

CPRD Trails Advisory Committee

AGENDA

June 12, 2024 | 6:30 - 7:30 p.m.

Attend either in person on-site at CPRD Admin Office
or remotely via Zoom: <https://us02web.zoom.us/j/89157263898>
Meeting ID: 891 5726 3898

Committee Members:

Michelle Colvin
Quentin Comus (Chair)
Matt Dolphin
Allen Holstein
Kimberly Lanier

Committee Members (Continued):

Bob Oleson
Martin Peters
Cindy Riggs
Erin Robinson (Secretary)

Board Liaisons:

Jason Fields
Jim McMaster

CPRD Staff:

Casey Creighton
Kat Ricker
Bryan Stewart

- I. Call to Order
- II. Attendance Roll Call
- III. Approval of February Meeting Minutes (Quentin)
 - o See Appendix A
- IV. Public Comment Period

Public participation in Chehalem Heritage Trails Advisory Committee meetings is encouraged. Those interested may submit written comments to kricker@cprdnewberg.org or provide oral comments at a public committee meeting. Those wishing to provide oral comments will be provided a set amount of time determined by the Chair at the beginning of the meeting during the designated public comment period. This public comment period may last up to a maximum of 10 minutes.

- V. Election of Committee Vice President (Quentin)
- VI. Board of Directors Meetings Report (Matt)
- VII. Committee Member Comments/Updates (Quentin)
- VIII. Discussion on Cycling Trails Criteria and Future Development Plans (Quentin)
 - o See Appendix B
 - o Potential Motion: Recommend the CPRD Board of Directors direct staff to identify, acquire, plan, and/or develop a cycling trail system according to the provided criteria.
- IX. Discussion on Proposed Changes to Committee Rules (Matt)
 - o See Appendices C and D
 - o Potential Motion: Recommend the CPRD Board of Directors amend their Committee Rules, adopted on January 25, 2024, as proposed.
- X. Initial Discussion on Bob and Crystal Rilee Park Master Plan (Quentin)
- XI. Adjourn

Important Reminders/Notes:

- Thursday, June 27, 2024: CPRD Board of Directors Meeting at the CPRD Administrative Office and on Zoom at 6 p.m.
- Wednesday, July 10, 2024: CHTAC Regular Meeting at the CPRD Administrative Office and on Zoom at 6 p.m.

CPRD Trails Advisory Committee

MINUTES

February 14, 2024 | 6 - 7:30 p.m.

Attend either in person on-site at CPRD Admin Office
or remotely via Zoom: <https://us02web.zoom.us/j/89157263898>
Meeting ID: 891 5726 3898

Green attended in person – Blue attended via Zoom – Black not in attendance

Committee Members:

Michelle Colvin
Quentin Comus (Chair)
Matt Dolphin
Allen Holstein
Kimberly Lanier

Committee Members (Continued):

Bob Oleson
Martin Peters
Cindy Riggs
Erin Robinson (Secretary)

Board Liaisons:

Jason Fields
Jim McMaster

CPRD Staff:

Casey Creighton
Kat Ricker
Bryan Stewart

Others:

Brian Bowman
Jon Globig
David Heddy
Jim Booker

- I. Call to Order 6pm
- II. Attendance Roll Call
- III. Approval of January Meeting Minutes (Quentin)
 - o See Appendix A – motioned, seconded and unanimously approved
- IV. Public Comment Period

Public participation in Chehalem Heritage Trails Advisory Committee meetings is encouraged. Those interested may submit written comments to kricker@cprdnewberg.org or provide oral comments at a public committee meeting. Those wishing to provide oral comments will be provided a set amount of time determined by the Chair at the beginning of the meeting during the designated public comment period. This public comment period may last up to a maximum of 10 minutes.

David Heddy – comments: participated in the Rilee Park discussion and master plan – was encouraged by the discourse during the master plan and just learned that there was disagreement and is disappointed about the cycling ban – is interested in alternate plan for bikes and what is happening there – Trails report was interesting in the diversity of users – not interested in politics or arguing and interested in trails for multi-use

Jim Booker – Sherwood resident and frequent user of Rilee Park on foot – wanted to thank CPRD staff for the current conditions of the park in regards to the tread for walking – the connector road between the fields has a little minor tire damage – everything else looks great

- V. Board of Directors Meeting Report (Quentin)
 - New Committee Rules
 - No answers about the alternative bike park
 - 1. Jim says – maybe property by the river – no additional information
- VI. Committee Member Comments/Updates (Quentin)
 - Matt – Recreational Immunity – bill circulating in the legislature
 - 1. Casey – lots of people contacting legislators – and CPRD board approved sending signatures
 - Quentin – trails coordinator position open in Bend – opportunity to look at other systems and how they manage
- VII. Community Trails Survey Report Second Reading and Discussion (Quentin)
 - 12.8% response rate – 79% said they use the trails or have in the last year – 87% said trails were important to the community 81% want more trails - over 50% would pay \$50 or more per year
 - Matt – thanks everyone for their efforts in pulling the presentation
 - Who will be at the CPRD meeting to introduce? At the meeting in person – Marty volunteers – 20 minutes is what the board has asked that it be kept to
 - Jim – randomly selected – what does that mean?
 - 1. Quentin – Oregon Secretary of States Active Voter Roll of the District – automatically registered in Oregon if above 18 – 5000 person random sample sent to group that removed addresses or PO boxes brought it down to 4800
 - Quentin – wanted to thank Matt Dolphin and the committees work over the last 2 plus years, Allegra and Oregon Data – Professors @ OSU regarding recreation surveys – Tom Hammer who helped improve the survey questions – the board and CPRD staff – citizens of CPRD who participated
 - 1. Bend Park and Rec just did a survey and barely exceeded our numbers with many more resources and much more funding.
 - **Potential Motion: Approve the CHTAC Community Trails Survey Report for presentation to the CPRD Board of Directors and distribution to the general public. – motioned and seconded – passes unanimously**
 - See Appendices B and C
- VIII. Cycling Trails Discussion (Matt)
 - Matt – lack of cycling trails in the district – no bike access since November at Crystal Rilee Park – thank you David for the discussion of options – might be helpful to provide ideas of other locations?
 - Quentin – survey results – one of the areas of identification were looking for cycling trails and the lack of cycling trails – looking at the average cycling v. other use trails in other communities might be helpful because we are down to no cycling options in the area

- Marty – unless the park is shared again – to find something new is in the order of years? There is no turn-key ready park
 1. Quentin – not without transitioning a current park that is for hiking/walking only and allowing cycling – work with those in the cycling community to see what exactly they would be looking for in cycling
- Kim – has CPRD looked at certain days of use for different users at Rilee
 1. Matt – I think we do need to also start to look at alternatives
 2. Matt – days is an idea – to split by location was already used
- Ewing Young – corners and terrain make it difficult
- David Heddy – the experience of a one mile trail wouldn't be what would be wanted for a mountain bike experience –
 1. What was great about the Rilee experience? - distance was as low as you would want it to go but the elevation change was great
 2. Brian Bowman – bikers are diverse – enough to justify going out there – due to the looping nature you could do different things. Primitive native thread – some technical aspects to create challenge
 3. Quentin & Brian Bowman suggest – Stub Stewart – Silver Creek Falls – Sandy Ridge (Welches) on BLM land – NW Trail Lines administers some – Chehalem Ridge (some) – Powell Butte (similar to Rilee) – outside of Hood River has some of the best trails similar to our terrain
 - a) Copper Mountain wide and not very interesting
 4. Chehalem Ridge – why is it successful?
 - a) Good Shared use plan
 - b) Great signs
 - c) Seems to work well – mutual respect
 5. Land Fill – Jason Fields was maybe meeting with County about that land on the river – no more recent updates?
 - a) Would be tough on that land to get more than a mile - confined and wet in areas – dump site that cannot be built into – fence around it and part of it is forrest – under the property is potentially a challenge regarding safety issues for the public – 7 monitoring wells on the property and DEQ issues – could not dig into it – can only build on top of it
 6. Jim – K Falls – saw a bike area with many trails around – an area to look at
 7. Matt – important to know about different types of biking and the spectrum of use bikers are interested in
 8. Marty – are there CPRD lands somewhere in the hills? On Chehalem Drive – 17 acres – need parking and that is a problem – small
 9. Any other options regarding properties for biking?

a) Would be helpful to have a list of priorities and minimum requirements to fulfill those priorities – acreage, parking, etc. – Motion to have a small task group to investigate possible solutions to finding biking trails in the district – seconded passes unanimously.

b) 90 acres along the river – some flooding – trees & brush – plans to develop a campground, trails and small boat ramp – master plan is done on that – is in County land use right now – is EFE – trying to switch to parkland

(1) Jim – that property is difficult for entry for vehicles – expensive endeavor to make it practicable for the public to enter

10. Quentin – OPRD grants – can they be used for acquisition – may match but not for outright acquisition

11. Matt – options for bike access are a minimum of 3-5 years away

12. Property on the back side of the golf course – would only be temporary – which is a futile effort

13. Priorities with 5 top projects to look at – resulted from a work session in October, 2023.

IX. New Committee Rules and CHTAC Bylaws Discussion (Matt)

- See Appendices D, E, and F
- Matt – we need approval by the Board to move forward with volunteer – page 83 article B – “no member of a committee may engage in district operations...” – purpose in our bylaws is to organize volunteers to help with maintenance which could be – term is limited to 2 years – clarity regarding
- Emails – district emails for committee members – otherwise they are subject to public records requests – group folder may also be subject to a public records request
- Bob Oleson – about neighborhood trails – would be good to set aside some time at the next meeting to talk about some ideas associated with neighborhood trails

X. Adjourn – motioned seconded and adjourned 7:21pm

Important Reminders/Notes:

- Thursday, February 22, 2024: CPRD Board of Directors Meeting at the CPRD Administrative Office and on Zoom at 6 p.m.
- Wednesday, March 13, 2024: CHTAC Regular Meeting at the CPRD Administrative Office and on Zoom at 6 p.m.

Cycling Trails Criteria

Introduction

In response to the removal of cyclists from Bob and Crystal Rilee Park and the exploration of new cycling trail opportunities, the Chehalem Heritage Trails Advisory Committee has compiled a list of criteria for developing a new cycling trail network. This document is intended to serve as a roadmap for the Board and park staff.

Trail Design and Configuration:

- **Trail Length and Configuration:** Aim for at least four (4) miles of trail in a system of stacked loops (B. Bowman, personal communication, May 10, 2024). Stacked loops provide a variety of trail difficulties and route options while maximizing space usage.
- **Elevation and Terrain:** Ensure the trails have at least 400 feet of cumulative climbing to maintain the essence of mountain biking (B. Bowman, personal communication, May 10, 2024). Utilize the natural grade and terrain to maximize downhill trail sections.

Trail Difficulty and Surface:

- **IMBA Trail Difficulty Rating System:** Design trails with varying levels of difficulty (e.g., Green Circle for easy trails and Blue Square for more difficult trails) to cater to a broad range of cyclists (Northwest Trail Alliance, n.d.).
- **Natural/Native Trail Tread Surface:** Construct and maintain trails using natural materials suitable for year-round use to ensure sustainability and environmental compatibility (Northwest Trail Alliance, n.d.).

Environmental and Ecological Considerations:

- **Erosion Control:** Implement best management practices for erosion control to prevent soil and water degradation. This includes proper drainage design, vegetative erosion control, and minimizing soil disturbance (American Trails, n.d.).
- **Avoid Sensitive Areas:** Plan trails to avoid wetlands and other environmentally sensitive areas whenever possible. Design proper crossings at the narrowest points if avoidance is not feasible (American Trails, n.d.).

Accessibility and Amenities:

- **Adequate Parking:** Ensure there is sufficient parking to accommodate trail users comfortably.
- **Signage:** Provide basic signage at trailheads and key points for navigation and safety.

Community and Recreational Integration:

- **Proximity to Other Trails and Facilities:** Consider the integration of new trails with existing trail networks and nearby recreational facilities to enhance user experience and accessibility (Northwest Trail Alliance, n.d.).

Sustainability and Maintenance:

- **Regular Maintenance and Stewardship:** Engage local communities and volunteers in trail maintenance and stewardship programs to ensure long-term sustainability. This can be facilitated through partnerships with organizations like the Northwest Trail Alliance and Trail Keepers of Oregon (National Park Service, n.d.) (American Trails, n.d.).

Surrounding Vegetation:

- **Mixed Vegetation:** Incorporate a mix of wooded areas and open fields to create a varied and engaging environment for cyclists. Ensure visibility and safety at trail intersections and points of interest.

Conclusion

By following these criteria, CPRD can develop a cycling trail network that meets the expectations of local cyclists while ensuring environmental sustainability and practical trail management. This approach will help create a robust and enjoyable cycling experience for all users. The Chehalem Heritage Trails Advisory Committee would appreciate the opportunity to advance cycling trails within CPRD through collaboration with stakeholders and park staff—utilizing public input and best practices.

References:

- American Trails. (n.d.). Best management practices for erosion control during trail maintenance and construction. Retrieved from <https://www.americantrails.org/resources/best-management-practices-for-erosion-control-during-trail-maintenance-and-construction>
- National Park Service. (n.d.). Trail management & maintenance. Retrieved from <https://www.nps.gov/subjects/trails/trail-management-and-maintenance.htm>
- Northwest Trail Alliance. (n.d.). Trail sustainability institute. Retrieved from <https://nw-trail.org/volunteer/learn/>

Proposed Changes to Committee Rules

The following modifications of the CPRD Committee Rules, adopted by the CPRD Board of Directors on January 25, 2024, are requested by the Chehalem Heritage Trails Advisory Committee to provide clear approval of staff to direct or engage with committee members wishing to volunteer on CPRD projects, without CPRD Board of Directors approval.

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Section 7, Part B: Without prior approval of the Board **OR STAFF**, no member may interfere or engage in District operations. This includes District programs, maintenance, administration, enforcement of facility and park rules, planning, training or other day-to-day operations and responsibilities of the Superintendent. Should the Board **OR STAFF** ask a committee member to become involved in District operations, the Board **OR STAFF** must clearly state in writing that committee member's operational duties/functions. Said duties/functions must be agreed to by the President ~~and~~ **OR** Superintendent prior to the committee member beginning the assignment.

CHEHALEM PARK AND RECREATION DISTRICT

Committees Roles and Rules

A. The Board will appoint members to District committees during a regular or called Board Meeting. All District committee members are requested to reside in the District. The Board may appoint members to committees who reside outside the District on citizen advisory, ad hoc and task force committees. The Board may, in the exercise of its discretion, remove a member of the public from a District committee prior to the expiration of the term of office by resolution. Committees will be a citizen advisory committee, ad hoc committee, task force or budget committee. Committees must select a Chair, Vice Chair and Secretary; determine their meeting schedule, and rules for operation. Minutes of all meetings must be taken and retained by each committee Secretary and be distributed to each committee member, the Board and Superintendent. All committee meetings are "public meetings" under state law and subject to the requirements thereof. Committees and their members have no authority to represent the District's official position on any matter absent express and explicit Board approval.

B. The Board may create ad hoc advisory committees to assess the needs of the District and recommend long-range goals, practices or priorities, the evaluation of existing program areas or facilities as well as other areas deemed necessary by the Board for such time as needed to accomplish an assigned purpose.

C. The Budget Committee will consist of the Board and five members of the public appointed by the Board, each of whom will serve a three-year term. The Budget Committee will meet at least once a year to consider and approve the District's annual budget. The Budget Committee will provide public oversight of budget preparation, recommend changes to the proposed budget and provide information to the public about District business and operations.

Chehalem Park and Recreation District Committee Rules

ARTICLE 1 – Name and Authorization

1. Name

The name of the District Committees, shall be known as the Chehalem Park and Recreation District Committee, herein after referred to as the “Chehalem Park and Recreation Budget Committee, Chehalem Park and Recreation Golf Course Committee, Chehalem Park and Recreation Trails Committee, Chehalem Park and Recreation Pickle Ball Committee”.

2. Authorization

The Board exists by the authority of the State of Oregon and may be modified or abolished by the enabling Oregon Revised Statute (ORS) 198 and the enabling Oregon Statue 266. The District Committees are appointed by the Board of Directors and may be modified or abolished by the Board of Directors as prescribed by the State Statues.

ARTICLE II – Purpose and Function

1. Purpose

The Committees shall serve as specified in Oregon Revised Statute Chapter 255 and Oregon Revised Statute 266 and the Chehalem Park and Recreation District Board of Directors directions.

2. Function

The function of the Committees shall be as defined by the Board of Directors or state statues. It is the policy of the Board to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the District. The committees are to do the same.

ARTICLE III – Membership

1. Members

The Committees shall be composed of members approved by the Board of Directors and serve at the discretion of the Board. Statutes define the Chehalem Park and Recreation Budget Committee.

2. Eligibility

Members of the Board must live and reside in the boundaries of the Chehalem Park and Recreation District. The Board may appoint members outside of the District except on the Chehalem Park and Recreation Budget Committee.

3. Vacancies

A Member's position shall become vacant when:

1. A member resigns
2. Board removes a member.

ARTICLE IV – Organization

1. Officers

The Committee shall elect from its member a Chairman, Vice Chairman, and a Secretary.

Officers shall be elected for a term of one (1) year at the formation date meeting and take office immediately or the following meeting being elected.

The officers shall perform the duties as prescribed by the Board of Directors or state statutes.

2. Quorum

A majority of the Committee constitutes a quorum of the Committee to hold a meeting or take any action.

3. Voting Rights

Each member will be entitled to one (1) vote. Members shall abstain from a vote when there is a valid conflict of interest addressed to the Committee as outlined in the Oregon Revised Statutes.

ARTICLE V – Officer and Duties

1. Chairman.

The Chairman shall appoint all sub committees, standing and special. The Chairman may appoint the chair of these committees. The Chehalem Park and Recreation District Board of Directors must approve all Sub Committees.

It is the Chairman’s responsibility to ensure compliance with the rules.

The Chairman shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the Board.

2. Vice Chairman

The Vice – Chairman shall perform the duties in the absence of the Chairman.

3. Secretary

The Secretary shall take all minutes and agenda and submit the minutes and agenda to the District’s Public Information Director, which will be in Board regular meeting material.

ARTICLE VI – Committee Operations

1. The Committee shall have no authority other than as stipulated by the Board of Directors or state statues.

2 The Committee will meet routinely based upon an adopted meeting schedule at the Administrative office of the Chehalem Park and Recreation District. The meeting will be on remote access.

3. The Committee may hold meetings at various sites but must be announced at routinely scheduled meeting and listed in the meeting minutes.

CHEHALEM PARK AND RECREATION DISTRICT COMMITTEE POLICIES

DRAFT

Committee Rules

Article VII

Committee Membership


- A. Ad-hoc committee membership shall last a period of no more than 2 years from Board appointment.
 - a. This term does not apply to the term of the Budget Committee.
- B. All applications should include fully adopted Committee Rules, and signed agreement to the rules shall be part of the committee member application.

Committee Member Conduct

A. If a Committee member is representing the District and appears before another governmental agency or organization to give a statement on an issue relevant to the District, that member must state:

(1) Whether the statement reflects personal opinion or is the official position of the District; and whether the statement is supported by the Board.

If the Committee member is representing the District, he or she must support and advocate for the official District position on the issue.

 B. Without prior approval of the Board, no member may interfere or engage in District operations. This includes District programs, maintenance, administration, enforcement of facility and park rules, planning, training or other day-to-day operations and responsibilities of the Superintendent.

Should the Board ask a committee member to become involved in District operations, the Board must clearly state in writing that Committee member's operational duties/functions. Said duties/functions must be agreed to by the President and Superintendent prior to the Committee member beginning the assignment.

Censure or Removal

A. The Board may make and enforce its own rules relative to the conduct of both its meetings and that of Committee members.

B. If a Committee member violates a substantive provision of the District's Compiled Policies or state law, the Board may take action against the Committee member in order to protect Board and District integrity by issuance of a public censure to the committee member and/or remove them from the committee per Article III.

Committee Member Discussions and Decorum

A. Committee members will conduct themselves in ways that do not bring discredit to the District, that promote nondiscriminatory delivery of District provided services to the public, in addition to keeping informed about matters coming before the Board and abiding by Board decisions, regardless of the member's vote on the particular matter.

B. Committee members will assist the Committee Chairman in preserving order and decorum during Committee meetings and should not delay or interrupt the proceedings or fail to comply with a ruling of the Committee Chairman or a Board rule. When addressing staff or members of the public, members should confine themselves to questions on issues under discussion and not engage in personal attacks or impugn the motives of any speaker, or of a decision of the District or the Board of Directors.

C. The following "Ground Rules" will be observed in order to maintain order and decorum during committee discussions:

1. Committee members will gather necessary information and ask questions of District staff before meetings.
2. Committee members will be given an opportunity to speak at least once on any pending motion or agenda item, and will speak for themselves, not for other Committee or Board members.
3. Committee members will not speak on behalf of the Board or District unless authorized by a vote of the Board to do so.
4. During public meetings, Committee members should generally not attempt to edit or revise prepared documents. Amendments to proposed resolutions or other documents may be appropriate.
5. Committee members will be open, direct and candid in the Committee forum. Members should be succinct in stating their views and focus on a single issue or topic at any one time.
6. Committee members should focus on District issues and avoid becoming involved with non-District issues not relevant to the topic of discussion.

7. The Committee Chair will recognize members wishing to speak in the order of their request(s). The Committee Chair will provide the first member with an opportunity to speak before recognizing another member. Board members will not interrupt another member who has the floor.

8. Committee members should keep discussions moving and call for a “process check” if the Committee becomes bogged down in discussions.

9. The Committee Chair may establish time limits on discussions and members will adhere to established time limits.

10. Committee members will refrain from criticizing or berating each other, staff or other persons.

11. If a Committee member wishes to discuss a major policy issue, it should be scheduled for a future agenda rather than being discussed or considered at the current meeting.

Robert’s Rules of Order Revised

A. Robert’s Rules of Order Revised will be used as the guideline for conduct of Board meetings except where these rules provide otherwise. Rules may be adopted or amended at any meeting. The order of business may be suspended at any meeting by Committee vote.

Motions

A. All Committee members have the right to make motions, discuss questions and vote on any issue before the Committee. Committee members’ motions will be clearly and concisely stated. The Committee Chair will state the names of the members making the motion and the second. The motion maker, Chair or Clerk should repeat the motion prior to a Board vote. Most motions die without a second. Motions for nomination, withdrawal of a motion, agenda order, roll call vote or point of order do not require a second. A motion on which a second is not made but where discussion begins is deemed seconded by the members beginning the discussion.

Discussion of a motion is open to all Committee members wishing to address it. A member must be recognized by the Committee Chair prior to speaking on the motion.

The Committee Chair may ask for a voice vote on all final decisions although the preferred approach is a roll call vote on all final decisions. All members are expected to vote on each motion unless legally disqualified. A member unable to vote must state the basis for any conflict of interest or other disqualification. The

Clerk will maintain a record of the vote. At the conclusion of any vote, the Committee Chair will announce the results. Board member wishing to explain their votes should do so succinctly.

B. A motion may be withdrawn by the motion maker at any time without the consent of the Committee.

C. A motion receiving a tie vote fails.

D. A motion to table is not debatable and precludes any amendment or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.

E. A motion to postpone to a date certain is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.

F. A motion calling for the question ends debate on the item and is not debatable. A second is required for this motion. Before a Committee member calls for the question, each member wishing to speak on the item should have one opportunity to speak. When the question is call, the Committee Chair will inquire whether any member objects; if objection is raised, the matter will be put to a vote and if it does not receive a majority vote, it fails. Debate may continue if the motion fails.

G. A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first before the main motion is amended (or not amended). Motions to adjourn, agenda order, table, point of order, take from table, and reconsider may not be amended.

H. When a motion has been decided, any Committee member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the ordinance, resolution, order or other decision was approved.

Adjournment

A. Upon motion and majority vote of the Committee members present, any meeting of the Committee may be continued or adjourned from day to day or for more than one day. No adjournment may be for a period longer than until the next regular meeting.

B. Upon the request of a Committee member, a short recess may be taken during a Committee meeting.

C. A motion to adjourn will be in order at any time except as follow: When made as an interruption of a member while speaking; or while a vote is being taken.

B. Before adjourning a Committee meeting, the Committee Chair will address the Committee members to inquire as to whether there is further business to come before the Committee. After the responses, if any, the Committee Chair will ask for a motion to adjourn

Communication with Staff

A. The Committee will respect the separation between policymaking (Board function) and administration (Superintendents function) by: 1. Working with the staff as a team in the spirit of mutual respect and support, 2. Except in a Board meeting, not attempting to influence a District employee or the Superintendent concerning personnel matters, purchasing issues, the award of contracts or the selection of consultants, the process of permit applications or granting of licenses or permits.

However, the sharing of ideas on these matters is appropriate, 3. Limiting individual contact with District staff to the Superintendent so as not to influence staff decisions or recommendations, interfere with their work performance, undermine Superintendents authority or prevent the full Board from having the benefit of any information received. The Superintendent has the responsibility to determine the most effective way of responding to these requests, 4. Respecting roles and responsibilities of staff when if expressing criticism in a public meeting or through public electronic (e-mail) messages.

B. All written informational material requested by Committee members will be submitted by staff to the entire Committee with a notation stating who requested the information.

Organizations and Media

A. If a Committee member represents the District before another governmental agency, community organization or the media, the Committee member should first state the Board position.

B. Committee members should obtain permission before representing another members view or position with the media.