



Oregon Parks and Recreation Commission

April 2, 2009 (Date change from March 26, 2009)

8:30 a.m. – 9:45 p.m. Commission Training Work Session

10:00 a.m. – 2:00 p.m. Business Meeting

Oregon State Fairgrounds, Floral Building (New location)

4/02/2009 Meeting Minutes

Those attending all or part of the meeting included:

Commissioners Present:

Jim Parr, Chair

Jay Graves, Vice-chair

Jim Brown

Sue Musser

Robin Risley

Sharon Rudi

Brad Chalfant

Staff:

Tim Wood, Director

Chris Havel, Communications Coordinator

Roger Roper, Assistant Director, Heritage Programs

Lisa Van Laanen, Assistant Director, Administration

John Potter, Assistant Director, Operations

Kathy Schutt, Interim Asst. Director Rec Programs and Planning, Planning Division Manager

Kyleen Stone, Interim State Fair Manager, Assistant Director Rec Programs and Planning

Steve Shipsey, Assistant Attorney General

Vanessa DeMoe, Commission Assistant

Wayne Rawlins, Grants Division Manager

Cliff Houck, Property and Resource Manager

Ryan Sparks, Legislative Coordinator

Trygg Larson, Information Services Manager

Richard Walkoski, Recreation Programs Manager

Teresa Moritz, Contracts and Procurement Manager

Ron Campbell, Master Planner

Dennis Wiley, Willamette Valley District Manager

Kuri Gill, Oregon Historic Cemeteries Coordinator

Laurel Hillman, Coastal Resource Planner

John Hart, Internal Auditor

Visitors Present:

Lara Parr

Tyrell Hart, ATV AAC Chair

John Edmundson, Oregon State Parks Trust

Judy Juntunen, Oregon Commission on Historic Cemeteries (OCHC)

Robert Keeler, OCHC

Troy Coburn, MRA

Doug Walker, Columbia River Yachting Association

Jim Butler, Columbia River Yachting Association

Bruce Ronning, ORTAC

Nancy Chase, Lower Nehalem Community Trust

Randy Rasmussen, American Hiking Society

Wendell Baskins, Oregon Historical Trails Commission

Jack Duggan, Forest Creek Community Association

Commission Work Session

The Commission met in work session and received Commission Training; including Contracts and Procurement and State Laws and Agency Rules. *The work session was open to the public. However, the Commission did not take public comment during the work session. An opportunity for comment was provided during the business meeting.*

Contracts and Procurement Training

Teresa Moritz, Contracts and Procurement Manager and Lisa VanLaanen, Assistant Director of Administration

- Oregon Law Structure
- The Buy Decision
 - First Five Priorities:
 1. Surplus Property
 2. Qualified Rehabilitation Facility
 3. Inmate Labor
 4. Price Agreement (Agreement to Agree)
 5. Intergovernmental Agreement
- Open Market
- Types of Solicitations: ITB/RFP
- Types of Contracts
- Goods and Services
- Architect and Engineering
- Personal Services Contract (PSK)
- Public Improvement
- Agreements
- Interagency Agreement
- Intergovernmental Agreement
- Interstate Agreement
- Amendments
- Change Orders

Contracting Thresholds:



Discussion

Director Wood asked Ms. Moritz to provide information on staffing and the number of contracts handled in the department.

Mrs. Moritz stated that the Contracts and Procurement section has 4 dedicated contracts staff and 5 support staff; the 4 contracts staff currently have a work load of over 100 active procurements.

Mrs. Moritz continued to explain how the HUB is used to manage procurements. She stated that all procurements are required to be posted to the HUB along with the associated project. This process allows for the approval process to take place and it is assigned to the appropriate contracts staff to handle the procurement. Mrs. Moritz shared that in the HUB the park location, scope of work, project manager, and any other project details are up to date and available to any staff that need it.

Commissioner Chalfant asked if the Commission involvement in procurements was comparable to other agencies. Director Wood replied that the \$150,000 delegated authority level seemed low comparable to other agencies, but it provides an appropriate level of oversight for major procurements by the Commission.

Commissioner Chalfant stated that the reason for the question was that he would hate to see the Commission micromanage; there is not a particular problem with the procurements coming before the Commission

Director Wood commented that there had been conversation about raising the \$150,000 limit or doing away with the requirement. He stated that it has been recognized as a management tool that acts as a marker; a commitment as to what projects will be brought before the Commission and helps us to move the projects along.

Mrs. Moritz added that the only issue that she has realized is the agenda booklets. With the booklets being put together in advance the bid security time may lapse before the contract is awarded. However, bid close dates are set to accommodate this.

Commission Chair Parr asked if the Contract and Procurement section was handling the Expo Center and Fair procurements. Mrs. Moritz replied that yes, the headquarters contracting and procurement sections is currently handling their procurements. They are doing the judges contracts, headquarters staff created the process for those contracts and do the reporting for those contracts as well.

Commissioner Graves asked about the lowest responsible bidder concept. Who decides what is responsible and are there exceptions? Mrs. Moritz replied that there are many options. With the Invitation To Bid (ITB) process, which is the standard for public improvement projects, the statutes are very specific that we must use the lowest responsible bidder process. Mrs. Moritz explained that the ITB can be written to be specific to the project; the qualifications section can request information on previously performed work, foreman qualifications, historic work, etc.. Mrs. Moritz explained the process used for checking the references of the bidders.

Director Wood stated that the Contracts and Procurement section has seen great improvement both through Teresa's leadership and knowledge and the progress and teamwork in the Contracts and Procurement and Engineering and Design sections.

Commissioner Brown stated that he appreciated the explanation of the delegated authority dollar thresholds; it helped explain the delegated authority report.

Commission Training: State Laws and Agency Rules
 Steve Shipsey, AAG

Mr. Shipsey went through the April 2, 2009 agenda with the Commission, explaining the legal authority and limitations, laws of specific park programs, and legal requirements.

April 2, 2009 OPRC Meeting		
Agenda Item	What it says	What I see
1.	Commission Business (approve agenda)	ORS 192.640(1) notice must "include a list of the principal subjects anticipated to be considered at the meeting." Usually met by disseminating an agenda. Listing of principal subjects "shall not limit the ability of a governing body to consider additional subjects."
2.	Public Comment	Voluntary – the public meetings law guarantees a right of public attendance, but does not include the right to participate by public testimony. Note: other laws may require OPRC to hear testimony on certain matters.
3.	Minutes	ORS 192.650(1)
4.	Director's Update	ORS 390.131(1) -- Director shall be responsible to OPRC for administration and enforcement of the duties, functions and powers imposed by law upon the commission and the department. DAS OAR regulate audit committee.
5.	Consent Calendar	ORS 390.121(4) Enter into contract; ORS 390.117(5) OPRC may delegate authority to director. ORS 565.080(3) director to establish fees for use of fair facilities; ORS chapter 190 authorizing intergovernmental agreements. ORS 390.845(3) Scenic waterway notifications; ORS 390.650 Ocean Shore permits.
6.	Budget Update	ORS 390.134 Parks and Recreation Department Fund; ORS 390.137 Parks and Recreation Department Operating Fund; ORS 390.153 Parks Donation trust Fund; ORS 390.555 ATV Account; ORS 541.377 & Article XV, § 4 Parks and Natural Resources Fund; ORS 565.103 State Fair Capitol Project Fund lottery bonds; ORS 565.107 Oregon State Fair Account
7.	Real Estate – acquisition priorities in Exec. Session	ORS 390.112 criteria for acquisition & development; ORS 390.122 establish priorities for acquisition. Exec Session – ORS 192.660(2)(e) real property transactions.
8.	Nehalem Bay Master Plan	ORS 390.180; ORS 195.120 to 195.125; OAR 736-018-0000 to 736-018-0045 & OAR chapter 660, division 34
9.	ATV Account Allocation Committee	ORS 390.565
	Member Nomination	
10.	ATV Grant Requests Approval	ORS 390.560 Uses of ATV Account; ORS 390.565(4)(a) ATV-AAC advice to OPRD on the allocation of money
11.	ATV Program Policy Adoption	ORS 390.117(4) Function of OPRC includes establishing policies to carry out ORS chapter 390.
12.	ATV Strategic Plan Status Report	ORS 390.565(4)(a)
13.	Heritage Programs Update	ORS 97.772-97.784 (OREGON COMMISSION ON HISTORIC CEMETERIES); ORS 358.570 to 358.595 (OREGON HERITAGE COMMISSION)
14.	Reservations System Replacement	ORS 390.124 (fees); ORS 279A
15.	State Fairgrounds Solar Energy Project Report	ORS 279A; Procurement authority to buy power
16.	State Fairgrounds Exposition Center Blue Ribbon Panel Update	ORS 565.050 "Director shall operate the business and properties of the state Fair as a year-round fair and exposition center, display historic objects and do all things necessary or expedient for the full utilization of the properties and facilities of the fair."
17.	Marine Reserves Update	Beach Bill/Ocean Shore regulations. OPAC nonvoting member ORS 196.438(1)(b)(F);
18.	Commission Planning Calendar	

1. Commission Business

- a) Approval of Agenda (Action)

Commissioner Brown moved to approve the April Commission agenda. Commissioner Rudi seconded. The motion passed unanimously, 7-0.

- 2. Public Comment:** *This time was provided for the public to address matters **not** included in the agenda.*

John Edmundson, Oregon State Parks Trust (OSPT)

Mr. Edmundson stated that OSPT is currently assessing their budget and explained some of the cost-cutting measures that OSPT is implementing during the current economic situation. Mr. Edmundson also shared projects, programs, land acquisitions and explained the new fundraising initiative. In closing, Mr. Edmundson made an appeal to the Commission to identify and name a suitable facility after the late Chester Armstrong.

Bruce Ronning, Oregon Recreation Trails Advisory Council

[provided written comment]

Mr. Ronning updated the Commission on the following items:

- OAR Revision
- Oregon Coast Trail
- Legislative Issue/OPRD budget
- HB3099/HB2902/SB635
- ORTAC Action Plan
- ORTAC Meeting Schedule

Commissioner Risley asked if copies were available of the Oregon Coast Trail map. Mr. Ronning said that the map is an update to an existing trail map; copies are available.

Doug Walker and Jim Butler, Park Naming/ Sandy Beach Access

Mr. Butler asked the Commission to give consideration to name the access after the late Jim Switter. Mr. Butler shared Mr. Switter's involvement in boating facility and boater support.

Doug Walker stated that he was speaking of the Sandy Beach dock project. He stated that one additional item that he wished to add to his previous testimony is that Mr. Switter was recognized in 2005 by the Oregon State Marine Board with a citizen's award for his contributions to the boating community. Mr. Walker said that Mr. Switter was a primary mover in getting the Sandy beach project completed. He said that the financial commitments of the Columbia River Yachting Association made this facility possible; our commitment as users makes these grants possible as well.

Mr. Walker stated that when he appeared before the Commission in January he was told that the naming process was under review and he should await results of that review before a response to the request. He stated that three months have passed and he had not heard anything of the review. He asked if there is anything in the present naming process that would prevent the naming of the facility after the prominent boater Mr. Jim Switter.

Director Wood replied that the policy is in review and will be back before the Commission in May as stated in the Commission Planning Calendar, item 18 in the agenda. Director Wood stated that as promised in January, we do have the naming policy under review and are looking at other aspects of the policy other than the naming of specific facilities. Director Wood explained that the policy is currently at the Department of Justice and further explained the plan for the policy review.

Mr. Walker stated that the Marine Board is waiting to print signs for the facility because they support the request to name it after Mr. Switter and do not want to have to reprint signs. He stated that he did have the check for the amount that the Columbia River Yachting Association committed to in 2003.

Lisa Van Laanen, Assistant Director of Administration received the check from Mr. Walker. [A receipt was provided to Mr. Walker by Ms. Van Laanen during the meeting]

Chair Parr asked Mr. Potter, Assistant Director of Operations, to explain if there was anything holding up the project. Mr. Potter stated that there were no hold-ups on the project. There will be signs ordered for the project. If the signs need to be changed at any time in the future that can be done. Mr. Potter stated that there needs to be a resolution on how sites and facilities are named before signs are ordered indicating the request of Mr. Walker and Mr. Butler.

Commission Chair Parr stated that we need to recognize the separation between the naming of the facility and the fulfillment of the commitment of the check provided by the Columbia River Yachting Association.

Nancy Chase, Lower Nehalem Community Trust
Peregrine Point, Oswald West State Park

Ms. Chase stated that she hoped OPRD would purchase Peregrine Point from the Trust. She said that the Trust had followed the guidelines OPRD has set for buying from a non-profit. Ms. Chase said that the property was offered as a donation to State Parks a little over two years ago. The Trust was asked to facilitate this donation. Ms. Chase described the property and said that it was appraised by the owners in August of 2006 for \$68,800. She stated that buying Peregrine Point was a favor to State Parks and the Trust assumed that it would be transferred to the park [Oswald West]. Ms. Chase stated that the Trust is hoping to get reimbursed the money raised for the purchase of Peregrine Point and legal expenses, totaling \$24,158. Ms. Chase stated that the Trust would sell the Peregrine Point property in this transaction and put the money received toward acquisitions of other properties that would benefit State Parks at Nehalem Bay.

Commissioner Graves asked for clarification on the deed restrictions. Ms. Chase stated that ¼ of an acre is under a deed restriction. She said that as the Trust was fundraising they made it clear that this was going to be a pass through to Parks. On the ¼ of an acre they asked for a deed restriction to restrict structures, ownership to anyone other than a Trust or State Parks, and trails. Ms. Chase said that the public would have to be excluded from that ¼ acre but staff, volunteers, professional consultants, and management would be allowed without restriction.

Jack Duggan, Jackson County, Forest Creek Community Association
[provided written testimony and attachments]

Mr. Duggan provided testimony on behalf of his neighbors in the Forest Creek Community. Within Mr. Duggan's testimony a request was made that the Commission table any grant applications that rely on BLM's designation of the Timber Mountain, John's Peak and Mount

Isabelle areas for intense OHV use until designations have been fully resolved and a management plan is in place.

The Commission asked if Mr. Duggan could be present during agenda item 10 for questions. Mr. Duggan said that he would be present if at all possible.

Randy Rasmussen, American Hiking Society, Jacksonville Citizens League, Johns Peak Timber Mountain Citizens Alliance

[provided written testimony and attachments]

Mr. Rasmussen made a request to the Commission to table grant request numbers 11 and 32 under Commission agenda item 10. He stated that these requests are premature and BLM's management plan is not complete.

Commissioner Graves referred to the map that was included in the information provided by Mr. Rasmussen; he asked how the land referred to in item 32 differs from the other 31 requests that the Commission will be looking at in agenda item 10; Commissioner Graves asked if there is something unique about number 32? Mr. Rasmussen said that it is very unique. He stated that this would be the first time that he is aware of, that the State would be required as successor in title; there is great liability for many reasons including lack of local support. Mr. Rasmussen stated that if this land were purchased and added to the trail system it would facilitate trail heads, staging areas, and more trafficking in neighborhoods.

Commissioner Brown asked who owned the industrial lands surrounding this area. Mr. Rasmussen said that there are a number of private forest companies with ownership, one of which is Forest Capital Partner.

Director Wood asked what Jackson County's role was in forming this map? Mr. Rasmussen replied that the County wanted a way to demonstrate exactly who the affected landowners were.

Commissioner Brown asked if the Jackson County Board of Commissioners had taken formal action on this project. Mr. Rasmussen replied that they had not.

Wendell Baskins, Oregon Historic Trails Advisory Council

[provided a hard copy of the yearly report]

Mr. Baskins provided the yearly report of activities for the Oregon Historic Trails Advisory Council.

3. Approval of the January 29, 2009 Commission Meeting Minutes (Action)

Commissioner Graves moved to approve the January Commission meeting minutes. Commissioner Risley seconded. The motion passed unanimously, 7-0.

4. Director's Update (Information)

a) Legislative Update

Director Wood provided a brief updated on the 09 Legislative Session. He briefly discussed the House and Senate bills covered in item 4a and provided an Economic Stimulus Update accompanied by a handout provided to the Commission.

Director Wood commented that he will be testifying on HB3099.

Commissioner Brown suggested an LCDC report [the Biennial Farm/Forest Report pursuant to ORS 197.065] that provides types of land use and conversion; it may be helpful in understanding the implications of this bill.

b) Internal Audit

Jon Hart, Internal Auditor

Audit Committee Startup

Mr. Hart explained that the Internal Audit function of the Department has some formal requirements for its operation. In addition to professional standards, administrative rules of the Department of Administrative Services require that the Internal Audit function be directed and monitored by an Audit Committee. He said that a draft charter defining the function of the audit committee has been prepared. It is anticipated that approval of the charter by the Commission will be requested at the May Commission meeting. Mr. Hart stated that the committee will meet at least once before approval of the charter is requested to review the charter and make any changes the committee members feel are appropriate.

Current Audit Activity

Internal Audit Reviews Recently Completed or Underway:

- SPOTS Transactions
- Travel Reimbursement
- Annual Risk Assessment
- Special Reviews

5. Consent Calendar

a) Approval of Delegated Authority Report (Action)

1. Contracts
2. Natural Resources

b) FIP Project, Beverly Beach Water Tank (Action)

Contract Approval – Water Tank Replacement

The proposed project is construction of a 100,000 gallon potable water storage welded steel coated reservoir, and associated piping and appurtenances. The project work also includes removal of old tank and related site work. Staff requested Commission approval for award of the contract to T Bailey, Inc. in the amount of \$ 277,299.00.

c) FIP Project, Bullards Beach Pavement Overlay (Action)

Contract Approval – Pavement Overlay

The proposed project is construction of 2” AC Pavement Overlay on the existing entrance road and camping loop B campsite pads. The project work also includes painting traffic stripes and legends and related site work. Staff requested Commission approval for award of the contract to Laskey Clifton Corp. in the amount of \$154,083.00.

Commissioner Brown moved to approve the Consent Agenda. Commissioner Rudi seconded. The motion passed unanimously, 7-0.

6. **Budget Update** (Information)

Lisa Van Laanen, Assistant Director of Administration

2007-2009- Ms. Van Laanen stated for the 2007-2009 biennium, the department is on track and expecting to meet the goals established for the department's internal savings plan. Since the January Commission meeting the March revenue forecast was released and reduced our current budget by an additional \$500,000 in lottery funds. Additionally, the Governor's office has ordered one to four furlough days for all state management and executive service employees; there have also been salary roll-backs for some staff. Finally, we will continue to monitor all revenue forecasts and trends and implement any additional modifications as necessary.

2009-2011

Ms. Van Laanen said that the department previously reported that the Governor's Recommended Budget had been finalized and released. She said that the Oregon Legislature convened on January 12 to for the 2009 Legislative Session. Ms. Van Laanen told the Commission that the agency made the department budget presentations before the Joint Legislative Committee on Ways and Means March 19-26, 2009. The March lottery revenue forecast projected an additional shortfall of approximately \$13.7 million for the 2009-2011 biennium; including a decrease in interest earnings, the total decrease is \$14.2 million. Additionally, other fund revenue sources are projected to be down approximately \$3.7 million. Ms. Van Laanen said that we have identified opportunities for potential savings and will work closely with the Legislature, Budget and Management and the Legislative Fiscal Office to finalize the Legislatively Adopted Budget.

Director Wood and Ms. Van Laanen discussed the budget hearings with the Commission.

7. **Real Estate**

Cliff Houck, Property and Resource Management Section Manager

Acquisition Priorities – Executive Session (Information)

[The commission met in executive session to discuss acquisition priorities and opportunities. The executive session was held pursuant to ORS 192.660(2)(e)]

8. **Nehalem Bay Master Plan Approval** (Action)

Kathy Schutt, Planning Manager

[deferred to May meeting]

9. **ATV Account Allocation Committee New Member Nomination** (Action)

Wayne Rawlins, Grant Programs Manager and Tyrell Hart, ATV AAC Chair, requested the Commission's approval to appoint Mr. Stephen Doane as the Class III member of the ATV Account Allocation Committee for a term of four years effective immediately.

The All-Terrain Vehicle Account Allocation Committee (ATV-AAC) has one vacancy to fill. Mr. Stephen Doane has been recommended by the ATV Account Allocation Committee and OPRD staff as the Class III representative. Mr. Doane lives in Damascus, Oregon. He has been a motorcycle enthusiast since 1971.

Commissioner Musser moved to approve the ATV AAC Committee member appointment of Mr. Doane. Commissioner Risley seconded. The motion passed unanimously, 7-0.

10. ATV Grant Requests Approval (Action)

Wayne Rawlins, Grant Programs Manager, requested Commission approval of the grant recommendations from the ATV Account Allocation Committee

Mr. Rawlins stated that the All-Terrain Vehicle (ATV) Account Allocation Committee met January 23, 2009 in Coos Bay and reviewed 32 grant applications and is recommending their approval for a total of \$4,417,217. The proposed budget for ATV grant allocations for all of 2009-2011 is \$9,392,186.

Public Comment

Troy Coburn, Vice President, Motorcycle Riders Association (MRA)
[provided oral testimony only]

Mr. Coburn stated that the grant application is very thorough. He stated that it has approval from eleven state agencies and has been looked at by professionals; they worked closely with the local Bureau of Land Management (BLM) office as well. Mr. Coburn said that this is a great opportunity for users in the area to help management come to the area. Mr. Coburn said that they have support from Senator Atkinson and Representative Richardson and have over 4,000 signatures in support of this project.

Commission Chair Parr asked about the support of Representative Richardson, he asked if Mr. Coburn had the support in writing. Mr. Coburn said that Representative Richardson supported the management in the Johns Peak area; he said that they had a private meeting but did not have anything in writing.

Commissioner Brown stated that what he observed as missing was BLM's reaction to the acquisition of this property and how it fits into their management scheme. Commissioner Brown asked what the mission was; how does this piece fit in and solve the concerns that people have?

Mr. Rawlins stated that BLM is very much in favor of this project. He said that in the existing BLM draft Environmental Impact Statement (EIS) that is out for review, all 5 of their alternatives include OHV recreation. Mr. Rawlins added that in all of the alternatives BLM recognize neighbors and are working with them to develop management opportunities for their land and that of their neighbors.

Mr. Rawlins said that MRA would like to manage the area in a way to demonstrate that they can do positive management of OHV recreation areas on their land. He said, in response to the local concerns, there is strong polarization on both sides. Mr. Rawlins said that there are OHV recreationalists that don't appreciate BLM coming into manage OHV activity; they would prefer no management. Mr. Rawlins said that others would prefer that there would be no OHV recreation at all. These are the two extremes that BLM is challenged with.

Director Wood asked if this property stayed in private ownership would the same activities and use still exist. Mr. Coburn referred to Mr. Hart for a reply.

Commissioner Chalfant asked if MRA has put together a management plan; what is MRA anticipating the annual management cost of the property to be and how will it be funded? Mr. Coburn stated that Mr. Hart will address this in his testimony.

Commissioner Graves asked how big the BLM property is that surrounds the parcel? Mr. Coburn said that it is probably about 900 acres.

Commissioner Graves asked what the process was that BLM used in making this decision. Wayne explained that the EIS has been going through the public process; the public comment will be scrutinized against the evaluation criteria. They will be challenged with the task of taking the criteria and choosing one of the five alternatives.

Tyrell Hart, ATV Account Allocation Committee (AAC) Chair
[provided oral comment only]

Mr. Hart stated that it is environmentally unacceptable to have an area designated for off highway vehicles and not have a plan for maintenance. He said that this is all that BLM is asking to do; basic maintenance. Mr. Hart encouraged the Commission to support the grant. Mr. Hart stated that there is wide local support for the acquisition. He shared that well over 1,000 people came out in support and many letters have been received; including the letter from adjacent land owner, Wayne Meades. Mr. Hart read to the Commission a letter from Mr. John Gerritsma of BLM to the President of MRA in support of the acquisition. Mr. Hart shared that the organization (MRA) is community minded. MRA is a family group and has over 500 families as members. He stated that MRA has created miles of sustainable trails and envision doing the same on this parcel. In closing, Mr. Hart reviewed the acquisition and application support and urged the Commission's approval.

Commissioner Graves asked about ongoing maintenance costs. Mr. Hart stated that currently MRA comes in at approximately \$20,000 grants annually for maintenance. He stated that if they are riding on the trails they maintain them.

Commissioner Graves asked about the possible conflict because of Mr. Hart's involvement in MRA and the ATV AAC. Mr. Hart stated that he is a member of MRA as well as Chairman of the ATV AAC; Mr. Hart stated that on any grant of MRA, prior to any discussion he will recuse himself.

Commissioner Chalfant asked if MRA has put together a management plan? Mr. Hart stated that they have a large map with overlays showing all of the trails in the area that lays out a workable plan.

Commissioner Chalfant asked for clarification if operations costs have been identified for this property. Mr. Hart said that they have pulled maintenance for a number of years on an as needed basis. He said that when money is spent for maintenance it is usually spent for road repair or other large projects. Mr. Hart said the maintenance is done when needed and it is heavily supported by volunteers.

Director Wood asked if the property is being used currently for ATV. Mr. Hart stated that it is; the use will probably not change but the ownership would.

Director Wood asked what will change; what will stay the same.

Mr. Hart said that you will start seeing rehabilitation and tree planting; rehabilitation and closing of old skids; creating sustainable trails; no increased use; more acceptable use.

Commissioner Graves asked what would change in your proposal if it was deferred. Mr. Hart stated that it would increase the cost and the opportunity of the de-obligated funds would be lost.

Commissioner Musser asked Mr Hart if the funds for law enforcement would come from future grants. He said that the funding is ongoing and would come from future grants. Mr. Hart added that citations are being given for noise and riding in inappropriate areas. He stated that grants also fund rider education, signage, and other OHV law enforcement.

Commissioner Musser stated that this is a contentious issue; we do not have them very often. If we do approve this we are approving it per your statement that it will not increase the amount of usage significantly. Mr. Hart said that he does not believe it will change the amount of use, it will change the ownership. He said that perhaps in future years, after trail development and design, you could see a small increase.

Commissioner Musser commented that with more foliage the noise pollution would be less, your plans are positive, yet the homeowners do not seem to be responding as such. Mr. Rawlins said that the perception is that this will become a destination site. He said that other sites, with intent, have created a destination location. This site does not have that intention.

Commissioner Chalfant stated that he has some discomfort that we are dealing with a private organization rather than a local government. Commissioner Chalfant discussed his concerns with Mr. Hart and the Commission.

Commissioner Chalfant moved to approve grant recommendations number 1 through 31 from the ATV Account Allocation Committee; deferring number 32 until such time the Record of Decision for BLM's Recreation Management Plan is in place. Commissioner Brown seconded; requesting that BLM explain their record of decision when this comes back before the Commission. Yeas: Commissioner Chalfant, Commissioner Brown, Commissioner Musser, Commissioner Risley, Commission Vice-Chair Graves. Nays: Commission Chair Parr, Commissioner Rudi.

11. ATV Program Policy Adoption (Action)

Wayne Rawlins, Grant Programs Manager, requested Commission approval of the ORPD Off-Highway Vehicle Program Policy Statement Number COM 00-02.

Mr. Rawlins said that due to growth of the recreation over the years and new legislative direction, the commission held a work session on September 18, 2008. He said that in that work session, commissioners reviewed the 2005 White Paper, discussed challenges facing off-highway vehicle recreation and discussed how OPRD's program should incorporate expanded responsibilities to reflect a more significant safety presence and to respond to changes such as new types of vehicles. As a result of the work session, staff incorporated new commission direction into the 2005 white paper and formalized it into an OPRD Policy Statement that reflects OPRD's broad responsibilities for the program.

Discussion

Commissioner Brown asked to see the changes in policies in Chinese script.

Commissioner Chalfant asked about the third bullet of the policy; is the agency doing promotional events? Mr. Rawlins replied no, we are not doing promotional events. ATV grant funds are not being used to promote on site riding opportunities; they are being used for safety education and not for promotion of off-road competitive events. Commissioner Chalfant suggested that it be restated for clarification of educational events.

Commissioner Chalfant moved to approve the ATV Program Policy adoption with the striking of “and riding” from bullet number three of the Policy Statement. Commissioner Brown seconded. The motion passed unanimously, 7-0.

12. ATV Strategic Plan Status Report (Information)

Wayne Rawlins, Grant Programs Manager, Tyrrel Hart, ATV AAC Chair

Mr. Rawlins said that the ATV Account Allocation Committee’s (ATV-AAC) organization Committee members developed a strategic plan for the All-Terrain Vehicle Account Allocation Committee (ATV-AAC) and presented it at the September 22, 2005 OPRD Commission meeting. Mr. Rawlins said that since then, off-highway vehicle (OHV) recreation has grown and changed, the ATV-AAC sought to review the strategic plan to see if it was still applicable and if it needed additions or deletions to address current and future needs of OHV recreation.

Mr. Hart said that after review, the ATV-AAC believed that the strategic plan was still relevant, though some changes were required. Mr. Hart provided comments addressing the strategic plan.

13. Heritage Programs Update (Information)

Roger Roper, Assistant Director of Heritage Programs

- **Archaeological Training “Lite”—April 20-22, 2009 (Coos Bay):** Budget exigencies have prompted a change in the format of the archaeological training for OPRD staff, which traditionally has been held at The Dalles, where there was both a meeting facility and a concentration of archaeological sites. The new training is shorter—three days instead of four—but it has the potential to be effective in other ways. With fewer attendees (20-25 vs. 45), participants will have more opportunities to interact with presenters. The smaller scale will also allow the training to be conducted regionally around the state, reducing travel costs for attendees. The regional focus will also allow for a customized curriculum targeted toward the types of archaeological sites and issues relevant to a specific part of the state. The April 2009 training will be held in Coos Bay, with generous support and cooperation from the Coquille Tribe, which will host the training and participate in some of the sessions.
- **Heritage Conference—April 15-18, 2009 (Portland).** The “Northwest History and Heritage Extravaganza” is the largest and most collaborative conference ever conducted by the Oregon Heritage Commission. Motivated by Oregon’s sesquicentennial, OHC has expanded the content of the conference to unprecedented levels. Partners include the Oregon Historical Society, Oregon Cultural Trust, Washington State Historical Society, Northwest Archivists, and the Northwest Oral History Association. There are more than 100 presenters and some 40 sessions and tours, including the annual Heritage Excellence Awards ceremony and banquet. Keynote speaker is N. Scott Momaday, Pulitzer Prize-winning novelist, Native American scholar, and poet.
- **Oregon Commission on Historic Cemeteries:** OCHC is one of four “sub-commissions” within Heritage Programs. It consists of seven members appointed by the OPRD director. OCHC was established in 1999 by state statute, and in 2003 its name was changed from the original “Pioneer Cemetery Commission.” Its purpose is to identify and encourage the protection of the state’s historic cemeteries (currently 655 in number). A small grant program, \$50,000 per biennium, assists cemetery groups with repair, maintenance, and public education projects. OCHC is supported by one full-time staff person, Kuri Gill.

Commission chair Judy Juntunen addressed the Commission and reported on OCHC's recent activities and current goals.

a) Oregon Commission on Historic Cemeteries Report (Information)

Kuri Gill, Historic Cemeteries

Bob Keeler, Oregon Commission on Historic Cemeteries (OCHC)

Judy Juntunen, Commission Chair, Oregon Commission on Historic Cemeteries

- Preservation of cultural features; curbing, markers, fencing, landscape
- Support recreational and natural aspects of cemeteries
 - Frisbee areas
 - Dog areas
 - Mile markers walking/biking
 - Tours
- Preservation of native plants (Masonic Cemetery in Eugene)
 - Heritage plants
 - Rose gardens
 - Trainings
- Grants
 - \$500-\$8,000
 - Signs, fencing, gates
 - Vandalism repair
 - Fund private property and non-profits
- Community involvement/Outreach
- Youth volunteers
- High schools
- Cooperative experience
- Genealogy Groups
- Workshops
 - Volunteer management, fundraising, marker repair, records management
- Guidelines for cemeteries

Judy Juntunen, OCHC Chair, spoke about her work with preservation of cemeteries. She worked with Benton County for over 20 years as the research librarian, and helping to acquire the Masonic cemetery in 2000. Ms. Juntunen said that it has been very exciting to help others that are interested in preserving the cemeteries. She is delighted to be able to serve on the Commission and is happy that the state has a program that helps historic cemeteries.

Bob Keeler, OCHC Commissioner, shared that he is a teacher of anthropology and geography, and uses cemetery data as a scholar in his research. The Commission provides a way to make sure that the information is preserved and available for scholars. He said that he has been on the Commission for three years, previously as the Commission Chair.

Commissioner Rudi asked if there is a list of designated historic cemeteries. Ms. Juntunen said there is a web site for the Oregon Commission on Historic Cemeteries. Ms. Gill said that you can get to it from the State Parks site or through oregonheritage.org

Commissioner Graves asked what cemetery they would recommend. Ms. Juntunen suggested the Lone Fir in the Portland area.

Mr. Keeler said that he would recommend the Hillsboro Pioneer Cemetery in Washington County. He added that any place that you happen to be from in the State of Oregon there is likely to be several interesting historical cemeteries in your community.

Commissioner Rudi asked how the historical classification is designated. Ms. Juntunen said that the burial date must be Statehood day, 1909 or previous.

Commissioner Chalfant asked if there is an inventory of burials of the cemeteries? Ms. Gill said that many cemeteries in the state are not owned by anyone; counties and cities can take them over but it does not happen often because then they have to be responsible for them. Ms. Gill said that work is being completed with the Genealogical Society to compile a statewide burial index from obituaries and death records; the goal is for the index to be available on-line in October.

14. Reservations System Replacement (Action)

Trygve Larson, Information Services Manager

Mr. Larson said that at the September 2008 and January 2009 Commission meetings, Commission and staff discussed the viability of the current reservation system, reviewed the financial implications of remaining with an external vendor, and posed alternatives. Since then, staff have analyzed the alternatives further, and worked on related IT and business issues. These include:

- Revised security framework and firewall to support secure transactions on the Internet
- Implemented internal security policies and agency-hosted applications
- Finished a plan that sets out the agency's options for high-speed connectivity in the field
- Wrote a statement of work describing the detailed functions needed in a replacement reservation system
- Reviewed the possibility of "sole source" contracting
- Wrote and agreed to a contract extension for the current application with the vendor
- Reviewed the replacement application offered by the vendor, and discussed the strategic direction of their web based application
- Reviewed other states' reservation policies and approaches
- Reviewed the workload and maintenance implications for both an internally-developed system and one provided by an external vendor
- Estimated the cost to develop a comparable reservation to that commercially available

Conclusion: It is far more advantageous to contract with a vendor to host the reservation system than to develop a department unique system in-house.

Commissioner Risley asked what the age group of the user making a reservation is and how much of a transition it will be for them. Ms. Van Laanen replied that the exact demographic is not known, and currently the web is 53% of all reservations. She said the transition is more of a migration. It is not a whole new product; it is the same vendor with a similar platform.

Commissioner Brown stated his agreement that this is the right direction to go.

Commissioner Chalfant asked if there is a reason that we would not make this move? Ms. Van Laanen explained that the management of the increase of transaction fees over time would be the main reason.

Commissioner Chalfant moved to approve the Reservations System Replacement. Commissioner Risley seconded. The motion passed unanimously, 7-0.

- 15. State Fairgrounds Solar Energy Project Report** (Information)
[not presented, information was provided in the Commission Packet]
- 16. State Fairgrounds Exposition Center Blue Ribbon Panel Update** (Information)
[not presented, information was provided in the Commission Packet]
- 17. Marine Reserves Update** (Information)
[deferred to the May meeting]
- 18. Commission Planning Calendar** (Information)

May Commission Meeting - Silverton
Thursday, May 21, 2009
Silverton Community Center
306 S. Water Street, Silverton, OR 97381

Final Discussion

The Commission discussed the September meeting dates. Commissioner Graves indicated that he could not be present for the September meeting as it is currently scheduled. Commissioners asked staff to look at some possible alternate dates for this meeting and for the Iwetemlaykin dedication.

Commissioner Graves asked about the time line for the State Park logo merchandise. Staff replied that the merchandise is currently being embroidered and will be delivered to OPRD by the end of April. The merchandise will be available through RNW this summer.

April 2, 2009 Commission Meeting **adjourned** 3:41 p.m.