meetings when appropriate, or if unable to serve that role will appoint a representative from among the DAB members. The chair will also serve as the official spokesperson for the DAB whenever there is an issue or statement required when it is appropriate for the DAB to make that response or statement;
- b) **Vice-Chairperson:** The vice chair person shall execute all powers of the chair person in the absence of the chair person;
- c) **Secretary:** The secretary shall maintain minutes and attendance records of business meetings. Additionally the secretary will initiate the recruitment process to fill vacancies upon term expirations. The secretary position is neither elected nor appointed but rather filled by the parks director administrative staff support.
- d) **District Board Liaison:** The District Board may elect to appoint a liaison/liasons to the DAB in an ex-officio capacity with no voting powers or rights but who has the authority to speak on behalf of the District Board and to participate in discussions about actions under consideration for recommendation to the District Board. The liaison is present as a representative of the District Board and not as an individual party

The DAB shall provide the County Public and Government Affairs Department with a current list of officers.

SELECTION OF OFFICERS. The officers shall be selected by the DAB membership by simple majority vote. Elections shall be annually as the first order of business at the first DAB meeting

of the fiscal year in July. The outgoing chair will conduct the election, and immediately following results, turn the meeting over to the newly elected chair.

TERM OF OFFICE. The term of office for all officers shall be one (1) year, however, the officer shall continue to serve until a successor is elected or appointed to that office. Officers may be re-elected and may serve a maximum of two consecutive terms.

VACANCIES. A vacancy occurs when an officer dies, resigns, is removed, or has more than three (3) unexcused absences from meetings during a calendar year. The person appointed to fill the vacancy shall serve the remainder of the unexpired term and until a successor is elected or appointed to that office.

ARTICLE VI

MEETINGS. The DAB shall meet at least once each month (a “regular meeting”). All meetings shall be subject to the requirements of the Oregon Public Meetings Law.

Special meetings may be called by any two DAB Members and a residing Officer. Only business specified in the agenda for the special meeting may be considered. Notice of all meetings shall be provided as required by ORS 192.640 of the Oregon Public Meetings Law. Minutes of all meetings shall be kept and shall be available for public inspection as required by ORS 192.650 of the Oregon Public Meetings Law. A copy of all meeting minutes shall be provided to the County Public and Government Relations Office.

QUORUM and VOTING. Fifty-one percent of the voting membership of the DAB shall constitute a quorum. The concurrence of a majority of the DAB members present shall be required to decide any matter.

RECORDS. All records of the DAB shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

ARTICLE VII

HEARING PROCESS AND PROCEDURE. The principles of parliamentary rules of procedures such as Robert’s Rules of Order shall govern proceedings at any meeting of the DAB. The Chair shall be guided by these principles in deciding any procedural questions. The Chair’s decision on procedural matters may be overruled by a majority of the members voting on the question. The DAB may establish a more detailed hearing procedure to provide for an orderly process for holding a public hearing. All meetings shall comply with the Oregon Public Meetings Law.

ARTICLE VIII

COMMITTEES. The chair may appoint special committees or ask the DAB to appoint special committees on issues or topics where a committee is deemed to be needed or appropriate.

ARTICLE VIII

AMENDMENTS. Bylaws may be amended at any regular DAB meeting providing written notice of the proposed amendment is submitted at a prior, regular meeting. In order to be effective such amendments must also be approved in writing by County Counsel and further submitted to the District Board for final approval.

The amended bylaws shall supersede all previous bylaws and become the governing rules for the DAB.



DISTRICT ADVISORY BOARD MEMBER ROSTER

Appointed Members

Wilda Parks, Chair
City of Milwaukie Appointee
Alternate Lisa Batey

Term expires: Ongoing

Brett Sherman
City of Happy Valley Appointee
No Alternate Designated

Term expires: Ongoing

Joel Bergman
Milwaukie Center Community
Advisory Board (CCAB) Appointee

Term expires: Ongoing

East of I-205

Sandra Grzeskowiak,
Vice Chair
Unincorporated East of I-205

Term expires:
06/30/2020

Suzanne Costell
City East of I-205

Term expires:
12/31/2019

Paul Savas
~~Unincorporated East of I-205~~

Term expires:
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West of I-205

Ben Johnson
West of I-205

Term expires:
3/31/2020

Debrah Bokowski
Unincorporated West of I-205

Term expires:
3/31/2020

Grover Bornefeld
Unincorporated West of I-205

Term expires:
3/31/2020