



**Clackamas County Parks Advisory Board
Meeting Minutes, Tuesday March 15, 2022
Via Zoom Webinar @ 6:00 pm**

Members Present: Justin Ostrander, Mike Ferrell, Walter Hull, Louise Lopes, Don Morgan, Chad Parker, Eric Pfeiffer-Robinson, Rob Smoot

Members Absent: Mark Elliott, Tom Hester, Dana Hindman-Allen, Morgan Parks

Staff Present: Tom Riggs, Mark Shaw, Barb Guthrie, Thomas Gray

Guests Present: Gordy Tolbert, Total Golf Management

I. Call To Order

Justin Ostrander called the meeting to order at 6:07 pm

II. Meeting Minutes

Justin called for a motion to approve the minutes from February 15, 2022; Walter so motioned, Louise second the motion, minutes were approved by the PAB.

III. Stone Creek Update – Gordy Tolbert

- February was a phenomenal month, we exceeded our income budget by \$100K.
- We are ahead for March by \$18K.
- Will be aerating the course next week which slows down revenue for that period of time, but we did budget for that.
- We are keeping staff numbers down for now, but will hire a part time person to hand-sand the fairways where there are divots.
- The pond reclamation project is going to procurement for approval.
- Working with a staff member from WES to help with the rip-rap around the lakes –taking out some small trees that are sucker plants and a two-year old Doug Fir sapling. Looking to start this project by the end of September or beginning of October.
- Most of our regular summer help will be returning again this year.
- Mike Ferrell asked about a sign on the trail around the golf course-it is damaged-Gordon will get that replaced.
- Justin asked about the increased revenue flowing through the bottom line, how is that effecting the bottom line-Gordon responded that the flow through percentage in February was 80%

IV. Administrative Updates – Tom Riggs

- a. Budget Timeline and Review Process – The budget adoption process starts in September, gets rolling in November, December and we are now close to submitting a final draft. We have drafted our budget and submitted it to BCS who then reviews it for possible changes and refining the numbers and in May and June is when the Budget Committee holds their public meetings and adopts the budget and then it goes to the County Commissioners for final approval. Tom asked the PAB what level of detail or type of format do they want budget information, what works best for this group. A review followed – an overview –
 - \$79,000 beginning fund, looking at about 1.1 million in grants
 - \$1.3 million in charges for services, which includes all our fees

- Boones Ferry rental payments and other miscellaneous revenue, total for next year is \$3.2 million
 - Expenditures: personnel/staffing; materials and services \$670,000; allocated costs which is our cost of doing business as a county entity \$282,000
 - Capital Projects: \$850,000
 - Total operating expense of \$3.2 Million
 - PAB members requested that the draft budget be sent out to them after the meeting via email with an overlay summary from Tom.
 - We will be talking with the county administration about the general fund and will be asking for additional financial support-this could change the budget as listed.
 - We were scheduled to get \$215,000 allotment from the general fund but that is not a sure thing at this point.
 - Mike Ferrell and Louise Lopes asked that the draft budget be mailed to them, rather than emailed.
- b. PAB Letter of Support For Feyrer Project – we are drafting project documents for the Feyrer curbs and repaving that will correct the wheel stops and the length of the parking stalls. We are gearing up to apply for a local government grant to pay for part of this project hoping to match that grant with Metro dollars from the local share bond. As part of the grant application process we will submit a letter of support from the PAB. A draft of that letter has been sent to Justin, as Chair of the PAB. The letter will be signed by the Chair after the PAB votes to approve the Chair to do so. A motion for approval was asked for, Walter made the motion and Mike second the motion, motion passed.
- c. Metro Parks and Nature Local Share Bond – We have been meeting with Metro about our preliminary list of projects which includes the Feyrer paving project, Barton Master Plan developments. One area is the parks in nature bond that has an outreach component to historically marginalized communities, black, indigenous, and people of color. The supporters of the bond measure wanted to emphasize outreach and public engagement to these groups. We usually don't do outreach for our capital projects, but did do some outreach for the Barton Master Plan, but did not put any emphasis on marginalized groups of color. We are working with our Government Affairs Office and with Metro about doing a targeted outreach effort. There is bond money for this outreach effort. Tom asked if the PAB members have any connections with these type of groups that we could target. Outreach could be handled by a consultant in our public and government affairs office. Some suggestions for outreach include the church groups that use our parks that represent minorities, and contacting the Confederated Tribes of the Grand Ronde.
- d. Naming Policy Update – We have revised our strategy; we will submit a draft policy along with a staff report explaining what we are trying to do and accomplish and get that to an issues session with the BCC, fundamentally to get feedback from the Commissioners on whether or not delegating naming authority to the PAB is something they are willing to entertain. When the Pavilion was named in honor of June Routson, the PAB recommended the naming to the BCC and they gave their approval

V. Park Updates – Mark Shaw

1. Group Size Limits – We are discussing potentially capping group sizes, and if that will be a hard rule or just some kind of guideline for discouraging large numbers that effect our facilities in an adverse way. Frankly, our parks get very heavy usage, we are very popular. But some of our properties cannot realistically accommodate large numbers due to the impact on restrooms, and other infrastructure; well water, septic systems, roads, parking, trash, etc. We are seeing increasingly larger group sizes and it has become imperative to manage group sizes to ensure a good experience for our patrons and to eliminate the fighting over park resources. This does not apply to reservations at our picnic areas, this is strictly for non-reservation group usage. The goal here is to put the size limitation in the title 6 Park Rules, which will serve as policy backup when dealing with this situation. . Justin

called for a motion to support the policy on limiting group sizes, Walter so motioned, Louise second-motion passed.

2 Winter Projects-

- a. Trial Keepers Work of Oregon is currently out and installing a new trail at Metzler –about one mile.
 - b. We reached the 3000 volunteer hour mark at Eagle Fern working on the trail there.
 - c. The day use waterline at Barton has been trenched out-working with the Northwest College of Construction on this project. Staff installed pipe - over 1000 linear feet in total.
 - d. Railing at Madrone wall has gone in - safety barricade along the ridge line viewpoint.
 - e. Work at Barton near the pond area with preliminary site prep for future development.
- 3 GPS mapping continues identifying all utility data within our properties, sewer, water and electricity.
- 4 Other –
- a. Eagle Fern septic system that serves the residents and the restroom by the main parking lot is failing and needs replacement. Currently in design phase, will need roughly 1860 linear ft. of new septic system.
 - b. Repair to the Carver caretakers house roof and siding
 - c. Metzler caretaker house needs a new roof

2. Good of the Order

Louise mentioned a concern about the length of the zoom meetings. She is advocating for the PAB meetings to end no later than 7:30pm.

IV. Adjournment

Justin called for adjournment at 7:59 pm—Walter so motioned, Rob second.