



**METRO**

## **Natural Areas Program Performance Oversight Committee**

Friday, November 9, 2007  
7:30 am – 9:30 am

Metro  
600 NE Grand Avenue  
Portland, OR 97232  
Room 370A/B

### **MEETING AGENDA**

Welcome (arrival, coffee etc.)	7:30 – 7:40
Natural Areas Program updates	7:40 – 8:10
▪ Land acquisition	
▪ Local share	
▪ Capital grants program	
▪ Discussion of the Stafford Oak issue and the Council's actions	
▪ Other items of regional and local interest	
▪ Maps and other materials	
Discussion and review of Audit and its relationship to performance measurement	8:10 – 8:40
Break	8:40 – 8:50
Discussion and questions related to committee focus areas	8:50 – 9:30
Adjourn	9:30

Coffee, tea and pastries will be provided

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## Natural Areas Program Performance Oversight Committee

November 9, 2007  
7:30 – 10:00 am

### MINUTES

**Committee Members in attendance:** Linda Craig, Dave Fogle, Michele Frank, Helena Huang, Peter Krainock (chair), Anil Krishnamurthy, Lori Luchak, Segeni Mungai, David Pollock, Sylvia Roll

**Committee Members excused:** Rocky Dixon, Dave Evans, Don Jones, Jill Long, Jacquenette McIntire

**Metro Management:** Kathleen Brennan-Hunter, Jim Desmond, Suzanne Flynn

**Metro Staff:** Carrie Belding, John Berry, Paul Garrahan, Marybeth Haliski, Heather Kent, Fred King, Kaylene Kirchem, Kristin Lieser, Mary Rose Navarro, Jeff Tucker

#### Welcome

Committee Chair Peter Krainock welcomed the committee and thanked everyone for attending the meeting.

#### Program updates

*Land Acquisition.* Kathleen Brennan-Hunter reported that Metro had recently closed on a property in the Tualatin River Greenway target area. She also distributed a spreadsheet showing acquisitions by target area (see attached). Linda Craig asked that Tier I and Tier II information be added to the spreadsheet. Peter Krainock asked if the program was now fully staffed. Kathleen answered that there is still one more real estate negotiator position to fill, but she planned to wait until the program ramped up more before filling the position. There are currently three real estate negotiators on staff. Peter asked how many of the sellers of properties acquired under the 2006 bond contacted Metro directly. Jim Desmond answered that six or so were under option before the bond passed and another four or five sought Metro out. Staff is actively contacting property owners now that the refinement plans have been approved. Peter asked about closing memos, which were mentioned in the recent audit. He noted that the 1995 memos were very succinct. Kathleen acknowledged that the closing memos have been inconsistent over the years. A new standardized format is in the process of being created and will relate more directly to the refinement plans. Kathleen will send a copy of the new closing memo to committee members once it is finalized. Segeni Mungai asked what properties were in the "pipeline." Paul Garrahan answered that there are approximately six properties currently pending acquisition. Kathleen will forward a copy of an internal memo listing all current properties, but cautioned the committee to remember that all are subject to due diligence and may not all close. Peter suggested that once a contract is signed, committee members receive an email with the information. Linda asked if there were any cautions to members. Jim Desmond reminded the committee about confidentiality and noted that Metro is very protective of the potential sellers and sensitive to their needs. It was decided that Metro will not include the seller's name or the purchase price in the email to committee members.

*Legal.* Kathleen reminded committee members to sign the ethical requirements acknowledgement form if they had not already done so. The form can be returned to Paul Garrahan, Senior Assistant Metro Attorney, Office of Metro Attorney, 600 NE Grand Avenue, Portland, OR 97232 or email garrahanp@metro.dst.or.us. Members can contact Marybeth Haliski for a copy of the form.

*Financial reporting.* Jeff Tucker distributed a summary of program expenditures to date (see attached). Michele Frank asked what percentage of the goal was met with these expenditures, i.e., how many acres remain to meet the goal (perhaps a bar chart could be included). Linda Craig asked if the report could include an actual-to-budget column, but Jeff explained that Metro's budget is very high level and does not really track budget-to-actual information on a detailed program basis. Jeff will share the department's annual budget request with the committee at the next meeting.

*Maps and other materials.* Kathleen asked if members were receiving the materials they need. Peter strongly encouraged members to tour their assigned natural areas. He distributed a revised assignment list with suggestions for committee members to become more familiar with their assigned area (see attached). Those members who have already toured their areas indicated how beneficial it was. Members can contact Marybeth Haliski to schedule a tour.

*Capital Grants.* Kathleen distributed a copy of the new capital grants program brochure, and indicated Metro is currently concentrating on program outreach. She reported that the Metro Council appointed the Nature In Neighborhoods Capital Grants Review Committee on November 1. Helena Huang is the Oversight Committee's liaison, and she and Mary Rose Navarro (Local Share and Capital Grants Coordinator) updated the committee on the capital grants program. At least eight potential projects are in the works, although no letters of interest have been received yet. Staff is still formalizing the process and performance measures. Lori Luchak asked if area schools were being considered for the program. Mary Rose responded that she expects great interest in the program from the schools. She will be contacting each school district by telephone, and brochures will be sent next week. Mary Rose expects at least two applications by Thanksgiving and several more before Christmas. David Pollock asked about Mary Rose's time commitment to the program, and if there were specific criteria for approving the applications. Kathleen indicated that each application needs to meet three criteria to pass the initial screening by Mary Rose, then it is forwarded to the committee to score and prioritize. The criteria is set forth in Resolution 06-3672B, which committee members can find in their binder. David suggested that capital grant program performance measures be tied to Mary Rose's performance evaluation.

*Local Share.* Helena noted that 18 of 28 intergovernmental agreements have been signed, with 10 still pending.

*Stafford Basin Refinement Plan.* Peter Krainock asked Jim Desmond to discuss the Stafford Basin refinement plan Oak Savannah issue. A very vocal citizen group strongly advocated for a change to the Stafford Basin refinement plan tiers to include a 10-acre stand of White Oaks. Following discussion, Council agreed the property was not significant enough to be a "regional" property, as there was no real potential for connectivity to other natural areas. They were determined to adhere to the science-based criteria of the program, and voted not to include the area in either tier I or tier II, but agreed that the protection of the oak stand might be a good match for the Capital Grants program. Jim noted that this matter was the only point of controversy during the refinement process. He believed the citizen group felt heard, although they were not particularly pleased with the council vote. Peter noted that the bond resolution outlines the science criteria and if the Council had bowed to this group, it would have set an important precedent. Peter asked that the committee be kept apprised of any future challenges.

*Performance Measures.* Jeff Tucker has been appointed by Metro COO Michael Jordan to lead Metro's performance measures effort agency-wide. Jeff noted the effort is definitely a work in progress and discussed the performance measurement process and the performance measures associated with Metro's 2040 Growth Concept Plan. David Pollock asked if Metro is considering performance measures used in jurisdictions similar to Metro both throughout the United States and internationally and Peter Krainock asked if other jurisdictions had 40 year plans. Jeff responded that Metro studied the performance measures and long-range plans of several cities in the United States and internationally, specifically those of Vancouver, BC; Toronto, ON and Auckland, New Zealand. Jim Desmond noted that the performance measurement project is the number one priority for Metro's COO and Council and that the Natural Areas Program's

performance measures will directly relate to the agency-wide measures. Jim thanked Peter Krainock and David Pollock for their commitment to the performance measure subcommittee, and noted the Parks department has a distinct advantage over other Metro departments in creating their departmental performance measures because of the work being done now on the Natural Areas Program performance measures. Kathleen Brennan-Hunter indicated she expects to have a draft of the program performance measures by the next committee meeting. Segeni Mungai asked what lessons Metro has learned from other jurisdictions and Jeff reported the biggest mistake other jurisdictions have made has been not applying the performance measures in agency decision making. Committee members can visit <http://www.metro-region.org/index.cfm/go/by.web/id=231> for information on the 2040 Growth Concept Plan and <http://www.metro-region.org/index.cfm/go/by.web/id=13104> to access the 2004 performance measurement report. In addition, Metro Planning Director Andy Cotugno will be invited to the next committee meeting to give a brief overview of the 2040 performance measurement system.

### **Metro Auditor report**

Metro Auditor Suzanne Flynn gave a brief overview of the October 2007 report *Natural Areas Program - Improved transparency recommended*. The report recommends improving program performance measures, evaluating public involvement and enhancing communication strategies. Peter Krainock encouraged committee members to read the 2000 and 2007 audit reports chronologically. He found the more recent report more helpful.

Peter inquired if it is typical that Metro COO Michael Jordan respond to an audit, and if the Auditor typically responds to Jordan's response. Suzanne indicated that while it is usual for the COO to respond to the report, the Auditor would only respond to the COO's response if it was very negative. Auditor Flynn also indicated that her office will conduct a follow-up audit within a couple of years.

David Pollock asked if the audit process was interactive, or just written and presented. Jim Desmond responded that the process was extremely interactive. David then asked if there were any surprises in the final document, and Jim responded that there were no surprises at all, and in fact the report's recommendations have been extremely helpful and several recommendations are already being implemented.

Peter asked if the Oversight Committee should be audited or evaluated. The Auditor responded that she would expect the committee to audit/evaluate their own performance. Lori Luchak noted this would fall under a measure of transparency.

Segeni Mungai noted that the audit process seemed to be missing public feedback on the program/process, such as a survey. Senior Auditor Fred King [noted that they did consult with the Metro Committee for Citizen Involvement. agreed that more public feedback may have been helpful in writing the audit.](#) *Note: this change requested by Fred King after minutes had been distributed to committee members.* Helena Huang asked if a survey went out to the property owner following a land purchase. Jim Desmond noted that program staff is very customer service oriented and make sure sellers' phone calls are returned timely, etc. Discussion was held regarding sending a survey to the landowner immediately following closing or up to a year later to follow up. The committee acknowledged sending the survey immediately following closing could be an emotional issue, but David Pollock suggested sooner rather than later would better meet the program's needs.

Lori Luchak inquired about the audit's comments regarding property maintenance. Does Metro impose a tax to cover this expense? Peter Krainock responded that that decision is beyond the committee's scope. Lori asked if the bond measure stated there would be no future tax. Jim Desmond responded that was absolutely not the case.

Jim Desmond noted that program staff are currently capturing the refinement process – what worked, what did not work. Hopefully, this will serve as a model for the program staff, other Metro departments and other agencies.

David Pollock acknowledged program staff and leadership and said the committee is overseeing a process that can revolutionize the way the process works.

Segeni Mungai noted that many citizens do not know what Metro is. Jim Desmond acknowledged that Metro has a very unusual portfolio and that we do not do the day-to-day things people generally think about when they think about government – schools, roads, etc. Instead, Metro’s vision is to build a sustainable future for the region.

**Other Metro updates**

*Metro Webpage.* Jim Desmond reported that the redesigned Metro website has launched. It is very user focused, highlighting topics citizens are most interested in, such as places and activities, instead of focusing on specific departments. Feedback is very welcome.

*New Metro Councilor.* Jim Desmond announced the appointment of former Milwaukie City Councilor Carlotta Colette as Metro’s newest councilor. Councilor Colette represents District 2, and was appointed by the Metro Council on November 6 to replace Brian Newman, who left Metro for a position with OHSU.

**Next Meeting.** The committee will reconvene in mid-February.

**Adjournment.** The meeting adjourned at 10:15 am.