

**Draft Minutes - Washington County Committee for Citizen Involvement (CCI) Meeting  
Tuesday, May 17, 2015  
7:00 p.m. – 9:00 p.m.**

**CCI Members and CPO Leaders attending:** Gary Virgin (CPO 10), Lars Wahlstrom (CPO 10), Dick Smith (CPO 10), Paul Johnson (CPO 15), Stan Houseman (CPO 3), Jim Long (CPO 4M), Ray Eck (CPO 6), Liles Garcia (CPO 6), Mary Manseau (CPO 7)

**Other Attendees:** David Shettles, Glenna Dryden, Tom Black

**CPO Program Staff:** Beth St. Amand, OSU Extension Service

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**1. Welcome, Introductions, Minutes**

Chair Jim Long opened the meeting at 7 pm, and welcomed the attendees, who then introduced themselves. He asked for comments on the minutes. Mary Manseau noted a typo on page 5 (firmly v. family). There was discussion on minutes style and how first and last names should be used in the discussion v. voting.

**ACTION:** Dick Smith moved that the CCI accept the minutes with the one change noted; Lars Wahlstrom seconded. 8-0-0. The motion passed.

**2. Welcome, Introductions, Minutes**

CPO Coordinator Beth St. Amand's last day with the program is Friday, May 20. She had a number of updates regarding the transition and staffing levels with her departure. First, she provided some updates from Sia Lindstrom:

- The Budget Committee's budget hearing is this Thursday at 8:30am; public testimony at 10:30am. Included in the budget proposal is a new budget unit for community engagement (*discussion later in agenda*). The full County budget proposal may be found online; excerpts are by the front door here.
- The Board of Commissioners approved transfer of the CPO Program (including CPO staff) from OSU to Washington County effective July 1<sup>st</sup>, where it will be housed under the umbrella of the County Administrative Office. Beth noted the new organizational chart that is located on the back of the budget summary (*new document passed out tonight*).
- Recruitment for a new Community Engagement Manager has been underway for a few weeks. This is a high-level position that will provide two things: strategic direction for the county's community engagement activities and supervision of CPO Program staff. The County hopes to have someone on board by early July.
- The County is initiating the HR process for a new CPO Coordinator so they can start recruitment.

Jim asked if CPO leaders would be involved in the hiring process for the coordinator again. Beth noted that she wasn't sure what the County would do; when she interviewed, it was an OSU-led process that included a public presentation with 20

people (staff and public) for all three candidates. Those in attendance tonight who had participated noted that the advantages of that process were that they could comment or ask questions; see how the person worked; and understand the ultimate selection. Send any questions on this process to Sia.

Beth then addressed the staffing plan. There is a period that will be understaffed, while the program is transitioning and things are in motion. She asked the following:

- If you could let Dan know your summer schedule as soon as possible. The more we know, the better we can plan for the transition.
- Send agendas straight to Carol but copy Dan, subject AGENDA and marked urgent.
- For higher level CPO support, contact Dan. Dan will have to cover all 12 CPOs.
- The more you can help us out with deadlines, the better; if agenda isn't done by the due date, will send out generic agendas -- the email one can be more specific.
- Coordinator attendance at CPO meetings will be on hold until the staff vacancy is filled, unless you have a major issue that requires a coordinator's support. Please contact Dan well in advance.
- Meeting notices will be basic – if you really want to see something in the notice for your area, send it to Carol, copy Dan, subject MEETING NOTICE and marked urgent.
- Staff will send updated agenda deadlines to each CPO that take staffing and transition into account.
- June/July newsletter will come out as planned.

For CCI:

- Post audio instead of written minutes; can revisit this later
- Dan is CCI contact

Questions:

Liles Garcia asked to add Carol to CPO6's Steering Committee email list. Also asked about the staffing: the proposed budget includes two coordinators, project specialist, the manager, and possibly some temporary admin work. Jim announced a going-away event for Beth at 5 pm, Wed. May 25 at Max's Fanno Creek brew pub.

With the transition, not only is the program staying in the County building but Extension is moving June 23 to Beaverton. The CPO program will go semi-dark June 13-17 to allow for transfer of files, mailing lists, etc. in a concentrated way so that nothing gets lost. Stay tuned for more details on this regarding facilities and office space.

Jim confirmed that there will be a CCI meeting June 21; it will be the week after this period so the mailing will need to go out earlier. The CCI Steering Committee will meet next week, May 26, from 3-5 in Beaverton at the Butner street TVF&R station.

**RE: Quarterly Report included in the Packet:**

Beth clarified that the quarterly reports do not go to the commissioners; it is a contractor's status report, essentially. Mary noted that she would like to see the CCI subcommittee meetings and Steering Committee meetings included for all CPOs and CCI. She also wondered if CPOs could submit their own successes as they do for the annual report. She also suggested that the statement about marketing needed for CPO 4B in Table 2 should apply to all CPOs; as CPO 7's population has increased, the mailing list has decreased. Beth asked her if she thought these reports should continue after the transition; Mary said yes, she finds them useful. Ray Eck noted that there was no update included for CPO 6.

**3. CPO Roundtable and Emerging Issues**

**CPO 15:** Rural Internet revisited; also been talking about Emergency Preparedness.

**CPO 10:** 911 representatives and other agencies came to last meeting to talk about the bond measure. TVF&R is taking over Midway Station in the country; also had Metro talk about the new Chehalem park and handed out surveys, etc. There will be multilingual signs (Spanish and English). This Thursday they will have a history presentation about the last hanging in Washington County. No meetings in June, July and August.

**CPO 7:** THPRD sending a representative to meetings on a regular basis; CPO 7 finds it valuable and they work together well on land use development issues. They also had an individual speaking about the Cornell Road closure in Multnomah County; this group is trying to work with all the agencies to look at better solutions overall to reduce traffic on the corridors between Portland and Washington County. Is this something CCI would be interested in looking at? CPO 1 and 7 are definitely engaged. Transit service is lacking. Some CPO 7 routes have had a 400% increase in ridership. They are working on a private crosswalk issue in the Bethany Town Center; it is on private land but it is a safety issue. David Shettles noted that Washington County Land Use & Transportation has adjusted the light timing at 173<sup>rd</sup> and Walker Road; he had submitted a comment in response to an accident.

**URMDAC:** Ray noted that he did not attend the last URMDAC meeting but there is some focus on URMDAC's role in crosswalks.

**CPO 6:** The May meeting took place at the first-ever Aloha Farmers Market; there was about 350 people. Occurs on Thursday afternoons-evenings. June meeting will have Tualatin Valley Water District representatives to talk about future County water supply and updates on where road and pipe construction can work together. Metro may be placing bond measure on November for parks, natural areas and open spaces; will have two Metro Councilors coming to talk about it. Liles said there will be a housing complex for low-income and disabled veterans built near the post office on Blanton.

**CPO 4K:** Crosswalk study was done near Deer Creek School, partly using Special Project Funds (4B/4K application); there isn't agreement yet on the proposed location. They will not meet June-August.

**CPO 4B:** Letter to URMDAC was submitted about safety improvements.

**CPO 4M:** Had joint candidates forum with CPO 3 and had five candidates. Roy Rogers was in attendance. Have had 13 land use issues; some County & some Tigard. There are two large self-storage units going in less than 1000' apart, and marijuana retail within 1000' of Metzger Park (the County ordinance specifies THPRD facility, not County park).

**CPO 3:** Still working on questions of annexation, incorporation or what. Trying to spread the word throughout the area to get wider participation in this effort and get feedback and more direction from the larger population. Biggest issue is the annexation of properties adjacent to Beaverton. Will not meet July-August. Transportation Study presentation this month, next month Emergency Preparedness.

Mary noted that Steve Sparks, formerly of City of Beaverton, is now with Beaverton School District.

**Code Subcommittee Update:**

Mary noted that they are meeting monthly on the second Friday. The letter CCI approved on the walkway gap issue was delivered to the Board before the May 10 worksession when they discussed the issue paper. In that worksession, three of the commissioners supported seeing what could be done to secure right of way on lots of record, but a replacement dwelling issue was not addressed. Both authors of the paper have left the County; Andy Back is point.

Subcommittee met last week and Suzanne Savin from long-range planning joined them; she is working on the infill issue paper. She had a request for examples of land use applications where the development didn't go the way that community members would have liked, or good examples. Infill only applies to parcels 2 ac or less in R-5 or R-6; even if it is a 3 ac parcel, can still have impacts. If you have case file numbers, send them to Suzanne. **(UPDATE AND FOLLOW-UP: Please send examples of positive or negative infill development casefiles by end of day on Tuesday, June 14 to [suzanne\\_savin@co.washington.or.us](mailto:suzanne_savin@co.washington.or.us) .)**

Liles asked about projects that are built to the standards where neighbors don't like the development; but what can they do about it? Mary responded that code essentially states that the impacts on the neighbors need to be "considered," but state law requires clear and objective standards. Suzanne reviewed applications but didn't see responses from the neighbors. Mary will forward Suzanne's questions to whoever is interested.

#### 4. 2016-17 County CPO Budget

Jim said that the OSU Program budget was approximately \$370,000; the new program proposes a \$600,000 budget. Does this group want to take a message to the budget hearing this Thursday at 10:30 am? Tom Black asked what the \$154,425 for professional services included; was the \$10,000 marketing in addition?

**(UPDATE AND FOLLOW-UP from CAO:** The \$154,425 does include

- CPO Newsletter - - \$61,000
- CPO Special Projects Fund (placeholder) - - \$2,500
- Quake-Up - - \$1,425 (note: the other \$1,425 is in the *Lease & Rentals-Space* line item)
- Translation services - - \$4,500
- Marketing and outreach - - \$10,000
- Consultation services (work related to the Transition Team's recommendations) - - \$75,000

It was also noted that two-thirds of the Community Engagement budget is specific to the CPO Program. The other third is for community engagement work related to the Transition Team's recommendations and as directed by the Board.)

Tom noted it would be interesting to align this proposed budget with the OSU budget. Jim suggested that if there is a letter, it should be completed tomorrow by noon.

Gary Virgin reminded the group that this is a transition time and much is unknown. \$600,000 looks good for the year, next year that might change depending on what we need and what we ask for. The transition makes it fuzzy. Mary noted that Sia mentioned that there could be an adjustment midyear if it is needed; it would be good to have a letter that notes that. There was general agreement on both points. Tom noted that this is the time to thank the committee for the requests.

**ACTION:** Jim made a motion to use the same letter to Sia and readdress to the Budget Committee: looks like adequate but reserves the right to revisit mid-year and to focus on growth, and to show that we are an active group. Mary and Dick seconded. All in favor: 8-0-0 voting members; including nonvoting members, it was 12-0-0. Jim will work with Beth to submit by noon tomorrow.

#### 5. 2016-17 CCI Priorities

Beth reminded the group of their previous work program from 2014-15, and reviewed previous documents. The group produced a list of tasks or areas they would like to focus on. This discussion will be continued next month. See Attachment A.

## **6. Introduction to Next Door**

There was not enough time for this agenda item. Gary noted that while he finds ND to have limited effectiveness, it is a communication tool.

## **7. Announcements**

- Safe Routes to School Breakfast May 26 – Contact Beth if interested.
- Cleaner Air Oregon webinar on May 26 – info at the door.
- Recreational Marijuana Ordinance 810 goes to Planning Commission: Worksession June 1, hearing June 15 at 6:30 pm; Board hearing July 19, 10 am.
- URMDAC Meeting June 2

## **8. Public Comment**

Tom asked if CPO will be going to the County Fair? Beth responded that due to transition/etc., depends on having a volunteer presence.

The meeting adjourned at 9:15.

*Minutes respectfully submitted by Beth St. Amand*

## **Attachment A:**

### **CCI – List of 2016-17 Work Program Tasks**

#### **Developed May 17, 2016**

*(to be prioritized in next few meetings; includes items from 2014 Program and new ideas)*

#### Networking

- With other CPOs at CCI – work together to identify larger issues
- Schools (sidewalks/URMDAC)
- Existing groups on issues

#### Urban Growth Boundary

#### State subcommittee on legislative issues

- County lobbyist
- Invite Legislators to speak to us

#### Awareness, Marketing and Promotion

#### Membership Recruitment

- Expand CCI membership ? Bylaws review