



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, March 4, 2013. Executive Session 6:00 p.m.; Regular Meeting 7:00 p.m.

Present:

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

Absent:

John Griffiths	Director
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Agenda Item #1 – Executive Session (A) Legal (B) Land

President, Joe Blowers, called Executive Session to order for the following purposes:

- To conduct deliberations with persons designated by the governing body to negotiate real property transactions, and
- 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.

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

President, Joe Blowers, noted that representatives of the news media and designated staff may attend 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 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, Joe Blowers, called the Regular Meeting to order at 7:00 p.m.

Agenda Item #3 – Action Resulting from Executive Session

Bob Scott moved that the Board of Directors authorize staff to acquire a property in the North Bethany area for part of a future community trail and a community storm water facility, using SDC funds, subject to the General Manager's determination that the price to be paid for the property does not exceed appraised value as determined by an independent MAI appraiser; there are no environmental or title problems with the property; and an intergovernmental agreement has been executed with Clean Water Services defining an easement area to be granted for the storm water facility and compensation Clean Water Services will provide to THPRD in exchange for the easement. Larry Pelatt seconded the motion. Roll call proceeded as follows:

Bill Kanable **Yes**
Larry Pelatt **Yes**
Bob Scott **Yes**
Joe Blowers **Yes**

The motion was UNANIMOUSLY APPROVED.

Agenda Item #4 – Presentations

A. City of Beaverton Vision & Business Outreach Efforts

Doug Menke, General Manager, introduced Don Mazziotti, Community and Economic Development Director for the City of Beaverton, to make a presentation to the Board of Directors regarding the City's business incentive programs and how the District can be a partner with the City in taking steps forward toward the revitalization of Beaverton.

Don provided a detailed overview of the various steps the City of Beaverton is taking to encourage business development within the central district of Beaverton via a PowerPoint presentation, a copy of which was entered into the record, and included the following topics:

- Program Objective
 - To provide incentives and programs that will generate private sector investment in the central Beaverton area.
- Existing Conditions
 - Declining Valuation
 - Lack of Development
 - Lack of Amenities
- Strategic Documents
 - Beaverton Civic Plan
 - Economic Development Strategy
- New Incentives and Tools
 - Urban Renewal
 - Vertical Housing Development Zone
 - New Market Tax Credits
 - Enterprise Zones
 - Main Street Program
- Potential New Tools
 - E-Commerce Zone
 - Affordable Housing Tax Exemption
- Other Costs for Private Investment
 - Systems Development Charges
- Future Partnership Areas
 - Green Streets and Parklets
 - Urban Plazas and Urban Multi-use Pathways
 - Canyon Streetscapes and Creekside Park

Don offered to answer any questions the Board may have.

Larry Pelatt referenced the City's new building in central Beaverton that was recently purchased for office space at the price of \$8 million. He asked why the City would take such a building off the tax rolls when it is in the same area that the City is attempting to increase private business development.

- ✓ Don described the City's need for additional space, noting that it is currently paying approximately \$150,000 annually in leases to have additional space available. Don also described the funding for the new office building, noting that the replacement value is \$17.5 million, but the City acquired it in a bankruptcy hearing for \$8.6 million. The City

had an outstanding obligation on the building of \$13 million and by acquiring it for \$8.6 million, the City avoided the \$13 million obligation. In addition, about one third of the building is privately leased spaces that are paying taxes, including property taxes on the portion that is rented.

- ✓ Keith Hobson, Director of Business & Facilities, noted that the portion of the District's Fanno Creek Service Center that is being leased to a private company also pays property taxes. Public owned facilities that are privately used stay on the tax rolls.

President, Joe Blowers, thanked Don for the informative presentation.

B. Trails Advisory Committee

Steve Gulgren, Superintendent of Planning & Development, introduced Tom Hjort, Chair of the Trails Advisory Committee, 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.

Tom provided an overview of the Trails Advisory Committee Annual Report, a copy of which was entered into the record, and which included the following topics:

- Activities of the Committee
 - Monitored and provided comments on trail projects
 - Fanno Creek, Westside, Rock Creek, Jordan Woods, Waterhouse, Ben Graf, and North Bethany Greenway Trails
 - Bicycle management in Tualatin Hills Nature Park
 - Favors continuing to allow bicycles on paved trails
 - Attended public meetings, hearings and other events
 - Fanno Creek/Hall Boulevard crossing
 - Westside Regional Trail Master Plan
 - Metro Trails Fair
 - Sunday Trailways Event
 - Regional Trails Advocates Forum
 - THPRD public meetings for development projects involving trails
 - Presentations by other agencies at Committee meetings
 - Washington County Visitors Association, Willamette Pedestrian Coalition, Washington County, David Evans & Associates
 - Service on other committees
- Funding Recommendations made by the Committee
 - Challenge Grant: five trail counters, rotary cutter for trail maintenance, trailside bench and trash receptacle - \$7,500
 - Bureau of Environmental Services funds for upper Fanno Creek Trail improvements - \$20,000
- 2013 Goals
 - Continue to actively support trail funding and development within the District
 - Completion of gaps in Westside, Waterhouse and Rock Creek Trails, as well as Fanno Creek Trail/Hall Boulevard mid-block crossing
 - Funding and construction of the proposed Beaverton Creek Trail from City of Beaverton west to a future Hillsboro trail
 - Recruit new committee members

Tom concluded the presentation by thanking District staff for their support, as well as the other agency staff members from Washington County, City of Beaverton and Metro that regularly attend their Committee meetings.

Tom asked the Board of Directors for their feedback as to whether the Trails Advisory Committee is meeting the Board's expectations. He asked if the Board has some specific

issues it would like the Committee to focus on that it is not already doing. He welcomed the attendance of the Board members at the Committee's meetings.

- ✓ President, Joe Blowers, replied that, after hearing the Committee's presentation this evening, he can confirm that the Committee is fulfilling the Board's expectations. He asked how many members the Committee currently has.

Tom replied six, which is two to three fewer than ideal.

- ✓ Joe asked whether this is handicapping the Committee.

Tom replied only in the sense that membership on the Committee is not representative of the entire District as it should be. However, it is not negatively effecting how the Committee works together.

Larry Pelatt commented that Tom's question brings up a larger topic; he questions whether the Board should consider evaluating all of the advisory committees. It may behoove the Board to evaluate whether each committee is on target as to what their charge is and how they are helping the Board. He noted that things may or may not have changed since the advisory committees were restructured a few years ago and it would be helpful to further evaluate this.

- ✓ Tom agreed that as an advisory committee, they wish to advise the Board in the most useful manner. As they are all volunteers, they would like to feel that the time they spend on the Committee is spent doing something useful.

Bill Kanable commented that the Board members do not have the capacity to be involved in every aspect of the District and instead rely on the advisory committees for their assistance. He noted that the Trails Advisory Committee is right on target in providing this input, and the Committee's reach and effort is exemplified by the number of outside agency staff members that are also involved in the Committee.

Bob Scott expressed appreciation for the Trails Advisory Committee's ability to study trail issues and projects in-depth and then provide their feedback to the Board, which has been immensely helpful to him on a number of specific recent projects.

Joe asked for an update regarding the second annual Sunday Trailways event.

- ✓ Doug Menke, General Manager, replied that an update would be provided at the April Regular Board meeting.

President, Joe Blowers, thanked Tom and the Trails Advisory Committee for the informative presentation.

Agenda Item #5 – Audience Time

There was no testimony during audience time.

Agenda Item #6 – Board Time

Larry Pelatt expressed support for the new proposed Champions Too field location, which is an item on this evening's Consent Agenda.

Larry expanded further on his suggestion during the Trails Advisory Committee's presentation this evening regarding evaluating the District's advisory committees. He expressed the need to evaluate each advisory committee individually in order to determine whether they are meeting the Board's needs by providing helpful information or whether there is a slightly or entirely different direction the Board would like the committee to focus on. He noted that it would be a useful exercise that should be undertaken periodically, even if it does not result in any changes. He suggested that the Board also consider, as a matter of policy, to require Board members to attend one to two advisory committee meetings per year. He acknowledged that the Board

members are busy, but feels that the advisory committees deserve this attention. He believes it would be of great benefit to all of the Board members.

- ✓ President, Joe Blowers, agreed that it may be beneficial to examine the charge given to the advisory committees.

Bill Kanable referenced the Intergovernmental Agreement with Beaverton School District authorized at the January Regular Board meeting, which has now been signed by both parties. He praised this partnership, noting that it is one of the biggest success stories for the Park District since its partnership with Portland Community College for the Rock Creek Campus Recreation Complex. He noted that it benefits the community as a whole when agencies work together like this and he is excited to see the project come to fruition.

Agenda Item #7 – Consent Agenda

Bill Kanable moved the Board of Directors approve Consent Agenda items (A) Minutes of February 11, 2013 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Appointing Trails Advisory Committee Member, (E) Resolution Authorizing Local Government Grant Program Applications, and (F) Champions Too Field Location. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

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:

- GreenPlay Update
 - Keith Hobson, Director of Business & Facilities, provided an overview regarding the current status of the District's update to the 2006 Comprehensive Plan.
- Board of Directors Meeting Schedule

Doug offered to answer any questions the Board may have regarding the report.

- ✓ Hearing none, President, Joe Blowers requested the staff report for the next agenda item.

Agenda Item #9 – New Business

A. Parks Maintenance Service Delivery

Keith Hobson, Director of Business & Facilities, introduced Dave Chrisman, Superintendent of Maintenance Operations; Allan Wells, Park Maintenance Coordinator; and, Jon Campbell, Maintenance Project Management Support Coordinator, to make a presentation to the Board of Directors regarding the service delivery model for the District's Parks Maintenance section.

Dave, Allan, and Jon provided a detailed overview of the restructured parks maintenance service delivery method via a PowerPoint presentation, a copy of which was entered into the record, and which included the following topics:

- The District has been divided into four regional zones and two trail zones.
 - This reduces travel time and crews now team up in vehicles when visiting sites.
 - Crews carry a more complete selection of tools and accomplish as much work as possible during each visit.
 - Encourages and empowers staff to elevate their ownership of the parks.

- Implementation Tools
 - In-house Training
 - Current staff trains other staff on how to maximize services in the field and address a variety of issues and needs without having to call for additional support.
 - Training also focuses on expectations.
 - Staff are being trained on a variety of maintenance techniques and equipment rather than specializing in one area.
 - Maintenance Standards Manual
 - Developed in collaboration with the Parks and Athletic Facilities Departments.
 - A photo-based manual with brief descriptions of expected services.
 - Serves as a tool for staff, especially part time staff, defining acceptable and unacceptable service levels.
 - Covers a variety of amenities, from playground maintenance, to pruning and caring for boardwalks.
 - Efficiencies
 - Fleet reduction from smaller trucks to trucks with larger cabs in order to accommodate more staff traveling together.
 - Reducing trips while maximizing services per visit.
 - Recycling materials on site by chipping pruning debris into mulch to be used at the same location.
 - Staff Ownership
 - Maintenance staff is tied to particular sites, which is leading to staff developing ideas on how to improve those sites.
 - Providing staff with the authority to take action without calling for additional support instills a greater sense of responsibility.
- Visible Differences
 - Greater public outreach for maintenance projects has resulted in more community engagement and suggestions of changes the public would like to see.
 - Cultivating curb appeal at sites, including more welcoming entrance points.
 - Opening up clear site lines for playgrounds, high-use areas, and park entrances.
 - Maintaining the edges and repairing and addressing safety concerns along trails and pathways.
 - A well-trained staff now identifies correct maintenance standards for unique site features, such as ADA ramps, and can address repairs that previously required the use of a contractor or different staff, such as sidewalk cracks/buckles.
- These adjustments are making a noticeable difference in the condition of District parks, contributing to more efficient operations, and increasing staff job satisfaction.

Dave, Allan, and Jon offered to answer any questions the Board may have.

Larry Pelatt summarized that fewer parks are visited each week, but more is being done at each park when it is serviced.

- ✓ Jon confirmed this, noting that multiple vehicles are no longer visiting each site with different purposes.
- ✓ Dave noted that parks are still visited for trash collection per schedule, but what is being avoided are staff visits following each other within a few hours in order to address different maintenance tasks at the same site.

President, Joe Blowers, commented that it seems that this method takes more planning ahead.

- ✓ Dave confirmed that it takes more coordination and that is where the zones help and having teams take ownership of their areas. He described that when this new method was first introduced, the Maintenance Coordinators were conducting the staff meetings;

however, at this point, some of the other staff are conducting these meetings and asking other teams for advice on how to address particular situations. This is enabling more staff to take a leadership role and demonstrate efficiencies they have discovered.

Larry asked how much equipment the District needs to purchase in order to fully realize this program.

- ✓ Jon replied that District staff is currently evaluating this.
- ✓ Dave noted that the most significant equipment cost is the crew cab trucks. In addition, staff would like a chipper for each zone, which there is currently only one. These items are considered for funding via the business plan process where staff demonstrates how the initial capital purchase would be offset by savings and efficiencies. The rotary cutter mentioned in the Trails Advisory Committee presentation earlier this evening has also been very useful.

Joe commented that having more coworkers riding together in a maintenance vehicle also likely increases the opportunities for collaboration and team building.

Keith acknowledged the efforts of Dave, Allan, and Jon, noting that it is easy to come up with innovative ideas, but making it happen is more difficult, and that they have done an outstanding job in this. He noted that in looking at the overall measurables, the District is delivering its park maintenance at a higher level, the parks look better at a lower cost overall, there is lower mileage on the vehicles, and staffing has not increased. The culture of the department has also changed. Although there was initially some hesitation on the part of staff regarding this new delivery method, now when asked the consensus is that staff would not want to go back to the old method. Keith noted that the Parks Advisory Committee has also taken an active role in this topic as well and has offered to help continue to assess how the program is doing. The pictures shown this evening were not meant as anecdotal improvements; staff is committed to making these types of changes as across-the-board improvements. Any site visited should reflect this higher maintenance service level.

Dave announced Allan's retirement in May after 28 years of service to the District.

- ✓ Allan thanked the Board of Directors and staff for the opportunity to work for the District, noting that it has been a wonderful experience and that he is confident that the District will continue to grow and improve.

President, Joe Blowers, thanked District staff for the informative presentation.

Agenda Item #10 - Adjourn

There being no further business, the meeting was adjourned at 8:20 p.m.

Joe Blowers, President

Larry Pelatt, Secretary

Recording Secretary,
Jessica Collins