



**BOARD OF DIRECTORS
MEETING AGENDA**

Date: March 30, 2022
Time: 6:00 p.m.
Location: Virtually (via Zoom)

I. CALL TO ORDER

- Roll Call
- Pledge of Allegiance

II. BOARD 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. NCPRD Overview Video
 - a. The video is currently featured on the website at <https://ncprd.com/about-us/district-information>.
2. A Year in Review
3. Update from the District Advisory Committee (DAC) Chair
4. Updates:
 - a. SDC Methodology
 - b. Milwaukie Bay Park Funding Update
 - c. Concord Project

III. ACTION ITEM

1. Approval of Revised Milwaukie Community Center Advisory Board (MCCAB) Bylaws

IV. PUBLIC COMMENTS

(The Chair of the Board will call for statements from people 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. Testimony is limited to three (3) minutes. Comments shall be respectful and courteous to all.)

VI. DISTRICT ADMINISTRATOR UPDATE

VII. BOARD COMMUNICATIONS

NCPRD Monthly Division Report

Prepared for the NCPRD District Advisory Committee (DAC)

REPORTING PERIOD: February 2022

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

SIGNIFICANT ACCOMPLISHMENTS

- **Milwaukie Bay Park Project** – Staff has been working with the project team on progression of the design and aligning it with our budget after a rigorous update to the cost estimate. We will highlight where we are at the meeting.
- **Trolley Trail Multiuse Path at Milwaukie Bay Park** – After obtaining Board approval for the grant submittal, staff submitted a grant application for funding from the Metro Trails Grant program, seeking \$624,250 to match local dollars. The project aims to increase accessibility and safety for all and better connect trail users to nature, the riverfront park, the Willamette River, and Johnson and Kellogg Creeks. A uniform multiuse path, a rebuilt pedestrian connection into the park, improved queuing areas for SE McLoughlin Boulevard crossings, and basic trail amenities are proposed along with overall integration with the larger Milwaukie Bay Park project.

PROJECTS/TASKS BEING WORKED ON

- Hiring to fill vacant positions
- SDC Methodology update
- Interim Capital Improvement Plan (CIP)
- **Long-range “System Plan”** – Scoping the effort
- Planning for Metro Local Share funding priorities
- Budget planning (FY 22/23)
- **Milwaukie Bay Park Project** – Design development phase

LOOKING AHEAD

- Milwaukie Bay Park Staff will be sharing the next set of design drawings with the community in April. At this time, the plan is to hold community meetings virtually. In addition to convening a general audience District-wide, staff is working with partners in the community to engage with Spanish-speaking members of the community and BIPOC (Black, Indigenous, and People of color) members of the community. The latest design will also be presented to the DAC in April, along with preliminary highlights of feedback received from community meetings.
- Draft SDC Methodology review and refinement
- Local Share funding priority discussions with community
- Request for Proposals to solicit for consulting team to assist with long-range “System Plan”

Finance

SIGNIFICANT ACCOMPLISHMENTS

- **Did you know?** We have processed 460 deposits so far this year. Most of our program areas receive revenue; and the deposits must be specifically coded to that program and activity. We verify the amount and review each account number. This is another important function of the NCPRD Finance Team, as we are responsible for maintaining accurate books.

CURRENT PROJECTS/TASKS

- FY 22-23 Budget Prep is continuing. Proposed Budget will be discussed with County Administrator in mid-March.

LOOKING AHEAD

- Continued work on the FY 22-23 budget. The Budget Committee will meet in May to approve the budget. The BCC, acting as the NCPRD Board of Directors, meet in June to adopt the budget.

Marketing and Communications SIGNIFICANT ACCOMPLISHMENTS

- **Year in Review** – The NCPRD FY 2020-2021 Year in Review is complete and available online at www.ncprdyearinreview.com. The new digital format is mobile optimized and allows for a single-page scrolling experience. The online Year in Review has the capability to be translated into Spanish, with an easy to access button in the upper right-hand corner of the page. For future versions, additional language options will be explored. A truncated print piece is also in development for distribution at in-person summer events.
- **Natural Areas Volunteer Event Promotion** – Promotion of the natural area volunteer events has completed. The Facebook events, reached over 28,775 people, with 442 expressing interest in attending. Over 157 volunteers signed up and attended the four events.
- **Instagram Reel** – NCPRD recently created and shared its first Instagram reel, a brief video of recycling Christmas trees for fish habitat at Spring Park, which garnered over 9,000 views, 109 likes and 13 shares.
- **Milwaukie Community Center Connection** – The March-April issue of the Center's newsletter has been completed, and is featured online at ncprd.com/mcc-connection. A small batch of 500 newsletters is also being printed for distribution at the Center.

PROJECTS/TASKS BEING WORKED ON

- **Program Promotion** – Registration for spring programs opened on Feb. 15, and promotion is underway with tactics including the distribution of flyers, postcard mailers and handouts, a-frame signage, and digital promotion. March for Meals, the Milwaukie Community Center's annual fundraising campaign for March for Meals kicked off, and is currently being promoted.
- **Aquatic Park Pomotion** – Additional outreach and advertising will take place to promote Spring Break at North Clackamas Aquatic Park.
- **Milwaukie Community Center Connection** – The March-April issue of the Center's newsletter, which is printed and featured online at ncprd.com/mcc-connection, is in production.

LOOKING AHEAD

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

Spring Youth Program Flyer



The flyer is titled "YOUTH PROGRAMS" and "SPRING REGISTRATION OPENS ON FEB. 15". It lists several programs with their descriptions, instructors, locations, and times. At the bottom, it says "REGISTER AT NCPRD.COM/PROGRAM-GUIDE".

Program Name	Target Audience	Instructor	Location	Time/Date
DANCE	MOVEMENT AND ME	JANELLA DABRY	MILWAUKIE COMMUNITY CENTER	9:30-10:30 A.M. TH 4/7-5/24
JOY OF MOVEMENT	AGES 5-5.5	JANELLA DABRY	MILWAUKIE COMMUNITY CENTER	10:30-11:30 A.M. TH 4/7-5/24
SPRING BREAK CAMPS	MAD SCIENCE: IMAGINATION ACADEMY	SHARLET	MILWAUKIE COMMUNITY CENTER	4:45-5:45 P.M. T 4/5-5/24
	MAD SCIENCE: SCENE OF THE CRIME	SHARLET	MILWAUKIE COMMUNITY CENTER	5:45-6:45 P.M. T 4/5-5/24

Older Adult Services

The purpose of the Older Adult Services program is to provide coordinated nutritional, transportation, educational and social service programming to the community's older adults and persons with disabilities; assisting them in remaining independent and helping them thrive in their later years.

SIGNIFICANT ACCOMPLISHMENTS

- A group of 15 volunteers from Providence Physical and Occupational Therapy spent one Saturday splitting and stacking firewood for the Emergency Firewood Program. This program is powered by volunteers and helps low-income community members supplement their heat with free firewood.
- The Senior Law Program is back with regularly scheduled in-person appointments. This program utilizes volunteer attorneys who provide a free ½ hour of legal consultation.

PROJECTS/TASKS BEING WORKED ON

- March for Meals kicks off as a major fundraiser for the Nutrition Program. The goal is to raise \$25,000 to help fund the Nutrition Program, including Meals on Wheels. This is done, in part, through a matching \$10,000 grant from Bob's Red Mill.
- Tax aid appointments are full through the end of tax season. This popular free tax prep service is accomplished through a partnership with AARP.

LOOKING AHEAD

- The Volunteer Recognition event that traditionally occurs at the Center in April will be combined with the Italian Night Drive-Through event that is put on by the Milwaukie Community Center Foundation. Volunteers will be invited to drive through and pick up a free meal as a “thank you” for volunteering.
- The community garden plots will be made available starting April 1. These beds are raised to varying degrees to account for a person's ability to bend over. There are 17 beds available to community members at \$25 a plot.

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

- Picnic tables have been refurbished and painted.
- The first round of interviews for the Park Maintenance Specialist position has been completed.
- NCPRD Natural Area staff hosted a volunteer service event at Spring Park in partnership with the North Clackamas Watershed Council (NCWC), Friends of Elk Rock Island and Spring Park (FERISPark), Native Plant Society, and the Island Station NDA. Over 40 volunteers supported placing old Christmas trees into the Spring Park Willamette River alcove for fish habitat enhancement, planted 300 native plants, trash removal and removed invasive non-native English ivy, totaling over 130 hours of service.
- NCPRD Natural Area staff hosted a volunteer service event at the Hull Property in partnership with NCWC. Seventeen volunteers supported planting over 700 native plants and removing trash, totaling over 50 hours of service.

PROJECTS/TASKS BEING WORKED ON

- NCPRD Natural Area staff hosted a volunteer service event at North Clackamas Park in partnership with NCWC Saturday February 26 from 9 a.m. to noon. [See NCPRD Facebook events for more details.](#)
- Conducting hazard tree mitigation.
- Planting at various district sites.
- Equipment maintenance is ongoing.
- The office space at the Concord School property is being painted, and interior cleaning is taking place.
- Gutter cleaning is being conducted at Concord, Clackamas, and Aquatic Park facilities.
- One natural area seasonal staff is being hired.
- **Oregon Watershed Enhancement Board small grant work in partnership with North Clackamas Watersheds Council (NCWC)** – Hull Property and North Clackamas Park
- Climate Action in partnership with Clackamas County Exchange

- Collaborating to support the NCWC Watershed Action Planning project.
- Partnership with WES and the 3-Creeks Project.
- Mill Park and Clackamas Development Agency Linwood Ave Project.

LOOKING AHEAD

- Onboarding of new permanent staff member, Park Maintenance Specialist.
- Hiring of seasonal maintenance staff.
- Mowing NCPRD parks.
- Continued trail maintenance.



*Volunteer service event at
Spring Park – Elk Rock Island*



Hull Property volunteer service event



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

- Spring Registration opened on February 15 and continues for all available youth and adult programming that has not already reached capacity.
- The Aquatic Park's free lifeguard training course has nine students enrolled. Seven of the participants have expressed interest in joining our team!
- Three Aquatic Park staff members are training to become swim lesson instructors, and will begin their "teach backs" next month.
- The Aquatic Park successfully hosted three after-hours private facility rentals this month.
- The Big Surf recreational swim attendance numbers are increasing, with multiple days having over 400 swimmers per session.
- Aquatic staff concluded first swim season as the home site for five high schools! Ten swim meets were hosted, and along with five private teams during this season. This was a heavy lift by staff and coaches but, in the end, many youth and adults were able to have a full swim season for the first time since 2020!
- More residents are now able to enjoy watching their children at Hoopers Basketball games now that the North Clackamas School District has removed all spectator limitations in their gymnasiums.
- NCPRD's Spring Fever adult softball league is nearly full with 24 of 26 spots filled.
- The North Clackamas Park (NCP) ball field schedule is now complete. Teams are scheduled to begin practicing on March 21.

PROJECTS/TASKS BEING WORKED ON

- The Aquatic Park continues to promote free lifeguard training opportunities. This includes reaching out to the local schools, swim clubs and patrons of the Aquatic Park. Current staffing is about 70% of normal for lifeguards and 50% for swim instructors.
- Aquatic Park staff is preparing for first spring break – the first since 2019! Over 90% of Aquatic Park staff has never seen an Oregon Spring Break at the Aquatic Park from the employee perspective.
- Preparation for the Summer Camp season is in full swing including several new camps. New camps include a Cooking Camp and a Cool Crafts Camp. An additional Track & Field Camp has also been added due to its popularity.
- Umpire recruitment for NCPRD adult softball leagues are underway.
- Staff recruitment for all summer programming, camps and NCP field maintenance continues.
- Recruitment of a concession vendor for NCP.

LOOKING AHEAD

- Free workshops are being offered for our new spring classes, Tai Chi Basics and West Coast Swing, to allow people to experience the class prior to registering.
- Staff is preparing for summer by identifying program offerings and staffing needs.
- Summer registration begins on April 12 at 9 a.m. for NCPRD residents.
- Sports offices will move to the Concord School Property in April.
- NCPRD is hosting the USA Softball of Oregon 14B State Championship in July.



NCPRD's Cheer Starz Dance and Cheer teams have been showcasing their talents at

