

# Tillamook Mid-County Parks & Rec District

## MEETING MINUTES

Meeting Date: July 19, 2018

Today's Date: July 26, 2018

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
Call to Order	Meeting called to order at 12:59 pm	
Attendance	Members: Doug Henson, Michelle Jenck, Brian Cameron, David Wilson, Kaylan Sisco Other: Linda Shuford-Public, Michele Bradley - Public/SDAO board member and Bob Keefer, SDAO rep.	
Public Comment	Linda Shuford said she read about our formation in the paper. She spoke regarding new pickleball league with approx. 42 members. Using/retrofitting tennis courts at Fairgrounds and Coatsville Park (formerly 9 <sup>th</sup> St Park). Wanted to be sure Parks & Rec knew about their activity to avoid duplication.	<i>At the suggestion of board chair, Michelle sent Linda an email thanking her for coming to speak</i>
Agenda	Agenda reviewed and accepted, noting we might not get through all items	
Meeting Minutes	Motion to approve by Henson; 2 <sup>nd</sup> by Sisco – Passed	<b>Minutes Accepted 5-0</b>
OLD BUSINESS  Board Discussion w/ Bob Keefer, SDAO	<p>SDAO consultant, Bob Keefer, came to discuss how they can assist us. He has 34 yrs experience, as both Executive Director and Board Member for Parks &amp; Rec. Highlights of discussion include:</p> <ul style="list-style-type: none"> <li>• Identification of purpose and history</li> <li>• 2006 Feasibility Report</li> <li>• Recommendation to use Mission and "Bright Spots" or opportunities to develop a strategic plan (i.e. leverage existing resources, Wellness initiative, etc.)</li> <li>• Polled members regarding views on balance of funding, programs, and assets. Member feedback fairly consistent <ul style="list-style-type: none"> <li>-Support existing non-profits; do not duplicate programs</li> <li>-Use existing assets – just fill gaps and enhance as needed</li> <li>-Desire to see all youth programs under one umbrella</li> <li>-Funding for maintenance of existing parks and trails</li> <li>-Coordination of existing groups/programs/assets</li> <li>-Serve as a "unifying organization"</li> <li>-Facilitate promotion of programs and assets</li> </ul> </li> <li>• Discussion regarding lack of current funding <ul style="list-style-type: none"> <li>-Most members expressed view that it will at least 2 years to glean enough information from community regarding funding priorities. Likely members will facilitate and coordinate work as volunteers over the next couple of years and then evaluate their investment and vote on next steps</li> </ul> </li> </ul>	<i>Kaylan sending feasibility report and formation request letter citing mission to members. (Now in Basecamp)</i>

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	<p>Keefer <b>Recommendations:</b></p> <ul style="list-style-type: none"><li>• Take strategic, slow process to determine our funding ask</li><li>• Ask what issues the community is facing – what are people talking about? How can a Parks &amp; Rec help? (i.e. Senior services, childhood obesity, veterans, after school programs)</li><li>• Align Mission with priorities, establish criteria/north star (i.e. Economic Development, Employee Recruitment, Community Livability, Public Health, Quality of Life)</li><li>• Set a timeline for establishing priorities</li><li>• Work to garner credibility through prudent facilitation, coordination and promotion</li><li>• Draw in stakeholders</li><li>• Identify benchmarks</li><li>• Ensure any tax measure meets/exceeds perceived need</li><li>• Avoid common mistake of underestimating what it will cost to pursue strategic plan</li><li>• Avoid tax compression issue. Find out what the current level is. Make sure ask does not put pressure on tax cap</li></ul> <p><b>Advisory Committee</b> discussion – Keefer asked why this was being considered. Reasons included:</p> <ul style="list-style-type: none"><li>-Desire to ensure that we are on track/compliant</li><li>-To serve as champions/advocates for our work in the community</li><li>-Toledo example cited – Keefer noted that Toledo group is actually a Political Action Committee (PAC) and that the timing for this is actually when you are getting closer to propose a ballot measure.</li></ul> <p>Keefer pointed out that an official Advisory Council or Committee's members would be considered public officials. Meetings would be subject to public meeting laws. As such, he recommends having Listening Sessions, forums, focus groups. Ideally include youth, seniors, parents. He also recommended having a good facilitator at these, collecting data and stated "you can't get too much input."</p> <p><b>Insurance</b> – Keefer notified members they are required to carry Director's &amp; Officers (D&amp;O) Insurance, which can be purchased through SDAO.</p> <p><b>Q&amp;A re Compliance:</b></p> <ul style="list-style-type: none"><li>• Difference between Ordinance, Resolution &amp; Motion: Motions are procedural, just formalizes a decision;</li></ul>	<p><i>Board Chair to inquire about insurance rates. Will need to decide how to pay for this without funding. Bake Sales?</i></p>
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	<p>Resolutions create policy (e.g. fee structures); Ordinances are formal, permanent rules (e.g. Park Hours)</p> <ul style="list-style-type: none"> <li>• Emergency Meetings do require public notice</li> <li>• Email communication between more than 2 board members constitutes a public meeting and would be subject to public meeting laws. Personal email content can be reviewed. Suggestion to not reply all. Build agenda by sending topics directly to chair.</li> <li>• Recommendation to review ORS 198 &amp; 266; 266.460 states County District Attorney can provide us with legal advice</li> <li>• Benefits of SDAO members (\$135/year for group total):             <ul style="list-style-type: none"> <li>-Consulting (8 hrs free), Resource library, board training, strategic plan facilitation, worker's comp, liability insurance (add'l fees) – <a href="mailto:bkeefe@sdao.com">bkeefe@sdao.com</a></li> </ul> </li> </ul>	
OLD Bus Cont Advisory Committee	Based on information shared at this meeting, board members agreed not to pursue formation of any advisory committee at this time. Agenda item scratched.	
Mission/Vision	Kaylan requested and received letter City of Tillamook sent to County requesting formation of Mid Tillamook County Parks & Rec District. Letter contains mission statement.	
Logo	Brian Cameron shared logo examples. Members circled and ranked their preferences. He will mock up samples for next mtg	
Asset Inventory	Insufficient time at this meeting to discuss in detail.	
NEW BUSINESS	N/A	
Board Member Comments	<p>Board chair asked members for feedback regarding SDAO presentation. Positive feedback – helpful, supportive organization, worth joining. Sisco Moved to join, 2<sup>nd</sup> by Cameron – Passed 5-0 Cost of \$135 covered by donations from board members.</p> <p>Insurance – Agreement that members must get D&amp;O Insurance. Question regarding cost and how to pay for it.</p>	<p><b>Motion approved to join SDAO 5-0</b></p> <p><i>Wilson to get information on cost through SDAO. Sisco to get comparison.</i></p>
Executive Session	N/A	
Next Meeting	August 21, 2018 1:00-2:30 p.m. - Tillamook Chamber of Commerce, 208 Main Ave, Tillamook, OR	<i>Doug to secure meeting venue</i>
Adjournment	Meeting was adjourned at 2:47 pm	

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