



**BOARD & GENERAL MEMBERSHIP ANNUAL MEETING
September 17, 2008 - Seventh Mountain Resort, Bend**

CALL TO ORDER: Due to the absence of Chris Wayland, incoming President, the meeting was called to order by Todd Winter at 9:11 a.m. in the Mt. Jefferson Room at Seventh Mountain Resort.

Board Members Present: Past President – Todd Winter (Lane Co); President Elect – Doreen Ferguson (Josephine Co); Directors - Jim Dowd (Douglas Co), Randy Hutton (Jackson Co), Mike McLees (Clackamas Co), & Maureen Crawford (Crook Co); and Secretary/Treasurer – Paula Preston Mills (Clackamas Co)

Board Members Absent: Incoming President – Chris Wayland (Washington Co)

Members Present: Karen Spencer (Baker Co); Chris Van Duzer, Thomas Gray, Sandy Hinneberg, Molly McKnight & Rachelle Bonsi (Clackamas Co); Steve Meshke (Clatsop Co); Larry Robison (Coos Co); Duane Garner (Crook Co); Jim Chambers (Lincoln Co); Brian Carroll (Linn Co); Marilyn Lippincott & Wayne Rawlins (OPRD); Jeff Smith (OSMB); Tony Dentel & Paul Deggendorfer (PGE)

INTRODUCTIONS & ANNOUNCEMENTS: Todd Winter initiated roundtable introductions.

It was noted that at the 2008 Banquet held the previous evening the following members were sworn into their new positions:

Doreen Ferguson – President Elect

Mike McLees – Director, Position 1

Jim Dowd – Director, Position 3

OPA's incoming President, Chris Wayland, was unable to attend and will be sworn in at the November meeting in Eugene.

MEETING MINUTES: The minutes from the May 2008 meeting held at Lane Co. in Eugene and the minutes from July 2008 at Timothy Lake were reviewed. Todd Winter reminded everyone since there was no quorum at the July meeting the May minutes could not be approved at that time.

Motion: Maureen Crawford made the motion to approve both May and July 2008 minutes as written. The motion was seconded by Larry Robison and it was carried unanimously.

TREASURER'S REPORT: Paula Preston Mills distributed copies of the Treasurer's report to those present for their review. She stated that the May 2008 report needed to be approved as well due to the lack of quorum in July.

The checking beginning balance as of July 1, 2008 was \$15,917.64 with revenues of \$1.22 in interest and \$100.00 in membership dues paid. Expenses included checking fees of \$4.00 for July-August. The ending balance as of August 31, 2008 was \$16,014.86.

The time deposit rolled over on May 8th and there has been no activity since that time. The new maturity date is October 11, 2008 when it will automatically roll-over for another six months unless other options are sought.

Motion: Todd Winter motioned to approve the May 2008 Treasurer's Report as presented. Doreen Ferguson seconded the motion and it was carried unanimously.

Motion: Maureen Crawford motioned to approve the July 2008 Treasurer's Report as presented. Larry Robison seconded the motion and it was carried unanimously.

Paula Preston Mills and Maureen Crawford submitted bills for meeting and conference expenses for approval and payment by Todd Winter.

SPECIAL "REPORT": Sandy Hinneberg from Clackamas Co. developed a Power Point presentation of our time spent at Seventh Mountain. The presentation chronicled the varied OPA activities at this year's event to the tune of "Up Around the Bend"[©] by Creedence Clearwater Revival. The slices of humor were enjoyed by all. Thank you, Sandy for your time and efforts on this!

COMMITTEE REPORTS

Legislative: 1) Mike McLees advised that OPA needs to be aware in the next legislative session of the possible allocation of lottery funds to the No Oregon Child Left Inside (NOCLI) program (www.eeao.org/advocacy5.aspx) that could affect the current percentages given to ORPD/Oregon Watershed Enhancement Board (OWEB) and also county entities.

Wayne Rawlins read a portion of an NOCLI document he'd received, which pertained to establishing a state environmental literacy plan, environmental educational program, and an environmental education advisory council. Wayne said these goals are to guide Oregon in a common, strategic vision for environmental education and provide framework to support youth in getting outside and reconnecting with forests, streams/rivers, and farms. He continued saying that NOCLI will help youth develop knowledge and skills needed to devise creative solutions to complex natural resource challenges. A discussion followed with ideas being shared on this subject.

2) Jim Chambers brought up the subject of the County Opportunity Grant Program and whether OPA wants to revisit the fire ring requirement for receiving funds from the RV fee allocations. He said RV sites are the concern as many RV'ers are against them. Also, group sites are not included in the available space for fee allocations.

Wayne Rawlins offered help via the State Parks manual, Oregon Admin. Rules (OAR), and statutes. He said that any substantial changes would require going to the legislators; and you need to think of timing and development of legislative concepts and who would carry the bill. Marilyn Lippincott confirmed that the fire ring requirement is in the OAR and Wayne read that portion to the members.

After discussion of this topic, Todd Winter summarized (with assistance from Wayne) that to qualify a campsite for RV fees it has to have a fire ring/stove, picnic table, camping pad, access to potable water and sanitary facilities. He continued by saying that at some point OPA may want to look at eliminating that from the criteria.

3) Mike McLees said he heard on the news that Senator Wyden has pushed ahead the payments to counties by attaching it to another bill that will be voted on in the coming week. It is unknown how long the extension was proposed for.

4) Randy Hutton asked if OPA had drafted the letter to OSMB regarding the MAP program and revising the fund formula, which is currently at a \$3 break point. Todd Winter said this task had not been completed yet as the Legislative Committee wanted to conduct more research on the options. He advised that the Legislative Committee needs to discuss the necessary reality of parking fees for systems trying to be more self-sustaining; and the fact that some counties may need to charge boats, which currently can have an impact of decreased funding. Todd stated they will look at Ballot Measure 66 in regards to updating the day use fee issues.

Membership: Paula Preston Mills reported that Tillamook Co. had not renewed their membership in 2008 and that attempts to contact Deschutes Co. resulted in no response. She suggested that contact from the OPA President may initiate some feedback.

The membership packet updates have been completed, but now the President's letter needs to be redone to reflect Chris Wayland's perspective. This should be completed by November's meeting. Paula said work is also in progress on to provide the packet information on the OPA website.

Todd Winter updated everyone on the web worm issues the OPA site had this summer. He assured everyone that steps were taken, such as changing the passwords and bolstering security, to help alleviate this in the future. Todd said that because of this they are behind in making some of the updates needed on the website, as training is needed on the new firewall system, but should have that completed soon.

Marketing: Sandy Hinneberg provided the membership with copies of a draft, .pdf brochure that is in development to replace the old campground guides. The brochure would be made available online and include a general state map with county boundaries, contact information for member agencies, and a facilities/amenities matrix. Travelers could print the two-page brochure that folds to fit into a glove box.

A lively discussion of this project was facilitated by Todd Winter. Jim Dowd suggested, if space is possible, that small points could be made where campgrounds are located; Brain Carroll added that the major freeways/highways should be included; and Mike McLees said there needs to be a way to reference OPRD sites as well.

Nominations: There are no nominations at this time. Please see new business regarding voting.

Conference: Todd Winter and Paula Preston Mills led a brief discussion on the 2008 event. Everyone agreed that the accommodations, service, food, and activities at Seventh Mountain were excellent and the program educational.

Recommendations were taken for the location of the 2009 Annual Meeting and Training (*see New Business*) and it was agreed that the 2009 committee would explore the Baker City area and the Geysers Hotel.

Gary Ward Scholarship: Todd Winter reported that there have been no applications submitted to date. Scholarships can be used for training and education, including accommodations. The scholarship balance is currently \$800 and will rollover in 2009.

OLD BUSINESS

Electronic Voting: Todd Winter stated that a motion to approve the OPA By-Laws change to include electronic voting was pending. This item was tabled for presentation at the Annual Meeting as it changes the OPA Constitution as well. Todd said that he and Larry Robison were charged to address electronic voting and work on the language change. As a point of reference there are currently only six items in the By-Laws, with the change increasing this to seven (there will be a new #4). This includes completely new language amending the By-Laws to include electronic voting, as opposed to paper ballots, with the intent for this to be for emergency business.

Todd read the final draft of the language as follows:

When warranted by special circumstances, by the Executive Committee, electronic voting shall be allowed by and through a quorum. When approved by a quorum of the Executive Board electronic voting shall be allowed.

The Nominations Committee shall prepare the electronic ballot for distribution to voting members. The electronic ballot shall indicate the candidate for each office and a blank line shall be provided for a write in candidate.

The electronic ballot shall specify a date by which it must be returned to be counted as ballots. Electronic ballots received after the due date will not be counted.

At close of the current election the electronic ballots shall be printed, counted and recorded by the Nominations Committee chairman who will advise the Executive Board of the results within ten days of the election deadline.

After the reading a question arose regarding full membership electronic voting. Todd responded by saying the intent of this change mainly is for Executive Board members to be able to vote on urgent/emergency business when they are unable to meet. He did say that the general membership could be cc'd regarding the activity and the information on the results sent out as well.

A second question was raised regarding ballot secrecy when voting for officers. Todd said the electronic ballot would only be returned to the chair of the Nominations Committee and that should maintain general privacy of the person voting. The discussion continued with comments about an online disclaimer advising that if you choose to vote electronically the person collecting the ballots will know their origin. When ballots are done by mail it's done with a two envelope process; the mailing envelopes are discarded and the anonymous ballot envelopes are placed together, then opened and counted, therefore maintaining secrecy.

Todd advised the motion needed an amendment to say that we'll approve it as written and include language that defines the copy of all OPA agency members who provide email addresses when electronic voting occurs. It is as follows:

When electronic voting occurs all Executive Board members will be notified and a carbon copy of the correspondence sent to all association members who provide email addresses.

Motion: Jim Dowd motioned to approve the draft as written/read with the additional language change that defines the copy to all OPA members. Mike McLees seconded the motion and it was carried unanimously.

NEW BUSINESS

General Voting: In line with the electronic voting... Brian Carroll questioned how many votes an agency is allowed. Is voting done by agency or by each member within the agency? He said that he was unable to find any information on this in the By-Laws or the OPA Constitution that spells this out. Currently the general practice is that only one vote per agency has been counted. A discussion on this topic was held and the following added change to the By-Laws language was suggested:

When any election occurs, only one vote will be counted valid by the Nominations Committee chair that is received from a current member agency or business.

Motion: Larry Robison made the motion to amend the By-Laws language as presented regarding one vote per agency or business. Tony Dentel seconded the motion and it was carried unanimously.

Todd Winter will facilitate this language change.

Membership Dues Payments & Sliding Scale: Wayne Rawlins asked about the history of the sliding scale for dues payments (taxation by representation). Todd Winter stated that the scale is based on an agency's annual budget, but he was unfamiliar with how this had been determined when OPA was formed. Jim Dowd asked if OPA would consider, if appropriate, having a sub-committee look into this in the future. Todd Winter responded by saying Jim had a valid point and that this task would come under the Membership Committee saying the item would be moved to that committee for discussion.

Conference Title Change: Paula Preston Mills presented this item for discussion saying that in the past couple of years OPA has been inundated and/or solicited by vendors who have heard about the conference via the hotels or local chambers. Several of the vendors either wanted to become an OPA member to vend at the conference, or just be a vendor. Some of the vendors requesting membership are outside of Oregon and two have even sent in unsolicited applications and dues. Many have also confused OPA with ORPA thinking that our organization is much larger. This issue has become time consuming for the committee.

In view of this, Paula suggested that a working title of Annual Meeting & Training be used when referring to the Conference, which is covered in the By-Laws, with hotels and other entities. This title would reflect OPA's actual event; a training day followed by an annual membership meeting.

In addition, Todd Winter also reminded everyone that the bi-monthly meetings are for all members, not just the Board, and suggested that correspondence reflect that so not to exclude anyone who wishes to attend.

The consensus was to go ahead with the suggestions as presented.

Oregon Sesquicentennial: Marilyn Lippincott asked if OPA was planning to recognize this event through the organization on February 14, 2009. She said that she has been forwarding the information to Paula Preston Mills who has been sending it out to the general membership. Marilyn also said that different communities are doing events at different times and there isn't a single webpage with them all.

Todd Winter posed the question to the membership of whether OPA should participate in this and in what way. After a brief discussion it was agreed that OPA would show support of this event. Suggestions were that OPA could develop a statement and place a link on the website, possibly

connect up with something that AOC or OPRD is doing, or purchase an ad in the Oregonian or local papers via a template.

Todd said the Marketing Committee will be assigned the task of checking into the size and costs of news ads. They could then present it to the Board for further direction and/or vote on the expenditure.

OSMB: Jeff Smith advised and/or reported on the following:

- 1) The grant workshop being held in Aspen Hall, Bend on September 18th. He said there will be a wide range of attendance from parks to ports. Previously, OPA had offered to fund some of the costs and it was asked if this was still a possibility.

Motion: Todd Winter motioned to reimburse OSMB their lunch costs. The motion was seconded by Maureen Crawford and carried unanimously. On behalf of OSMB Jeff thanked OPA for their participation and funding.

- 2) Its time to be thinking of projects for the next biennium.
- 3) There are currently 12 projects in construction that need to be completed by March 1, 2009. Seven of the projects are park boat ramps.
- 4) There are no hard figures yet for Round 3 funding. Applications will be due sometime in January – February of 2009.
- 5) OSMB will be celebrating their 50th Anniversary in 2009.

Mike McLees asked if there were any further updates regarding the rule implementation on wakeboard operations on the Willamette River; mainly, the section from Newberg to the Canby/West Linn area, which affects county and state parks. He said OSMB was charged with this task to look at rules limiting the operation of any wakeboard/wakeboard boat or device which creates wake. This would limit water skiing to 200 feet from each bank and boats would not be able to make a 180° turn. Mike said this issue has resulted from local pressure and complaints of damage to banks, docks and other equipment that land owners have riverside.

Jeff said there has been a lot of special interest in this issue and it is scheduled to be discussed at the October 14th OSMB Board Meeting.

OPRD: Marilyn Lippincott reported on the following:

- 1) Applications for the County Opportunity Grant are due by Oct. 1 and the Advisory Committee will meet in Salem on Nov. 6 to review them with the Commission meeting in December in Brookings to approve the grants. Approximately \$700,000 is available for disbursement.
- 2) Trails program advertising will be started the first week of October. There is a Recreational Trails workshop in Boardman on Oct. 7 and Salem on Oct. 9. Letters of intent are due by Jan. 9 with the Advisory Committee meeting in March 2009 and the Commission in May 2009.

Wayne Rawlins advised on the following:

- 1) The State Comprehensive Outdoor Recreational Plan (SCORP) was required to be developed on behalf of the Land & Water Conservation grant fund program. Its results are employed across the board in all of OPRD's recreational grant programs, except the Veteran's War Memorial. The SCORP was just redone and is online. Everyone encouraged to review it.

The major shift in focus for the criteria when evaluating grant requests leans towards youth, diversity, obesity and aging population. OPRD is trying to develop the evaluation criteria along the results of the SCORP research to incorporate them into the grant program. This will be especially beneficial for the Local Government and Land & Water grants.

- 2) The State Fair had high attendance with increased revenues from last year.
- 3) The ATV program has new rules that take effect in January of 2009 with mandated online certifications for those under the age of 16.
- 4) Five Youth Legacy grants are being awarded.

2009 Meetings: The 2009 OPA Membership meeting dates and locations are as follows:

Jan 16 - Crook Co. Parks in Prineville	Jul 17 - Clatsop Co. Parks in Astoria
Mar 20 - Douglas Co. Parks in Roseburg	Sep ? - Annual Meeting & Training TBA
May 15 - Lane Co. Parks in Eugene	Nov 13 - AOC (possibly Portland)

GOOD OF THE ORDER

New Recorder: Paula Preston Mills said the recorder used to document the minutes has been malfunctioning during playback. It is several years old and is in need of replacement.

Motion: Mike McLees made a motion to purchase a new recorder. Larry Robison seconded the motion and it was carried unanimously.

Sustainability Information: Mike McLees advised that the majority of Clackamas Co. government offices will be participating in a one year pilot program for energy and carbon footprint sustainability. Employees will work a 10 hour/4 day week and all affected county offices will be closed on Fridays.

Monaco Coach: Wayne Rawlins said that there are many changes in the RV industry with fuel cost and materials. He asked if we could have Monaco come speak to OPA again and tell us what impact has taken place with them economically and what we could look at regarding park usage in the future. The consensus was that this would be a good idea. Todd Winter will attempt to contact them.

ADJOURNMENT

The meeting was adjourned at approximately noon. The next meeting is scheduled for November 21st in Eugene during the Association of Oregon Counties (AOC) conference.

Minutes Recorded & Transcribed by Paula Preston Mills