



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, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, August 9, 2010. Executive Session 6:00 p.m.; Regular Meeting 7:00 p.m.

Present:

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

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

President, Bill Kanable, called Executive Session to order for the following purposes:

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

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

President, Bill Kanable, 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, Bill Kanable, called the Regular Meeting to order at 7:05 p.m.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

Agenda Item #4 – Audience Time

There was no testimony during Audience Time.

Agenda Item #5 – Board Time

Bob Scott referenced the Management Report included within the Board of Directors information packet, and asked whether there is any indication as to the reason behind the increase in business and social event bookings at the Jenkins Estate.

- ✓ Lisa Novak, Superintendent of Programs & Special Activities, replied that the economy appears to be strengthening for the Jenkins Estate, noting that larger corporations are booking more meetings than last year and that wedding bookings have increased from the prior summer as well.

Bob asked for confirmation that the increase is not due to lower rates.

- ✓ Lisa confirmed that the Jenkins Estate’s rates have remained the same.

Larry Pelatt welcomed Bill Kanable as the newly elected Board President.

John Griffiths expressed an interested in attending the National Recreation & Park Association Annual Congress being held in October.

President, Bill Kanable, described his involvement with affiliated sports groups, particularly soccer, noting that disclosure of such interests is important as Board President and that if a particular topic presents a conflict between the two roles, he will recuse himself as needed.

Agenda Item #6 – Consent Agenda

Larry Pelatt moved the Board of Directors approve Consent Agenda items (A) Minutes of June 21, 2010 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Retirement Plan Amendment, (E) Meadow Waye Park Construction Contract, (F) HMT Aquatic Center Facility Improvements, and (G) Budget Committee Members. Joe Blowers seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #7 – Unfinished Business

A. Bond Program

Doug Menke, General Manager, introduced Hal Bergsma, Director of Planning, to provide an overview of the memo included within the Board of Directors information packet.

Hal provided a detailed overview of the memo, which included a summary of the July 29, 2010 Parks Bond Citizen Oversight Committee meeting, results of recent construction bid processes, and upcoming public meetings and hearings related to bond projects. Hal offered to answer any questions the Board may have.

Bob Scott commented that he was impressed with the Oversight Committee’s first draft of their report, stating that the report subcommittee obviously put a tremendous amount of work into it.

President, Bill Kanable, asked when the second issuing of bond funds is anticipated.

- ✓ Keith Hobson, Director of Business & Facilities, replied that the bond fund expenditures are running slightly behind the initial projected timeline, primarily due to a delay in land acquisition fund expenditures. The second bond issue was originally anticipated for July 2011. Since that is a forward-looking projection, it may still be possible to accomplish. Staff is monitoring this and will be updating the cash flow schedule within the next few months, as well as continue to watch the market conditions.

Joe Blowers asked what the Oversight Committee's plans are for public outreach.

- ✓ Doug Menke, General Manager, replied that the Committee has discussed posting the report online. Other options include delivering the report to Park District and community groups, such as advisory committees, friends groups, community participation organizations and neighborhood association committees, as well as including the report within an email broadcast to the Park District's patron database. As a side note, the Committee felt it was important to include an executive summary of the report in order to aid the public outreach.

B. Recommended Goal Outcomes for Fiscal Year 2011-12 Planning and Budgeting

Keith Hobson, Director of Business & Facilities, introduced Ann Mackiernan, Operations Analysis Manager, to provide an overview of the memo included within the Board of Directors information packet regarding a priority list of performance measures and goal outcomes for consideration by the Board for use in the FY 2011-12 planning and budget process.

Ann commented that on December 7, 2009, the Board of Directors approved an initial list of priority performance measures for use in the planning and budgeting process for FY 2011-12 as priority funding areas. The approved list has since been further refined by identifying both the current level of service and a preferred goal outcome for each measure. Board adoption of the priority performance measures and their goal outcomes would allow for some budget action on all eight Comprehensive Plan Goals, and would engage all District departments. Use of performance measures would gauge effectiveness in goal achievement while allowing flexibility in the approach taken to achieve the goal. Ann noted that adopting specific goal outcomes this early before the FY 2011-12 planning process would allow the cross-departmental teams sufficient time to develop meaningful business plans for budget funding consideration, and offered to answer any questions the Board may have.

Bob Scott asked for confirmation that the Ultimate Goal Outcome is not necessarily intended to be met in FY 2011-12, but is an ongoing target.

- ✓ Ann confirmed this.

Bob commented that some FY 2011-12 Goal Outcomes are listed as "increase", but that no Ultimate Goal Outcome is designated, therefore leaving an open-ended target.

- ✓ Ann confirmed this and welcomed Board input in developing those Ultimate Goal Outcomes.

Bob asked for clarification regarding Goal 3a10.

- ✓ Ann replied that the Ultimate Goal Outcome would be automated irrigation for 100% of fields that the Park District desires to irrigate, not 100% of all fields.

Bob expressed the need for that particular Ultimate Goal Outcome to be clarified. Bob noted that although the Ultimate Goal Outcome information is useful, he believes the Board should also focus on the steps needed in order to reach those outcomes over time. For example, he agrees with the overall recommendation to increase the number of patrons served by the Rec Mobile, and believes that this number could increase indefinitely, but he would like to see it reached by a series of steps over time, rather than rushing there.

- ✓ Keith agreed and continued with the example of the Rec Mobile, noting that a business plan team would be looking at the Rec Mobile program, as well as several other measures listed, in order to develop a business plan that takes into account both the desire to increase the service and the cost effectiveness to do so. For example, if it is determined that the only way to increase the number of patrons served by the Rec Mobile program is to purchase a third Rec Mobile vehicle, that might be too heavy an incremental cost for additional patrons served; whereas if the business plan team recommends some program and hour adjustments resulting in an increased service level with minimal cost. If there are areas that the Board has specific goals in mind, staff is eager to hear them. However, some were purposefully left nebulous in order to evaluate based on a business plan.

Joe Blowers asked for clarification regarding Goal 2a7.

- ✓ Ann replied that when a class is budgeted, it is budgeted on a minimum number of participants in order for the class to cover its costs. If the class does not meet its minimum number of participants, it cannot run. The aggregate referenced would be for all programs in all centers.

Joe referenced Goal 4c, noting that the current service level is 8,200 natural resource education programming hours. He asked how many of those programming hours are dedicated to children versus adults, noting that the goal is to increase the public's understanding of natural resources, processes and habitats. Programming for children is mainly investing in the future, whereas adult programming would be investing in the present.

- ✓ Ann replied that most of such programming is geared toward children.

Joe confirmed that is what he suspected and questioned whether the Park District should explore ways to communicate more with adults on that topic as well.

Joe referenced Goal 7g, noting that the Basis of Measurement is newspaper column inches. Considering how media is changing toward electronic formats, including local websites and blogs, he suggested adding a measurement to take those outlets into account as well.

- ✓ Bob Wayt, Director of Communications, expressed agreement with this suggestion, noting that another popular form of electronic communication is Twitter and Facebook.

Joe referenced Goal 8, Environmental and Financial Sustainability, noting that the Park District is increasingly using permeable paving for projects and suggested that this might be an appropriate additional Basis of Measurement.

- ✓ Keith suggested measuring the acres of pervious surface or the acres of impervious surface that is not self treated onsite.

President, Bill Kanable, referenced Goal 2f, "Provide playing fields throughout the District", noting that the Current Service Level is listed as 100%. He commented that some user groups have stated that they are not receiving all of the field hours that they need.

- ✓ Doug Menke, General Manager, replied that staff has already discussed clarifying this terminology, noting that although the user groups are not receiving 100% of the field hours they want, they are using 100% of the field hours available that fit their needs.

Bill agreed, noting that he could see how the terminology may cause some confusion.

Bill asked for confirmation regarding Goal 3a10 that the Ultimate Goal Outcome of 100% for the number of irrigation systems automated is referring to the number of sites the Park District desires for automated irrigation; not 100% of total sites.

- ✓ Ann confirmed this, noting that the terminology would be clarified.
- ✓ Keith agreed, noting that the Ultimate Goal Outcome would be automation of all currently irrigated sites. The intent is not to irrigate 100% of all sites.

Bill expressed the need to clarify the terminology for this item.

Hearing no further discussion, President, Bill Kanable, stated that he would entertain a motion.

Bob Scott moved the Board of Directors adopt the goal outcomes for the established priority performance measurements for use in the Fiscal Year 2011-12 planning and budget process with the modifications discussed and noted this evening. Joe Blowers seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

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:

- Senator Merkley Visit
- Portland Beavers Employee Recognition Night
- Cedar Hills Recreation Center New Gym Floor
- USTA Tennis Town Contest Results
- Service to Beaverton Awards
- Board of Directors Meeting Schedule

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

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

Agenda Item #8 – New Business

A. Waterhouse Trail Master Plan

Gery Keck, Bond Planning Manager, provided a brief overview of the memo included within the Board of Directors information packet, noting that the Master Plan for Waterhouse Trail Segments 1, 4, 5, West Union Road Crossing and West Spur Segment is before the Board this evening for consideration of approval. Segment 1 begins at the 158th and SW Merlo Road Light Rail Station, continuing to SW Baseline Road, and is 0.59 miles in length. Segment 4 runs from the end of the trail in Waterhouse Powerline Park to the end of NW Bethany Court at NW Cornell Road and is 850 feet in length. Segment 5 begins at Highway 26, continuing to NW Joscelyn Street, and is 0.82 miles in length. The West Spur Segment is a neighborhood trail that would connect the Waterhouse Trail to the Rock Creek Regional Trail and is 0.55 miles in length. The West Union Road Crossing is needed from the south side of NW West Union Road to Stoller Farms Park. Once the trail segments are constructed, the Westside Trail will run continuously from the Merlo Road Light Rail Station to the Rock Creek Regional Trail, except for an off-street pedestrian crossing over Highway 26. Gery introduced Jim Sandlin, Project Manager with MacKay & Sposito, the project consultant, to provide an overview of the proposed Master Plan.

Joe Blowers referenced Segment 5, noting that there appears to be a gap in the trail after it crosses Highway 26 heading north that is not addressed in the plans.

- ✓ Jim Sandlin replied that Bronson Road would ultimately receive half street improvements and that conversations have occurred with Washington County to make the north side of the sidewalk wider than the standard. He noted that coordination would need to occur with Oregon Department of Transportation in terms of the north/south connection between that point and south to Bethany Court.

Joe noted that another gap appears to be at the bottom of Segment 1 at the Nature Park.

- ✓ Gery replied that this is being addressed in a different project and that Park District staff is working with a consultant to run a trail along the TriMet property in order to connect to the last segment of the Westside Trail.

Jim Sandlin provided a detailed overview of the Master Plan for Waterhouse Trail Segments 1, 4, 5, West Union Road Crossing and West Spur Segment, using a PowerPoint presentation of the plans included within the Board of Directors information packet, and offered to answer any questions the Board may have.

Bob Scott asked what type of signal would be installed for the proposed mid-block crossing on Jenkins Road.

- ✓ Jim Sandlin replied that it would be a stoplight due to the amount of traffic on the street.

Joe asked whether Washington County is aware of this.

- ✓ Jim Sandlin confirmed this, noting that preliminary discussions have occurred and that County staff seems open to the idea. More will be known after the detailed design development study is completed.
- ✓ Gery noted that Park District staff has an upcoming meeting with County staff regarding the mid-block crossing on Scholls Ferry Road for the Westside Trail.
- ✓ Doug Menke, General Manager, noted that a lot of the mid-block crossing discussions for specific projects have been augmented by the discussions that Hal

Bergsma, Director of Planning, and Keith Hobson, Director of Business & Facilities, have had with County staff. There has been progress on this topic.

Joe asked about the proposed trail in Segment 4 shown encroaching into the wetland.

- ✓ Jim Sandlin replied that grade will be cut beginning at Bethany Court gradually all the way down and around the switchback with retaining walls on either side.
- ✓ Gery replied that a Geotechnician will also be contracted to look at the area.

President, Bill Kanable, asked for confirmation that the worst-case scenario would be to continue the boardwalk.

- ✓ Jim Sandlin replied that the grades are a lot more difficult to achieve with a boardwalk, but that they would look at other kinds of trail built on a pier system.

Bob asked what type of signal would be provided at the West Union Road Trail Crossing.

- ✓ Jim Sandlin replied that it would be a push button-activated flashing beacon along with an option for a refuge island.

Joe asked whether the trail could be extended further south to enable just one street crossing rather than two as proposed, noting that some users would opt to cross at a diagonal rather than utilize the two designated crossings.

- ✓ Jim Sandlin replied that this could be explored with Washington County.
- ✓ Bill expressed agreement with Joe's comments.

Larry Pelatt noted that Washington County might raise an issue that traffic stopped at the crossing point would then be blocking access to the side street.

- ✓ Bill replied that a blockage would occur with either design.

Larry agreed, but stated that he is speaking from experience in that Washington County raised the same issue during the North Bethany planning process that he is involved in.

Gery noted that if approval of the Master Plan is received from the Board this evening, the project would be bid in August 2011 with construction scheduled for winter of 2012 through 2013.

- ✓ Larry asked why the project would not be bid until August 2011.

Gery replied that it would take a full year to get through the permitting process.

John Griffiths asked how the trail is proposed to cross Highway 26.

- ✓ Doug Menke, General Manager, replied that the trail would cross Highway 26 via the sidewalk on Bethany Boulevard.
- ✓ Gery provided an overview of how trail users are currently navigating around the highway.
- ✓ Hal Bergsma, Director of Planning, noted that Segment 4 is not currently funded and that funding opportunities are being explored.

Joe asked which segments are funded.

- ✓ Gery confirmed all segments except 4 are funded. Staff noticed early on that it would be a good opportunity to include Segment 4 in the current master planning process. Currently, the construction estimate is within the project budget, including the completion of Segment 4.
- ✓ Jim Sandlin replied that the biggest unknown at this time is what provisions state land will require for mitigation. Until they get through the concurrences and understand what the Park District is proposing for solutions, we would not know to what extent they are going to require the creation of new wetlands and such.

Larry asked if it is possible that surplus bond funds might be used to fund Segment 4.

- ✓ Doug Menke, General Manager, replied that is the hope. More will be known after the detailed cost estimates are received.

Larry noted that even if surplus bond funds could fund only a portion of Segment 4, perhaps the Park District could generate the rest from general funds or grant opportunities.

Bob Scott moved the Board of Directors approve the Waterhouse Trail Master Plan Segments 1, 4, 5, the West Union Road Crossing and the West Spur Segment. Larry Pelatt seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

B. Public Contract Rules Proposed Changes

Keith Hobson, Director of Business & Facilities, introduced Mark Hokkanen, Risk & Contract Manager, to provide an overview of the memo included within the Board of Directors information packet regarding proposed changes to the Park District's Public Contract Rules contained in Chapter 5 of the District Compiled Policies.

Mark commented that the Oregon Public Contracting Code requires the Attorney General to adopt model rules of procedure appropriate for use by state agencies and local governments. Local agencies may either accept and follow the model rules, or adopt their own purchasing rules in accordance with state purchasing statutes. While the Park District largely follows the Attorney General model rules, the District did adopt its own rules to specify certain exceptions from the model rules. Under state purchasing statutes, agencies that adopt their own rules must review their rules each time the Attorney General amends the model rules to determine whether the agency should amend its rules to comply with statutory changes. The Attorney General amended the model rules effective January 1, 2010, which includes changes from the 2009 Legislative Assembly and 2010 Special Legislative Assembly. Staff has prepared changes to Chapter 5 of the District Compiled Policies to reflect proposed changes to the Public Contract Rules. Mark noted that based on Board input this evening, staff will prepare a final amendment to the District Public Contract Rules as contained in Chapter 5 of the District Compiled Policies and schedule a public hearing for the September 13, 2010 Regular Board meeting, and offered to answer any questions the Board may have.

Bob Scott asked for confirmation that the proposed changes mirror state purchasing statutes, including raising the general manager approval limit from \$100,000 to \$150,000.

- ✓ Keith Hobson, Director of Business & Facilities, replied that the Attorney General Rules do not address general manager authorization, but where the Attorney General raised the threshold, staff is proposing to raise the general manager authority to the same level for consistency. The Attorney General Rules pertains more to the levels for a competitive procurement.

Larry Pelatt commented that in all cases where the Attorney General raised the threshold, staff is proposing to raise the general manager authority to the upper end. He asked for the rationale behind this recommendation.

- ✓ Keith confirmed this, noting that staff is attempting to establish consistency with the Attorney General Rules. He noted that there have been cases in the past where the procurement rules had a higher threshold than the staff authorization and staff is proposing to make these thresholds the same.

Larry asked for confirmation that based on the changes to the Attorney General Rules, the Board is not required to raise the general manager authority limits.

- ✓ Keith confirmed this, noting that this is why staff is presenting a recommendation this evening for Board discussion prior to scheduling a public hearing.

Joe Blowers asked when the Board last adopted changes to the purchasing policy.

- ✓ Keith replied that the Board adopted the Purchasing Policy into the District Compiled Policies in 2009, but the last substantive changes to the policy occurred in 2007.

Joe questioned how much of a change the Board would be making if considered in terms of 2007 dollars versus 2010 dollars.

- ✓ Larry replied that it would probably be the same amount as the inflation rate has been low during this time period.
- ✓ Keith confirmed this.

Joe asked what the benefit is to raising the general manager authorization limits.

- ✓ Mark replied that the main benefit would be in streamlining the process. The threshold for a formal bid process is now \$150,000. Up to that amount, procurement can be handled through a quote process. It causes confusion when a contract comes in at \$100,000 and requires Board approval for a quote. By mirroring the Attorney General Rules, a quote would be approved by the general manager, while a formal bid process would need Board approval.

Larry commented that he has the same concern as the last time this issue came to the Board in that he believes that while the Park District currently has a competent management staff, he is concerned that if this is not the case in the future, the Board has ended up with some limits for staff authority that may be too high.

- ✓ President, Bill Kanable, replied that regardless of that scenario, it is still the Board's ultimate authority and the trust placed in staff, as long as that trust is well executed. Right now, staff brings some items to the Board that they are not necessarily required to in order to get the Board's feedback. He believes the Board needs to be able to continue that level of trust until the Board feels that the trust has been violated.

Agenda Item #9 – Adjourn

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

Bill Kanable, President

Bob Scott, Secretary

Recording Secretary,
Jessica Collins