



NEIGHBORS WEST-NORTHWEST

Coalition of Central Westside Neighborhoods

Arlington Heights · Goose Hollow · Forest Park · Hillside · Linnton · Northwest Industrial · Northwest Heights
Northwest District · Old Town-Chinatown · Pearl District · Portland Downtown · Sylvan-Highlands

Neighbors West-Northwest Review Board January 12, 2011 Meeting

Minutes

Attending

NWNW Board:

Frank Bird, President, NWDA Representative
Les Blaize, Secretary, Forest Park Representative
Harold Hutchinson, NINA Representative
Barbara Schwartz, Hillside Alternate
Scott Schaffer, Goose Hollow Representative
Carol McCreary, OTCT Alternate
Liz Kelly, Linnton Representative
Ruth Ann Barrett, Downtown Representative

NWNW Staff:

Mark Sieber, Executive Director
Angela Southwick, Community Resources Program
Manager
Lewis Barrett, Electronic Communication Specialist

Guests:

Allan Classen, NW Examiner
Pat Wagner, Linnton Resident

Meeting called to order at 5:31 PM

Welcome & Introductions

Approval of November 2010 Minutes

Shaffer noted that in October 2010 he asked whether the Chapman School Clean Sweep could happen in the early part of each event, with the signs being removed afterwards, to accommodate parents dropping of students. *Sieber to follow up to find an answer.*

Motion 1: Blaize moved to approve November 2010 minutes. Schaffer seconded. Motion approved unanimously.

Staff Reports

Solarize Northwest--Sieber

The Solarize project has received 11 contractor proposals, applying to both the North and Northwest Project. The contractor will be selected later this week. The costs range from about \$5.50 - \$9 per watt before the rebate. Two workshops are planned in January with several to follow. A handout provided more information.

Blaize indicated that the City's logo should have been included on the flyer so their role is clear. Though the flyer describes the city's participation, people often rely on visuals first. Also, Blaize would like to receive some laminated flyers to post near the clusters of mailboxes. Sieber noted that all the flyers were already printed so it is too late to add a logo. The city intentionally left their logo off the flyers because Solarize projects are meant to be grassroots projects. Southwick pointed out that putting flyers in mail boxes is not legal.

Neighborhood Small Grants Awards – Southwick

Southwick passed out a summary of grant recipients for both the Graffiti Abatement and Neighborhood Small Grants Programs. All but two applicants received at least partial funding for the Neighborhood Small Grants Program. There are \$728 remaining in graffiti abatement funds, which do not have to be awarded through a grant program. The NWNW board can select how to spend the remaining funds. Pearl District received funds to purchase graffiti abatement materials, and the award required them to share the materials with other neighborhoods when they are not using them. For the remaining funds, the committee suggested that NWNW

purchase materials that would be used up in doing graffiti abatement projects, like paint/adhesive remover, permanent marker remover, sensitive surface cleaner, etc. Another suggestion the committee had was to provide kits that homeowners can access if their homes are tagged.

Schaffer stated that there are other groups working on graffiti abatement projects and asked if the funds could be available for those projects – for example, he is working with a group interested in installing lighting near a tagged area near the Vista Bridge. He also stated that there are already places where graffiti abatement kits are available, like at fire stations.

Bird suggested meeting with Marcia Dennis in the City of Portland for suggestions and for more information about other programs that exist so NWNW does not duplicate programs that already exist.

Public Records Rules--Sieber

Goose Hollow emails were forward to NWNW office and then NWNW received a records request for the email. NWNW operates as the custodian of neighborhood records, but the neighborhoods own the records, so NWNW forwarded this request to GHFL.

In order to clarify the relationship of the NWNW relationship to the records, Sieber contacted the City for clarification of the ONI Standards and received a response from the City Attorney, who indicated:

- State public meeting rules do not apply to neighborhoods. Neighborhoods follow the ONI Standards.
- Emails related to neighborhood business are public information.
- Neighborhoods are responsible for releasing their emails if they are related to neighborhood business.
- If the document has a mix of both neighborhood business and personal content, the neighborhood association can black out the personal content.

The board discussed the following for clarification:

- All emails related to neighborhood business are public records.
- When neighborhood business is discussed via email, then the emails are subject to public records request – whether the neighborhood coalition has the information or not.
- It may be wise to use a personal email instead of a company email for neighborhood email.
- The records request would likely be sent to the neighborhood association or the volunteer directly, not to individual companies.
- Personal emails mean if you have personal information in the e-mails, like your credit card information. If your personal opinion is shared in relation to neighborhood business, the email is related to neighborhood business and is public information.
- Neighborhood coalition generally recommends not discussing issues via email or on discussion groups, because it could be considered a quorum. Deliberation toward a decision must occur in a public forum.
- Neighborhood member lists belong to each neighborhood. They not subject to public records requests.
- It may be difficult for staff to decide what is public record or what pieces of a communication are public record. Neighborhoods should have the opportunity to respond to their own public records requests.

Follow up Questions

- Though a district coalition “*should* refer the request to the neighborhood” and “*is not required* to make the records available without first referring the request,” is the coalition allowed to give out the email?
- What happens if there is information in the coalition possession and the neighborhood refuses to release the records? Can the coalition give out the information? Is the coalition required to give out the information? At that point, who would determine if the information is public record?
- How is it determined if the e-mails are public record and relate to neighborhood business?
- Where is the information reviewed to determine if it is public record?

Next Steps

- Neighborhoods should discuss this at the next neighborhood meeting so volunteers are aware that emails with neighborhood business are subject to public records requests.
- Sieber to contact the city with the board's follow up questions.
- Goose Hollow reviews the public records request with three possible outcomes:
 1. Releases the information
 2. Redacts some information, and releases the portion of the emails that are public, or
 3. Does not release the information.

Website Updates –Lewis Barrett

Barrett presents the website redesign. The link was sent out for the board to review. It will be launched soon, so the board was requested to provide their feedback sooner than later. Reviewing the site for typos, broken links, navigation issues, and anything else that might make the website easier to use would be helpful.

The review was done to overcome some barriers to expanding the site, for easier maintenance, and to make better use of the real estate available on each page. The website is meant to be a resource for neighborhoods and the broader community.

New features include a blog, updated features on the neighborhood splash pages, a project page for cross neighborhood projects, like Solarize Northwest and the Cornell Road Sustainability Coalition.

Other features that are still coming include an electronic membership application for each neighborhood and coalition board minutes.

The board suggests providing a spot for anyone to upload pictures to provide an engaging look into the community.

Barrett can help with the following services: web development, web based training for volunteers, email related questions—like if you want dedicated email to do neighborhood business, online communication, e-newsletters.

Lease Renewal with CoHo Productions

Currently in negotiation with CoHo on the lease for office space. The current provision being discussed include:

- A three-year lease
- A \$50 per month increase every year
- A 90 day severance clause for both parties
- Include theater/lobby use for meetings

NWNW has been at this location for five years. CoHo has a set increase they pay each year, and pass some of that increase onto us. This is a good rate for the amount of space.

Motion 2: Blaize moved to allow Sieber to move forward with the lease negotiations as described, but to take any details beyond this to the finance committee. Kelly seconded. Motion approved unanimously.

Update of ONI Budget Process & Set Priorities for ONI Funding

The ONI Budget committee is working on a five-year plan to build up budgets. There is an old system to distribute funds to coalitions. The Budget Advisory Committee is working toward a more equitable model to distribute funds based upon an equation that takes many factors in to consideration—number of neighborhoods, population etc.—but to include a baseline number that is required to provide basic services.

In this year's budget process, the Coalitions will be held harmless. Coalitions may receive equivalent of CPI increase. ONI will take any cuts internally by not filling positions and other adjustments. NWNW needs to indicate what we would want restored, if Amanda Fritz to can negotiate additional funds into the ONI budget.

The NWNW Finance Committee recommends a first out, first back model that restores staffing first and then restores the small grant program. Restoring operations first gives more stability to the coalition's budget.

Motion 3: Blaize moved to recommend using a first out, first back model, restoring staff and operational dollars first, and then restore the small grants funds. Hutchinson seconded. Motion approved unanimously.

Set Next Meetings

Tuesday, February 9, 2011 at 5:30 PM. Location to be determined. Amalia Alarcon de Morris, Director of the Office of Neighborhood Involvement will attend. Answers to the public records questions will also be covered.

At 6:50 PM Blaize began chairing the meeting. Bird had another engagement.

Financial Reports (attached)

Reports include some grant activity, neighborhood projects, and reimbursements that are not included in our operational budget. Sieber working with the bookkeepers so the reports are clearer and don't require a long explanation to accompany it. The first light grey column is a summary of the first six months of this fiscal year. The darker grey columns are the year to date totals. NWNW is generally on track, though there was additional funds raised, approximately \$3400, from the Acoustic Guitar Summit performance.

Payroll expenses are a little high, but will amortize over year. Tax accounting fees are low, but we hadn't paid for services yet. Occupancy is a little high, because of paying for space for the Acoustic Guitar Summit. Supplies appear high, but a portion were paid for by a Metro grant.

Currently Sieber is moving money to savings and only moving money to checking as it's needed.

Neighborhood Reports

Liz Kelly, Linnton: Linnton just held their January Town Hall, which was short for Linnton—only 1.5 hours instead of 2+ hours. They received a grant from the Neighborhood Small Grant Program. They are currently writing other grant applications.

Scott Schaffer, Goose Hollow: GHFL supports the Portland Public Schools bond measure, which would provide some funding for planning at Lincoln High School in the first bond request. They are still discussing the URA—it seems to be postponed. The Timbers will begin playing at PGE Park in 2 months. The meeting was long last time, since they were discussing the email public records request.

Ruth Ann Barrett, Portland Downtown: A new person has joined the board. They are struggling with coordinating their events and meetings with enough time for advance notice. Attendance is low. The Board only meets 1 hour, once a month.

Barbara Schwartz, Hillside: Met quickly the night before, but were concerned about the ice.

Carol McCreary, OTCT: Discussing final projects for the remaining URA funds. Uwajimaya is coming to Block 33. OTCT is working with the Pearl District on a Good Neighbor Agreement for the Resource Access Center near Union Station. Resolutions Northwest is going to do a good job with the facilitation of the GNA. They are encouraging everyone to use non-emergency number to report drug and livability issues. PHLUSH was invited to the Portland Downtown Neighborhood Meeting.

Harold Hutchinson, NINA: Collected 2500 pounds of food for NWPM. They are expecting a presentation at an upcoming meeting regarding the potential of a ecological industrial development. A Japanese company, with projects all over the world, is looking at the NW industrial area for a new site.

Les Blaize, Forest Park: They have addressed couple of land use developments and are working on the Solarize project. Their regular meeting is coming up. They may not be able to meet at the Willis Building anymore. The property was turned over to the Water Bureau. Providing a meeting space for the neighborhood is in a contract, but the water bureau wants to put in some pumps that would eliminate the building. Working to resolve this conflict and still have a meeting location.

Meeting Adjourned at 7:11.