



# Oregon Parks Association

## BOARD & GENERAL MEMBERSHIP ANNUAL MEETING November 21, 2008 – Lane County Parks, Eugene

**CALL TO ORDER:** The meeting was called to order by Past President Todd Winter at 11:13 a.m. at the Lane County Parks conference room.

**Board Members Present:** Incoming President – Chris Wayland; 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); and Secretary/Treasurer – Paula Preston Mills (Clackamas Co)

**Board Members Absent:** Director – Maureen Crawford (Crook Co)

**Members Present:** Thomas Gray (Clackamas Co); Larry Robison (Coos Co); Brian Carroll (Linn Co); & Wayne Rawlins (OPRD)

**PRESIDENTIAL OATH:** Chris Wayland, incoming president, was sworn into office by Todd Winter. Chris then took over the responsibility of leading the remainder of the meeting.

**INTRODUCTIONS & ANNOUNCEMENTS:** Chris Wayland initiated roundtable introductions.

- 1) Todd Winter gave an update on the Association of Oregon Counties (AOC) conference he attended on behalf of OPA earlier in the week. Following is a summary of the conference:
  - A. A copy of the 2008 AOC Annual Report was made available for review. Todd offered to make copies for members that wanted one; however he believes it is available online at [www.aocweb.org](http://www.aocweb.org).
  - B. As a member of the Economic & Community Development task force, Todd assisted in making recommendations to be presented to the Governor.
  - C. The No Child Left Behind program is gaining momentum and is looking to secure funding through the legislature including use of lottery dollars. This program is not just recreation based it also includes environmental education.
  - D. The Housing Alliance wants to document recording fees and proposes adding \$16 per document. This proposal would pay Oregon Housing Community Services the additional monies with counties absorbing any administrative fees. It was not approved.
  - E. A proposal was made to restore 100% funding to the Governor Kulongoski's Economic Revitalization Team ([www.oregon.gov/Gov/ERT](http://www.oregon.gov/Gov/ERT)) using the State's share of lottery funds within the next four fiscal years. This was adopted by the Federal Forest Task Force to provide additional assistance to hard hit counties to help them maintain their land use planning tasking for development over the next four years.

F. There was also discussion of the State funding the creation of a Young Adult Conservation Corps similar in concept to the Civilian Conservation Corps. (Possible resource: [edocket.access.gpo.gov/cfr\\_2007/octqtr/pdf/43cfr32.1.pdf](http://edocket.access.gpo.gov/cfr_2007/octqtr/pdf/43cfr32.1.pdf))

G. Discussions were held on funding decisions where Title II – Rural Schools and State lottery dollars are concerned when the money is no longer distributed counties after deceleration and/or is reduced in four years due to other programs. The consensus was that OPA needs to be ready to advocate for the counties, possibly with a statewide consortium agreement, of how to maintain funding to the counties. This will be a challenge for the next two-three years.

2) Todd also distributed Northwest Playground Equipment manuals to members.

**MEETING MINUTES:** The minutes from the September 17<sup>th</sup> meeting were reviewed.

**Motion:** Todd Winter motioned to approve the September 17, 2008 minutes as written. The motion was seconded by Mike McLees and it was carried unanimously.

**TREASURER'S REPORT:** Paula Preston Mills distributed copies of the bi-monthly Treasurer's report to the members present for their review and presented two proposals, along with Chris Wayland, for the board to review.

1) The checking beginning balance as of September 1, 2008 was \$16,014.86 with revenues of \$1.19 in interest and \$5956 in conference registrations paid. Expenses included checking fees of \$4.00 for September – October and \$8,865.21 in conference expenses. The ending balance as of October 31, 2008 was \$13,102.84.

The time deposit rolled over on May 8, 2008 and there has been no activity since that time. The new maturity date is December 4, 2008 (previously reported as October) when it will automatically roll-over for another six months unless other options are sought.

**Motion:** Doreen Ferguson motioned to approve the September 17, 2008 Treasurer's Report as presented. Randy Hutton seconded the motion and it was carried unanimously.

2) Paula and Chris Wayland advised they had met with Wells Fargo to discuss the OPA accounts and the financial options available to the group. This discussion was facilitated by the distance between those who are financially responsible from year to year.

Currently, the Secretary/Treasurer position spans two years and the President one year for signature authority. After consultation, the banker's recommendation was that the Past President remain a signer on the accounts to cover any necessary gaps that may arise and offer a second check and balance for OPA. The proposal, as stated above, is presented based on the recommendation.

**Motion:** Jim Dowd motioned to approve the Wells Fargo recommendation as presented. Randy Hutton seconded the motion and it was carried unanimously.

The second proposal presented by Paula and Chris is also based on the business banker's recommendation. The recommendation was to issue credit cards for each signer in an amount determined by OPA, up to approximately \$1500 per each card, to cover local and long distance guarantees and/or expenses (conference registrations, hotel and meeting costs etc.). The benefit of this option is availability to conduct OPA business more readily by any of the signers, without having to wait for a check from the Treasurer.

A discussion was held on the merits of the proposal. A procedure for cash controls/receipts and reconciliation will need to be developed and approved. It was agreed that this proposal will be deferred to the January 2009 meeting for further discussion.

## **COMMITTEE REPORTS**

**Legislative:** 1) Mike McLees advised Senator Kurt Schrader, who has been a supportive advocate of the OPA, is now Congressman Schrader. With the election changes throughout the state, Mike stated its very important that OPA updates contacts with the AOC and the Legislature. This will facilitate an “open ear” when opportunities arise on issues for OPA to be heard.

2) Mike reported that he recently had a legislative conversation with Joan Young, from North Clackamas Parks & Recreation (NCPRD), who is also on the board of the Oregon Recreation & Parks Association (ORPA). Mike recommended that OPA renew contacts with ORPA to discuss legislative issues that affect both organization’s members/agencies in regards to funding. Joan indicated that the ORPA legislative chair would be open to a conversation between both organizations.

Mike stated its time to gather ideas about future funding; then meet with ORPA to see if collectively there can be a consensus in regards to planning and action, as both organizations need to be strong voices in the coming years. He will work on facilitating a meeting of the OPA Legislative Committee with ORPA.

Chris Wayland offered to make contact with Amanda Rich, the new ORPA Executive Director, to make introductions and assist Mike to coordinate this effort.

3) Brian Carroll introduced the topic of the State and Local Park Planning rule from OAR 660-034-0040 in conjunction with ORS 215.283 in regards to master planning approvals at local levels and conditional use permits. Linn Co. Parks is experiencing difficulties getting a use permit on their I-5 corridor property as it’s not identified on a master plan although it falls under the written OAR, which does not require it. (Source: [http://arcweb.sos.state.or.us/rules/OARS\\_600/OAR\\_660/660\\_034.html](http://arcweb.sos.state.or.us/rules/OARS_600/OAR_660/660_034.html) and <http://www.leg.state.or.us/ors/215.html>)

Some discussion was held on this topic, which included Brian saying that there is argument about future requirements to identify all properties an agency plans to purchase in the future. Brian said that although this issue is affecting his agency he’s recommending that the Legislative Committee review the rule before others are affected.

4) Todd Winter offered to host a Legislative meeting on December 4<sup>th</sup> at 11:00 at Lane Co., focusing on strategies and communication with ORPA. Todd will research the ORPA issues prior to the meeting to help set the priorities.

**Membership:** 1) Doreen Ferguson and Paula Preston Mills reported again that Tillamook Co. had not renewed their membership in 2008 and that earlier contacts were not responded to. Also, Deschutes Co. has not responded even though a referral from Marilyn Lippincott was made. However, Wasco Co. (Tyler Stone) has expressed interest in becoming a member and is currently in process. They have one campground at Hunt Park, which is their sole facility.

Doreen will continue to make contact with Tillamook Co. and coordinate further with Wasco Co. regarding their membership. Chris Wayland will attempt contact with Deschutes Co. again.

**Marketing:** 1) Paula Preston Mills said that on a recent visit to the OPA web site ([www.orparks.org](http://www.orparks.org)) she found that the several of the pages needed updating, including the Legislative page that is password protected when you try to connect to the OPA views. She also advised that some of the membership links needed to be updated and/or changed.

Todd Winter advised that the password protection/firewall should not be there and is something they are still trying to correct from the “worm” invasion that shut down the web site last summer. He said they are hopeful to have these corrections done soon so that you can move throughout the website without any difficulty.

2) Paula Preston Mills reported that Sandy Hinneberg is still working on the online brochure trying to incorporate the ideas suggested at the Annual Meeting in September. This is a brochure that would be available online and include a general state map with county boundaries, contact information for member agencies, and a facilities/amenities matrix.

3) Paula also said the packets were near completion, but found that more changes were needed to update language. Attempts will be made to have these finished by year end and will be proofed by Doreen Ferguson before they are printed.

**Nominations:** Todd Winter advised that there is nothing to report at this time, but is planning to have everything ready by August.

**Annual Meeting & Training:** In the absence of Maureen Crawford, Paula Preston Mills reported that the committee is still planning to go ahead and scope out Baker County for 2009 as voted on at the Annual Meeting in September. Specifically, the committee is looking at Baker City and the possibly the Geiser Grand Hotel, which was recommended.

The committee is accepting suggestions for session topics and needs to be making decisions and contacts soon. Please forward any ideas to Maureen or Paula.

**Gary Ward Scholarship:** Randy Hutton reported that he is searching for classes/training to recommend for the scholarship. Suggestions included:

- A. Ranger training from State Parks & Oregon Leadership Institute - Mike McLees
- B. CISPUS for customer service/facilitation (<http://www.reo.gov/cispus/>) – Wayne Rawlins
- C. ROPES Course for team building – Todd Winter

## **OLD BUSINESS**

**Campsite Definition & RV Fee Distribution:** Todd Winter handed out copies of the OAR requirements for a qualified campsite where it pertains to RV Fee distributions. The question that arose was why a fire ring had to be a requirement, especially in some areas where having them in campsites is dangerous or not wanted (ex: RV sites). Also, group sites are not eligible as they generally do not have a fire ring. Following are highlights of the discussion:

1) Todd Winter explained the original complaint was regarding RV users not wanting any smoke in the area, even from the neighboring sites, due to the residual affects to the interiors of their rigs. Factors included second-hand smoke issues, and long term upholstery damage for those who are full-time RV'ers. He said OPA needs to weigh the risks in opening the rules.

2) Wayne Rawlins said if OPA wanted to make changes it would need to go to the Commission and then he described the rule making/change process, which includes public hearings.

He continued by saying if OPA has a goal and kept on task close to that goal, even if other issues are brought in, its staff's responsibility to explain to the Commission why the other issues were not addressed. So staff is able to manage, control, guide, direct and facilitate the rule making process. In the end it is still up to the Commission.

3) Brian Carroll stated that OPA should only open the rules if there is a serious issue, and many agreed.

4) Mike McLees said OPA needs to meet with State Parks (OPRD) and discuss the definition, even though the rule was made many years ago, before any thoughts are made to changing the rule.

**OSMB MAP Formula Changes:** Todd Winter reported on the reduction of funds issue that Randy Hutton had previously brought before the Board. The concern regarding the Maintenance Assistance Program formula (OAR 250.014 Sect 2B) is that when agencies charge over \$3 in day use/user fees at facilities with qualified boat ramps, there is a 25% reduction in the assistance benefit. With so many agencies struggling to support their facilities due to changes in non-mandated services, and local governments having to prioritize services through loss of funding, the MAP funds help them to be more self sustaining.

The spirit of the MAP funds as defined is to enhance existing levels of funding and to improve the quality of facilities provided. For some agencies the reality is the funds become replacement dollars vs. additional revenue dollars.

Todd said he has drafted a letter requesting a meeting with OSMB to discuss reviewing the allocation formula. A brief discussion was held and some changes were made to include language regarding inflation factors. After approval by Chris Wayland he will forward the letter to OSMB.

**Motion:** Paula Preston Mills mad a motion that the letter be forwarded to OSMB after the discussed changes were made. Doreen Ferguson seconded the motion and it was carried unanimously.

- 3) **Renewal Contacts:** Per Chris Wayland this item was previously covered the Membership report.
- 4) **President's Letter:** Same as above.
- 5) **Web Site Status Report:** Previously covered under the Marketing report.

## **NEW BUSINESS**

**OSMB:** In the absence of Jeff Smith, Paula Preston Mills handed out a memo from him on the current Issues, which included Round 3 updates, board meetings, Round 1 projects info, and floating restroom update. Please see the OSMB attachment for details. Additional discussion and comments were:

- 1) Brian Carroll talked about the floating restroom retro fits and challenges his staff has faced with this conversion that they are trying to work out.
- 2) Mike McLees advised that OSMB recently approved a No Wake Zone on the Willamette River from Rodges Park in Newberg (Yamhill Co) to below Hebb Park in West Linn (Clackamas Co). This decision was made after public meetings, including riverfront residents, regarding bank erosion and dock degradation. He said Clackamas Co. was not supportive of the decision, as stated in a letter to OSMB, since the erosion and degradation issues come more from the natural occurences each year through flooding and trees/other debris floating in the area.

Mike said its an extremely restrictive rule since boats are not allowed to make a 180° turn, or exceed 5 m.p.h. within the 200' buffer of the bank, and much of this area is only 400' wide. He commented that Clackamas Co. has two parks on the Willamette (Boones Ferry and Hebb) that will be affected; and Hebb may be economically impacted via loss of revenue, as it is heavily used for skiing and wake boarding.

Since this issue may affect other counties or areas Mike suggested that OPA stay updated.

**OPRD:** Wayne Rawlins distributed comparison graphs to members present and reported on the following:

- 1) RV registrations are down the past three years, with decreases in 2008 from FY 2007 of 14% in motor homes, 8% in campers, and 5% in travel trailers. There was a slight decrease in 2008 for trip tickets, but an increase of 9.3% in 2006-07. Even with fuel prices coming down this is a notable decline and projected to continue.

Brain Carroll commented on trying to close some of the loop holes in the Trip Ticket fees relating to RV's. [Currently these fees are not part of the RV Fee distribution received by counties]

2) Due to the deepening recession the State of Oregon budget has been significantly hit, by \$946 million, and is making emergency cuts. State economists said there will be a steep drop in personal income tax revenue and a smaller drop in lottery profits have caused a \$184 million hole in the State's budget forecast forcing it to make up a \$142 million shortfall. Agencies have been ordered to cut what is left of their 2007-09 budget by 5% between now and June 2009. [Oregonian article from 11/21]

3) Defined the fee scale for RV's based off of HB 2041 that may be related to current trends and the percentage/apportionment changes reflected in SB 29 that changes State Parks' forecast. Any new title registration increases need to include RV fees if looked at again.

Brian Carroll asked if anyone had done an analysis to determine if fees are increased again whether it would cause more RV owners to "garage" their vehicles. It is unknown if this is being done.

Larry Robison commented that most people prioritize registrations and if fees are increased across the board personal vehicles will be registered first with RV's left to sit.

Jim Dowd said when fees are increased during low economic times the benefit is reaped when the economics are better. In the long run it works.

4) Hand outs were given on the timeline for the OPRD Grant Program.

### **GOOD OF THE ORDER**

**No Smoking Rules:** Wayne Rawlins commented on the new rule to take place in January 2009 and the possible revenue affects this will have on lottery dollars as players won't visit and/or stay at gaming establishments. Mike McLees said the ban does not affect clubs that charge membership fees.

**Additional By-Laws Change Proposal:** Paula Preston Mills advised that when she was updating the membership packets she found the Finance portion of the By-Laws needed to be updated too. Section A referring to annual dues being payable at the Annual Meeting no longer applies; and Sections B and C are ambiguous and/or conflicting. She recommended the following changes to update the By-Laws and clarify this item:

### **III. FINANCE**

- A. Annual membership dues in this Association shall be due and payable at the ~~annual conference and~~ **beginning of each year and** shall be effective **for the calendar year.** ~~until the next conference.~~
- B. Membership dues shall be **determined** as follows:
  - 1. Full organization membership as defined in Article III, Section 4 **A** of the Constitution **with dues based on the annual operating budget of the agency as listed below.** ~~-\$50.00.~~
  - 2. Commercial membership as defined in Article III, Section 2 **B** of the Constitution ~~-\$75.~~
  - 3. Associate membership as defined in Article III, Section 3 **C** of the Constitution ~~-\$25.00.~~

*[Amended 11/21/08]*

C. Membership Categories & dues are based on the agency budget.

<u>Annual Operating Budget</u>	<u>Dues</u>
• Under \$500,000	\$100
• \$500,000 to \$1,000,000	\$200
• \$1,000,000 to \$2,000,000	\$300
• \$2,000,000 to \$3,000,000	\$400
• \$3,000,000 Plus	\$500

D. Other Memberships:

• Associate	\$100
• Commercial	\$100

There was a lively discussion of how dues came to be based on a sliding scale in reference to operating budget and how to proceed with notifying the membership. It was agreed that this item would be tabled to the January 16, 2009 meeting for further discussion.

**OSHA Hepatitis B Vaccinations:** Randy Hutton said that in meetings with OSHA it was determined that their field staff, including seasonals, were highly susceptible to Hepatitis B and had to be offered the opportunity to get the vaccine. He asked how many other agencies participated in this and was assured that most do.

Jim Dowd asked about if volunteers and corrections crews are required to be offered and Chris Wayland said they are required to provide their own, or be under Worker's Compensation/OSHA as they are considered sub-contractors.

**Oregon Department of Forestry (ODF) Survey:** Chris Wayland handed out the survey information and asked if anyone impacted by recreation and forest lands wanted to participate. The survey is on accessing forest recreation needs in Northwest Oregon.

**Oregon State Weed Board Grants:** Doreen Ferguson advised that grants applications are being taken for weed control and noxious weeds. They have a deadline of December 3, 2008.

## ADJOURNMENT

The meeting was adjourned at 2:23 p.m. and the next meeting will be held in Prineville on January 16, 2009.