

Stafford Hamlet Meeting Notes  
3550 SW Borland Road,  
Tualatin, Or 97062

February 1, 2007

## **DRAFT NOTES**

Board members present: John Kuhl, Rob Fallow, Mike Stewart, Dave Adams, Bill Markt, David Coles, Molly Ellis, Jack English, Carol Yamada. Mike Miller arrived at 7:30pm.

Hamlet members: Sally Quimby

County Staff: Christine Roth

Guests: Kristin Johnson, Lake Oswego City Councilor; Sid Sin, Lake Oswego Planning Department; Eric Underwood, Tualatin Development Coordinator

The first meeting of the Stafford hamlet Board of Directors was called to order at 7:07 pm by acting Chair John Kuhl.

The first order of business was to hold election of officers. A discussion of election procedure followed. Votes will be by a show of hands, and all votes will be recorded by member unless the vote is unanimous. Each candidate for office was encouraged to make a short statement about why they are interested in the position they have been nominated for. Dave Adams moved that the vote be conducted by raising hands and would be recorded by member name. Jack English seconded the motion. All members present voted yes.

Nominations for officers followed and included Carol Yamada, sole nominee for chair; Rob Fallow and Dave Adams Vice Chair; Mike Stewart Secretary; John Kuhl Treasurer. Carol was unanimously elected, after discussion Dave Adams was elected Vice Chair. Mike Stewart arrived between voting for chair and vice chair.

The Board discussed how to best utilize Rob Fallow's skills, whether it be as board Vice Chair or as Chair of the Planning and Vision Committee. A discussion followed with several board members asking him to remain as Chair of the Planning and Vision Committee. He stated his feeling that he could do both chair the Planning and Vision Committee and serve as Vice Chair. Discussion ended and the vote taken.

The board discussed their options regarding secretarial duties. Did they want to hire someone to take minutes or would one of the board members do so? The consensus was that it was difficult to participate and take notes at the same time and having a non-board member or a hired assistant was preferable to having a board member take notes. They discussed whether to use funding from the \$2000 budget provided by the county or use funds donated by community members. It was suggested they might look for a professional who would donate their services in return for a tax deduction. Board members agreed to look into the matter and report by the next meeting.

Carol Yamada nominated Mike Stewart for Secretary. Dave Adams seconded the motion. Mike Stewart was unanimously elected as Secretary. Carol Yamada nominated John Kuhl as Treasurer. Jack English seconded the motion. John was elected unanimously. Sally Quimby was then appointed as Recorder.

### New Business

Eric Underwood, Development Coordinator, City of Tualatin, presented Tualatin's comments about an area on the west edge of the hamlet and also within the Tualatin Urban Service Area. After discussion, the Board noted the comments and everyone acknowledged that the area in question was part of the Tualatin USA, but would remain in the hamlet until they were annexed to Tualatin.

John Kuhl presented the Treasurer's report (copy available). The board discussed how they wished to account for funds, and what level of detail the Treasurer's report should contain. Consensus was reached about reporting of contributions and the need for having complete transparency in all financial reporting.

Chris Roth, county liaison, provided information about Trust Accounts held in the county Treasurer's office and how they function. She recommended the board meet with the Treasurer to discuss details and benefits of the account. The question of tax deductibility of contributions also was raised. John Kuhl will contact County Counsel to discuss setting up tax deductibility for contributors. Everyone agreed that it is easier to use an existing tax-deductible setup than it is to create a 501(c)3 corporation.

John would like to continue the Fundraising Committee. Several hamlet members have contacted him expressing interest in joining the Fundraising Committee. The board agreed that it was useful to continue the current structure of the committee and develop fundraising strategies for the hamlet.

Committees that will remain active are Vision and Planning, Outreach, Bylaws, and Fundraising. Rob Fallow will chair Vision and Planning, John Kuhl will chair Fundraising and the remaining committees don't yet have chairs.

The board requested copies of intergovernmental agreements between Clackamas County and the cities of Lake Oswego, West Linn and Tualatin. Chris Roth will provide them prior to the next meeting.

The board will discuss their relationship with Stafford/Tualatin CPO. The CPO retains land use input to the county as per the Hamlet and Village Ordinance. If the hamlet wishes to take over the land use comment to the county, there must be an agreement negotiated between the hamlet and the CPO. The hamlet's relationship with cities will also be discussed at a later time. All members agreed that cooperation with cities and developing good communication system with them is vital.

After discussing communications with the media, the board agreed that Carol will be the official spokesperson for the hamlet. Any individual board member is free to comment as long as they make it clear to the media that the comment represents the individual and not the hamlet.

Carol announced the next meeting will be Tuesday, February 20, 7:00 at Athey Creek Middle School, 2900 SW Borland Road, Tualatin. After a discussion about meeting dates, it was decided to move the regular meeting date to the third Thursday of the month. The location most likely won't change from Athey Creek, but Sally Quimby will check to see if that date is available for regularly scheduled board meetings.

The next meeting will focus on committees, their structure and functions. The community is invited and previous committee participants are encouraged to attend and participate.

The meeting adjourned at 9:10 pm.

Respectfully submitted,

Christine Roth  
County Liaison and acting secretary