



## Tualatin Hills Park & Recreation District Minutes of a Regular Meeting of the Board of Directors

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was held at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, October 3, 2011. Executive Session 6:00 p.m.; Regular Meeting 7:00 p.m.

### Present:

Bob Scott	President/Director
Larry Pelatt	Secretary/Director
Joseph Blowers	Secretary Pro-Tempore/Director
William Kanable	Director
John Griffiths	Director
Doug Menke	General Manager

### **Agenda Item #1 – Executive Session (A) Legal (B) Land**

President, Bob Scott, called Executive Session to order for the following purposes:

- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Executive Session is held pursuant to ORS 192.660(2), which allows the Board to meet in Executive Session to discuss the aforementioned issues.

President, Bob Scott, noted that representatives of the news media and designated staff may attend the Executive Session. All other members of the audience were asked to leave the room. Representatives of the news media were specifically directed not to disclose information discussed during the Executive Session. No final action or final decision may be made in Executive Session. At the end of the Executive Session, the Board will return to open session and welcome the audience back into the room.

### **Agenda Item #2 – Call Regular Meeting to Order**

President, Bob Scott, called the Regular Meeting to order at 7:10 p.m.

### **Agenda Item #3 – Action Resulting from Executive Session**

There was no action resulting from Executive Session.

### **Agenda Item #4 – Presentations**

#### **A. Beaverton School District Superintendent Jerome Colonna**

Doug Menke, General Manager, introduced Jerome Colonna to be recognized for his career in public service to the community as Beaverton School District's Superintendent for the past nine years. Doug described how under Jerome's leadership, the Beaverton School District has been a great partner with the Park District and that the two agencies have been successful in uniting together under a common interest to serve the children and adults of the community.

President, Bob Scott, presented Jerome with a plaque thanking him for his service to the Park District and community.

- ✓ Jerome thanked the Board of Directors for the recognition this evening, noting that governmental partnerships are even more important during difficult economic times such as these and that the relationship between the School District and Park District is a great example of how such partnerships can benefit the community.

#### **B. Stuhr Center Advisory Committee**

Lisa Novak, Superintendent of Programs & Special Activities, introduced David Magee, Stuhr Center Advisory Committee member, and Linda Jo Enger, Center Supervisor for the Stuhr Center, to make a presentation to the Board of Directors regarding the activities of the Committee during the past year as well as their goals for the coming year.

David provided an overview of the Stuhr Center Advisory Committee's current focuses as well as their goals for the future via a PowerPoint presentation, a copy of which was entered into the record, and which included the following topics:

- Past & Future Special Events
- Fundraising & Donations
- 2008 Bond Measure Funded Expansion Project
- Past & Future Committee Goals

David offered to answer any questions the Board may have.

John Griffiths recalled that the original plan was to expand the current fitness room.

- ✓ Linda Jo agreed, noting that through the design process, the consultants did a wonderful job of repurposing the existing rooms at the center and that it was a better fit to develop a larger fitness room in a different area within the center.

Larry Pelatt asked whether funds for new furnishings and fitness equipment for the fitness room expansion project were included within the bond measure.

- ✓ Doug Menke, General Manager, replied that funding was not included; however, the Committee has done a wonderful job of raising funds for such items in the past.
- ✓ Linda Jo confirmed that the Committee has committed \$175,000 of their funds to this.

President, Bob Scott, thanked David and Linda Jo on behalf of the Board of Directors for the informative presentation.

#### **Agenda Item #5 – Audience Time**

Pavel Goberman, PO Box 1664, Beaverton, is before the Board of Directors this evening requesting that the District facilitate a forum for candidates running for public office, noting that as a tax-funded agency, it is the District's duty to help educate the public in this area.

Priscilla Christenson, 15062 SW Barcelona Way, Beaverton, is before the Board of Directors this evening regarding Consent Agenda Item I, Resolution Adopting Lowami Hart Woods Master Plan. She thanked the Board for their recent decision to approve a lower impact, more environmentally sensitive, master plan for the site. She stated that she hopes that the site forever showcases the natural beauty of Beaverton and will be a testimony of what can be accomplished when the District and its citizens work together in partnership.

#### **Agenda Item #6 – Board Time**

John Griffiths referenced Consent Agenda Item I, Resolution Adopting Lowami Hart Woods Master Plan, and asked whether the adjustments to the parking lot discussed at the September 12, 2011 Regular Board meeting were able to be accommodated.

- ✓ Hal Bergsma, Director of Planning, confirmed that the parking lot was able to be moved closer to Hart Road and that by doing so the tree impact was further reduced by three.

John described an article in *Parks & Recreation* magazine about how increasing participation can have a greater impact on revenues than raising fees, as well as by providing new recreational opportunities that have not been traditionally provided by park and recreation agencies, such as zip lines.

Bill Kanable described how the affiliated sports groups have been adjusting to the field use fee increases and how the fees have spurred the groups into using fields more efficiently than in the past. He stated that although there will be some who claim that the fees are disproportionate and have not been worth the cost, he believes that ultimately it is being worked out by most groups and has benefited the management of the fields to make better uses of the resources and that such resources that have been closed in the past are now available for others to use.

### **Agenda Item #7 – Consent Agenda**

**Bill Kanable moved the Board of Directors approve Consent Agenda items (A) Minutes of September 12, 2011 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Appointing Trails Advisory Committee Member, (E) Service District Initiated Annexation Resolution, (F) Intergovernmental Agreement with Metro to Accept Regional Transportation Options Grant for Trail Signage, (G) Resolution Adopting the Supplemental Budget for Personnel and Professional Services Costs for the Fiscal Year Commencing July 1, 2011, (H) Resolution Adopting Fee Study Adjustments, (I) Resolution Adopting Lowami Hart Woods Master Plan, (J) Resolution Authorizing Execution of Oregon Coalition Brownfields Cleanup Fund Grant Contract, and (K) Resolution Supporting Passage of Beaverton School District Local Option Levy. Joe Blowers seconded the motion. Roll call proceeded as follows:**

Larry Pelatt	Yes
John Griffiths	Yes
Joe Blowers	Yes
Bill Kanable	Yes
Bob Scott	Yes

**The motion was UNANIMOUSLY APPROVED.**

*Bill Kanable was excused from the meeting.*

### **Agenda Item #8 – Unfinished Business**

#### **A. General Manager's Report**

Doug Menke, General Manager, provided a detailed overview of the General Manager's Report included within the Board of Directors information packet, which included the following topics:

- Fanno Creek Trail Project Update
- Westside Trail Project Funding
- Bond Issuance Update
  - Keith Hobson, Director of Business & Facilities, provided a detailed overview of the recent bond issuance, noting that the recent economic activity greatly benefitted the municipal bond market, resulting in numerous bids with very aggressive rates. As a result:
    - The bid will achieve the desired levy rate of 30 cents per thousand for the combined tax levies (the original projection used in the election material was 37 cents per thousand).

- The District sold a par amount of \$40,060,000 generating a net premium of \$1,435,000 totaling to \$41,495,000 available for projects. No additional interest cost will result from the net premium received.
- The cost of issuance was fully offset by the premium received. This means that the 1.5% budgeted for issuance costs can be used for other items related to the bond capital program.
- The True Interest Cost (TIC) on the issue is 3.2518% - lower than the original issue in April 2009 when the TIC came in at 4.1916%.
- Due to changes in the municipal bond market since the November 2008 election, taxpayers will save almost \$17 million in interest expense on the bonds from the forecasted amount at the time of the election.
- Because of the District's sound financial position, the rating agencies affirmed the Aa1 and AA ratings, resulting in the excellent results achieved with this final issue.

- Board of Directors Meeting Schedule
- *The Oregonian's* Focus on Beaverton Insert

Doug offered to answer any questions the Board may have regarding the General Manager's Report.

Larry Pelatt congratulated staff on the excellent credit rating received.

- ✓ Keith noted that the rating agencies were also impressed with the District's fiscal policies, which are determined by the Board of Directors.

President, Bob Scott, noted that although he realizes that there have already been some newspaper articles on this topic, he asked whether there is any further public outreach work that could be done to further promote the successful bond issuance.

- ✓ Bob Wayt, Director of Communications & Outreach, replied that extensive outreach has been done on this information, but that he will continue to look for new opportunities.

Joe Blowers suggested phrasing the information in a tangible manner by listing an example of something that could be funded in an equivalent amount as a result of the savings.

## **Agenda Item #9 – New Business**

### **A. Recommended Goal Outcomes for Fiscal Year 2012-13 Planning and Budgeting**

Ann Mackiernan, Operations Analysis Manager, provided an overview of the memo included within the Board of Directors information packet, noting that a priority list of performance measures with associated goal outcomes has been compiled for consideration by the Board for use in the Fiscal Year 2012-13 planning and budget process. The list has been updated to include an additional four priority goals to the original list. In addition, the list has also been stratified between primary and secondary measures with the intent to identify performance measures that are more directly related to the core functions of the District as primary with supporting measures as secondary. Ann noted that the action requested this evening is Board adoption of the goal outcomes for the established priority performance measurements for use in the Fiscal Year 2012-13 planning and budget process and offered to answer any questions the Board may have.

President, Bob Scott, referenced Goal 6G1, "Provide professional development and training for staff, including participation in professional organizations." He asked how the professional organizations are chosen and whether it is ensured that those organizations are relevant to the staff member's position.

- ✓ Ann clarified that the number of hours shown in terms of the measurement are for internal staff hours for training done onsite. In terms of membership to professional organizations, that is a goal that does not yet have specifics.

- ✓ Keith Hobson, Director of Business & Facilities, added that part of the District's employee evaluation process includes development of leadership functions for the following year and that is where a supervisor could establish with an employee in which professional organizations they would like the employee to be involved.

Joe Blowers referenced the service level measurements throughout the chart that are referenced as "not available." He asked whether there is a plan in place to develop that information.

- ✓ Ann replied that obtaining the necessary information to develop these service level measurements is being addressed through a variety of angles, one being an update to the Comprehensive Plan, which will be discussed later this evening, and will address the acreage/proximity standards that are missing. In terms of maintaining and monitoring the condition of natural areas, that service level measurement is currently being developed through a business plan and should have information for consideration by the end of the fiscal year. Basically, the service level measurements that are shown as "not available" are still in process and may take another year or two to address all of them.

John Griffiths referenced the basis of measurement of number of acres per 1,000 residents for Neighborhood and Community Parks.

- ✓ Doug Menke, General Manager, noted that these standards would be addressed through the update to the Comprehensive Plan in order to take into consideration how those standards may need to change in order to accommodate the Park District Sites Reclassification Project recently approved by the Board of Directors.

John asked whether a similar standard exists for natural areas.

- ✓ Ann replied that it does not.

John noted that since parks and playing fields are being monitored this way, perhaps it would be appropriate to explore monitoring natural areas in the same way.

- ✓ Joe Blowers expressed agreement, noting that in terms of the "nature deficit disorder" phrase that has been coined, the question could be asked what is the minimum amount of natural area needed in order to get kids out into nature? At what point does the natural area become overloaded?

Ann noted that this could be included in the research for the Comprehensive Plan update.

- ✓ Keith agreed, noting that the standards listed are taken directly from the existing Comprehensive Plan, so the timing for this request is perfect.

**Joe Blowers moved the Board of Directors adopt the goal outcomes for the established priority performance measurements for use in the Fiscal Year 2012-13 planning and budget process. Larry Pelatt seconded the motion. Roll call proceeded as follows:**

<b>John Griffiths</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

## **B. Comp Plan Update**

Ann Mackiernan, Operations Analysis Manager, provided a detailed overview of the memo included within the Board of Directors information packet, noting that an update to the 2006 Comprehensive Plan is proposed for completion by June 30, 2012. Elements to be updated in the plan include demographics (taking into consideration the 2010 census information), park standards (taking into consideration the Park District Sites Reclassification Project) and a future needs assessment. In addition, a new plan structure is also being proposed. The Comprehensive Plan would serve as an umbrella document providing general policy direction

for functional plans, which would contain the actual implementation details per service area. The underlying functional plans would be updated or developed in subsequent years and include: the Parks Functional Plan, the Trails Functional Plan, the Natural Resources Functional Plan, the Athletic Fields Functional Plan and the Programs Functional Plan.

Larry Pelatt asked whether the proposed functional plans would restrict the Board's flexibility.

- ✓ Ann replied that it would actually allow for more flexibility. The Comprehensive Plan would contain the demographics and standards that remain fixed until updated, while the functional plans' action steps to achieve the identified goals could become more fluid.
- ✓ Keith Hobson, Director of Business & Facilities, noted that this proposed new structure reflects to some degree what is already in existence with the Trails Master Plan.
- ✓ Doug Menke, General Manager, noted that it would also allow the opportunity to take a plan such as the Natural Resources Management Plan, which is more of an operational prospective, and end up with a functional plan for natural resources. Both the natural resources and parks functional plans would be able to assist in addressing situations, such as that which was seen with the Lowami Hart Woods master planning process, in answering the question of what is the best practice for developing within natural areas. The functional plans would provide a baseline of criteria and a framework for the Board to make future decisions.

Larry expressed support for the concept.

Ann described the planned public outreach efforts for the update, noting that although staff is not anticipating conducting surveys, they would take the process being described this evening to the Advisory Committees, Citizen Participation Organizations and Neighborhood Association Committees. In addition, Ann provided an overview of the timeline for the project via a PowerPoint presentation, a copy of which was entered into the record.

Joe Blowers commented that although it seems like a shift in philosophy to go from master plans to functional plans, he likes the idea. The idea of a master plan seems fixed in time and he is not sure if that is the best way to look at plans such as the Trails Master Plan. As an example, he referenced a trail segment north of Brookhaven Park that he had mentioned in previous Board meetings and noted that perhaps a functional plan would enable looking at such segments not quite as set in stone as they seem when included within a master plan.

- ✓ Larry replied that, while he does not disagree, he also likes to have an overall, big picture goal that is fixed. Without a fixed, long-range master plan, he worries that the District could get tied down in the smaller plans and lose sight of the major goals.

Joe commented that what Larry is referencing sounds like it would be addressed via the Comprehensive Plan.

- ✓ Ann confirmed this, noting that the Comprehensive Plan would still maintain the main goals, and that the functional plans would be formed around those goals, but would be allowed to be fluid and change more.

Larry commented that he likes having both options available as is being proposed.

Hal Bergsma, Director of Planning, described how the term "functional plan" was developed, noting that one of the reasons staff is proposing that terminology is because the term "master plan" is used for specific site plans.

Hearing no further questions or comments, President, Bob Scott, requested the staff report for the next agenda item.

### C. Greenhouse Gas Inventory

Ann Mackiernan, Operations Analysis Manager, referenced the memo included within the Board of Directors information packet, noting that in spring 2011, the District engaged the consulting firm The Good Company to assist in the development of its baseline greenhouse gas (GHG) inventory. This inventory quantifies the amount of carbon dioxide (CO<sub>2</sub>) equivalents generated and emitted by the District in one year.

Ann provided a detailed overview of the GHG Inventory Report prepared for the District via a PowerPoint Presentation, a copy of which was entered into the record, noting that GHG emission sources are considered either direct or indirect. In order to distinguish between the two, three "scopes" are defined for traditional GHG accounting and reporting purposes per The World Resources Institute Greenhouse Gas Protocol. Scope 1 sources are direct sources that originate from equipment and facilities owned or operated by the District, while Scope 2 and Scope 3 are indirect emission sources. Scope 2 sources are from District-purchased electricity heat or steam, while Scope 3 sources are all other activities of the District that occur from sources owned or controlled by another company or entity.

Joe Blowers referenced the standard mentioned for electricity of dollars spent generating x-amount of CO<sub>2</sub>. He asked, assuming in the future electricity becomes more sustainable through wind generation or something else, how would that be adjusted within the calculation?

- ✓ Ann replied that this is only one of the ways to calculate this item and is something that is going to have to be checked on each year through one of the many websites available on this topic. The standards being presented this evening were developed in 2005, so they are already somewhat dated.

Joe asked for confirmation that there is a set of standards so to speak.

- ✓ Ann confirmed this.

Joe asked whether these standards would change over time.

- ✓ Ann replied that unless something changes drastically within the environment, the standards will probably stay the same since they were developed in 2005 and are indexed for inflation.

Larry Pelatt commented that it seems like the information should be indexed by an industry standard. He offered an example of a 20-story office building versus the District and asked how the particular activities for which the electricity is being used is taken into consideration. In some cases, the electricity being used by the District is for activities that may be eliminating CO<sub>2</sub>, such as by plantings, whereas an office building does not have that.

- ✓ Ann replied that the model is based on units used, not what those units are being used for, whether lighting a baseball field or lighting an office building. She asked the Board to keep in mind that this information is all very early in its development. She recalled attending a seminar two years ago offered by the same company and how much advancement has been made in that little time. The calculating of GHG is still a relatively new concept, but the Economic Input-Output Life Cycle Analysis (EIO-LCA) standard is being promoted as the best that is available today, as it was developed by a reputable university and breaks down each expenditure by specific category of CO<sub>2</sub> generation, so this is the best that is currently available.
- ✓ Keith Hobson, Director of Business & Facilities, explained that the information is also not meant as a scorecard to compare against other agencies. Comparing CO<sub>2</sub> amounts is meaningless unless there is another agency that is absolutely identical to the District. The CO<sub>2</sub> generated is a factor of the activities that take place and each agency has unique activities and service levels. A more meaningful use of the information will be to identify the District's highest impact areas that can be targeted for reduction and tracking over time the progress made in those areas.

President, Bob Scott, referenced Ann's comments regarding the time intensiveness of compiling some of the data. He asked whether some of it could be disregarded so that efforts could be focused on the larger areas of impact.

- ✓ Ann replied that would depend on what the Board determines is a priority area.

John Griffiths commented that it seems that the only outputs the District has control over are those in Scope 1.

- ✓ Ann replied that the District also has control over the items in Scope 3 based on what it purchases. According to the EIO-LCA categories, some are more CO<sub>2</sub> intensive than others. If the District could identify what it is buying that is more CO<sub>2</sub> intensive, perhaps there is something else that could be bought instead that has a lower impact. The ranges can vary quite a bit and may be worth investigating.

Joe suggested that going from products that use new plastic to those using recycled plastic could be a big impact.

- ✓ Ann agreed, noting that some of it would have to play out as those choices are made because the categories are not as specific as they could be. For example, new versus recycled plastic is not included. It is not that sophisticated yet.
- ✓ Keith noted that one thing already included within the District's lifecycle costing analysis and will also be included in the sustainable purchasing policy is the source of the product. Buying local has a much lower CO<sub>2</sub> impact than buying something from a location that requires it to be shipped a long way. He does not know whether the standards take this into consideration either. The District could make great strides in these types of decisions, but it is not necessarily going to show up using this model.

President, Bob Scott, noted that addressing items in Scope 3 does not have to be an all or nothing approach. Similar to Scope 1, the District could focus on the larger impact areas and disregard the smaller items that take a lot of time to address.

- ✓ Ann agreed, noting that the District would still need to complete a certain degree of data sorting to get to those categories, but it is doable.

Larry Pelatt described efforts by the City of Portland in this area and their requirement of vendors to provide information about the products they are selling and from where the products came. Such information is beginning to be integrated into their purchasing process.

- ✓ Ann noted that it has been stated throughout this process that it will take agencies like the District to pressure vendors into taking CO<sub>2</sub> emissions into consideration.

Larry agreed, noting that until agencies ask, the vendors are not going to willingly take it into consideration. Ultimately, it could be used as a selling point.

- ✓ Joe questioned how an agency could verify the vendors' claims.

Larry replied that there is a term for what Joe is describing, "green-washing," and until there is more verifiable information, it is going to be difficult to ensure that the information is truthful.

- ✓ Ann agreed that until manufacturers are required to report the information and be penalized for not reporting it or using false data, the information will be somewhat speculative.

Larry noted that sourcing and verifying products made overseas is especially difficult.

Joe referenced the large CO<sub>2</sub> impact patron commute has and questioned whether there is a way to quantify this impact, such as by the cost of a parking space. He described how Metro charges per car for visitors to the zoo.

- ✓ Larry noted that visitors to the zoo that arrive by public transit get a discount on the admission.

Joe questioned whether the District could offer something similar. He described the money that could be saved on constructing parking lots if the District were able to encourage patrons through a fee break to carpool or use public transit instead.



- ✓ Ann replied that another method to consider may be dedicated parking spaces for carpoolers.

Hearing no further Board questions or comments, President, Bob Scott, thanked District staff for the informative presentation.

**Agenda Item #10 - Adjourn**

There being no further business, the meeting was adjourned at 8:30 p.m.

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Bob Scott, President

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Larry Pelatt, Secretary

Recording Secretary,  
Jessica Collins