

The Villages at Mt. Hood, Board of Directors Special Workshop
Sunday, January 7, 2007, 1:00 pm, Community Room
Hoodland Fire District #74, Rhododendron, OR

5 **Attendance: Clackamas County:** Chris Roth, Kirstin Greene

Directors: Rick Applegate, Bob Reeves, Shirley Dueber, Don Mench, Barbara Saldivar, Steve Graeper.

Absent with notice: Susan Corwin, **Absent w/o prior notice:** Dave Lythgoe

Community: Bob DuBiel, Christy Slovacek

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Administrative Information: Chair, Rick Applegate affirmed that this was a work session and not a board meeting. As such, no motions or decisions would be made or entertained and all work conducted would need to be brought forward to a future BOD meeting. As this was a special workshop everyone in attendance was welcome to sit in and participate in the round-table discussions.

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Business:

1. **Bylaw Amendment Procedure:** discussion entailed affirmation that the bylaw amendment procedure was previously outlined and agreed upon at the December Board of Directors (BOD) Meeting. Most felt that this issue was resolved and well on its way through the Town Hall process.

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2. **Criteria for BOD removal and Recall Process for members of the BOD:** Chris Roth brought a draft document titled "Process for County Action on Citizen Complaint. The group agreed that this was a good framework for handling citizen complaints. The group discussed adapting this to a "Process for Villages at Mt. Hood Action on Citizen Complaint and BOD Recall/Removal. With regard to criteria for Director removal the following flow was recommended to be added to the draft document with regard to removing a Director:

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- a. Must stem from a written, valid complaint
- b. Complaint would be investigated and substantiated by the Villages Complaint Procedure
- c. Complaint team reports substantiated complaint with recommendation for recall vote (if so recommended by the team)
- d. Board votes on recall recommendation
- e. BCC approves Town Hall vote
- f. Town Hall vote decides recall

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3. **Policy and Procedures for Public Meeting Notification:** The group recommended the following minimum notification/postings:

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- a. Mountain Times and Sandy Post, if practical
- b. County Web Site
- c. Villages at Mt. Hood Web Site
- d. 3 Post Offices (Welches, Rhododendron, and Brightwood)
- e. Breezeway at Thriftway
- f. Fires Station Reader Board

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4. **Policies and Procedures for Supported Activity Development:** The group designed the following recommendations for a process to bring an activity from the initial request to the Town Hall vote.

- 5 a. Application Development
 - i. Notify County staff liaison
 - ii. Advocate/Liaison/Sponsor from the Board of Directors is either assigned, appointed, or a Director volunteers
- 10 b. Application Submission
 - i. Completed application submitted at least 7 days prior to BOD meeting
 - ii. Placed on web at least 7 days prior to BOD meeting
- 15 c. Review Application at BOD Meeting
 - i. Approve forwarding to Board of County Commissioners if the application is complete. Approval to forward would have 1 of the following 4 recommendations:
 - Recommended for approval by unanimous Villages BOD
 - Recommended for approval by majority vote of Villages BOD
 - Villages BOD does not recommend approval
 - Villages BOD offers no recommendation
- 20 d. Send to BCC
- e. BCC Approval
- f. Vote at Town Hall

5. **System to Prioritize Supported Activities:** group discussed several ideas regarding systems to prioritize supported activities. Discussed was the need to have a system that recognizes and protects those activities already in the system working to raise funds and to determine what the cost in terms of county time and fiscal resources would be for new, proposed activities. It was recommended that a worksheet be developed for attachment to the supported activity application. The BOD could keep a list of activities per their prioritization and Supported Activities could petition the BOD periodically to request a category change. The following items would be included on the worksheet:

- 30 a. Estimated staff time needed on a monthly basis
- b. Estimated \$ obligation to Clackamas County for each of the first 3 years
- 35 c. Assigned one of the following prioritization categories by the BOD
 - i. Category 1: Top Community Project - Fund First – long term project
 - ii. Category 2: Community Cornerstone Project - Fund if resources available
 - iii. Category 3: Community Project - Fund if resources available
 - 40 iv. Category 4: Short Term Preferred Community Project – Self Sustaining w/ active community commitment
 - v. Category 5: No County fiscal resources and marginal County staff time required

Submitted by Rick Applegate