

Oregon Parks and Recreation Commission



November 29, 2007

8:30 - 9:30 Work Session

9:45 a.m. - 1:00 p.m. Business Meeting
Champoeg State Heritage Area

Those attending part or all of the meeting included:

Commissioners Present:

Bill Gregory, Chair
Jim Parr, Vice-Chair
Brad Chalfant
Sharon Rudi
Jim Brown
Sue Musser
Jay Graves

Staff:

Tim Wood, Director; Dave Wright, Assistant Director, Operations; Kyleen Stone, Assistant Director, Recreation Programs and Planning; Richard Walkoski, Recreation Programs Manager; Roger Roper, Assistant Director, Heritage Programs; Lisa VanLaanen, Assistant Director, Administration; Wayne Rawlins, Grants Division Manager; Ron Price, ATV Grants Program Coordinator; Pamela Berger, ATV Grants Program; Commissioner Myron, Legislative Coordinator; Amy Gillette, Natural Resources Division Manager; Jan Houck, Water Recreation Program Coordinator; Kathy Schutt, Planning Manager; Mark Davison, Master Planner; Cliff Houck, Property and Resource Manager; John Potter, Region 2 Manager; Dave Koellermeier, State Fair and Parks District Manager; Dennis Wiley, Willamette Valley District Manager; Ryan Sparks, Willamette Mission State Park Manager; Steve Shipsey, Assistant Attorney General; and Vanessa DeMoe, Acting Commission Assistant

Visitors Present:

Senator Gary George, District 12; Bob Tardiff, Interim City Manager (City of Newberg); Dave Eshbaugh, Executive Director, State Parks Trust; Sam Brentano, Marion County Commissioner; Virginia Lang, Friends of Historic Champoeg; Becky Tymchuk, President, Oregon State Fair Foundation; Sherry Matheson

Meeting

On Thursday, November 29, 2007, at 8:30 a.m. Chair Commissioner Gregory called the Oregon Parks and Recreation Commission (Commission) meeting to order.

Commission Work Session
8:30 a.m. – 9:30 a.m.

The Commission met in work session to discuss the Commission's Best Practices.

This work session was open to the public. However, the Commission did not take public comment during the work session. An opportunity for public comment was provided during the business meeting.

Best Practices is a Department of Administrative Services (DAS) requirement. All state commissions, councils and boards must adhere to a high standard as they perform their duties. The Oregon Department of Administrative Services researched standards for public agency performance, and selected 15 basic "best practices" all public bodies should follow. The practices include business processes, communications, oversight duties, budgeting and training, among other functions.

The Commission has previously received the 15 requirements by mail, evaluated them based on individual knowledge of the Commission's performance, and sent back to Chris Havel, the Communications Coordinator. The Commission reached consensus on 12 of the Best Practice measures; 3 measures did not have consensus. The Commission spent time discussing the measures during the Commission Best Practices Work Session.

Commission Best Practices Work Session

Intro/purpose

Develop consensus on all 15 mandatory best practices promulgated by DAS. Discuss ways to exceed standards.

Practices lacking consensus/Resolution

Measure # 2. Director's annual performance evaluation

Discussion/solution: Although annual performance evaluations were being conducted as required, results had not been shared with all Commissioners. The Chair will rectify this by providing all Commissioners with the complete evaluation.

Consensus: Exceed Meet Doesn't meet

Measure # 8. Budget review

Discussion/solution: Delegated authority growing. Need to reconnect delegated authority back into budget reports. Include references in budget reports that connect to previously-approved actions. Start with clear goals, reinforce action items by referring to previous decisions. (E decided X, which led to Y and now you must act on Agenda Item Z). Build context/show chronology in budget items.

Consensus: Exceed Meet Doesn't meet

Measure # 10. Accounting for resources:

Discussion/solution: Better connection between risk/audit team progress and Commission. More regular reporting. Consider developing "master plan" for risk management.

Consensus: Exceed Meet Doesn't meet.

Notes on potential workshop activities

Set high standards for property acquisition (evaluating proposals, identify conflict of interest or certify lack thereof, etc.)

Review Commission's time spent on administrative actions versus true policy-setting efforts. Consider strengthening consent agenda to streamline meetings and make more time for policy work.

Adoption of the Best Practice Measures

(Final compilation included as an addendum to these minutes.)

Commissioner Parr moved to approve adoption of the Best Practice Measures. Commissioner Musser seconded. The motion passed unanimously, 7-0.

Business Meeting

9:45 a.m. – 1:00 p.m.

1. Commission Business

a) Approval of Agenda (Action)

Director Tim Wood added Agenda Item 13c.

L.L. Stub Stewart State Park property donation

Commissioner Parr moved approval of the agenda as amended. Commissioner Rudi seconded. The motion passed unanimously, 7-0.

Audience and Staff introductions.

2. Public Comment: Senator Gary George, District 12

Senator George spoke about the Veteran's Memorial Project proposed for Yamhill Co, Ash Island. The project resembles an east coast project, "river links." Possible purchases include a reclaimed landfill site and an abandoned right-of-way currently under Union Pacific ownership, this could possibly become a "rails-to-trails" project.

Senator George proposed that State Parks contract with Yamhill County for the upper part of the proposed land acquisition, above the landfill. The Senator described it as a beautiful area on a plateau above the Willamette River, looking down on Rogers Landing and the old historic bridge to the east. To the west and to the south is Ash Island and Dundee. Senator George noted support from the Mayor of Portland. The Senator added that the supporters are in the process of forming a non profit organization called Veterans Memorial Committee to raise funds for the construction of the memorial.

Senator George will deliver a biological study and videos to OPRD for review.

Director Tim Wood commented that the two brainstorming-community involvement meetings at Champoeg resulted in scheduling of a meeting after the first of the year. At this meeting a concept will be put together of what the project will look like; what resources will be needed

and where they may come from; and what partners we have. Then we will have something concrete to share with decision makers.

Commission Discussion

The Commission discussed the project size and scope. The timeline is aggressive, it was stated by Senator George that they would like the project completed by next Veteran's Day. There will be 7-8 miles of trail, connected under the 219 bridge to the new park property that Chehalem Park bought (current and new purchases). The Veteran's memorial will occupy 1.5 acres, 6 acres total, possible 15 acre acquisition from Larry Christian. The hope of the interest group is that State Parks could assist in acquiring the property then the County would transfer management to State Parks.

Public Comment: Al LePage, (aka "Jean Baptiste" LePage)

Living History Interpreter and Trainer, Portland, Oregon

Al discussed historic trails. The Lewis and Clark Trail and the Oregon Coast Trail He talked of the American, Jedediah Smith, and the Scotsman, McLeod.

He shared his thoughts that there is more history to the trails than Lewis & Clark. Al wants us to think about the trails and the history that is there. He states that they must be kept and made new again so they (the trails) can make connection with history.

3. Approval of the September 20, 2007 Commission Meeting Minutes (Action)

Commissioner Chalfant had a **correction** to the September minutes, *he was present at the September 20, 2007 meeting*

Commissioner Parr commented that the minutes were very thorough.

There was a discussion on the minutes, Commissioner Gregory asked for input and discussed what the Commission standard is for minutes, what would they like to see? The Commission agreed to continue detail.

Commissioner Graves moved approval of the minutes as amended. Commissioner Chalfant seconded. The motion passed unanimously, 7-0.

4. Director's Update (Information)

Director Tim Wood gave an update on the Thompson's Mill dedication. It will open to the public for the first time Friday December 7, 2007. Tim shared pictures of the newly-restored silos; the work was done by former State Parks ranger Lori Webb.

The agreement for managing the Capitol Mall should come together by January 1, 2008 with DAS. Agreement is going very well thanks to all the folks working on it.

A Person had been reported as missing at Silver Falls on November 18, 2007. Law enforcement and search and rescue crews conducted a search and located the individual's body in the pool of south falls one week later. The death was an apparent suicide.

The Oregon Parks Foundation attorney has asked that the Commission allow the Foundation to change their bylaws so that it can make decisions without the concurrence of OPRD Commission. The Commission concurred in this change.

5. Approval of Delegated Authority Report (Action)

a) Contracts

Lisa VanLaanen - Assistant Director of Administration, requests approval of Contracts delegated authority report.

Commission Discussion

Commissioners asked if they should pose questions regarding the delegated authority report in advance of the meeting to allow staff to prepare? Lisa VanLaanen commented that it would be preferable, that way research could be done and the appropriate contract officer could assist in answering the questions.

Commissioner Graves questioned the contract to Molalla River BMX for \$120,000. Kyleen Stone, Assistant Director Recreation Programs and Planning, explained that this group sponsored the BMX track at the Sport Health & Recreation area at the State Fair. They helped with staffing, produced events, and helped with design and construction. This is a revenue contract. This amount was not spent; it was revenue "in kind."

Commissioner Graves questioned the temporary 4-H housing. Dave Koellermeier, State Fair Manager, explained that by statute we have to provide staffing for the 4H groups during the State Fair. The dormitories historically used are uninhabitable. This resulted in OPRD having to provide temporary housing. The dormitories have been demolished; future plans are on the agenda later in the meeting.

Commissioner Musser asked for an explanation of the JAL Construction change order and adjusted cost. Director Tim Wood explained the process for a change order: When the Commission approves a contract for a bid amount, that amount can be exceeded with a change order up to an established percentage of the contract amount without having to have a project re-bid. The Director approves change orders under his delegated authority up to the limit established in rule and state.

Commissioner Graves moved to approve the delegated authority report. Commissioner Parr seconded. The motion passed unanimously, 7-0.

b) Natural Resources

Cliff Houck - Property & Resource Management Section Manager, requests approval of Natural Resources delegated authority report.

Commission Discussion

Commissioner Chalfant asked about a violation that occurred in the State Scenic Waterway; trees were cut and confusion among agencies about authority.

Jan Houck, Watertrails and Scenic Waterways, responded; it is being resolved, replanting is in process. The situation is in State Park jurisdiction.

The county does not have any jurisdiction until a project is proposed for development. Regular maintenance of property is not controlled by the county unless there is a building permit issued.

Commissioner Chalfant asked if we have taken any steps with partner agencies to make sure they understand our role?

Jan Houck responded, on the Deschutes we have a Stewardship Team that consists of federal, state, county and local jurisdictions. This team is being reactivated. The structure of the Stewardship Team is being looked at for implementation in other areas of the state. While this keeps government agencies informed of each others responsibilities, it does not solve the issues of individual owners knowing if they fall within state scenic waterway boundaries. Commissioner Chalfant stated that we need to be proactive. Funding needs to be put into this program to be in contact with the other agencies.

The Commission discussed the Ocean Shore permitting process and permits for rip-rap. Information was shared regarding the Ocean Shore Permits on the delegated authority report, although permits are listed on the report others are pending but not ready for approval at this time. Discussion also focused on the approval of rip-rap permits. Cliff Houck stated that they are approved when property is threatened or when there is not an economic solution to the problem. Approved rip-rap permits would be for properties that existed prior to implementation to the ocean shore permitting process. Commissioner Graves asked if rip-rap moves the problem down to someone else's property? Cliff Houck replied that this is one of the processes that the permit application focuses on. One of the criteria is to ask, "Is there is any rip-rap pre-existing in the area?" It also asks the question, "Is this a continuation or repair of rip-rap that is already there?"

Commissioner Musser moved to approve the delegated authority report. Commissioner Graves seconded. The motion was passed unanimously, 7-0.

6. ATV Grant Program (Action)

a) Account Allocation Committee Appointment

Wayne Rawlins, Grants Division Manager, requested approval to appoint Mr. Rick Thomas to the ATV Account Allocation Committee

Wayne Rawlins talked about the ATV Account Allocation Committee and proposed the appointment of a new committee member. The volunteer positions are to be appointed by the Commission for a term of four years. Starting in August staff submitted public notices requesting applications to fill this vacancy and interviews were held in October. Staff and the ATV-AAC recommend that the Commission appoint Mr. Rick Thomas to a four-year term serving as the Class II representative. Wayne informed the Commission that Mr. Thomas has allocated this next year in his work schedule for the meetings.

Commissioner Brown moved to approve appointment of Mr. Rick Thomas to the ATV Account Allocation Committee. Commissioner Rudi seconded. The motion passed unanimously, 7-0.

b) Grant Requests Approval

Wayne Rawlins, Grants Division Manager, requested approval of the ATV-AAC Grant Projects

The ATV Grant Program provides funding assistance for a variety of ATV recreational projects including; land acquisition, planning, development, operations & maintenance, safety education, emergency medical services and law enforcement. At the Sept 21, 2007 meeting the

ATV Account Allocation Advisory Committee recommended 5 of 6 projects for Commission approval.

The committee did not recommend the Starkey Experimental Forest project for funding. The committee intends to visit the project site and review the applicant's processes and goals, and then will re-hear the grant request at a later date.

Commission Discussion

Commission discussion focused on several points:

- The added value to the project.
- Forest Service has shut down miles of forest, this leads to an assumption that this study has already been done.
- Starkey Experimental Forest is an important resource, ODFW may not have the resources to do the study.

In response to a question regarding the funding of the purchase of a quad for use by the Beach Ranger stationed at Honeyman, Wayne Rawlins explained that the time/salary is being used as the 20% match they are required to provide for the quad purchase. The agency is contributing \$5,200.00 for cost of an ATV, not the whole \$30,000.00.

Concerning the time/hours for a Tillamook County Deputy Sheriff's salary to provide safety education and enforcement duties a Commissioner questioned items 2 and 3 on the list of proposed projects. Wayne Rawlins explained (in response to if the time frames are the same) that it is an estimate of their time, the first grant request is for a little bit less time than the second. It is a forecast of how much time they think they will allocate towards ATV safety and enforcement.

Ron Price responded to a question regarding the Starkey Experimental Forest with the following information; it is 25000 fenced acres, a tame herd of elk is monitored within the property. What is different about this project is that they incorporated the hunting element. Both hunters and elk are monitored. The study area is divided up into areas where ATV use will be allowed and areas where it will not, the elk and hunters will be monitored in all areas.

Commissioner Graves moved to approve the ATV-AAC Grant Project

Recommendations. Commissioner Parr seconded. The motion was passed unanimously, 7-0.

7. Scenic Waterway Program request to begin rulemaking (Action)

Richard Walkoski, Recreation Programs Manager, requested approval to begin rulemaking.

Richard Walkoski presented the Scenic Waterway administrative rules in need of updating. Changes that need to be addressed include; staff and department titles, correct grammatical and typographical errors, update the "interim classification" list, clarify the notification review process, and reorganize the document for easier reading.

The most significant change will be the clarification of the review process. In OAR 736-040-0080 (Notification Procedures) and in OAR 736-040-0085 (Procedures in Event of Commission Denial) we have added the language, "accepted as complete". OPRD has one year from the time a notification is filed to render a decision. The addition of this phrase

allows staff to make sure all information has been submitted before the one-year time frame begins.

Commission Discussion

Commissioner Chalfant commented that he assumed the reason segments of the Deschutes and John Day rivers were removed from the interim classification segment was that we have already adopted rules for them?

Jan Houck responded that yes, the rules were adopted a number of years ago but the Interim Classification section did not get updated. She further explained that when rivers are designated as scenic waterways they are immediately given interim classifications. It takes some time to follow-up with the specific regulations for each river. The interim classifications give the department standards by which the river is protected before actual rules are adopted.

Commissioner Brown moved to approve the request to begin rulemaking. Commissioner Chalfant seconded. The motion was passed unanimously, 7-0

8. Silver Falls Master Plan Adoption (Action)

Mark Davison, Master Planning Coordinator, requested approval for adoption of the Silver Falls Master Plan.

The department has completed a draft master plan to provide a unified vision for Silver Falls State Park. Two rounds of public meetings were held this year. At the first round, in March, follow up meetings were held with equestrian groups and with the neighbors adjacent to the new acquisition on the north side of the park. A second round of meetings was held in September. An advisory committee of representative stakeholders was also held in March and September. Comments have been summarized in the Issues Chapter of the draft plan and were taken from public meetings, email and mail, stakeholders meetings, responses to a camper survey, and field and program staff input.

At the meeting requests were for; better supervision, a buffer between development, Howard Creek Camp to be kept for equestrian use, and larger equestrian areas.

Mark Davison listed highlights from the Silver Falls Master Plan

- More overnight accommodation increase to 250
- Look at preserving history, focus on the Conference Center and Youth Camp
- How to update them and expand within that historic preservation setting
- Management of Natural Resources – preservation
- The previous Master Plan focused on the forest, this plan realized the importance of the meadows and the equal importance

Commission Discussion

Commissioner Brown asked if this plan contemplates using some of this land (Howard Creek Horse Camp) for other purposes? Referenced pg Pg 127

Mark Davison answered that it was initially planned for overnight camping, however working with the biologist, rare species were found in that area that restricted development. The solution was overnight cabins.

Commissioner Chalfant asked if the capability to manage a free-style bike area and the liability involved had been analyzed?

Mark Davison – Commented that a meeting was held with a biking group, the request was more for a learning type of area. The bike group has volunteered to build, maintain, and partner with us to provide a learning environment. He had talked with David Solomon regarding the liability issues.

Director Tim Wood commented that this kind of activity attracts and creates the opportunity to serve and reach out to a different user group and diverse population.

Commissioner Graves commented that building a beginner’s facility is a great idea.

Commissioner Brown referenced the Silver Falls Master Plan, Pg 154 – right column. It talked about the concept of, “active management to restore forest systems back to the conditions within the context of historic variation...”. Commissioner Brown advised that this is an old concept; that we need to start thinking about the future not the past in consideration of climate change. He said that we need to think about how we want to manage our forests by looking forward. Commissioner Brown suggested that we take a look at that part of the plan.

Mark Davison - 11X 17 handout discussion

Mark highlighted and briefly discussed each phase.

Commission Discussion

Commissioner Chalfant asked what the time frame for each phase is?

Director Tim Wood stated that the tasks are logically organized if funding was available.

Marina Cresswell, Design/Program Manager, has a Six Year Plan she is putting together. All Silver Falls projects are in the Six Year Plan. This will be brought before the Commission so you can see the sequence. Restraint is funding.

Commissioner Graves questioned what the space allotment is between camp sites?

Mark Davison responded that it varies by county. The fire chief recommends 20 ft between vegetation and fire ring. The space can be restricted by topography, and how many sites with out being too crowded. A 60 ft buffer is preferred, but you have to consider topography, efficiency, quality of experience, natural resource restrictions, and cultural resources.

Commissioner Chalfant asked if it is necessary to go to rulemaking to adopt a master plan for a park?

Director Tim Wood explained the process; The Commission adopts the plan, Parks staff will work with Marion County to adopt it into the County Comprehensive Plan, it will then be adopted as rule by the Director.

Commissioner Brown moved to approve the adoption of the Silver Falls Master Plan. Commissioner Musser seconded. The motion was passed unanimously, 7-0.

9. 2008 Supplemental Session Budget Request – Oregon 150 (Action)

Lisa VanLaanen, Assistant Director, Administration, requested permission to take two items to the Interim Joint Committee on Ways and Means.

Lisa VanLaanen requested permission to go to the December interim committee and request limitation of 2 million dollars in lottery funds to support the Oregon 150 celebration.

She also requested approval to provide a report on the status of land acquisition to the January 2008 Interim Committee on Ways and Means.

Commission Discussion

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The Commission asked about having a brief meeting ahead of the January Commission meeting to help better understand the flow of monies and the budget process. Director Tim Wood will schedule a workshop at the next Commission meeting to better inform commissioners of the budget development process.

Commissioner Parr moved to approve the request for permission to take these requests to the Interim Joint Committee on Ways and Means. Commissioner Musser seconded. The motion was passed unanimously, 7-0.

10. 2008 E-Board Request (Information)

Lisa VanLaanen, Assistant Director, Administration

Lisa VanLaanen shared that the Legislative Emergency Board has interim emergency meetings in between the normal sessions. They anticipate them to meet in June 2008. We are currently looking at using lottery funds for; field reallocation, Rogue Valley and Banks Vernonia Trail projects, FIP projects related to backlog and new park development, local government grant program limitation increases, and land acquisitions.

Other funds; limitation increases for Trust and Sinking, State Fair, County Opportunity Grant Fund limitation increases, ATV law enforcement, Web reservation limitation increase, Heritage limitation increase, Land & Water limitation increase

No commission action was requested.

11. Executive Session (not open to the public)

The commission will meet in executive session at this time to discuss acquisition priorities and opportunities. The executive session will be held pursuant to ORS 192.660(2)(e) and (h).

Further discussion of acquisition priorities will occur at an Executive Session during the January 17, 2008 meeting.

Break – Commissioner Brown excused himself from the meeting for the remainder of the day to attend to personal business.

12. Natural Resource Management Program (Information)

Amy Gillette, Forestry and Natural Resources Manager

Amy Gillette gave a Power Point presentation as an update on Natural Resource programs in the agency. She focused on the following areas: Policy & Guidelines, Snowy Plovers, Predator Control, Salmon Plate and Land Rental Funds, the Invasive Species Committee Bear & Cougar Sightings, and gave us insight on the future.

Commission Discussion

The Commission discussed how much staff and volunteer time was involved in the Snowy Plover management, and asked if the time was tracked. Amy Gillette informed them that the staff time is not currently tracked. For staff time, the staff biologist Jay Schleier, is on site every other week Mid March through September. There are also beach rangers and ocean shore coordinators on site regularly. The volunteer hosts are at the China Beach parking lot. They help track visitors per day, dogs, dogs off leash, and provide information and education.

Commissioner Chalfant questioned when doing acquisitions, is the Natural Resources section looking at proposed acquisitions for T&E issues, invasive species and other natural resource issues? Cliff Houck replied the presence of T & E species is addressed as an element of evaluating potential acquisitions. Additionally, an in depth resource assessment is conducted as part of the master planning process.

Commissioner Chalfant asked if there is a possibility of more funding for additional Natural Resource staff? Director Tim Wood replied that this is something to consider for the next biennium. He further added that he would like to strengthen the role of natural resources management in the department.

No commission action was requested.

13. Real Estate

a) Proposed Acquisition of Depoe Bay Whale Watch Center (Action)

Dave Wright, Assistant Director, Operations, requested approval of acquisition of Depoe Bay Whale Watch Center.

The Depoe Bay Whale Watch Center was acquired by State Parks in 1929, and developed as a State Park with a comfort station that was known as the Vista House of the coast back in 1956. State Parks gave it to the City of Depoe Bay, and we have operated the Whale Watch Center for the past two years and are ready to make some investments. We have recently completed a universal access ramp and want to own it again to be able to develop it to make it more accessible. We will look at the most cost effective way at developing or remodeling. The concrete building is in good shape for its age and is eligible for the National Register. The property will be acquired from the city of Depoe Bay for the cost of the improvements made by the city, \$97,522.

Commissioner Musser moved to approve the proposed acquisition. Commissioner Parr seconded. The motion was passed unanimously, 6-0.

b) Proposed Acquisition of Graves Property - Ft. Yamhill (Action)

Cliff Houck, Property & Resource Management Section Manager, requested approval of proposed acquisition of Graves property.

Cliff explained that acquisition of this property will allow us to obtain facilities for maintenance and operation of the park that are out of the view shed. The property would provide a host site, office space, and storage for maintenance needs. It would also create better security having staff and hosts on site.

Cliff described the site as a 14 acre parcel. The agency would utilize the existing buildings for park employees and development of the host site as noted above. It is in the reservation area of tribal grounds. Contact has been made with the tribe and they were fine with our interest and purchase of the property. They do have interest in the property as well, they hope that we will partner with them regarding the road that goes up the north side for a secondary emergency access tribal properties.

Commission Discussion

Commissioner Chalfant asked if we could acquire the property and then do a lot line adjustment? Cliff Houck replied that the Graves property is not adjacent to OPRD ownership, but a lot line adjustment and sale of the tribal grounds may be a good option for OPRD and The Confederated Tribes of Grand Ronde.

Commissioner Rudi moved to approve the proposed acquisition. Commissioner Graves seconded. The motion was passed unanimously, 6-0

c) L.L. Stub Stewart State Park – Higgs donation

Cliff Houck, Property & Resource Management Section Manager requested approval of the Higgs donation.

Cliff Houck stated that this transaction is critical for the owner to make the transfer in this calendar year for tax purposes. The corner of the 18.09 acre parcel touches Stub Stewart State Park. The property has been logged, and has been replanted.

There is a possibility of trading or selling the parcel in the future, or we could let the trees grow to provide a more scenic entry to Stub Stewart.

Commission Discussion

Commissioner Chalfant asked if a level 1 environmental assessment has been completed on this property? Cliff Houck replied, no. We have walked over the sight. No dwellings or buildings exist. It has been replanted but the slash piles may need to be taken care of. Commissioner Chalfant stated that a level 1 should be done, it is worth the small investment. A discussion regarding a level 1 environmental assessment getting done prior to the end of the year came to a close with Cliff Houck stating that he believes that he can get the assessment done before the end of the year.

Commissioner Graves asked what reasons do we have for not accepting a donation? Cliff Houck answered that donated property does need to make sense as far as location. And property has to be managed, it does have a cost associated with it.

Commissioner Chalfant moved to approve acceptance of the donation. Commissioner Graves seconded. The motion was passed unanimously, 6-0.

14. State Fair Business Plan (Action)

Dave Koellermeier, Oregon State Fair Manager , Requested approval of the State Fair Business Plan.

Becky Tymchuk – President of the Oregon State Fair Foundation

Updated Business Plan

A preliminary business plan, written after extensive community outreach and market research, has been updated and finalized. The fairgrounds are part of the state park system, and play an important role in fulfilling the Oregon Parks and Recreation Department mission to provide places where Oregonians can have memorable experiences. Five key elements drive the plan:

- Enhance the quality of the experience for visitors, participants, vendors, partners and sponsors.
- Continue to improve aesthetics on grounds and surrounding areas; enhance the image by following the master plan.
- Promote the cultural values of the 144-year old event, and create a place for all Oregonians with special focus on youth, newcomers, regional and international cultural and commerce partners.
- Stabilize and diversify funding sources.
- Build brand equity.

The plan sets goals and objectives—and describes immediate actions—for each of these five elements.

Commission Discussion

Commissioner Gregory posed a question regarding the projected budget.

Dave Koellermeier addressed the concern by sharing that the State Fair has funding for improvements in the FIP budget as well as a portion in the Fair’s budget. They have taken the Master Plan that was previously approved and phased that over three biennium’s. We want to achieve fiscal solvency, and be less dependent on lottery dollars. The fair plans to collaborate with the private sector by increasing sponsorships, cash and in-kind donations.

Commissioner Graves commented that he was impressed by \$11,000 lottery sponsorship.

Commissioner Graves inquired as to how the parking & traffic issues will be taken care of? Dave Koellermeier shared that the State Fair is currently in negotiations with Chemeketa for parking / shuttle, security. The State Fair Manager is also in discussions for bussing people from Portland, and the possibility of running a “fair train.”

Commissioner Graves asked what kind of on site parking do you have to manage?

Dave Koellermeier replied that on-site parking on a year around basis is 6,000. He is working with the City of Salem and ODOT regarding signage and parking concerns.

Dave Koellermeier talked about the Virtual Aspect concept where a unique event is created and the fair becomes a partner in the event instead of simply renting out space or facilities to the people having the event.

Commissioner Parr questioned if there is an opportunity for us to be able to do some more with BMX?

Dave Koellermeier believes there is an opportunity. There is a group that has come forward to Provide sponsorship for the track.

Commissioner Musser moved to approve the State Fair business plan. Commissioner Parr seconded. The motion was passed unanimously, 6-0.

15. OPRD Water Trails Program (Action)

Kyleen Stone, Assistant Director, Administration
Jan Houck, Water Recreation Program Coordinator
Requested approval to begin water trail designations.

Priority lists were provided to the Commission of rivers for designation as state water trails. These lists were developed in consultation with the Department of State Lands. The consultation process assisted in identifying rivers that are seeing landowner and recreationist conflicts.

The 1st list consists of the rivers that have owner-user conflicts that water trail mapping, signage, interpretation and safety information could help alleviate.

The 2nd list indicates rivers where grass roots efforts may already be under-way and OPRD could provide assistance as needed to assure success in the river gaining state water trail designation.

Kyleen Stone and Jan Houck asked for Commission approval of the priority list. The expectation is that one water trail from the first list would be completed per biennium while OPRD staff support would be as needed for the rivers on the second list.

Commission Discussion

The commission asked if the limitation to one water trail per biennium is man power?

Kyleen Stone answered yes, and the skills present to do the job.

Jan Houck informed the Commission that there is a two-tier planning process to state water trail designation. The first tier is to identify where public accesses already exist. The initial focus is on those areas so that the public knows where they can legally get on and off of the river. This information, as well as navigational hazards, interpretive and safety information, and mapping are then formulated into the water trail guide.

The second plan is a conceptual plan that identifies gaps, such as where additional accesses, restrooms, parking, etc., are needed. It is an effort to identify what exists now and what would make it better in future.

Commissioner Chalfant commented that the Lower Deschutes has its fair share of controversy, it may benefit from being on the list as well. John Day user numbers are also likely to rise. It might benefit from being on the first list.

Jan Houck responded that John Day is not on the first list because it is a single agency river, solely BLM; OPRD does not manage any properties in that area. While we could focus our efforts on the John Day it does not provide two of the premier water trail criterion - connecting communities and partnering land managers. Jan stated that the lower Deschutes did not really come up for consideration.

Kyleen Stone responded that the Lower Deschutes can be added to the list.

Commissioner Chalfant commented that we may want to add it to the bottom of the priority list; just as the Deschutes not specifically the Lower Deschutes.

Commissioner Chalfant moved to approve the request to begin water trail designations. Commissioner Graves seconded. The motion was passed unanimously, 6-0.

16. 2006 -2007 Annual Performance Progress Report (Information)

Lisa VanLaanen, Assistant Director, Administration,

Lisa VanLaanen informed the Commission that in September the Department submitted the report to the Oregon Progress Board, 14 of 15 key performance measures were either above or on target. As of November 29, 2007, the 15th performance measure had been finalized by the Commission.

Lisa also told the Commission that, as instructed by the 2007 legislature, the performance measures were being reviewed by the department. The Financial Services Manager was sent to a National Conference on Performance Measures Management.

Lisa stated that staff will revise the agency performance measures prior to adoption by the Commission for incorporation into the agency's 2009-11 budget request.

Commission Discussion

Director Tim Wood commented that we are looking at taking a different approach at performance measures that are based on the agency mission statement.

Commissioner Musser questioned numbers 4 and 5. She asked if the data will it be compared to previous years?

Director Tim Wood answered that when you look at the full report it is compared to other data.

Director Tim Wood commented that Benchmark 91 is the only link we have to the Progress Board.

No commission action was requested.

17. Audit Program Status Update (Information)

Lisa VanLaanen, Assistant Director, Administration

Update on Internal Audit Recruitment

The internal audit position has been advertised on three separate occasions over the last five months with no success in locating an experienced candidate. The position was previously classified at the Internal Auditor 2 level. The agency has worked with DAS to get the position reclassified to the Internal Auditor 3 (Senior Auditor) level. We have started the recruitment process at the higher level in anticipation of expanding the pool of qualified and experienced candidates.

Current Audit Activity

Internal Audit:

Due to the vacancy of the internal audit position, there is no internal audit activity currently open. We anticipate filling the position within the next couple of months. At that time we will work with agency management and the audit committee to develop the agency's audit plan.

Per OAR(s) 125-700-0010 through 125-700-0065, OPRD has submitted the required annual audit activity reports to the Department of Administrative Services.

External Audit Activity:

The following is a list of the current external audits that OPRD are ongoing with the Secretary of States Audits Division:

- **State-wide Audit (SWA) 2007**
 - Annual audit of OPRD's financial accounts to provide an opinion on the Statewide Comprehensive Annual Financial Report (CAFR)
- **Capital Assets Follow-up (on hold until after SWA)**
 - Follow-up on financial audit of how OPRD tracks and monitors capital assets; key controls; reconciliation; asset tags; etc.
- **DAS Smart Buy**
 - Performance audit of DAS with some expenditures from OPRD and other agencies to determine that OPRD is following the DAS Smart Buy standards.
- **State Fair Audit (Fraud related audit)**
- **Measure 66 (results were released in early 2007)**
 - The purpose of the audit was to fulfill the constitutional requirement that an independent audit be performed of the agencies receiving and expending Measure 66 funds

No commission action was requested.

18. Holman Wayside – Proposed Management Action (Information)

Dave Wright, Assistant Director Operations

Dave Wright shared information regarding the July closure of Holman Wayside due to the history of crime and illegal activity. At the public hearing 60 comments were received. A majority wanted to keep the area open. Dave stated that the public wants us to keep it but are ok to keeping it closed to vehicles. They also want to have drinking water available. The agency is committed to having drinking water at the site and talked about removing the existing restroom facilities and may replace it with a facility that is more easily maintained. There is a mountain biking group that would like to be involved in developing opportunities for biking on the site. They would adopt the area and maintain it.

Commission Discussion

Commissioner Chalfant asked if it is adjacent to other public land?

Dave Wright said that there is another 20-30 acres owned by ODOT. However, it cannot serve as a trail head but it would have enough area to have bike trails. It is on a hillside surrounded by a residential area.

Dave Wright commented that the mountain bike group interest is in developing trails but not interested in developing structures. We would hope to continue discussion with the county and city of the possibility of a neighborhood park.

The option to sell in the future remains a possibility.

No commission action was requested.

19. Commission Planning Calendar (Information)

Next Meeting

January 17th, 2008 Meeting - Springfield

Bob Keefer, Willamalane Parks & Recreation, Host

Tour of the facilities will follow the meeting.

Dinner January 16th, 2008.

No commission action was requested.

Closing Comments

Commissioner Chalfant - Property discussion was extremely helpful.

Chair Commissioner Gregory

Adjourned 1:51 p.m.