

LENTS NEIGHBORHOOD ASSOCIATION (LNA)

DRAFT Minutes of Thursday, February 9, 2017, Board Meeting

6:30 p.m. - 9:30 p.m.

KingPins Bowling Alley, "The Chalet" Community Room, 3550 S.E. 92nd Avenue

Approved Thursday, March 9, 2017

Board Members Present (in alphabetical order): Michael Collins (Vice Chairperson); Krista Dennis (At-Large Board Member); Ray Hites (Treasurer); Judy Low (Chairperson); Cora Potter (Land Use Chairperson); Randy Schroeder (Public Safety Chairperson); Autumn West (At-Large Board Member); and Jennifer Young (At-Large Board Member).

Attendees (in alphabetical order): Megan Gorecki; Christopher Luchini, Ken Luchini; Mary Oxford; Char Pennie; and David Potts.

Guest: Leila Aman (Senior Project Manager – Lents Urban Renewal Area, Portland Development Commission)

The Board Meeting was convened by Chairperson Low at 6:35 p.m.

Approval of Minutes of the Thursday, January 19, 2017, Board Meeting.

Secretary Rees (Luchini) had submitted draft copies of the Board Meeting Minutes electronically to all Board members a week before the meeting. Hard copies were also available at the Board Meeting. A motion was made by Rees (Luchini) that the Minutes of the Thursday, January 19, 2017, Board Meeting be approved. The motion was seconded by Collins. The motion passed with 6 in favor (in alphabetical order: Collins, Dennis, Potter, Rees (Luchini), West and Young), 0 opposed and 2 abstentions (in alphabetical order: Hites and Schroeder). (Low, as Chairperson, prefers not to vote unless it is necessary to break a tie.)

Reminder Requested of Committees and Chairpeople/Board Liaisons. Low requested the names of the various existing Committees, including Chairpeople and/or Board liaisons (as applicable) for those Committees.

Current Committees include, in alphabetical order:

Bylaws Revision Committee chaired by At-Large Board Member Dennis, who is also the Board liaison. (The first meeting of the Bylaws Revision Committee will be March 7.)

Lents Spring Cleanup Committee chaired by At-Large Board Member West.

Lents Street Fair Committee chaired by LNA member Robert Schultz with Dennis acting as Board liaison.

Livability Committee chaired by At-Large Board Member Young, who is also the Board liaison.

Social Media Committee chaired by At-Large Board Member West, who is also the Board liaison.

There is also a subcommittee on Know Your Rights education surrounding public safety issues (including education about the Independent Police Review process), whose members are Rees (Luchini) and Schroeder. This is still a fledgling subcommittee.

Portland Development Commission (PDC) 2017-2018 Proposed Budget Review (Leila Aman, Senior Project Manager – Lents Urban Renewal Area, PDC).

Aman thanked Low and the Board for allowing her to present the 2017-2018 PDC Proposed Budget at the Board Meeting, a copy of which was distributed to all Board and LNA members in attendance at the Board Meeting and which is also attached hereto. (The proposed budget can also be found on-line at: www.pdc.us/about-the-pdc/pdc-budget.aspx)

Aman reminded that the Urban Renewal Area (URA) designation for Lents is due to sunset in 2020, unless it is extended.

Dennis inquired about the boundaries of the Lents URA and wondered why it was called “Lents URA” when it covered areas outside of Lents. Aman replied that it was called Lents URA because most of the URA is focused on Lents Town Center development. (Boundaries of the Lents URA can be found on an interactive map at www.pdc.us/our-work/urban-renewal-areas/lents.aspx) Hites further explained that the original designation was “Lents Target Area Plan” and included the redevelopment of EastPort Plaza. The URA extends beyond Lents because it incorporates the Foster Floodplain and the Foster Streetscaping.

Aman repeated that the budget is merely a proposed one. There will be opportunities for community members to give input on the PDC Budget at budget forums on April 11 and April 18. On May 11, the public hearing to adopt the budget will be held.

The Asian Health Services Center is scheduled to break ground in the spring. It has secured the necessary tax credits.

Young asked regarding the “Story Yard” or “little history corner” in the Town Center. That property has been conveyed to another owner, who is affiliated with Willamette Dental. Young expressed a concern about people camping in that area. Aman indicated that any concerns of that nature would need to be addressed to the property owner of the property.

Hites reminded that one of the big goals of the URA when it was established was job creation. This was also part of Portland's Comprehensive Plan. He wondered whether anything had been done on that level. Aman noted the constraints of the Foster Floodplain. Attempts are being made to mitigate these constraints through a cut-and-fill strategy. Low mentioned the existence of the Lents Stabilization and Job Creation Collaborative and the prospect of inviting Michael Mills, Senior Project Manager, to the Lents General Meeting to discuss this plan. Hites remarked that, given that the job creation element of the URA has not been met, in his opinion, it would be advisable to extend the URA. Aman replied that, if the public wishes the URA to be extended, now is the time to make their wishes known. Schroeder added that this extension is not a decision that should be made unilaterally by the Board and that it would have to come up before the LNA General Meeting.

Aman commented favorably on Hites' extensive history with the LNA and the impressive breadth of his knowledge of the community and asked for his contact information to help PDC with its outreach and publicity.

General Meeting Agenda. Low asked Board members to indicate whether they wished to report at the General Meeting, on what topic and how long.

The format of LNA General Meetings is usually as follows:

Welcome and introductions
Portland Police Officer Report
Public Safety Report
Portland Development Commission (PDC) Report
Board Reports (Land Use, Transportation, At-Large Board Members)
Approval of General Meeting Minutes from previous month (Secretary)
Treasurer's Report
Presentation, as applicable – this month: Paul Leistner of ONI
Public Announcements

Public Safety Chairperson (Schroeder) – 8 – 10 minutes

Land Use (Potter) – 10 minutes (Trimet's Powell Street Park & Ride conversion to LIFT Operations Center)

In alphabetical order:

At-Large Board Member (Dennis) – 5 minutes (Lents Street Fair update; Bylaws Revision Committee meeting announcement – March 7)

At-Large Board Member (West) – 15 minutes (Social Media Committee; Spring Cleanup)

At-Large Board Member (Young) – 5 minutes (Livability Committee and Town Hall update)

Approval of Minutes (Rees (Luchini)) – less than 5 minutes

Treasurer's Report (Hites) – 5 minutes

Transportation Chairperson Vacancy. Dennis reminded that, according to the LNA Bylaws, it is necessary to have a Transportation Chairperson and the Board needs to fill the vacancy left when Nick Schillaci-Kayton resigned. Potter and Young volunteered to share the Transportation Chairperson responsibilities till the September elections. (According to LNA Bylaws, the Transportation Chairperson is elected in odd-years.) Duties of the Transportation Chairperson include tracking transportation improvements (whether the Foster Streetscape or Trimet routing) and the planning processes of Portland Bureau of Transportation (PBOT) and Oregon Department of Transportation (ODOT), making membership aware of transportation and transit surveys and disseminating announcements regarding transportation and transit to the General Membership. The Transportation Chairperson would also be expected to collaborate with Public Safety Chairperson and the Livability Committee Chairperson on enforcement of public right of way, parking enforcement and unlicensed r.v.s, etc. Potter and Young were thanked for their willingness to undertake additional responsibility as Transportation Co-Chairs, despite both being very busy in other LNA capacities.

Board Business

Livability Committee (Young). The Livability Committee met at Young's home on Tuesday, February 7, to discuss planning a proposed series of Town Halls. Young and Livability Committee member Potts had drafted proposed letters of invitation to City and County officials to the first Town Hall on homelessness as an attempt to prevent a repeat of the crisis that affected the housed and unhoused of Lents during the mass encampments along the Springwater Corridor last spring. The weather will be

getting better. “Travelers” will be visiting Portland. Already there has been increased camping along the Springwater Corridor – and the camps appear to be establishing themselves, rather than being temporary overnight shelters.

Young stated that, ideally, the first Town Hall would occur within the next six weeks. Its timing is dependent upon the availability of the City and County officials and would also need to allow some time for securing a venue and advertising the event.

Young proposed reading both versions of the letter to the Board for its approval. Low interjected that the letter, as Committee business, did not require Board review and approval. The text of the letter could remain a Committee decision and be sent out from the Committee Chairperson (Young). Young was advised to run the letters by the Livability Committee Town Hall Planning Committee and act accordingly.

Action Item before next Board meeting: Young will poll the Livability Committee as to which invitation letter is the preferred one. She will then send the letter to the City and County officials determined by the Committee as potential invitees to the Town Hall.

LNA Website and Social Media Guidelines (West). West announced that the LNA website is now operational after being down since August. After numerous requests for the passwords, West was finally informed three months later that the passwords had been lost. The intent was to make the website simpler and more user-friendly. West already posted approved Minutes to date since August. She also added a section for the 2017 Lents Street Fair. The 2016 Lents Street Fair information was inadvertently deleted. Rees (Luchini) remarked that, to her recollection, there were only a handful of announcements in that section. Dennis reminded, though, that the information for the Chicken Beauty Contest needs to be re-inserted.

West discovered that the LNA gmail account that had been previously been used as an LNA contact email was registered to Kyle Linhares, former LNA Chairperson. Potter indicated that this can easily be remedied. Low inquired as to whether the LNA calendar had re-appeared. Apparently it has. West also mentioned that she found at the LNA gmail a proposed budget for the 2016 Lents Street Fair. She wondered whether that might help Hites in his accounting for last year's Street Fair, the bookkeeping for which remains muddled due to missing documentation.

West also distributed the revised Social Media Guidelines she had drafted. The Social Media Guidelines had also been distributed electronically earlier. It had been agreed at the last Board meeting that these Social Media Guidelines could be presented as Board policy at the next LNA General Meeting without requiring ratification. Copies of the draft Social Media Guidelines had been available at the October General Meeting.

Board members are being required to sign-off that they have read and understood the Social Media Guidelines and are committed to abiding by them. West and Low are currently the admins of the LNA Facebook page. Dennis mentioned that she has posted meetings (i.e., General, Board and Committee meetings) as “Events” on the LNA Facebook page.

A motion was made by Potter to approve the revised Social Media Guidelines drafted by West. The motion was seconded by Rees (Luchini). The motion passed 8 in favor (in alphabetical order: Collins, Dennis, Hites, Potter, Rees (Luchini), Schroeder, West and Young), with 0 opposed and 0 abstaining. (Low, as Chairperson, did not vote.)

West also reminded that, while less time-sensitive, there will be a contest for a new LNA logo.

Action Item before next Board meeting: Board members are to sign that they have read and understood and are committed to adhering to the LNA Social Media Guidelines.

Office of Neighborhood Involvement's (ONI) Request for One Point of Contact (Low). Low reminded the Board of ONI's request that each neighborhood association provide one point of contact. The one point of contact would usually be the neighborhood association's Chairperson. The Board had been informed of this new one point of contact policy at the Wednesday, February 1, Board Training/Orientation, as well as through email sent by Kari Koch of EPNO.

It was agreed by the Board that any written correspondence should continue to be addressed c/o EPNO, 1017 N.E. 117th. The Board decided to use the LNA gmail address associated with the LNA website as the one point of contact. The Chairperson would be able to access this one point of contact gmail address, but this would allow for several other (but not all) Board members to be able to access the email address. This would be to prevent communications failures in instances where the one point of contact is unable to access email due to computer difficulties, being out-of-town or ill or ???

It is unclear what types of communications ONI will be relaying through the one point of contact. Paul Leistner of ONI is going to be at the LNA General Meeting so hopefully he can clarify. Potter was also somewhat unclear as to what this one point of contact meant for Land Use issues. She assumed that Land Use issues would still be going to the Land Use Chairperson's email.

Action Item at the next Board Meeting: One Point of Contact form is to list EPNO as mailing address. It is to list the LNA gmail address, which needs to be verified through

West, as the one point of contact. It will need to be decided which Board members, in addition to the Chairperson, will be able to access the one point of contact gmail address.

Spring Cleanup (West). West announced that LNA received an \$850 grant from East Portland Neighborhood Association (EPNO) for a spring cleanup. The Board expressed deep appreciation to West for her efforts in securing the grant. With less than one week's notice, West researched and wrote a successful grant application!

Plans are still tentative because the grant funding just arrived. West had posted a tentative “feeler” on the LNA Facebook page to see who would like to host a dumpster at their homes and this had generated some interest. LNA member Luchini (Ken) asked whether it would be preferable to host the dumpsters at one location rather than at scattered locations. Potter clarified that, in the past, LNA has done two cleanups – in the spring and in the fall, one at scattered locations and one in a central location. It was agreed that a centralized location might be preferable for this particular cleanup if a location can be secured. West mentioned that, when she contacted Kelly School, she was told to submit a Civic Use of Buildings (CUB) form to Portland Public Schools.

West had been informed that the only local dumpster hauler who did Saturday delivery and pickup was Hyberg. LNA member Gorecki said that there are others providing similar service because Powellhurst Gilbert Neighborhood Association (PGNA) was doing a February cleanup, their date is a Saturday and they are not using Hyberg. Gorecki indicated that she would find out who the PGNA hauler is and share the information with West. The quote from Hyberg approximated \$225 per dumpster, which seemed a bit price-y. At that price, LNA would only be able to rent 3 to 4 dumpsters.

West asked whether LNA would consider doing a matching grant to sponsor the cleanup. Rees (Luchini) asked whether there is a fee-scale for people partaking in the LNA cleanup. Hites informed that LNA has always offered its cleanup on a free-will donation (which could even be no donation) basis because the event is intended more as a community service than as a fundraiser. West added that EPNO even suggests having food and music at the event.

A motion was made by Potter to match the EPNO grant for the spring cleanup at 200%, for a total of \$1,700. The motion was seconded by Collins. The motion passed 7 in favor (in alphabetical order: Collins, Dennis, Hites, Potter, Rees (Luchini), West and Young), with 1 abstention (Schroeder). (Low, as Chairperson, did not vote.)

Volunteers would be needed to assist at the dumpster site. Schroeder asked about liability. Dennis informed that there is insurance coverage through EPNO, but that LNA

would have to make sure that the spring cleanup event is added to its list of events.

Schroeder asked about publicity for the event. West informed that there is a standardized format for the flyers. Part of the grant stipulation is that there has to be widespread outreach about event, with flyers to include the logos of the City agencies funding the event. West verified that address verification is permissible to ensure that people using the service are Lents residents. Last year, some neighborhood associations chose not to participate in the spring cleanup but referred their residents to other neighborhood cleanups. Lents dumpsters wound up being filled by 9:30 a.m. and some of the “fill” was from non-neighbors.

Anticipated date for the cleanup would be a Saturday in May when the weather is better. Since the scheduling is dependent upon the hauler's availability, the Board instructed West to offer every Saturday in May, extending even into June, as options.

According to West, another stipulation to the grant is that there be a “swap/exchange” opportunity at the cleanup location or at one of the cleanup locations. A concern was raised as to what to do with any leftovers from the “swap/exchange.” Dennis suggested that LNA contact the Paying It Forward Store, which is a local charitable nonprofit that helps those in need. West is also going to be arranging for an electronics/e-waste pickup. Ideally, the cleanup will also entail a neighborhood litter cleanup, not necessarily on the same day. LNA member Char Pennie mentioned that “grabbers” can be purchased at the Dollar Store. Potter also commented that the S.E. Tool Library has “grabbers” for loan. Schroeder remarked that gloves should not be provided by LNA. People should purchase their own gloves.

West remarked that details remain tentative right now because grant funding only came in several days ago. Receipts will need to be kept every step of the way. There is now a “snowball rolling down a hill” effect and logistics can be sorted out. West was thanked again for her initiative on this and the speed with which she acted on the initiative.

Action Items before next Board meeting: West is to contact Gorecki to find out alternative haulers who also deliver and pick up on Saturday.

West is to find a venue for a centralized location for the dumpsters. If she intends to use a school (eg., Kelly School), she needs to fill out a Civic Use of Buildings form.

Once a date and venue are determined, Hites is to add the spring cleanup to the list of events covered by EPNO insurance, if it has not already been included in the list of events submitted heretofore as part of annual planning.

Reminder: LNA has committed to a 200% match of the grant (\$1,700).

Treasurer's Report (Hites). Hites announced that LNA has earned 49 cents interest in its savings account. There are \$1,181.39 in the checking account and \$11,472.26 in the savings account, for a grand total of \$12,653.54. Accounts payable included: PGE (\$32.28 and \$37.57) to light up the Lents monuments; Kelly School PTA (\$500.00); reimbursement to Collins for the certified letter mailed to At-Large Board Member Primack notifying him of his removal from the Board due to non-attendance (\$3.77). Accounts payable totaled \$573.62. Potter added that Kelly School PTA was extremely happy that LNA sponsored their April Fun Run event. In addition to the \$500 sponsorship from LNA, the "bucket" collected \$39.35 in change and a \$20.00 check and additional change (approximating \$60.00) from Potter's piggy bank. Potter announced that Kelly School PTA is sending a receipt to LNA.

Hites reminded that the website hosting is up for renewal, as is the domain name. In the past, LNA had a debit card. For best financial practices, the use of the debit card has been discontinued. There were too many instances in the past of use of the LNA debit card for expenditures that were not accounted for on the check register. (The expenses were primarily at Zoiglhau and were in increments of \$50.00 repeated on a number of occasions.) LNA does not have a credit card. Hites has been accessing the LNA bank accounts telephonically.

Potter volunteered to place the charge on her personal credit card, to be reimbursed by LNA upon submission of a receipt/confirmation. Potter was thanked for her willingness to do this. Hites recommended perhaps changing the host name to lentsna rather than lentsneighborhoodassociation which is cumbersome and lends itself to misspelling. Dennis advised that it be registered as-is now. The name can always be changed later.

A motion was made by Dennis that LNA reimburse Potter, upon submission of receipts/confirmation, in an amount not to exceed \$200.00, for costs incurred in renewing the web host and domain name. The motion was seconded by Schroeder. The motion passed 7 in favor (in alphabetical order: Collins, Dennis, Hites, Rees (Luchini), Schroeder, West and Young) and 1 abstention (Potter). (Low, as Chairperson, did not vote.)

Hites brought up that there needs to be an additional signatory on the checking account. For best financial practices, the Treasurer should not be a signatory. Currently the only signatory is the Chairperson. A possible second signatory would be the Vice Chairperson.

A motion was made by Schroeder that, due to the lateness of the hour, the

discussion of the additional signatory be tabled till the next Board Meeting. The motion was seconded by Dennis. The motion passed 4 in favor, 2 in opposition and 1 abstention. (Low, as Chairperson, did not vote.)

Action Item before next Board Meeting: Potter is to renew the LNA web host and domain name.

Low, as Chairperson, should add the consideration of an additional signatory to the LNA checking account as an agenda item to be discussed during the Treasurer's Report at the next Board Meeting.

Complaint Lodged against a Board member by an LNA member. Schroeder distributed a letter of apology to the Board where he promised to “be more careful in all future communications with our LNA members.” He also apologized to the Board for threatening members with a lawsuit. Schroeder also distributed a copy of a letter to Resolutions Northwest where he refuses mediation of the matter.

Schroeder indicated that he felt “jeopardized by Lauranne Kealiher's allegations, believing he had “no other option than to stop the process by seeking legal advice.”

The Board accepted Schroeder's apology and promise to be more careful in his communications.

Various Board members did state, however, that the threat of a lawsuit also made them feel intimidated and reminded that we had only been seeking to hear Schroeder's side of the story since he was not present at the Board meeting where the allegations were made. We were not pre-judging Schroeder. As Board members, we are in a position where, when approached by an LNA or Board member or other community member, with a complaint against a Board member, we are required to find out what transpired and to try to help effect an equitable resolution. If there is no communication from the other party, it is impossible to do this. It was also reminded that, while Kealiher's complaint may indeed be a civil matter legally, once Kealiher approached the Board with the complaint at a Board meeting, the Board felt obligated to find out both sides of the story. Ideally, Schroeder and Kealiher would agree to sit down to a mediation with Resolutions Northwest as had been motioned at the January General Meeting. Unfortunately, that does not appear to be Schroeder's wishes, apparently at the advice of his legal counsel.

Rees (Luchini), as Secretary, reminded that Minutes from the November Board Meeting indicate that the complaint that was being looked into had to do with allegations by an LNA member that a Board member had sent her Facebook messages that she perceived as intimidating. Rees (Luchini), as Secretary, also reminded that the email

she sent to Resolutions Northwest regarding possible mediation was more of a fact-finding mission to ascertain how long it would take to get mediation scheduled. Her email to Resolutions Northwest, which she had cc-ed to the entire Board, including Schroeder, did not mention names of the parties involved nor the circumstances behind the mediation.

West reminded Schroeder that he had missed two Board meetings in a six-month period and that, if he missed another Board meeting, he could be subject to removal, in accordance with LNA Bylaws. Schroeder had also missed one LNA General Meeting, but, as West and Dennis confirmed, the current LNA Bylaws only mention non-attendance at two Board meetings in a six-month period as grounds for removal.

Additional Business –

Questions for Community Police Officer Report during General Meeting.

Rees (Luchini), as Secretary, reminded that LNA had agreed to implement LNA member Pennie's excellent suggestion that questions for Portland Police officers be gathered before the General Meeting so any answers could be sought before the General Meeting. Schroeder, as Public Safety Chairperson, indicated he would be willing to perform this task. West volunteered to add another section to the website where LNA members could submit their questions for the police on a monthly basis. The General Meeting is only 1-1/2 weeks away so the process may still not be firmly in place by then.

Informational Kiosk. Former At-Large Board Member Gary Primack had been in charge of the LNA informational kiosk. He has been silent regarding returning the key to the kiosk. Low asked whether there was an additional key to Primack's. Potter thought there had been two keys, but she did not remember who had the second key.

A motion was made by Potter that the lock to the LNA informational kiosk be re-keyed, at a cost not to exceed \$120.00. The motion was seconded by Collins. The motion passed 8 in favor (in alphabetical order: Collins, Dennis, Hites, Potter, Rees (Luchini), Schroeder, West and Young) and 0 abstentions. (Low, as Chairperson, did not vote.)

Hites stated that the reimbursement for the kiosk re-key can come from East Portland Neighbors (EPO) funds.

Posting of Meeting Agendas. LNA members have been inquiring about the posting of the agendas. They have been asking on the LNA Facebook page. They have been contacting individual Board members. Most of the inquiries start coming in shortly after the meeting gets posted as an “Event” on the LNA Facebook page. West is willing

to post the agenda on the LNA Facebook page and on the website when the Chairperson submits it.

Low replied that the Board currently has the agenda for the General Meeting because the Board helped plan the General Meeting at the Board Meeting. Rees (Luchini) told West she can email the details of the draft agenda from her Secretary notes, so a tentative agenda can be submitted 7 days before the General Meeting.

Low indicated that there is a template for agendas on the ONI website. Hites added that the agenda does not need to be very formal. It just needs to include time, date, place and an outline of topics to be discussed, with a note of any special presentations or anticipated discussions. There should be a cautionary notation, "May be subject to change." Potter remarked that the reason there is a time lapse between the Board Meeting and the General Meeting is to accommodate changes in the agenda should a presenter not be able to make it or should something come up that needs to be urgently addressed.

Adjournment. A motion to adjourn was made by West, seconded by Dennis and unanimously approved. The meeting adjourned at 9:30 p.m.

Draft submitted by Joanne Rees (Luchini), LNA Secretary, on Monday, February 13, 2017.

Revised draft submitted by Joanne Rees (Luchini), LNA Secretary, on Sunday, March 5, 2017.

Minutes approved Thursday, March 9, 2017

