Those attending all or part of the meeting included:

**Commissioners Present:**
Jay Graves, Chair
Cal Mukumoto, Vice Chair
Robin Risley
Brad Chalfant
Wendy Veliz
Lisa Dawson

**Staff:**
Lisa Van Laanen, Director
Steve Shipsey, Assistant Attorney General
Vanessa DeMoe, Commission Assistant
Brenda Schorr, Executive Assistant
Sarah Emery, Executive Assistant
Chris Havel, Associate Director, Communications & Research
Roger Roper, Assistant Director, Heritage and Community Programs
Scott Nebeker, Interim Assistant Director of Operations
Jim Morgan, Stewardship Manager
Kammie Bunes, Acquisition and Property Management Specialist
Steve Kay, Grants Manager
Jaime English, Senior Planner
Tanya Crane, Budget Manager
MG Devereux, Project manager
Jerry Winegar, Mountain Region Manager
Dennis Comfort, Valleys Region Manager
John Allen, Coastal Region Manager
Eric Timmons, Central Operations Support Manager
Curtis Smith, Region Support Manager
Bevin Clapper, Quality Assurance Coordinator
Hiriko Fish, Capital Asset Accountant
Jered Mangini, Park Ranger
Allison Mangini, Office Coordinator
Joe Wanamaker, Park Manager
Austin Bertelson, Park Ranger
Will Lander, Park Ranger
Chris Parkins, District Manager
Sheri Miller, Reservations Northwest
Terri Tinnon, Reservations Northwest
Marcy Thiel, Reservations Northwest
Tuesday, April 8th

Tour: Tumalo State Park, Smith Rock State Park, Petersen Rock Gardens

Works-sessions:
2015-17 budget development
Audits and Quality Assurance
Mission and Functions

Wednesday, April 9th

Executive Session:
The Commission met in Executive Session to discuss acquisition priorities and opportunities, and potential litigation. The Executive Session was held pursuant to ORS 192.660(2)(e) and (h). The Executive Session was closed to the public.

Business Meeting:
The April 19, 2014 Business Meeting of the Oregon Parks and Recreation Commission commenced at 9:30 a.m.

1. Commission Business (Action)
   a) Approval of Agenda

Commissioner Veliz moved to approve the April 2014 meeting agenda. Commissioner Chalfant seconded. The motion passed unanimously, 6-0.

2. Public Comment:

   Tom Achterman – Achterman Legacy Project
   Diane Daggett – The Trust for Public Lands

   Mr. Achterman and Ms. Daggett both spoke in favor of the Hayden Island project and provided updates to the Commission regarding the project. Mr. Achterman shared his thanks and appreciation on behalf of his late sister and his entire family. Ms. Daggett shared that she was honored to work in partnership to benefit all Oregonians in the name of Gail Achterman. She expressed her thanks to the department, specifically Jim Morgan and Kammie Bunes for their work.

Commission Business (Action)
At the request of Chair Graves, Commissioner Veliz moved to move agenda item #7, “Property” to the end of Item 4, becoming 4f.
Commissioner Risley seconded. The motion passed unanimously, 6-0.

3. Approval of Commission Meeting Minutes
   a) February 5, 2014 (Action)
   b) February 20, 2014 (Action)

Commissioner Mukumoto moved to approve both the February 5 and February 20, 2014 Commission meeting minutes. Commissioner Veliz seconded. The motion passed unanimously, 6-0.
4. **Director’s Update** (Information)

   a) **Employee Recognition Awards**
   
   Director Van Laanen and Chair Graves presented the awards to the recipients. [Employee Recognition Award descriptions, nominees and recipients are listed in the agenda brief located at: http://www.oregon.gov/oprd/pages/commission.aspx]

   b) **Day Use (Information)**
   
   Mr. Havel shared that the department periodically reviews its approach to charging day-use parking fees at state parks. Twenty-six parks currently charge $5 per day to park a vehicle. He stated that the department reviews the decision-making process and criteria for determining which state parks ought to charge a day-use parking fee, making sure that the criteria are tied to the Park System Plan and to examine the state park system with an objective eye, and determine whether parks should be added or removed from the fee system based on the criteria. Mr. Havel said that staff is seeking Commission input before they create final criteria for choosing state parks that could add a day-use parking fee. After developing the criteria, staff will review the state park system and return with a list of recommended changes and their associated revenue impacts in June.

   Staff and the Commission briefly discussed public comment opportunities, the process and criteria for choosing parks for the day use program. Chair Graves requested to see a secondary column added to the list showing local and regional parks/properties that currently do not have a fee.

   c) **Legislative Update (Information)**

   Mr. Devereux provided a summary of the major bills that the department worked on during the last legislative session:

   - **SB 1514** – “RV Split Bill” Passed successfully; this bill changed the distribution of RV registration fees between the department and county park providers. Regional Recreation Coalition discussions are currently being organized and will take place across the state.
   - **SB 1516** – Passed easily; support for the Salmonberry Trail. Department of Forestry has assured us that there will not be an impact on department plans.
   - **SB 1554** – Did not pass; this bill would have allowed county governments to intervene in property transactions involving public agencies or non-profits. The department, along with other state agencies and non-profits were concerned that this bill would undermine park acquisition efforts in the future. While this bill did not move forward, it is concept that may return in the 2015 session.

   d) **Oregon State Parks Foundation Agreement (Action)**

   Chris Havel, Associate Director of Communications and Research

   Mr. Havel explained that SB 196 (2013), codified as ORS 390.141, authorizes the department to form agreements with qualified non-profits. The agreements would allow the department to share resources in a judicious way and enable a non-profit to solicit funds on behalf of department projects. Mr. Havel explained that this agreement is the first execution of that law by the department. The agreement clearly shows responsibilities; drawing a distinction between what the non-profit is responsible for and how the benefits need to flow back to the department so the department receives a net benefit in exchange for whatever effort is expended for the non-profit to succeed. Prior to moving forward, the Commission must grant approval of this master agreement with the Oregon State Parks Foundation; then the department and Foundation can move forward with making the necessary individual project agreements. Mr. Havel clarified
that the ask today is for approval of the agreement as written, knowing that individual agreements will follow.

**Commissioner Chalfant moved to approve the Oregon State Parks Foundation Agreement. Commissioner Mukumoto seconded. The motion passed unanimously, 6-0.**

e) State Fair Transition (Information)
MG Devereux, Project Manager

Mr. Devereux stated that the State Fair Council is moving forward and had appointed former Senator Gene Derfler as Chair and Craig Smith as Vice-Chair. He said that the second milestone in SB 7 (2013) had been reached; the lease has now been signed and the Council is officially now in charge of the Oregon State Fair and Exposition Center. The department is still serving as the lead for the 2014 State Fair, in order to provide the Council an opportunity to focus on the business as a whole. Anticipation is that they would operate as is for the next eight to ten months, and then make their changes as decided and thought out, while developing their business model. The final two milestones remaining is a report back to Legislation in October 2014, and for the Council to remain profitable over the next three to five years. The department support will remain during the transitioning, giving the Council an opportunity to be successful.

f) **Property** (Item 7)

a. Bandon Exchange (Action)
Jim Morgan, Stewardship Manager

Mr. Morgan gave a brief review of the information provided to the Commission including the proposed final order.

Public Comment:

Cameron La Follette, Oregon Coast Alliance
Ms. La Follette provided comment in opposition to the proposed exchange.

Steve Corey, Attorney for Bandon Biota, LLC.
Mr. Corey provided comment in support of the proposed exchange.

Commissioner Chalfant stated that he does not see the BLM agreement regarding the reversionary clause as an obstacle to the Commission being able to make a decision. He did state that he did have concern with the proposed exchange as written. There are some concerns regarding the perception and the fact that there does not seem to be a specific property identified tied to the money. He stated that he would like to amend the document in order to add the Beltz Farm property.

Chair Graves said that he understands Commissioner Chalfont’s concerns. He explained that we have previously attempted several times to attach a specific property to this, but it has proven to become more complicated and not feasible. The proposal really does represent that the finances would be for property, although not easily identified at this time. He stated that he is ready to approve the proposal as presented.

Commissioner Veliz stated she was also ready to approve the proposed exchange as written.
Commissioner Risley stated that she too was concerned about not having a specific property identified. She said that the Commission needs to work to acquire Beltz Farm.

Chair Graves shared that the current Beltz Farm proposal would present too many obstacles to attach it at this point.

**Commissioner Mukumoto moved to approve the proposed final order as written.**  
**Commissioner Veliz seconded.**

**Commissioner Chalfant moved to amend the motion to attach the Beltz Farm property to the proposed exchange.**

Commissioner Mukumoto stated his concerns about the timing and the potential of losing the Beltz Farm opportunity by tying it into this exchange. Commissioner Veliz concurred with Commissioner Mukumoto’s concerns and believes that a vote and decision needs to happen today. She does not believe that the Beltz Farm proposal should be tied in with the Exchange. Commissioner Chalfant replied that he believed it is possible to explore the ability to tie Beltz Farm in to this exchange in a way that the acquisition is not threatened. If we find that we cannot make the Beltz Farm work in conjunction with the exchange, then we would have an opportunity to re-visit the exchange.

Commissioner Risley feels that we need to ensure that we go to the nth degree to pursue the right direction. Chair Graves stated he believes we have made every effort and consideration.

Commissioner Veliz reiterated that this exchange needs to be moved forward today. Commissioner Mukumoto rejected the proposed amendment by Commissioner Chalfant.

**The vote was taken via roll call:**  
**Commissioner Risley - No**  
**Commissioner Veliz - Yes**  
**Commissioner Chalfant - No**  
**Commissioner Mukumoto - Yes**  
**Chair Graves - Yes**  
**Commissioner Dawson - Yes**

The motion passed, 4-2

The audio for this agenda item is located at:  

b. Acquisition Priorities Update (Action)  
Kammie Bunes, Acquisition and Property Management Specialist

Ms. Bunes stated that on July 16, 2013, the Commission approved a list of acquisition priorities for the 2013-15 biennium. Priorities focused on previously approved initiatives, but the Commission retained the ability to pursue significant emerging opportunities. She provided an updated list reflecting acquisition activity, Commission actions, and emerging opportunities. Ms. Bunes stated that there was an addition of the Sand Lake – Beltz Farm property as well as the addition of a portion of the Sixes Ranch (approximately 90 acres).

**Commissioner Chalfant moved to approve the updated acquisition priorities. Commissioner Risley seconded. The motion passed unanimously, 6-0.**
c. Beltz Farm (Information)
   Jim Morgan, Stewardship Manager

   Jim Morgan provided background information on the Beltz Farm property including the location, the unique environmental aspects of the property, and the history of the department’s interest in the property. Mr. Morgan showed a presentation to the Commission that walked them through the property. Mr. Morgan explained that Ecotrust Forests Management LLC recently entered into a purchase and sale agreement with the landowner. They intend to take title on or before May 1, 2014. That purchase is contingent upon satisfactory indication that the department intends to acquire the property from Ecotrust. The department is negotiating an option agreement with Ecotrust to purchase the property on or before August 30, 2014, contingent upon completion of an environmental inspection, appraisal, appraisal review and Commission approval in June.

   Public Comment:
   Cameron La Follette, Oregon Coast Alliance
   Ms. La Follette provided comment in full support of this property acquisition. She said the OCA would be in favor of State Park ownership and is willing to work in full support. The hope is that it would remain essentially a natural area/park. The property on the east side of the road is equally important.

5. Audit Committee

   a) Updating the Audit Committee Charter to reflect the expanded Audit Committee (Action)
      Bevin Clapper, Quality Assurance Coordinator
      Commissioner Mukumoto, Audit Committee Chair

      Audit Committee Chair, Commissioner Mukumoto said that the expanded Audit Committee would be five members with the Director participating in an ex officio non-voting role and adjust meeting schedules to not coincide with Commission meetings. Ms. Clapper added that the expanded Audit Committee will strengthen internal controls and add language to allow the Quality Assurance Coordinator to work with other state agencies to expand audit coverage.

      Commissioner Chalfant moved to approve the updated audit committee charter as written. Commissioner Veliz seconded. The motion passed unanimously, 6-0.

   b) Appoint new Commission member to the Audit Committee (Action)
      Bevin Clapper, Quality Assurance Coordinator
      Commissioner Mukumoto, Audit Committee Chair

      Audit Committee Chair, Commissioner Mukumoto said that the Audit Committee needed to appoint an additional Commissioner to the committee. He shared that there are four meetings per year and that the meetings will be in Salem, rather than moving them throughout the state with the Commission meetings. Commissioner Risley stated her interest and willingness to serve in that role.

      Commissioner Chalfant moved to approve Commissioner Risley as the new audit committee member. Commissioner Veliz seconded. The motion passed unanimously, 6-0.
c) Appoint new external Audit Committee members (Action)
Bevin Clapper, Quality Assurance Coordinator
Commissioner Mukumoto, Audit Committee Chair

Commissioner Mukumoto said that through discussion at the Audit Committee meeting the committee suggested that there be a more transparent selection process and that no action be taken on this item at this time. He said that Ms. Clapper will pursue that process and proposed members would be brought to the June Commission meeting for approval. Ms. Clapper asked for confirmation of the plan; that she would move forward with identifying an audit professional as well as soliciting all members from the agency Committees and Commissions asking if anyone would like to join in creating an application process. The outcomes of that process and any applications to serve on the Audit Committee would be brought back to the Commission in June. The Commission confirmed the plan.

6. Consent Calendar (Action)
   a) Approval of Delegated Authority Report
      1) Contracts
      2) Natural Resources
   b) ATV Program Grant Awards
   c) Lower Deschutes River law enforcement contract

Commissioner Mukumoto moved to approve the Consent Agenda. Commissioner Chalfant seconded. The motion passed unanimously, 6-0.

7. Property – moved in the agenda to Item 4f

8. Heritage & Community Programs
   a) Heritage Programs Update (Information)
      Roger Roper, Assistant Director of Heritage and Community Programs

      Mr. Roper provided and update on current happenings in the division. He highlighted the African American Historic Properties Survey and the Heritage Conference that was held April 23-25 in Albany.

   b) Certified Local Government Grant Award (Information)
      Roger Roper, Assistant Director of Heritage and Community Programs

      Mr. Roper shared that Heritage and Community Programs had recently awarded grants under one of its five heritage grant programs: Certified Local Government (CLG) grants.
      o 18 grants
      o $189,925
      o For a broad range of historic preservation activities, including surveys, National Register nominations, public education, training, and building rehabilitation.
9. Budget

a) 2013-15 Budget Update (Information)
   Tanya Crane, Budget Manager

   Ms. Crane provided an update on the current biennium. She explained the 2011-13 ending cash balances and discussed the latest lottery forecast.

b) 2015-17 Budget Discussion (Action)

   Ms. Crane said that budget development for the 2015-17 biennium is underway. This multi-step process takes several months and will result in an Agency Request Budget. She covered the already completed steps, steps currently in process, the next steps, as well as changes to the process from previous years.

   Ms. Crane stated that the approval needed was for the Key Performance Measures (KPM). Each biennium the department has an opportunity to add, change or delete the Legislatively Approved KPMs. The department is proposing to delete KPM #7 – Exposition Events. This measure is related to the Oregon State Fair and Exposition Center which should not be part of the department for the 2015-17 biennium. Ms. Crane clarified that the action requested was to delete KPM #7 for the 2015-17 biennium.

   Commissioner Chalfant moved to approve the deletion of KPM #7 for the 2015-17 biennium. Commissioner Mukumoto seconded. The motion passed unanimously, 6-0.

10. Visitor Experience

a) Cottonwood Canyon Cooperative Management Agreement (CMA) (Action)
   MG Devereux, Project Manager

   Mr. Devereux provided background information on the Recreation and Public Purposes Act (RPP) application. He provided information on the current status, alternatives and a staff recommendation that the Commission authorize staff to formally withdraw the RPP application and pursue an expanded Cooperative Management Agreement.

   Commissioner Mukumoto suggested that they moved to withdraw the original application and to approve the pursuit of the expanded Cottonwood Canyon Cooperative Management Agreement. Commissioner Mukumoto seconded. The motion passed unanimously, 6-0.

b) Silver Falls Concession Contract (Action)
   Chris Havel, Associate Director of Communications and Research

   Mr. Havel gave a brief explanation of the bid process for the Silver Falls Concession Contract. He shared that 3 proposals were received. Of those proposals Urban Park Concessionaires, the proposed awardee, have proven themselves to be active in the recreation community and will help us promote the area/park. Mr. Havel clarified that the request was for approval of the contract to Urban Park Concessionaires; the Department of Justice has approved the contract for legal sufficiency and the contingencies listed had already been met.

   Commissioner Chalfant moved to approve the Silver Falls Concession Contract. Commissioner Risley seconded. The motion passed unanimously, 6-0.
11. Planning

   a) Salmonberry Update (Information)
      Roger Roper, Assistant Director of Heritage & Community Programs
      MG Devereux, Project Manager

      Mr. Roper and Mr. Devereux provided background on the Salmonberry Corridor Project and updated the Commission on the progress of the master plan. Mr. Devereux also shared concerns regarding work that had been done by one of the partners.

12. Natural Resources

   a) Natural Areas Registration – Willamina Oaks (Action)
      Jim Morgan, Stewardship Manager

      Mr. Morgan explained the Natural Areas nomination/petition process and the steps in processing registration nominations. He provided information on the Willamina Oaks petition and stated that staff had reviewed the petition and concluded that the subject property is of high ecological value and meets the intent of the State Natural Areas Plan.

Commissioner Chalfant moved to approve the Natural Areas Registration – Willamina Oaks. Commissioner Veliz seconded. The motion passed unanimously, 6-

13. Reports (Information)

   a) Sustainability Draft Plan
   b) Rulemaking Status

Reports in agenda Item 13 were provided to the Commission as information only. There was no formal presentation or discussion on the reports.

14. Commission Planning Calendar (Information)

The Commission and staff discussed the current format of Commission meetings and shared thoughts and suggestions on alternatives. The Commission came to consensus that the current format/schedule for meetings would remain the same; with the tour on the day prior to the business meeting and to continue to hold the meetings at locations throughout the state.

June - Klamath Falls, Running Y Ranch

   Tentative Itinerary
   Monday, June 23rd - Travel Day
   Tuesday, June 24th - Tour, Work-sessions, Exec Session
   Wednesday, June 25th - Business Meeting

The April 9th meeting of the Oregon Parks and Recreation Commission adjourned at 2:17 p.m.