



**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 on Monday, August 11, 2014, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton. Executive Session 6 pm; Regular Meeting 7 pm

Present:

John Griffiths	President/Director
Bob Scott	Secretary/Director
Jerry Jones Jr.	Secretary Pro-Tempore/Director
Joseph Blowers	Director
Larry Pelatt	Director
Doug Menke	General Manager

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

President Griffiths 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)(e)&(h), which allows the board to meet in executive session to discuss the aforementioned issues.

President Griffiths 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 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 Griffiths called the regular meeting to order at 7:05 pm.

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

**Bob Scott** moved that the board of directors authorize staff to acquire one property in the southwest quadrant of the district for expansion of the Southwest Quadrant Community Park, using 2008 Bond Measure funds designated for acquisition of community center/community park sites, subject to appropriate due diligence review and approval by the general manager. **Larry Pelatt** seconded the motion. Roll call proceeded as follows:

<b>Jerry Jones Jr.</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

Joe Blowers moved that the board of directors authorize the general manager to enter into an SDC credit memorandum of understanding for construction of a trail segment in the northeast quadrant of the district, subject to appropriate due diligence review and approval by the general manager. Larry Pelatt seconded the motion. Roll call proceeded as follows:

Bob Scott	Yes
Jerry Jones Jr.	Yes
Larry Pelatt	Yes
Joe Blowers	Yes
John Griffiths	Yes

The motion was UNANIMOUSLY APPROVED.

#### **Agenda Item #4 – Resolution Amending District Compiled Policies Chapter 5 (Public Contracting Rules)**

##### **A. Open Hearing**

President Griffiths opened the public hearing.

##### **B. Staff Report**

Keith Hobson, director of Business & Facilities, provided an overview of the memo included within the board of directors' information packet regarding proposed changes to the district's Public Contract Rules contained in Chapter 5 of the District Compiled Policies. The changes reflect state statute, which encourages public agencies to pursue a policy of providing opportunities to Minority, Women and Emerging Small Businesses (MWESB), and includes the following:

- Establish solicitation requirements to advance equity in contracting for MWESB based on dollar thresholds and procurement category.
- Implement a corporate responsibility evaluation criterion into the request for proposal evaluation process for Architectural and Engineering (A&E) and Personal Services to include both MWESB and sustainability.

Keith noted that the action requested this evening is that the board of directors, acting as the Local Contract Review Board, conduct a public hearing regarding the proposed changes and, pending the outcome of the public hearing, approve the resolution adopting the proposed changes as presented with an implementation date of September 30, 2014.

##### **C. Public Comment**

There was no public comment.

##### **D. Board Discussion**

Larry Pelatt described his involvement in assisting district staff draft the proposed policy changes, citing his professional background in governmental procurement procedures, and noted that the changes being proposed this evening are a good first step for the district in taking on the spirit of the state's focus on MWESB-certified firms. He expressed support for the changes being proposed this evening for the board's consideration.

Jerry Jones Jr. commented that he has spoken with a few local contractors about these proposed changes and he, too, believes that the intent of the state statute has been drawn from in the development of these policy adjustments and that he is in support of the proposed changes.

Larry noted that the focus of the adjustments is to increase the visibility and opportunities for certified MWESB firms, not to hand out contracts, and is focused purely on outreach.

##### **E. Close Hearing**

President Griffiths closed the public hearing.

**F. Board Action**

Bob Scott moved that the board of directors, acting as the Local Contract Review Board, approve the resolution amending the Public Contracting Rules contained within Chapter 5 of the District Compiled Polices. Joe Blowers seconded the motion. Roll call proceeded as follows:

Jerry Jones Jr.	Yes
Larry Pelatt	Yes
Joe Blowers	Yes
Bob Scott	Yes
John Griffiths	Yes

The motion was **UNANIMOUSLY APPROVED**.

**Agenda Item #5 – Audience Time**

There was no testimony during audience time.

**Agenda Item #6 – Board Time**

Board discussion occurred regarding two of the district’s recent special events, Party in the Park and Groovin’ on the Grass. The popularity of the events was noted, with estimated attendance numbers provided, as well as general comments regarding the success of the events and the balance between providing a popular musical act that attracts a lot of attendance, but not so much that it overwhelms the venue.

**Agenda Item #7 – Consent Agenda**

Larry Pelatt moved that the board of directors approve consent agenda items (A) Minutes of June 2, 2014 & June 16, 2014 Regular Board Meetings, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Acknowledging Recent Property Acquisitions and Describing Funding Source(s) and Purpose, and (E) Jackie Husen Park Expansion Master Plan. Joe Blowers seconded the motion. Roll call proceeded as follows:

Bob Scott	Yes
Jerry Jones Jr.	Yes
Joe Blowers	Yes
Larry Pelatt	Yes
John Griffiths	Yes

The motion was **UNANIMOUSLY APPROVED**.

**Agenda Item #8 – Unfinished Business**

**A. Bond Program**

Aisha Willits, director of Planning, provided an overview of a portion of the memo included within the board of directors’ information packet regarding a capital projects construction update via a PowerPoint presentation, a copy of which was entered into the record. Aisha offered to answer any questions the board may have.

Jerry Jones Jr. asked why the main entrance proposed for the Cedar Hills Park redevelopment project is reflected as a right-in/right-out onto Cedar Hills Blvd. rather than an intersection that could accommodate left turns.

- ✓ Aisha replied that a traffic study was conducted and the results indicated that a signal at this location is not warranted. The other option, installation of a center median lane on Cedar Hills Blvd., would cost up to approximately \$1 million and would require the district to utilize the right-of-way in front of the houses along Cedar Hills Blvd. In addition, the school district declined to partner in funding the costs of a center lane. At this point, staff is planning the site to ensure that the layout would not preclude the district from the ability to modify the main access point in the future, such as with a signalized intersection.

- ✓ General Manager Doug Menke noted that access to the site is complicated due to the implications of creating the capacity necessary for a left turn without the warrants to install a fully signalized intersection. The district is caught in a point in time at which the anticipation is that eventually Cedar Hills Blvd. will be expanded in the future. However, until that time, the district will attempt to mitigate any potential through traffic using SW Lynnfield Lane as much as possible, recognizing that this is a bond-obligated project for a community park that will serve a lot of people outside of the neighborhood.

Larry Pelatt noted that the planned multi-sport, synthetic turf, athletic field will likely bring a lot of automobile traffic to the site. He described various routes a driver might take in order to avoid the right-in/right-out limitation of the site, some of which are not legal. He questioned whether the district is being shortsighted by not funding street improvements for a center turn lane.

- ✓ Joe Blowers reiterated staff's comments that the right-in/right-out access point is being aligned appropriately in order to accommodate future expansion of the access point.

Larry commented that the district would be spending funds to install an insufficient access point only to tear it out in the future to construct something more adequate.

- ✓ Jerry expressed agreement with Larry's comment, noting that construction costs will only continue to rise in the future.
- ✓ President Griffiths questioned whether access issues could be addressed with appropriate and plentiful signage.

Jerry asked which agency would have control of the traffic control gates.

- ✓ Aisha replied that the gates will be operated under a cooperative agreement between the district and Beaverton School District (BSD). To this point, the discussion has been to have the gates open for buses in the morning, locking the gates while school is in session, and then opening the gates again at the end of the school day. Aisha also explained that William Walker Elementary School was identified in BSD's latest successful bond measure for replacement. Although the timing for this project has not been established, at some point the school will be torn down and replaced, which would likely trigger street improvements to be funded by BSD.

Jerry inquired whether an additional access point could be constructed onto Walker Road, near the proposed community gardens.

- ✓ Aisha replied that Washington County traffic engineers deemed that location to be too close to the intersection of Walker Road and Cedar Hills Blvd.

Joe asked whether the district would be required to construct street improvements along Walker Road as part of this project.

- ✓ Aisha replied that the district anticipates that it will be required to install a sidewalk in its ultimate location for that portion of Walker Road, taking into consideration the county's future expansion plans for the street.

Jerry expressed a preference for Option 2 of the proposed Cedar Hills Park Redevelopment Project master plan, noting that he especially likes the spectator viewing area and the two restrooms. He would also like consideration given to the location of the sand volleyball court, should that location be able to serve as a secondary access point.

Joe expressed a preference for Option 1 of the proposed Cedar Hills Park Redevelopment Project master plan, noting that he is concerned with the number of trees that would be lost in Option 2; however, he would prefer that Option 1 also have two restrooms. He cautioned against removal of many of the mature trees, as these serve as a significant characteristic of the neighborhood.

- ✓ Doug replied that staff would be bringing back a tree study for the site for the board's consideration, and noted that he believes that Option 2 could actually protect more of the mature trees than Option 1. He described the funding available for this project, noting that the site encompasses multiple bond obligations, including community park redevelopment, multi-field/multi-purpose synthetic turf athletic field development, and a new splash pad. He commented that some may consider the site in its current state as underdeveloped, but that there will be a significant amount of change for the neighborhood around the park, not just due to the park redevelopment, but the school and road expansions, as well.

Keith Hobson, director of Business & Facilities, provided an overview of the remainder of the memo included within the board of directors' information packet, noting that the Facility Rehabilitation category in the bond program has a projected savings of approximately \$2 million. Staff is exploring the potential of using these savings to cover budget shortfalls in other bond fund categories. Keith noted that if the savings were transferred to another category, the district would still have met, or exceeded, all of the commitments identified in the original project list approved in August 2009, and offered to answer any questions the board may have.

Larry expressed support for the proposed funding transfer of the savings within the Facility Rehabilitation category to cover budget shortfalls in other bond fund categories, noting that the value that this funding would provide in another category exceeds the value of continuing to fund additional projects within its existing category.

- ✓ Bob Scott also expressed support for the proposed funding transfer, noting that it will be critical for the district to be able to clearly identify that the commitments to the Facility Rehabilitation category have been fulfilled.
- ✓ Jerry and Joe confirmed agreement.

President Griffiths asked for confirmation that the degree of safety the district expected to achieve through the funding of the facility rehabilitation projects has been reached.

- ✓ Keith confirmed this and described the process used to select the projects for completion from a list totaling over \$12 million. The top \$6 million of projects were selected based on the life and safety risk, criticality, and population impacted. Those projects have been completed with a cost savings of \$2 million due to favorable bids and better-than-anticipated condition of assets.

President Griffiths expressed support for the proposed funding transfer, noting that addressing the overall age of the district's facilities is a much larger issue to be addressed outside of the Facility Rehabilitation bond category.

## **B. Out-of-District Fees Procedures**

General Manager Doug Menke introduced Scott Brucker, superintendent of Sports, to provide an overview of the memo included within the board of directors' information packet regarding the current policy discussions relating to the district's assessment of out-of-district fees. With the adoption of the district's Comprehensive Plan Update in late 2013, the recommendation was made that the district evaluate certain policies and practices in order to either control costs or increase participation and cost recovery.

Scott provided an overview of the public outreach conducted on this topic as well as background information regarding the trends in out-of-district participation over the past four fiscal years. In addition, he provided an overview of the procedural changes being recommended by staff this evening for board acceptance, as follows:

1. Retain the current out-of-district assessment fee pricing and continue offering both the annual assessment and the quarterly assessment.

2. Offer out-of-district patrons the option to purchase all district-offered services at a 25% premium in lieu of a paid assessment (registration-based programs, passes and drop-in programs).
3. Adjust the out-of-district registration to a 48-hour delay (Monday, 8 am) for online and phone-in registration.
4. Adjust the out-of-district walk-in registration to Tuesday, 8 am, 24 hours after in-district walk-in begins.

Scott noted that, if approved, the results of these changes would be monitored and that staff may return to the board to request more aggressive changes if the desired outcome is not realized. Scott offered to answer any questions the board may have.

Larry Pelatt inquired whether district staff has forecasted a specific increase in out-of-district participation that could be expected from these recommended changes.

- ✓ Scott replied that staff has evaluated the reductions in participation that have occurred over the past few years and that the immediate goal is to halt that downward trend and possibly reverse it slightly.

Bob Scott asked if a specific goal should be set for out-of-district participation, such as a certain percent of overall revenue attributable to out-of-district participation.

- ✓ Joe Blowers suggested that perhaps the measurable outcome should be in terms of fewer cancelled classes.
- ✓ Scott replied that the district currently measures how many out-of-district patrons register per term and that this would be a simple way to measure the effectiveness of the new procedures. Staff will also be able to measure what type of assessment the out-of-district patron is utilizing.
- ✓ Jerry Jones Jr. suggested tracking the number of out-of-district participants in a class before and after the procedure changes in order to measure overall class attendance and cancellations.

Larry commented that, although he does not find anything objectionable within the proposed procedures, he would like to see some specific measurable outcomes developed.

- ✓ Keith Hobson, director of Business & Facilities, described the original drivers behind these proposed changes that arose from the Comprehensive Plan Update, noting that the objectives were specific to reducing the number of cancelled classes and increasing cost recovery. If both of those trends begin moving in a positive direction, it could be indicative of the changes to the out-of-district procedures.

Larry questioned how it was determined that the 25% premium is the optimal amount.

- ✓ Scott explained that the survey work and contact with other agencies resulted in the amount of 25%, but that there was not an exact science behind the recommended amount. The percentage premium will help accommodate those who are bringing out-of-town guests to a class as well as out-of-district patrons who wish to try a class without the commitment of purchasing an assessment. However, out-of-district users who wish to participate in many programs will be able to easily calculate that paying an assessment would be the best value for their activity level.

Jerry asked if the activities guide would clearly show the premium versus assessment options available to out-of-district patrons.

- ✓ Scott confirmed this, noting that staff training will also be conducted for point-of-sale assistance to out-of-district patrons.

Jerry commented that some of the feedback he has heard from out-of-district patrons is the desire to know upfront what they will be paying for a program without any hidden fees or charges.

- ✓ Larry expressed agreement with the need to clearly show in the activities guide what the price will be for out-of-district patrons.

General Manager Doug Menke commented that the practicality of these procedural changes is that the district needs to attract other users in order to protect the costs for in-district users as well as the potential for creating more activities through fewer cancelled programs. The benefits are multifaceted, as it is not only about cost recovery, but also the opportunity for our residents to take a class that might have otherwise been cancelled. The district needs to join the business world in evaluating price structures, being patient long enough to evaluate whether the changes have worked, and developing sufficient tracking methods.

President Griffiths expressed agreement with the previous comments regarding the need for measurable outcomes and suggested that those measurements include the number of out-of-district participants, the number of cancelled classes, and overall out-of-district revenue. He explained how the district is experimenting in cutting rates in order to see revenue increase; however, if the rate is cut too much, revenue goes down. It will be important to monitor the outcomes to see if the optimal level has been reached or if further adjustments are necessary.

**Jerry Jones Jr. moved that the board of directors accept all recommended procedural changes for out-of-district fees as presented for implementation beginning January 1, 2015. Bob Scott seconded the motion. Roll call proceeded as follows:**

<b>Larry Pelatt</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Jerry Jones Jr.</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

### **C. Patron Discounts Procedures**

General Manager Doug Menke introduced Sharon Hoffmeister, superintendent of Aquatics, to provide an overview of the memo included within the board of directors' information packet regarding the current policy discussions relating to the district's assessment of patron discounts. With the adoption of the district's Comprehensive Plan Update in late 2013, the recommendation was made that the district evaluate certain policies and practices in order to either control costs or increase participation and cost recovery.

Sharon provided an overview of the public outreach conducted on this topic, as well as the procedural changes being recommended by staff this evening for board acceptance, as follows:

1. Offer discounts of 10% to select groups including seniors and military personnel and their dependents (anyone with a government-issued military ID).
2. Adjust the senior age to the Social Security/Medicare eligibility age, which is currently 65 years, and allow for automatic adjustments as the age changes.
3. Offer a 10% discount on programs specifically designed for individuals with special needs.
4. Ensure no double discounts are afforded to any one individual.

In addition, Sharon described the proposed implementation schedule for these adjustments, noting that the senior age designation is proposed to increase by one year every year on January 1 until the year 2024, at which point the senior age will have reached 65. The level of discount for seniors and programs for those with special needs would be reduced by 5% every year starting with summer registration until the level reaches 10% in 2017. Sharon offered to answer any questions the board may have.

President Griffiths inquired what the current discount rates are for senior programming.

- ✓ Sharon replied 30% at the Elsie Stuhr Center and 25% at other centers.

Jerry Jones Jr. expressed concern regarding the phase-in lengths proposed for the recommended changes.

- ✓ Larry Pelatt agreed, suggesting that those who are currently registered as senior patrons be allowed to keep the designation, while new enrollees after January 1 would need to meet the new age requirement of 65.
- ✓ Sharon explained that the intent behind the proposed phasing of the senior age was to ensure that no patrons currently receiving the senior rate would lose that discount.

Joe Blowers asked if the described discounts are only available to in-district residents.

- ✓ Sharon confirmed this.

Larry reiterated that the phase-in schedule proposed for the senior age increase is too long.

- ✓ Joe cautioned that the senior age group can be vocal and that if the adjustments are made too quickly, there may be a significant negative reaction from the group.
- ✓ Doug commented that it could be possible to implement Larry's suggestion that currently registered senior patrons would be allowed to keep the designation, but any new enrollees after January 1 would need to meet the new age requirement of 65.

Larry explained that sometimes it is better to implement a policy change immediately in order to move through any negative reactions rather than dragging out the changes over many years.

- ✓ Joe commented that there are political dangers in implementing good policy. He encouraged the board to find the balance of a politically palatable phase-in length that is also more expeditious than what is currently under consideration.
- ✓ Doug noted that the district has been implementing the fee policy adjustments adopted in 2007 with a lengthy phased approach and that there has been relatively little negative reaction over the years since the public knows what to expect. He expressed agreement that the district could be more aggressive regarding the senior age, noting that the proposal to increase the age to 65 had the seniors' general support; however, he cautioned that the reduction in the discount would draw negative reactions if the phasing is reduced dramatically.

Jerry commented that he would accept the proposed phase-in schedule for the reduction in discount, but feels that it is necessary to shorten the phase-in for the increase to the senior age. He suggested that the phase-in for the age increase mirror that of the reduction in discount, whereby the senior age would be increased in blocks of three or four years until the age designation of 65 is reached in 2017. He noted that, although it is not an immediate implementation, it is more palatable to him than a 10-year phase-in.

- ✓ Sharon asked for clarification regarding whether the board supports grandfathering in existing senior patrons in order to allow them to keep their senior age status with the district.

Jerry replied that he proposes that there would be no grandfathering in of existing senior patrons.

- ✓ Lisa Novak, Stuhr Center superintendent, commented that there are not a lot of users at the Stuhr Center between the ages of 55 and 58 and that the majority are over 59 years old. She agreed with Doug's comment that the fee increase will be of greater concern to patrons than the increase to the senior age.
- ✓ Joe expressed support for Jerry's suggested phase-in for the senior age increase.

Larry commented that a patron who received the senior discount this year, but would not qualify next year due to the senior age adjustment, is going to be upset.

- ✓ Lisa replied that the patron would still be able to participate at the Stuhr Center, but would not qualify for the discount.
- ✓ Bob Scott commented that increasing senior age designations is becoming a common practice throughout various agencies and private businesses.



**Jerry Jones Jr. moved that the board of directors accept the recommended procedural changes for patron discounts as presented for implementation beginning January 1, 2015, as amended to a three-year phase-in (2015, 2016, 2017) for both the 5% decrease in discount and three-year increments for the increase to the senior age. Joe Blowers seconded the motion. Roll call proceeded as follows:**

<b>Bob Scott</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>
<b>Jerry Jones Jr.</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

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

Doug Menke, general manager, provided an overview of his General Manager's Report included within the board of directors' information packet:

- Washington County Master Gardeners Project at Jenkins Estate
  - Keith Watson, Park Maintenance supervisor, provided an overview of the new Washington County Master Gardeners learning garden located at the Jenkins Estate via a PowerPoint presentation, a copy of which was entered into the record.
- Sunday Trailways
- First Fridays in Beaverton
- Positive Comments Received Regarding Lowami Hart Woods Natural Area
- Board of Directors Meeting Schedule

Doug offered to answer any questions the board may have.

President Griffiths asked what agency is responsible for operating and programming the new learning garden.

- ✓ Keith Watson replied that the Washington County Master Gardeners are responsible for maintaining the garden as well as operating the programs.
- ✓ Jim McElhinny, director of Park & Recreation Services, noted that the district will be working with the Washington County Master Gardeners next year to hold educational workshops for the district's community garden participants.

#### **Agenda Item #9 – New Business**

##### **A. Tennis & Aquatic Centers Roofing Project**

Keith Hobson, director of Business & Facilities, provided an overview of the memo included within the board of directors' information packet regarding an upcoming major capital replacement project to reroof the Tennis and Aquatic centers located at the HMT Recreation Complex in the summer of 2015. Staff is currently negotiating with a consultant team to oversee the reroofing design and to further investigate the deterioration of the pool roof structure. The consultant will also consider the interrelationship of other maintenance projects and propose additional opportunities that could enhance the longevity, energy performance, functionality, sustainability and aesthetic of the two centers. Once a design is finalized, options developed, and costs estimated, staff will return to the board to present the findings and seek direction. Keith noted that staff anticipates that the project will go to bid in February 2015 and offered to answer any questions the board may have.

President Griffiths inquired whether solar arrays could be installed along the perimeter of the roof where there is stronger structural support as an alternative to placing the arrays over the entire roof, which has been determined to lack the support necessary for a full set of solar arrays.

- ✓ Keith replied that the architect could explore this concept, but that the overall payback generated with a full roof of solar arrays was deemed insufficient. In addition, the direction of the roof for the Aquatic Center is not optimal for solar exposure.

Jerry Jones Jr. asked whether the district qualifies for Energy Trust of Oregon credits.

- ✓ Keith confirmed this, noting that the district has not received as much of a benefit from these credits in the past as hoped, but that this may be due to the nature of the projects completed thus far, which have been considered low-hanging fruit items. The district may see a better return on more significant projects, such as solar arrays.

Jerry described the current solar projects under development with his employer, noting that they are receiving around a 50% rebate on the initial purchase and a five-year payoff.

- ✓ Larry commented that part of this favorable return is based on tax credits.
- ✓ Keith noted that the district can sell its tax credits, but that the amount received is based on market conditions, which have been around \$0.55 for every \$1 in the past. However, the market may be more favorable at this point.

President Griffiths described his favorable experience with purchasing solar arrays.

- ✓ Keith replied that the district would pursue every option for including solar arrays in this project, including using the embankments near the buildings.
- ✓ Larry suggested that the district check with Oregon Department of Transportation regarding their experiences in embankment solar arrays.

#### **Agenda Item #10 – Adjourn**

There being no further business, the meeting was adjourned at 9 pm.

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John Griffiths, President

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Bob Scott, Secretary

Recording Secretary,  
Jessica Collins