



**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 10, 2015, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton. Executive Session 5:30 pm; Regular Meeting 7 pm.

Present:

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

Absent:

Ali Kavarianian	Director
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Agenda Item #1 – Executive Session (A) Legal (B) Land

President Pelatt 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 Pelatt 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 Pelatt called the regular meeting to order at 7:10 pm.

Agenda Item #3 – Action Resulting from Executive Session

John Griffiths moved that the board of directors, pursuant to a commitment of the 2008 Bond Measure, authorize staff to acquire a property in the southwest quadrant of the district for \$2,725,000, using both system development charge funds for the developable area and bond measure funds designated for natural area acquisition, subject to standard due diligence review and approval by the general manager. Jerry Jones Jr. seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

Bob Scott moved that the board of directors, pursuant to a commitment of the 2008 Bond Measure, authorize staff to acquire an easement in the northwest quadrant of the district for \$5,000, using bond measure funds designated for trail acquisition, subject to standard due diligence review and approval by the general manager. Jerry Jones Jr. seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

Jerry Jones Jr. moved that the board of directors accept the donation of two tracts in the northeast quadrant of the district for a trail, subject to appropriate due diligence review and approval by the general manager. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

Bob Scott moved that the board of directors authorize staff to allow new permanent easements in the northwest quadrant of the district, subject to appropriate due diligence review and approval by the general manager. Jerry Jones Jr. seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #4 – SOLVE Citizenship Award: Melissa Marcum

Aisha Panas, director of Park & Recreation Services, introduced Maureen Fisher, CEO for SOLVE, and Quintin Bauer, SOLVE Project Coordinator, to recognize Melissa Marcum, THPRD Natural Resources Volunteer Coordinator, with SOLVE's Citizenship Award.

Maureen noted that the Citizenship Award recognizes outstanding businesses, community groups, educators, and individuals from across the state for their efforts to restore the state's natural spaces and build a legacy of stewardship. Melissa has partnered with SOLVE to lead 109 different projects, placing her among the most active SOLVE volunteer leaders ever.

- ✓ Melissa thanked SOLVE and the district for the recognition this evening, noting that this award would not be possible without the support of district staff and volunteers, for which she is extremely grateful.

Agenda Item #5 – Audience Time

There was no public testimony during audience time.

Agenda Item #6 – Board Time

Jerry Jones Jr. thanked district staff for their efforts in putting on the Big Truck Day event, noting that it is a wildly popular event for families. In addition, he thanked district staff for their efforts in negotiating the Veterans Memorial Park agreements on this evening's consent agenda.

Agenda Item #7 – Consent Agenda

Bob Scott moved that the board of directors approve consent agenda items (A) Minutes of June 22, 2015 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Acknowledging Recent Property Acquisitions and Describing Funding Sources and Purpose, (E) Veterans Memorial Park Agreements, (F) Cedar Hills Recreation Center Seismic Upgrade Project, and (G) Resolution Appointing Parks Bond Citizen Oversight Committee Member. Jerry Jones Jr. seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. Bond Update

Steve Gulgren, superintendent of Design & Development, provided an overview of the memo included within the board of directors' information packet regarding implementation of the bond program via a PowerPoint presentation, a copy of which was entered into the record. Steve provided a detailed overview of the budget status of the three remaining large bond projects (Southwest Quadrant Community Park, Somerset West Park, and Cedar Hills Park) and offered to answer any questions the board may have.

President Pelatt referenced the three redevelopment options presented for the Somerset West Park project and asked how much the project budget deficit would increase if day-lighting the creek were added to Option C.

- ✓ Steve replied that after taking into consideration the additional funding from the natural resources restoration bond category, the budget deficit would be approximately \$80,000.

Larry commented that this amount is much more palatable than the estimated \$800,000 deficit for the entirety of Option B.

- ✓ General Manager Doug Menke noted that the planning efforts for this project have taken a progressive approach; as additional information becomes available on the other two bond projects, the budget for Somerset West will become clearer. For example, the bid for the Southwest Quadrant Community Park project is anticipated for this winter, which will inform the remaining project budgets significantly. Another significant factor will be the transportation impacts for the Cedar Hills Park project. Once these are known, the overall budget for the parks renovation category will become more focused.

Bob Scott asked how long the master planning process for Somerset West Park could be held.

- ✓ Doug replied that the greatest unknown at this time is the transportation impacts of the Cedar Hills Park project. Once that is known, the budget available for Somerset West Park will become more transparent.

Jerry Jones Jr. inquired if the district could master plan the Somerset West Park project now by noting the different options provided as future phases or alternates.

- ✓ Doug confirmed this, commenting that the sooner the project can begin to move through the land use process, the better.

John Griffiths commented that Option C for Somerset West Park seems underwhelming and suggested master planning the project by listing the other options as phases, thereby committing the district to fulfilling them as funding becomes available.

- ✓ Steve expressed agreement with John's suggestion, noting that this was the method used for the recently-opened Roger Tilbury Memorial Park. Phase One was funded via the 2008 Bond Measure, while Phase Two was master planned at the same time, but will be constructed at a later date as funding becomes available.

John asked if the current unadopted master plan for Somerset West Park includes the amenities as noted in Option A.

- ✓ Steve confirmed this, noting that a parking lot expansion is also included, which was not defined as part of the 2008 Bond Measure.

President Pelatt stated that although he understands the desire to stay within budget, some of the Somerset West Park project could also qualify for system development charge (SDC) funds. He is not suggesting that the district automatically fund bond project overages with SDC funds, but would like staff to keep it in mind as an option. He expressed agreement with John's comment that Option C is underwhelming, noting that this is the district's last bond project and that it would be nice to wrap up the bond program with an impressive project.

- ✓ John referenced the bond program development project at Barsotti Park, noting that the innovative design for that site helped make the project more impressive.

Jerry asked for clarification regarding how far along the current master planning effort is for Somerset West Park.

- ✓ Steve replied that the current master plan includes the amenities noted in Option A, and that although it was never brought to the board for approval, a couple of neighborhood meetings were held. Due to the amount of time that has passed, staff would need to hold another neighborhood meeting in order to reengage the public process.

General Manager Doug Menke outlined the next steps in this process, noting that the intent would be to pause on the planning efforts for Somerset West Park at this time until more information is known this winter regarding the Southwest Quadrant Community Park and Cedar Hills Park projects, and then make a choice regarding what option should be brought back to the neighborhood for review and then to the board for the master planning process.

- ✓ The board expressed agreement with the next steps as noted.

B. Trails Functional Plan

Steve Gulgren, superintendent of Design & Development, provided an overview of the memo included within the board of directors' information packet regarding the draft Trails Functional Plan (TFP) being presented to the board for review this evening. This functional plan was recommended for development within the 2013 Comprehensive Plan Update and provides a vision and set of tools to help staff prioritize and measure the success of trail planning, development and maintenance in the district. An initial outline for the TFP was presented to the board at their March 2, 2015 regular meeting. Steve noted that after the board's review and comments this evening, staff will return to request consideration of adoption of the TFP at a future board meeting.

Steve provided a detailed overview of the draft TFP via a PowerPoint presentation, a copy of which was entered into the record, and which included information regarding the district's existing and desired trail network, trail descriptions and classifications. Steve offered to answer any questions the board may have.

President Pelatt asked what local agencies provided comments on the draft TFP.

- ✓ Steve replied that input was received from Washington County and Metro; however, the City of Beaverton did not provide any feedback.

President Pelatt inquired about the process of granting a design exemption.

- ✓ Steve described the process, noting that exemptions would occur under staff purview.

Larry expressed agreement, noting that it would not be efficient for each exemption request to come before the board for review and approval.

President Pelatt inquired whether the City of Beaverton has offered any feedback regarding how well the midblock crossing at Hall Boulevard has been working.

- ✓ Steve replied that he has not heard any direct feedback from the city expressing concerns and therefore believes it has been working well.

Bob Scott asked if it would be appropriate to include within the TFP ways the district could improve its outreach efforts to residents in providing notification of the expanding trail system.

- ✓ Steve agreed that this would be a worthy addition in that the TFP also serves as a communications piece and it is important to promote how well the district is performing in this area. He noted that the Trails Advisory Committee previously had a dedicated page in the district's activities guide, but perhaps something similar could be on the website.

Bob requested that the board be periodically provided the trail count numbers that are collected.

- ✓ Steve confirmed that this information could easily be included in the Management Report provided within the board of directors' information packet.

President Pelatt inquired whether the district has ever considered instituting an "adopt a trail" program. He commented that it would be a great, low-cost outreach method.

- ✓ Steve replied that he is familiar with such programs and that it is something the district could consider, as well. He described a program that another agency uses in which volunteers patrol the trails for safety issues and serve as trail ambassadors.

Larry commented that he believes that this type of outreach would be better than what the district could purchase in that it is personal communication.

Jerry Jones Jr. commented that he appreciates that staff was collaborative with other local agencies to ensure that what is noted within the TFP meshes well with what other agencies have planned as regional trails leave our purview. He asked if the Trails Advisory Committee recommends approval of the draft TFP as presented.

- ✓ Steve replied that although the Trails Advisory Committee is no longer meeting due to the advisory committee restructure efforts, the committee was heavily involved in the creation of this plan and much of the work the board sees before them this evening is a result of the committee's efforts.

C. General Manager's Report

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

- Synthetic Turf Sole Source & Infill Report Updates
 - Keith Hobson, director of Business & Facilities, provided an update regarding the synthetic turf sole source Request for Proposals process, noting that the selection of a synthetic turf supplier should be completed by the end of August. He also provided an update regarding staff's research on the topic of synthetic turf infill, noting that a presentation is currently scheduled for the October regular board meeting, at which time staff will seek board input on future infill options.

- Willow Creek Greenway Nature in Neighborhoods Grant Application
 - Aisha Panas, director of Park & Recreation Services, provided a PowerPoint presentation, a copy of which was entered into the record, regarding a grant being sought through Metro's Nature in Neighborhoods program for improvements to the Willow Creek Greenway.
- Board of Directors Meeting Schedule

Doug offered to answer any questions the board may have.

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

Agenda Item #9 – New Business

A. Resolution Renaming Hideaway Park to Babette Horenstein Memorial Park

Bob Wayt, director of Communications & Outreach, provided an overview of the memo included within the board of directors' information packet regarding a proposal that Hideaway Park be renamed Babette Horenstein Memorial Park in honor of the longtime THPRD board member and community volunteer who passed away in late 2013 at the age of 81. Bob provided a detailed overview of the proposal, including the public outreach conducted and received, via a PowerPoint presentation, a copy of which was entered into the record. Bob noted that Mrs. Horenstein's family requested Hideaway Park due to their fond memories of using the site with their mother when they were children. Bob noted that the renaming request meets the board's specifications as outlined in District Compiled Policies 8.05 and that the action requested this evening is board approval of Resolution 2015-15, Renaming Hideaway Park to Babette Horenstein Memorial Park.

John Griffiths requested staff's interpretation of the feedback received from those opposed.

- ✓ Bob Wayt replied that more than 300 residents did not respond to the outreach; however, many of those who did respond essentially prefer that the park name stay as-is. The opposition was not related to Mrs. Horenstein personally or her contributions.

John noted that the policy's intent is to recognize those who have made significant contributions to the district and those who knew Mrs. Horenstein speak highly of her and the impact she had.

Bob Scott commented that he served on the budget committee along with Mrs. Horenstein and that she was a powerful individual. He learned a lot about her efforts with the district through others' comments, including how important the district was to her. She was an incredibly active volunteer and contributed a lot of her time to the district.

Jerry Jones Jr. commented that although he did not know Mrs. Horenstein, he trusts the accolades he has heard about her from other individuals. He noted that just over 30 comments received in opposition is a small percentage of those who were notified. In fact, some comments received were favorable or requested that a larger, more prominent park be named in her honor. Based on the information that he has collected on this topic, he is in favor of the proposal.

President Pelatt stated that he knew Mrs. Horenstein from her efforts on both the THPRD Board of Directors and Tualatin Hills Park Foundation Board of Trustees. He recalled that she was a force to be reckoned with, noting that he never once doubted that she had the district's best interest at heart, even when they both held differing opinions.

John referenced the comments received in opposition and wondered whether those opposed are familiar with Mrs. Horenstein's contributions to the district.

- ✓ Bob Wayt replied that a common theme in the comments of opposition was that while they did not have anything against Mrs. Horenstein in particular, they were opposed to renaming the park after anyone since it has been that name for such a long time.

John asked whether staff considered naming a new park for Mrs. Horenstein rather than an existing park.

- ✓ General Manager Doug Menke replied that a variety of sites were explored and through conversation with the family, Hideaway Park became a focal point based on the memories the children had of spending time with their mother at this particular park. Although it is not a request that comes without some challenge, when one keeps perspective of history, it is not unusual to honor someone who has contributed at the level as Mrs. Horenstein in this manner. The district conducted solid public outreach and has provided the evidence for what it believes to have been a very commendable life and one worthy of this recognition. It is well within the board's purview for consideration and the district does not entertain such requests often.
- ✓ Larry agreed that Mrs. Horenstein had a particular connection to Hideaway Park and recounted a conversation he had with her about the site many years ago. He noted that she lived in the area for many years, that the park was important to her, and he feels that the proposal is fitting given her impact to the district and her own connection to the park.

John asked if a commemorative plaque would be placed in the park informing users of the contributions Mrs. Horenstein had made to the community.

- ✓ Bob Wayt confirmed this.

Bob Scott moved that the board of directors approve Resolution 2015-15, Renaming Hideaway Park to Babette Horenstein Memorial Park. John Griffiths seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

B. Recommended Goal Outcomes for Fiscal Year 2016/17 Planning and Budgeting

General Manager Doug Menke introduced Seth Reeser, Operations Analysis Manager, to provide an overview of the memo included within the board of directors' information packet regarding the recommended goal outcomes for fiscal year 2016/17.

Seth provided an overview of the recommended goal outcomes for fiscal year 2016/17, as well as some preliminary results from the previous year's goals and a tutorial on the district's cost recovery philosophy, via a PowerPoint presentation, a copy of which was entered into the record, and offered to answer any questions the board may have.

President Pelatt asked how one should respond to a patron asking why they are expected to pay for program offerings in addition to their property tax dollars already contributed.

- ✓ Keith Hobson, director of Business & Facilities, replied that based on the public sorting exercise conducted during the development of the cost recovery pyramid, tax dollars fund all Tier 1 activities, such as parks and trails, which benefit the entire community. Tax dollars also fund a portion of Tier 2 activities since the cost recovery for Tier 2 activities is set at 75%. Tax dollars do not fund any activities that are of mostly personal benefit or exclusively personal benefit. Tax dollars are funding things that program fees do not cover, such as parks, trails, natural areas, and a portion of Tier 2 activities.

Larry asked how one could also clearly respond to a patron claiming that private health clubs are less expensive than the district's programs for comparative services.

- ✓ Keith replied that the district continually evaluates its fees and costs as compared to the private sector. If the district cannot charge the fees needed in order to cover the

necessary costs per cost recovery, then the district may need to look at whether it should be providing those services, or how to reduce costs to a degree in order to remain competitive. He noted that a lot of the private facilities do not have comparable swimming pools or programs, although some of the private fitness programs are more competitive with the district. Staff is currently evaluating whether the district can continue to maintain all of its fitness facilities while remaining cost effective and competitive. If the district can't compete effectively with the private sector in terms of price, but wants to continue providing all of the services as currently provided, then the district would be subsidizing those programs with tax dollars. There are two issues with this thought process in that this is not what the Service & Financial Sustainability Plan recommended, and it is also an unfair advantage against private sector businesses to use tax dollars to subsidize an activity in order to remain competitive. The primary target is to reduce costs while increasing revenue to the point where cost recovery targets are being met, all while staying competitive.

- ✓ General Manager Doug Menke noted that the fitness program side is unique in that many of the private clubs have initiation fees and a different participatory environment.

Jerry Jones Jr. observed that current cost recovery statistics vary greatly between departments. He commented that Tier 4 activities seem to have the largest gap in reaching cost recovery, yet those should be the easiest programs to address.

- ✓ Seth replied that a fee increase cap of 15% per year is still in effect, which means that it will take some time for the Tier 4 activities to reach their target. Seth explained that since a large portion of the district's direct costs are related to its full time staff, the focus needs to be on increasing participation, which is a goal of an upcoming business plan.

Larry warned against relying on the same users that the district has always had, noting that as the population ages, it will be necessary to draw new users to the district. He would like to understand in what ways the district is creating new programs that appeal to those not currently using the district's offerings, or how the district is marketing existing programs to new users.

- ✓ Keith noted that cost recovery is not an end in and of itself; it is a means to an end. There are many ways to address cost recovery, such as by discontinuing all Tier 3 and 4 activities, which would bring the cost recovery target down, but the overall cost recovery would not be near as good. That is not the objective; the objective is to make sure we are using our limited tax resources as efficiently and effectively as possible so that the activities that should not be subsidized by taxes are being appropriately covered.

Larry agreed, but stressed that part of that success will be either driving increased participation or new activities.

Bob Scott commented that although he appreciates this annual process, he would like to see more specific outcome measurements for certain goals than the stated "increase, maintain, and decrease." He believes that having these measurements more defined would put a little more pressure on the district in terms of how much performance is expected.

Jerry Jones Jr. moved that the board of directors approve the goal outcomes for priority performance metrics for use in the fiscal year 2016/17 planning and budgeting process.

Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 8:50 pm.

Larry Pelatt, President

Jerry Jones Jr., Secretary

Recording Secretary,
Jessica Collins