

TUALATIN HILLS PARK & RECREATION DISTRICT



Serving Beaverton and the west side since 1955.

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

A Regular Meeting of the Tualatin Hills Park and Recreation District Board of Directors was held at the Elsie Stuhr Center, Manzanita Room, 5550 SW Hall Boulevard, Beaverton, on Monday, February 4, 2008. Executive Session 6:30 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 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.

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

President, Joe Blowers, noted that representatives of the news media and designated staff may attend the Executive Session. All other members of the audience are asked to leave the room. Representatives of the news media are 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, Joe Blowers, called the Regular Meeting to order at 7:00 p.m.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

Agenda Item #4 – Presentations

A. Cedar Hills Recreation Center Advisory Committee

Eric Owens, Superintendent of Recreation, introduced Paul Chastian, Cedar Hills Recreation Center Advisory Committee Chair, and Aimee Lobo-Berg, Advisory Committee member, to provide the Advisory Committee's annual presentation to the Board of Directors.

Paul and Aimee provided a detailed PowerPoint presentation regarding the Cedar Hills Recreation Center Advisory Committee's activities over the past year and goals for the future and offered to answer any questions the Board of Directors may have. A copy of the PowerPoint presentation was entered into the record.

President, Joe Blowers, asked how much the Committee estimates a splash park would cost at the Center.

- ✓ Paul replied approximately \$250,000.

Larry Pelatt asked for additional information regarding the Committee assuming operations of the Center's Indoor Playground program.

- ✓ Aimee described the history of the program, noting that the original operator was having difficulty funding the program and asked for the Committee's assistance.

Larry asked if the program is part of the Cedar Hills Recreation Center's annual budget.

- ✓ Debbie Schoen, Center Supervisor for the Cedar Hills Recreation Center, noted that staffing for the program is included within the Center's budget, but most of the toys are purchased by the Committee.

Larry expressed support for the program, noting that it is a great way for the Committee to be involved in the Center.

Bob Scott asked what the average cost is for a new piece of exercise equipment for the Center.

- ✓ Aimee replied \$5,000.

President, Joe Blowers, thanked the Committee on behalf of the Board of Directors for the informative presentation.

B. Amateur Softball Association Oregon Recognition

Scott Brucker, Superintendent of Sports, introduced Rebecca Dawson, representing Amateur Softball Association (ASA) Oregon, to recognize the Park District for its support of ASA events. ASA Oregon recently received the James Farrell ASA Award of Excellence, which recognizes State associations for outstanding ASA events.

- ✓ Rebecca provided a detailed overview of ASA Oregon and presented the Park District with the James Farrell ASA Award of Excellence, noting that their organization would not have received the award if it were not for the services provided by the Park District.
- ✓ Mike Wells, ASA Oregon Commissioner, described a recent Oregon Recreation & Park Association banquet he attended at which the Park District received other awards as well and thanked the Park District for the valuable services it provides to the community.

C. Affiliated Groups – Youth Softball

Scott Brucker, Superintendent of Sports, introduced Jim Marron, Unified Fields Steering Committee Youth Softball Representative, to provide a presentation to the Board of Directors regarding the Park District's affiliated groups for Youth Softball.

Jim Marron provided a detailed PowerPoint presentation regarding the youth softball affiliated groups' organizations and activities. In addition, Jim provided a detailed overview of a handout titled *Youth Softball Association Summary*. A copy of the PowerPoint presentation and handout was entered into the record.

Larry Pelatt noted that the Unified Fields Steering Committee serves as the umbrella organization for issues such as field allocation and coordination.

- ✓ Jim Marron confirmed this, noting that the Committee also serves as an optimum point to resolve conflicts such as when different tournaments are taking place on the same day and wish to use the same fields. He noted that the Committee also discusses tournament structure and fees.

Larry noted that the Youth Softball affiliated groups have had some very successful teams.

- ✓ Jim Marron confirmed this, noting that the program has been successful on a national level and described past highlights of particular teams that qualified for invitation only tournaments. In addition, he described how weather impacts the overall success of teams from the northwest, noting that synthetic turf softball fields would be beneficial to have.

Bill Kanable noted that the middle school level of the program has over 500 participants.

- ✓ Jim confirmed this, noting that the number of participants can be affected if the prior year had particularly bad weather.

Bill noted that the high school level of the program has approximately 300 participants. He asked what challenges the program faces.

- ✓ Jim replied lack of field space and described how synthetic turf softball fields would address this issue.

Bill asked for information regarding the number of fields the program has lost access to.

- ✓ Jim replied that over the past year, the program has lost access to 10-20 fields. In addition, access to four more fields is expected to be lost due to school rearrangements, as the most level ground for portable classrooms tends to be on the sports fields.

President, Joe Blowers, thanked Jim Marron on behalf of the Board of Directors for the informative presentation.

Agenda Item #5 – Audience Time

There was no testimony during audience time.

Agenda Item #6 – Consent Agenda

Bill Kanable moved the Board of Directors approve Consent Agenda items (A) Minutes of January 14, 2008 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Cedar Hills Recreation Center Advisory Committee & Jenkins Estate Advisory Committee Members, (E) Board of Directors Stipend & Reimbursement for Expenses Policy – Proposed Revisions, (F) Transportation Enhancement Grant Application, and (G) Land & Water Conservation Fund Grant Application. Larry Pelatt seconded the motion.

Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #7 – Unfinished Business

A. Adopt FY 2008-09 Park District Goals & Objectives

Doug Menke, General Manager, provided a brief overview of the memo included within the Board of Directors information packet, noting that staff is returning to the Board of Directors with the proposed FY 2008-09 Park District Goals & Objectives, which have been updated to reflect the Board’s discussion at the January 14, 2008 Regular Board Meeting. Doug noted that the action requested this evening is Board of Directors adoption of the FY 2008-09 Goals & Objectives as presented and offered to answer any questions the Board may have.

Larry Pelatt referenced the proposed action steps assigned to Goal 2 of “Work with THPF and business community to expand the Rec-mobile Program”, which is proposed to be ranked as the 5th priority, and the action step of “Complete a five-year implementation plan.”, which is proposed to be ranked as the 3rd priority. He suggested that those rankings be reversed and described the benefits of the Rec-mobile program, noting that the five-year implementation plan is already imminent.

President, Joe Blowers, stated that he would entertain a motion.

Bob Scott moved the Board of Directors adopt the FY 2008-09 Goals & Objectives as presented with the change to Goal 2, reversing priorities three and five, Rec-mobile now becoming three and the five-year implementation of the ADA plan becoming five. Bill Kanable seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

B. Future Funding Measure Polling Results

Doug Menke, General Manager, introduced Josh Alpert, Northwest Conservation Services Director for The Trust for Public Land (TPL), to present to the Board of Directors the results of the future funding measure polling conducted in mid-January. Doug noted that also in attendance this evening are many members of the recently formed Bond Measure Task Force, which has been developed as a component of the public outreach program that is ready to be put into action once the polling results have been reviewed by the Board of Directors and the consensus is to move forward with the program.

Josh provided a detailed PowerPoint presentation regarding the future funding measure survey results, which included the following conclusions and recommendations:

- There is strong voter support for a potential bond measure to fund land conservation, parks and recreational improvements for the Park District.
- Voters have strongly positive opinions of the Park District and place a high value on the conservation of natural areas and open space in the area.
- These sentiments lead to both broad and strongly-held support for a bond measure, which endures even when voters are presented with detailed cost information and pro and con arguments.

- This research suggests that a bond measure funding land preservation and recreational projects in line with Park District voter priorities stands a strong possibility of passing.
- Communications should focus on projects that match voters' top priorities, including those addressing water quality, preserving natural areas, wildlife habitat, and open space, and acquiring land for the enjoyment of future generations.

A copy of the PowerPoint presentation was entered into the record.

President, Joe Blowers, commented on the survey question asking voters to prioritize specific projects, noting that as the project definitions became more specific, the level of support seemed to decrease.

- ✓ Josh confirmed this, noting that subsets of users for particular areas, such as athletic field users being a subset of users in support of providing more facilities for youth and adult recreational programs, may be very vocal subsets, but population-wise are small subsets.

Joe asked if that indicates that wording for the ballot measure should reference facilities in more general terms rather than specifics.

- ✓ Josh confirmed this, noting that if the Board decides to move forward with the bond measure, and after the Bond Measure Task Force has made their recommendations, there will be much more in-depth discussions about specific wording. He noted that while the ballot measure may be worded in general terms, projects may begin to be discussed more specifically during the campaign effort. He described the campaign for the 2006 Metro bond measure that began with a large map identifying 170 different projects that Metro was considering funding if the measure passed, noting that the Park District may wish to consider something similar as the process moves forward. However, at this point as public education and outreach moves forward, projects will be discussed in general terms and the information received thus far should not be thought of in terms of campaign terminology or messaging. He noted that even the lowest-scoring projects should still be considered as this information only serves as a snapshot of voter priorities right now, prior to any education and campaign efforts.

Joe noted that 65% of those surveyed support creating hiking, biking and walking trails, while only 45% support connecting existing regional trails.

- ✓ Bill Kanable suggested that perhaps the respondents did not understand the term “connecting existing regional trails”, but were supportive of trails in general.

Joe agreed, noting that perhaps the term “regional” was confusing.

- ✓ Josh agreed, noting that during Metro’s campaign, the term “regional” was met with some confusion as well.
- ✓ Larry agreed, noting that “regional” can mean a larger area to some than others.

An audience member suggested including the trails map within the Park District’s activities guide in order to increase awareness and usage of the trails system.

Bob Scott noted that the survey did not test for reaction regarding other bond measures being on the ballot.

- ✓ Josh replied that this was discussed, but decided against. He noted that there will be a follow-up survey in a few months, especially if the economy gets worse. They decided to wait on asking about the effect of other ballot measures as the survey was already lengthy and it would be beneficial to see if any other ballot measures are announced.

Bill asked when the final wording for the ballot measure is due.

- ✓ Doug Menke, General Manager, replied that he believes it is due in mid-August.

Bill asked if the follow-up survey will be conducted in May or June.

- ✓ Josh confirmed this, noting that it will be a much smaller survey than the first. He noted that at this time, federal funding is all but completely gone and every ballot is going to be filled with funding measures. He noted that the 2006 Metro bond measure was one of 16 finance measures on that ballot. However, in the past, conservation used to be a middle key issue for voters that did not score well against issues such as transportation and safety. This is no longer the case as conservation has moved into the top tier of voter concerns and the messaging for such measures has become very sophisticated.

An audience member asked how the margin of error was determined.

- ✓ Josh replied that although he is not qualified to answer that question in specifics, the pollsters determined that a 400-person sampling equals a margin of error of 4.9%.

An audience member noted that one thing that struck him was the difference between the priorities listed in the survey versus the priorities identified in the Park District's Comprehensive Plan and asked if that is cause for concern.

- ✓ President, Joe Blowers, noted that this discussion would be more appropriate at the next Bond Measure Task Force meeting.

Doug Menke, General Manager, noted that Geoff Roach, State Director for TPL, is also in attendance this evening and stated that the Park District is very appreciative of The Trust for Public Land's support in this process, noting that it has been wonderful having experts available dedicated to this field.

President, Joe Blowers, thanked Josh Alpert on behalf of the Board of Directors for the informative presentation.

C. 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:

- *Great Parks, Great Cities* Speakers Series
- Budget Committee Orientation & Upcoming Budget Committee Meeting
- Park District Auditor & Audit Committee
- NRPA Environmental Summit
- Board of Directors Meeting Schedule
 - *It was the consensus of the Board of Directors to schedule the May Regular Board Meeting for Monday, May 12, 2008.*

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

Larry Pelatt asked why formation of an audit committee is necessary for the Park District, especially when considering that the Park District's budget process is very open to the public and that the Park District has been recognized with numerous awards for budget preparation.

- ✓ Keith Hobson, Director of Business Services, replied that it is a Government Finance Officers Association (GFOA) recommendation. He noted that due to the numerous corporate audit failures a few years ago, a general recommendation was made that the

Board of Directors delegate some of the audit oversight responsibilities to an audit committee comprised of people with specialties in the areas of finance and audit. The Board would still have the ultimate responsibility of accepting the audit report, but the audit committee would be a representative arm of the Board and could provide additional expertise specifically in the area of financial reporting and audit.

Bill Kanable asked if the Board would take applications and then appoint the audit committee members, who would then work with Park District staff and the auditor.

- ✓ Keith confirmed this, noting that at least one Board member would be sought to serve on the audit committee as well, which is typical of such a committee.

Larry asked for confirmation that the audit committee would be comprised mainly of people with financial backgrounds.

- ✓ Keith confirmed this, noting that it would be a fairly small and specialized committee of three to five members with only one to two meetings.

Larry asked Keith if he feels that the Park District needs such a committee.

- ✓ Keith replied that it will be explored within the staff recommendation, noting that it is the recommendation of the auditor and GFOA.
- ✓ Doug Menke, General Manager, noted that Park District staff could survey other agencies as well regarding whether they have or intend to establish audit committees.

Bill noted that he is not necessarily against additional oversight of the Park District's finances.

- ✓ Larry replied that he does not see it as a large problem, but is more concerned with the fact that it would be an additional committee and an additional layer and level of meetings to absorb even more volunteer time. In addition, he is looking at the issue from the standpoint that the Park District's budget process is already very public and clean.

Agenda Item #8 – New Business

A. Park District Staff Reorganization

Doug Menke, General Manager, provided a brief overview of the memo included within the Board of Directors information packet, noting that with the recent downgrade of the Assistant General Manager position, the opportunity now presents itself to make organizational changes that will increase effectiveness and efficiency. The proposed changes would result in the addition of one new position, a Director of Planning, and the restructuring of duties among the three existing Director positions. Doug noted that the action requested this evening is Board of Directors approval of the reorganization plan as presented, including budgetary approval to add a Director of Planning position and to begin the recruitment process immediately.

Larry Pelatt expressed support for transferring the Maintenance Operations Department to the Business Services Division.

Bob Scott asked why it is necessary for the new position to be a Director.

- ✓ Doug replied that since the Park District does not have land use capabilities, it is necessary to work with Washington County and the City of Beaverton and the Park District relies on working with their respective planning departments. One of the key aspects of having a staff person speak at an equally high-policy level is to be at that like level. The Park District has some sophisticated land use issues to work through and part of our job is to enable their efforts in supporting the Park District.

President, Joe Blowers, referenced the titles for the Director of Planning and the Superintendent of Planning & Development, noting that the terminology may need to be reviewed.

- ✓ Doug agreed, noting that the terminology may be finessed at the Superintendent level, as well as other titles within the Department as necessary.

Larry Pelatt moved the Board of Directors approve the addition of a Director of Planning position and begin the recruitment process as soon as possible as proposed in the staff report. Bob Scott seconded the motion. Roll call proceeded as follows:

Bill Kanable Yes

Bob Scott Yes

Larry Pelatt Yes

Joe Blowers Yes

The motion was UNANIMOUSLY APPROVED.

B. Gramor Development SDC Credit Project at Progress Lake

Steve Gulgren, Superintendent of Planning & Development, provided a brief overview of the memo included within the Board of Directors information packet, noting that Gramor Development is proposing a System Development Charge (SDC) credit project that would provide additional site improvements at the Park District's Progress Lake Park. Steve introduced Matt Grady, Senior Project Manager of Gramor Development, to make a presentation to the Board regarding the proposed site improvements.

Matt Grady provided a detailed overview of the various proposed site improvements to Progress Lake Park, including trail amenities, a community plaza, viewing area and dock, in exchange for SDC credits, via a detailed PowerPoint presentation and offered to answer any questions the Board may have. A copy of the PowerPoint presentation was entered into the record.

Steve noted that the action requested of the Board of Directors this evening is preliminary Board approval of the proposed SDC credit project and direction to staff to prepare a letter to the City of Beaverton authorizing the inclusion of the improvements in Gramor's February Land Use Application and authorization for staff to continue negotiating the SDC project proposal that includes the improvements as described this evening. Gramor Development will make a second presentation to the Board in the near future and will seek final Board approval of the proposed SDC credit project at that time.

Larry Pelatt asked what would happen if the Board granted conceptual approval this evening, but ultimately decided against granting final approval.

- ✓ Matt replied that Gramor Development would have to construct the pathway as required, but no other amenities would be completed. The Board would not be bound by any agreement to Gramor Development.

Larry stated that he does not see any initial drawback to the proposal, noting that the amenities would be beneficial to the park.

President, Joe Blowers, asked for confirmation that the Park District would receive the amenities as described on the Park District's existing property, such as the ADA sidewalk, front pathway, overlook landing and stairs. He referenced the community plaza and asked for confirmation that this amenity would remain on Gramor's property and would not be in public ownership.

- ✓ Matt confirmed this.

Bob Scott noted that one map shows the ADA pathway, while another map indicates the ADA aspect being optional.

- ✓ Matt replied that this was an error, noting that the ADA pathway is not optional.

Joe Blowers described one map where the label for the stairs does not point to the stairs.

- ✓ Matt replied that this was an error, noting that the width of the stairs are still being decided and could range from 8 to 16 feet.

Bob Scott moved the Board of Directors approve preliminary Board approval for the proposed SDC credit project, direct staff to prepare a letter to the City of Beaverton authorizing the inclusion of these improvements that we have just seen in Gramor's February land use application, and secondly authorization for staff to continue negotiating the SDC project proposal that includes the improvements as described. Gramor Development will make a second presentation to the Board in the near future and will seek final Board approval of the proposed SDC credit project. Bill Kanable seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

President, Joe Blowers, commented that the public will be asking about access to the lake.

- ✓ Doug Menke, General Manager, noted that fishing at the lake is another issue and is being considered for the secondary pier.

Agenda Item #9 – Board Time

Bob Scott noted that he received the invitation to the Jenkins Estate Wine Maker Dinner and asked whether it is a fundraiser for the Tualatin Hills Park Foundation or the Park District.

- ✓ Lisa Novak, Superintendent of Programs & Special Activities, replied that it is not a fundraiser.

Bill Kanable noted that he attended the dinner last year and that the cost covers the food and wine. He stated that it is a great event and a lot of fun.

Bob referenced the Board stipend adjustment approved this evening under the Consent Agenda and asked if he needs to personally take any action regarding this.

- ✓ Doug Menke, General Manager, replied that the stipend will now be taxed and will continue to be dispersed as usual unless otherwise directed by the individual Board member.

Larry Pelatt described how, in the past, the Board of Directors' meetings were held at various facilities around the Park District, noting that he would like the Board to consider doing this again. He suggested holding a meeting at each of the facilities at least one a year.

- ✓ Doug Menke, General Manager, noted that one challenge would be that classes and programs would have to be cancelled in order to accommodate the Board meeting.

Larry asked that the concept be explored to see if there are any dates that could be accommodated.

- ✓ Bill Kanable expressed support for Larry's suggestion, noting that the meeting location could be tied in with the advisory committee's presentation for that evening.

President, Joe Blowers, noted that although he likes the idea, he feels that the touring meetings should be the exception rather than the rule, as it could become too unpredictable for the public. If the Board meetings are always on a certain night in the Dryland, at least the public knows where to look for the Board.

- ✓ Larry noted that this could be addressed via the public notice for the meeting and did not pose an issue when it was done before.

Joe noted that although he is not opposed to the idea, he would like to see it happen only about once a year or so.

- ✓ Larry noted that holding meetings at various locations could increase the Board's outreach into the community, but the Park District has a limited number of facilities that could accommodate a Board meeting anyway. He would just like to see the concept explored.

President, Joe Blowers, invited the Board of Directors to attend a work party being held at Bauman Park on Saturday, February 16 from 9:00 a.m. to 1:00 p.m.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 9:00 p.m.

Joe Blowers, President

Larry Pelatt, Secretary

Recording Secretary,
Jessica Collins