PARKS ADVISORY COMMITTEE

AGENDA
Monday, January 8, 2018

5:30 pm Dinner (Committee/Staff) – Breakroom Customer Service Center
6:00 pm Public Meeting Session - Goodpasture Rm. 3050 N. Delta Hwy., Eugene, OR 97408

PAC Meeting

I. Public Comment – (up to 10 min.)

II. Agenda Additions/Changes/Modifications – All (3 min.)

III. Assignment Review – All (5 min.)

IV. Nominations/Elections – All (15 min.)

V. Review of Meeting Summary – All (2 min.)
   1) December 11, 2017 meeting summary

VI. Staff Updates/Reports – Various (20 min.)
   1) Parks Division Manager Process
   2) Parks Master Plan Update
   3) Harbor Vista Project Update
   4) HBRA Habitat Management Plan Update

VII. Old Business:
   1) Parks Funding Options Discussion

VIII. New Business:
   1) Goals and Accomplishments

IX. Open – All (5 min.)
   1)

X. Operations Report – (10 min.)

XI. Meeting wrap-up/assignments — (5 min.)

XII. Adjourn

2018 Meeting Dates:

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Lane County Parks Advisory
December 11, 2017
Meeting Summary

This written indexed summary of minutes is provided as a courtesy to the reader. The recorded minutes created pursuant to ORS 192.650(1) are the official minutes of this body under Oregon law.

The recorded minutes are available on the Parks Advisory Committee website: http://www.lanecounty.org/Departments/PW/Parks/Pages/pac.aspx

Members Present: Mary Brorby, Carl Stiefbold, Wayne Lemler, Pat Bradshaw, Jim Mayo, Greg Hyde, Kevin Shanley

Members Absent: None

Staff Present: Petra Schuetz, Tim Elsea, Charlie Conrad, Todd Bowen

Guests Present: None

Chair Lemler called the meeting to order at 6:02 p.m.

00:01:00 Public Comment
   - None

00:01:10 Agenda Additions/Changes/Modifications
   - Schuetz – Advised that the staff report on the Master Plan Update will be presented by Elsea.

00:02:00 Assignment Review
   - Conrad reported that Alan Bennett’s appointment was approved by the BCC. Mr. Bennett’s first meeting as a PAC member will be January 2018.
   - Budget/Funding Options Memo – Conrad distributed the memo to members for review and discussion later in this meeting.

00:03:10 Review of November 13, 2017 Meeting Summary
   - No changes.

00:04:25 Farewell for Vice Chair Mary Brorby

00:05:15 Staff Reports
   - Parks Manager Vacancy Update: Schuetz stated that the position is currently posted.
   - Master Plan Update: Elsea reported that the next task force member meeting will be January 29th, 2018. The discussion at that time will be to determine what level the Master Plan should take for each park going forward with an outline for the upcoming public outreach meetings. MIG will be providing a draft of the Master Plan in early spring 2018.
   - Harbor Vista Campground Project: Schuetz reported that the Florence city council accepted the wastewater project and Oceanwoods deed transfer, as well as approving the deed restriction in perpetuity. The Florence city council will award a construction bid for the Harbor Vista wastewater project at their December 18 meeting with completion of the project to be the end of March 2018.
00:27:20 Old Business
- Large Event Oversight Group Update – Members discussed whether or not to add the question to the assessment tool of: “Should this event have a post-event evaluation?” Yes/No. Mayo made a motion to add the post-event evaluation question to the assessment tool. Shanley seconded. The motion passes unanimously.

01:27:20 New Business
- Parks Funding Memo Discussion – Members decided to postpone this discussion until the January meeting to allow time to review the options outlined in the memo.

01:29:40 Operations Report
- Brief review and discussion of year-in-review report. Members expressed appreciation for this form of update and look forward to future reports. Staff agreed that this is a welcome addition and will continue to document projects throughout the year.

01:38:10 Open
- Schuetz updated members on the HBRA North Trailhead project. Staff presented this project proposal to PW Roads staff as a possible way to bring project costs down and have Road Maintenance staff perform the work during the winter months. The proposal was agreed upon between both departments and the project will move forward at a considerably reduced cost of $74,000 for curbs, parking barriers, and other work needed to repair damage by off-roading in the park.
- Brorby provided some parting words to wrap up her service to the advisory committee.

01:59:06 Adjourn – Meeting ended at 7:49 p.m.

The next meeting is scheduled for January 8, 2018.
Lane County Parks Advisory Committee

2017 Accomplishments

- Held a public hearing and forwarded a recommendation to the Board of Commissioners on the FY2017/18 – 2021/22 Parks Systems Development Charges Capital Improvement Plan.
- Supported the Master Plan process and Task Force by attending joint and community meetings.
- Approved both the Large Event Application and Large Event Assessment Tool.
- Formed a sub-committee to reassess and tweak the Large Event Assessment Tool.
- Implemented Large Event Oversight Committee and held the first meeting to evaluate applications and made recommendations to the BCC.
- Formed a vacancy sub-committee and recommended to the BCC that Greg Hyde fill the vacant position.
- Quickly filled Mary Brorby’s vacated position by recommending to the BCC that Alan Bennett fill the position.
- Received a presentation regarding Parks potentially acquiring Lloyd Knox Park.
- Received multiple presentations regarding Trail projects at HBRA.
- Received numerous updates and supported Parks implementation of the Tobacco Free policy.
- Continued to support and discuss ways in which Parks could better serve the community, including:
  - Sponsoring events such as a “Kids in the Park Day”.
  - Advising on a Public Service Announcement strategy to encourage and increase participation in Master Plan public meetings.
  - Volunteering at the Parks Lane County Fair booth.
- Held a joint meeting with the Eugene Parks Advisory Group.
- Heard a presentation regarding improving Harbor Vista Campground by adding sewer; the proposal also included a jurisdictional transfer of Oceanwoods to the City of
Florence. The Committee supported the agreement and recommended that BCC approve it.

- Received a year-end maintenance presentation from Ranger Bowen.
- Discussed a post-large event evaluation process and received a pre- and post-event evaluation regarding the Frozen Trail Run.
Lane County Parks Advisory Committee
2018 Goals

- Hold public hearing and forward recommendation to the Board of Commissioners on the FY 2018/19-2022/23 Parks System Development Charges Capital Improvement Plan.
- Continue to review, support and then recommend approval of the Parks Master Plan to the Board of Commissioners.
- Continue to review, support and then recommend approval of the HBRA Habitat Management Plan to the Board of Commissioners.
- Use and refine the Large Event Oversight process.
- Participate in a Park Tour.
- Ride-along with Parks maintenance personnel at least once.
- Continue to identify and support efforts to increase Parks funding.
- Continue to identify and support ways Parks can better serve the community.
- Provide input and participate in the Parks Manager hiring process.
- Provide input and participate in the Public Works Director and Assistant Director hiring process.
- Continue to receive presentations and provide recommendations to the Board of Commissioners regarding park acquisitions.
Parks Operations Summary – December 2017

The purpose of this report is to provide a written monthly summary of system wide operational highlights from the previous month.

ADMINISTRATION

• North Jetty Analysis – Approached by DSL to take on maintenance and operations, cost - benefit analysis done and submitted to Dan
• Cash handling process – ongoing internal process refinement
• Mt. Pisgah Caretaker house foundation restoration – contract executed, scheduled construction date is 1/22 – 1/25.
• HBRA N. Trailhead parking lot – finalizing design
• HBRA credit card only fee machine – contract executed, install possibly Feb. 2018
• Online parking pass payments – in-progress, several vendors contacted and business analysis is being done
• Richardson Park Campground Wi-Fi – work with Technology Services to expand Wi-Fi
• Event insurance requirement – internal process refining/improving insurance event insurance requirement and process
• Camp Lane information packet – beginning work on developing a customer information packet
• Elmira Babe Ruth agreement (at Perkins Peninsula) – finishing conditions of approval
• Standardized campground forms – planning
• Fee Schedule RFP – beginning to develop RFP to examine fees schedules and policies
• Friends of Buford Park Agreement – reviewing County Counsel’s draft
• Summer survey results analysis – preliminary results in regarding customer demographics and usage
• Updating Special Use permits to reflect insurance requirements and customer usage
• County budget process beginning
• Beginning moorage planning

MAINTENANCE

Pisgah

• Installed signs in the north trailhead parking lot and issued a press release

Richardson

• Swim bay cable repair
• Marina dock repair
Harbor Vista

- Moved campground office
- Planning for sewer construction

Armitage

- Pedestal insulation project
- Replaced dog bag post in the dog park

Perkins

- Unplugged the host’s sewage line
- Blowing leaves

Hendricks

- Blowing leaves
- Working on major water leak

NATURAL AREAS

- Bender Landing - Boat trip with other Parks staff on the North Fork Siuslaw River to assess the potential to construct a trail along the levee located on private land just south of the park, wrote up a project concept document to distribute to other parks staff.
- Camp Lane - Conducted initial natural areas field assessment/inventory, updated plant lists from other parks that had been inventoried earlier in the fall.
- HBRA - Organized and facilitated the quarterly stakeholder meeting, wrote up action items from the meeting and distributed them to attendees.
- HBRA - Participated in a site visit with other stakeholders to identify a potential route on the ground for an equestrian loop trail in the North Bottomlands at HBRA, as originally identified in the 1994 HBRA Master Plan.
- HBRA North Bottomlands - Coordinated with Waste Management staff to deliver a drop box for removal of debris from former Seavey House location.
- HBRA Ponderosa management unit- Coordinated with Friends of Buford Park staff on development and submittal of an Oregon Watershed Enhancement Board grant proposal for habitat restoration; strategized with Friends staff on points to emphasize during OWEB review team site visit, scheduled for 12/19.
- Siltcoos Lake - Compiled information from other staff to complete Oregon State Marine Board grant application for installing floating restroom pilings.
• Mapleton Boat Ramp - Filled out Lane County LMD floodplain fill/removal permit application for sediment removal.

• Zumwalt - Continued to work on the joint Corps/DSL fill-removal permit application for the shoreline stabilization project, including phone conversation with DSL permit staff for guidance on permit application details.

• Attended partnership coordination meeting: Rivers to Ridges Partnership Implementation Team; Upper Willamette Cooperative Weed Management Area; Willamette River Water Trail. Prepared LCP “accomplishment slide” for Rivers to Ridges Executive Team meeting in December and gathered accomplishments information for 2017 Rivers to Ridges annual report.

• Worked with other parks staff to review and edit a revised partnership agreement with Friends of Buford Park and Mt. Pisgah.

• Coordinated with potential partners (Willamalane, Friends of Buford Park) on submitting application for a shared Americorps NCCC crew in Spring 2017; contacted NCCC Assistant Program Director to get additional information.