



Administration Office
503/645-6433
Fax 503/629-6301

Board of Directors Regular Meeting
June 22, 2009
6:00 p.m. Executive Session; 7:00 p.m. Regular Meeting
HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room
15707 SW Walker Road, Beaverton

AGENDA

- 6:00 PM 1. Executive Session *
 A. Personnel
 B. Legal
 C. Land
- 7:00 PM 2. Call Regular Meeting to Order
- 7:05 PM 3. Action Resulting from Executive Session
- 7:10 PM 4. Election of Officers for Fiscal Year 2009-10
- 7:15 PM 5. Budget Hearing: Adopt Fiscal Year 2009-10 Budget
 A. Open Hearing
 B. Staff Report
 C. Public Comment *
 D. Board Discussion
 E. Close Hearing
 F. Board Action
- 7:25 PM 6. Audience Time **
- 7:30 PM 7. Board Time
- 7:35 PM 8. Consent Agenda ***
 A. Approve: Minutes of June 8, 2009 Regular Meeting
 B. Approve: Resolution for a Short-Term Interfund Loan for Operating Purposes
 C. Approve: System Development Charge Funds for Winkelman Park Master Plan
 D. Approve: Vacation Accruals Adjustment Resolution
 E. Approve: General Manager's Employment Agreement and Resolution
 F. Approve: Resolution Regarding Washington County Urbanization Forum
- 7:40 PM 9. Unfinished Business
 A. Approve: District Compiled Policies
 B. Update: Advisory Committee Structure
- 8:15 PM 10. Adjourn

Executive Session:** Executive Sessions are permitted under the authority of ORS 192.660. Copies of the statute are available at the offices of Tualatin Hills Park and Recreation District. * Audience Time/Public Comment:** If you wish to be heard on an item not on the agenda, or a Consent Agenda item, you may be heard under Audience Time with a 3-minute time limit. If you wish to speak on an agenda item, please wait until it is before the Board. Note: Agenda items may not be considered in the order listed. *****Consent Agenda:** If you wish to speak on an agenda item on the Consent Agenda, you may be heard under Audience Time. Consent Agenda items will be approved without discussion unless there is a request to discuss a particular consent agenda item. The issue separately discussed will be voted on separately. In compliance with the American with Disabilities Act (ADA), this material, in an alternate format, or special accommodations for the meeting, will be made available by calling 503-645-6433 at least two business days prior to the meeting.



MEMO

DATE: June 15, 2009
TO: The Board of Directors
FROM: Doug Menke, General Manager
RE: Information Regarding the June 22, 2009 Board of Directors Meeting

Agenda Item #4 – Election of Officers for Fiscal Year 2009-10

Current Board of Directors President, Larry Pelatt, will lead the process in the election of officers for Fiscal Year 2009-10. The seats to be elected include President, Secretary (currently held by Bob Scott), and Secretary Pro-Tempore (currently held by Bill Kanable).

Agenda Item #5 – PUBLIC HEARING: Adopt Fiscal Year 2009-10 Budget

Enclosed please find a memo from Keith Hobson, Director of Business & Facilities, outlining the process for the Budget Hearing to adopt the Fiscal Year 2009-10 Budget for the Tualatin Hills Park & Recreation District.

Action Requested: Board of Directors approval of Resolution 2009-11 to adopt the 2009-10 Budget, make appropriations, and levy ad valorem taxes.

Agenda Item #8 – Consent Agenda

Attached please find Consent Agenda items #8A-F for your review and approval.

Action Requested: Approve Consent Agenda Items #8A-F as submitted:

- A. Approve: Minutes of June 8, 2009 Regular Meeting**
- B. Approve: Resolution for a Short-Term Interfund Loan for Operating Purposes**
- C. Approve: System Development Charge Funds for Winkelman Park Master Plan**
- D. Approve: Vacation Accruals Adjustment Resolution**
- E. Approve: General Manager's Employment Agreement**
- F. Approve: Resolution Regarding Washington County Urbanization Forum**

Agenda Item #9 – Unfinished Business

A. District Compiled Policies

Attached please find a memo from myself reporting that Tom Sponsler with Beery, Elsner & Hammond, LLP, Park District legal counsel, will be at your meeting to provide an overview of his memo and attachments pertaining to a reorganization of the Board of Directors' policies.

Action Requested: Board of Directors approval of Resolution 2009-16, Approving Chapter 4 of the District Compiled Policies as amended.

B. Advisory Committee Structure

Attached please find a memo from Jim McElhinny, Director of Park & Recreational Services, regarding a review conducted of the structure of the Park District's nine Advisory Committees. As the Board is aware, this memo was forwarded to the Advisory Committee chairs on June 1, 2009. Jim, along with Lisa Novak, Superintendent of Programs & Special Activities, will be at your meeting to provide an overview of the memo and to answer any questions the Board of Directors may have.

Action Requested: No formal action is requested. Following Board of Directors input at the June 22, 2009 Board meeting, staff will refine the recommendations, including Committee and Friends Group "Charge" templates. The Advisory Committee Task Force will reconvene if needed and it will be staff's intent to present final recommendations to the Board of Directors at their July/August meeting.



[5]

MEMO

DATE: June 8, 2009
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities
RE: Budget Hearing and Resolution Adopting the Budget, Making Appropriations and Levying Taxes

In accordance with Local Budget Law, the Park District Board of Directors must conduct a public Budget Hearing on the Approved Budget prior to adopting the budget for the 2009-10 fiscal year. Also in accordance with Local Budget Law, a notice of this hearing and a summary of the Approved Budget have been published.

After conducting a Budget Hearing, the Park District Board of Directors needs to adopt the budget and take certain other actions relative to the 2009-10 fiscal year. The attached resolution takes the following actions as required by Oregon Local Budget Law:

Adopt the Budget

The budget, as approved by the Park District's Budget Committee, must be adopted by resolution no later than June 30, and needs to state the total amount of all budget requirements. After closing the Budget Hearing, the Board may make limited adjustments to the Approved Budget prior to adoption, if necessary. There are no further recommended adjustments to the Approved Budget for the 2009-10 fiscal year.

Make Appropriations

The resolution includes a schedule of appropriations, based on the approved budget, which provides the Park District with the legal spending authority for the fiscal year.

Levy Ad Valorem Taxes

Local governments that use ad valorem property taxes to balance their budgets must declare the tax amount or tax rate by resolution. Property taxes are imposed for the tax year on the assessed value of all taxable property within the Park District.

This resolution has been reviewed by the Park District's legal counsel.

Action Requested

Board of Directors approval of Resolution 2009-11 to adopt the 2009-10 Budget, make appropriations, and levy ad valorem taxes.

RESOLUTION NO. 2009-11

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

A RESOLUTION APPROVING AND ADOPTING A BUDGET, MAKING APPROPRIATIONS AND LEVYING TAXES

- a. The Tualatin Hills Park and Recreation District (District) must prepare and adopt an annual budget under Chapter 294 of the Oregon Revised Statutes; and
- b. The District has complied with the standard procedures for preparing the budget, encouraging public involvement, estimating revenues, expenditures and proposed taxes, and outlining the programs and services provided by the District.

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES:

Section 1. The budget for 2009-10 in a total sum of \$116,814,493, now on file in the District's Administration Office, is approved and adopted.

Section 2. The District levies the taxes provided for in the adopted budget at the permanent rate of \$1.3073 per \$1,000 of assessed value (AV) for general fund operations and the amount of \$7,758,239 for bonded debt, and that these taxes are hereby imposed and categorized for tax year 2009-10 upon the AV of all taxable property within the District. The allocations and categorization subject to the limits of Section 11b, Article XI of the Oregon constitution make up the levy:

	Subject to the General Government Limitations	Excluded from Limitations
General Fund	\$1.3073 / \$1,000 AV	
Bonded Debt Fund		\$7,758,239

Section 3. The amount for the fiscal year beginning July 1, 2009 and for the purpose shown below are hereby appropriated as follows:

	<u>General Fund</u>
Board of Directors and Contingency	\$ 1,880,364
Administration	\$ 1,629,700
Business and Facilities	\$15,349,940
Planning	\$ 1,266,339
Park and Recreational Services	\$14,853,196
Capital Outlay	\$ 5,806,854
TOTAL APPROPRIATIONS	<u>\$40,786,393</u>

Bonded Debt Fund

Bond Principal Payments	\$ 4,335,000
Bond Interest Payments	<u>\$ 3,176,386</u>
TOTAL APPROPRIATIONS	\$ 7,511,386
Unappropriated Ending Balance	\$ 260,676
FUND TOTAL	<u>\$ 7,772,062</u>

Systems Development Charge Fund

Capital Outlay	<u>\$ 6,634,759</u>
TOTAL APPROPRIATIONS	<u>\$ 6,634,759</u>

Maintenance Mitigation Fund

Materials and Service	\$ 5,000
Contingency	\$ 176,300
TOTAL APPROPRIATIONS	<u>\$ 181,300</u>

Metro Natural Areas Bond Fund

Capital Outlay	\$ 3,145,000
TOTAL APPROPRIATIONS	<u>\$ 3,145,000</u>

Bond Capital Projects Fund

Capital Outlay	\$58,294,979
TOTAL APPROPRIATIONS	<u>\$58,294,979</u>

Section 4. The Budget Officer, Keith D. Hobson, shall certify to the County Clerk and the County Assessor of Washington County, Oregon the tax levy made by the resolution and shall file with the State Treasurer and the Division of Audits of the Secretary of State a true copy of the Budget as finally adopted.

Section 5. This resolution takes effect on July 1, 2009.

BOARD OF DIRECTORS APPROVAL: June 22, 2009

Larry Pelatt
President / Director

Adoption and date attested by:

Jessica Collins
Recording Secretary



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, June 8, 2009. Executive Session 6:00 p.m.; Regular Meeting 7:00 p.m.

Present:

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

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

President, Larry Pelatt, called Executive Session to order for the following purposes:

- To consider the employment of a public officer, employee, staff member or individual agent,
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions,
- To consider information or records that are exempt by law from public inspection, and
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

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

President, Larry Pelatt, 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, Larry Pelatt, called the Regular Meeting to order at 7:20 p.m.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

Agenda Item #4 – Presentations

A. Service to Beaverton Awards: Janet Allison and Leslie Mundt

Doug Menke, General Manager, introduced former Park District Board member, Janet Allison, and long-time Park District employee, Leslie Mundt, to be recognized by the Board of Directors for recently receiving the City of Beaverton's Service to Beaverton Award. The award recognizes extraordinary, sustained volunteer contributions to the local community. Doug described both individuals' long and notable volunteer achievements and thanked them for their contributions to the Park District.

- ✓ President, Larry Pelatt, thanked Janet and Leslie, noting that the recognition is well deserved.

Janet thanked the Board of Directors for the recognition this evening and stated that she is honored to share the award with Leslie.

B. Tualatin Hills Park Foundation Project Report

Doug Menke, General Manager, introduced Kathy Christy, Chair of the Tualatin Hills Park Foundation Development Committee, to provide an overview to the Board of Directors regarding a fundraising project selected by the Park Foundation.

Kathy described the project selected by the Park Foundation, which will be a baseball field specifically designed for children and adults with disabilities proposed for location at Cedar Hills Park. She noted that the field's primary use would be for baseball, but that it could easily accommodate other sports as well. Park District staff estimates that such a field would be used for baseball by players with disabilities at least 120 days a year. The project would enhance the Park District's redevelopment of Cedar Hills Park, which has been funded via the 2008 Bond Measure. She described how the Park Foundation plans to raise funds for the field, noting that the master plan for the park is scheduled for 2010 and at that point the Park Foundation would know more about how the field would look and have a cost estimate. She invited the Board to join them on July 9 at 6:30 p.m. at the Elsie Stuhr Center for an informational meeting on the project.

Janet Allison, Chair of the Tualatin Hills Park Foundation Board of Trustees, described how the Challenger League, a baseball league for children with disabilities, functions and showed a video taken at a recent game. Janet noted that the Park Foundation Board of Trustees is excited about this fundraising opportunity and thanked Scott Brucker, Superintendent of Sports, for suggesting the project.

Agenda Item #5 – Second Reading of Ordinance Regarding Park District Rules & Regulations

A. Open Hearing

President, Larry Pelatt, opened the hearing.

B. Staff Report

Mike Janin, Superintendent of Security Operations, provided a brief overview of the memo included within the Board of Directors information packet, noting that staff has made the adjustments to the Rules and Regulations requested at the first public hearing held at the May 4, 2009 Regular Board meeting. Mike offered to answer any questions the Board may have, noting that Tom Sponsler of Beery, Elsner & Hammond, LLP, the Park District's legal counsel, is also in attendance this evening to answer questions as well.

C. Public Comment

Jon McWilliams, 1620 SW Huntington Avenue, Portland, is before the Board of Directors this evening in support of the revised Rules and Regulations. He stated that as a Park Watch volunteer for the Park District, he particularly supports the new clauses within the Rules and Regulations regarding the feeding of wildlife and consequences for violators of the Rules and Regulations. Jon entered written testimony into the record and urged the Board of Directors to adopt the Rules and Regulations as presented this evening.

D. Board Discussion

There was no Board discussion.

E. Close Hearing

President, Larry Pelatt, closed the public hearing.

F. Board Action

Bill Kanable moved the Board of Directors adopt Ordinance 2009-01 to comply with Chapter 7 related to new Park District general regulations. Joe Blowers seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #6 – Audience Time

Pavel Goberman, PO Box 1664, Beaverton, is before the Board of Directors this evening regarding past testimony for which he states he has not yet received a response from the Board of Directors. In addition, he would like to propose that the Park District install a sauna in one of the recreation centers due to the health benefits a sauna would provide, as well as a way to increase membership.

Agenda Item #8 –Consent Agenda (taken out of order)

Bill Kanable moved the Board of Directors remove Consent Agenda items (E) Vacation Accruals Adjustment Resolution and (J) General Manager’s Employment Agreement, to be brought back to the Board of Directors for consideration at the June 22, 2009 Regular Board meeting. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Bill Kanable moved the Board of Directors approve Consent Agenda items (A) Minutes of May 4, 2009 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Conestoga Recreation & Aquatic Center Advisory Committee Member, (F) Performance Compensation Policy Adjustment/Reduction, (G) Washington County Request for Public Utility Easement in Roxie’s Place Park, (H) Transfer of System Development Charge Credits

from Sexton Crest Park to Timberland Development (Polygon NW), (I) Telecommunications Site Lease Amendment at Garden Home Recreation Center, and (K) Architectural & Engineering Contracts for Cedar Hills Park, Schiffler Park, and Westside Trail Bond Projects.

Joe Blowers seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #9 – Unfinished Business

C. District Compiled Policies (taken out of order)

Keith Hobson, Director of Business & Facilities, provided a brief overview of the memo included within the Board of Directors information packet, noting that Chapter 8 of the District Compiled Policies is before the Board for consideration this evening. Chapter 8 encompasses the policy statements contained within current Board Policies 18.0 (Easements/Right-of-Way/Permits on District Owned Property), 19.0 (Encroachments of District Owned Property), 21.0 (Telecommunication Site Agreement and Implementation), and 23.0 (Wetland and Buffer Mitigation Policy). As recommended by legal counsel, the current Board Policies have been divided into two separate portions: Board of Directors policy statements (Chapter 8) and operational rules guiding the implementation of those statements (Operational Policies & Procedures). Keith offered to answer any questions the Board may have, noting that Tom Sponsler of Beery, Elsner & Hammond, LLP, the Park District's legal counsel, is also in attendance this evening to answer questions as well.

Tom provided a brief overview of the development of Chapter 8, noting that Chapter 4 will be brought back to the Board of Directors at the June 22, 2009 Regular Board meeting with a requested amendment specifying the General Manager's authority to adopt operational rules.

Joe Blowers moved the Board of Directors approve Resolution 2009-10 Approving District Compiled Policy Chapter 8 as Revisions of Previously Adopted Board Policies. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

Tom reiterated that Chapters 1 through 6, adopted by the Board on April 6, 2009 will become effective on July 1, 2009; Chapter 7 passed via ordinance this evening by the Board will become effective on July 8, 2009; Chapter 8 adopted by the Board this evening will become effective on July 1, 2009; and that an amended Chapter 4 will be presented to the Board on June 22, 2009 and will complete the District Compiled Policies project.

Agenda Item #7 – Board Time (taken out of order)

Bill Kanable commented on the invitation received by the Board of Directors to attend the opening of a new wastewater treatment facility in Tigard, noting that it is a significant event.

Agenda Item #9 – Unfinished Business

A. 2008 Bond Measure

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

Hal provided a detailed update of the memo sections regarding the Parks Bond Citizen Oversight Committee's initial meeting and recent land acquisition efforts and offered to answer any questions the Board may have.

Bob Scott, who serves as an ex-officio member on the Oversight Committee, commented that the Committee is comprised of many intelligent individuals who understand the purpose of the Committee and that the first meeting went very well.

Keith introduced Dave Chrisman, Superintendent of Maintenance Operations, to provide a PowerPoint presentation regarding completion of the first 2008 Bond Measure project, a rebuild of the air-handling tunnel at Sunset Swim Center. A copy of the PowerPoint presentation was entered into the record. Dave offered to answer any questions the Board may have.

Doug Menke, General Manager, invited the Board of Directors to attend the grand reopening celebration at the Sunset Swim Center on June 13, 2009.

Bob asked if this is the only pool in the Park District with an air-handling tunnel.

- ✓ Dave replied that Aloha Swim Center and Beaverton Swim Center have similar air-handling tunnels.

Bob asked whether those centers would eventually face the same issue as Sunset Swim Center.

- ✓ Dave replied that Aloha Swim Center will most likely face the same issue eventually and is being monitored.

Larry Pelatt asked when Aloha Swim Center was built.

- ✓ Sharon Hoffmeister, Superintendent of Aquatics, replied 1978.

Larry described a type of concrete mixture used in the construction of pools prior to the late 1970's that reacted poorly with chlorine and promoted degradation, noting that perhaps Aloha Swim Center did not utilize this mixture; however, Beaverton Swim Center is much older.

- ✓ Dave replied that Beaverton Swim Center had a rebuild of the air-handling tunnel in the early 1980's.

B. Family Assistance Program Revision

Bob Wayt, Director of Communications & Development, introduced Susan Bender Phelps, Development Coordinator, to make a presentation to the Board of Directors regarding the Park District's Family Assistance Program.

Susan provided a detailed overview of the memo included within the Board of Directors information packet, noting that the Family Assistance Program Task Force, composed of community members and Park District staff, first met in late 2007 to review the program and make recommendations for improvement. Those changes were adopted by the Board of Directors on November 5, 2007 and implemented January 1, 2008. Susan described the significant increase in Family Assistance that has been utilized since the changes were implemented and noted that in February 2009, the task force reconvened to reassess the program and propose additional adjustments. Staff has reviewed those adjustments and recommends changes to the Family Assistance Program in order to increase equality among patrons while ensuring that the program is fiscally responsible to taxpayers. The recommendations include limiting Family Assistance allowances to \$200 per person per household per year (non transferable) and allowing children six months or older to be added to a household at any time in the year and credited a prorated percentage of the standard \$200 per-person allocation. Susan offered to answer any questions the Board may have.

President, Larry Pelatt, asked for clarification whether there is still a \$400 maximum allowance per household.

- ✓ Susan replied no, there is a \$200 per person allowance regardless of the size of the household. She clarified that what is being recommended is that the \$200 per person allowance become non-transferable to other members of the household.

Larry asked whether this would change the overall cap of the exposure.

- ✓ Doug Menke, General Manager, replied that he does not believe it would change the overall exposure of the program, but the rationale behind the recommendation is that it would impact the actual end usage. The exposure would be equal to what it is now, but staff believes that overall use would decrease. Although, if a family of four is allocating their entire Family Assistance allowance of \$800 to the two children and that is no longer allowed, they may decide to begin participating in the programs themselves.

Larry noted that the Park District would have more people involved in the programs that way.

- ✓ Doug confirmed this, noting that the Family Assistance Program qualification criteria is more stringent now than ever before, so any family that qualifies for the assistance truly needs it.

John Griffiths asked what the income level is to qualify.

- ✓ Susan explained that it is based on Federal Poverty Guidelines.

Doug noted that if the Board approves the recommendations this evening, staff would regroup in six months to see what impact the changes have had.

Bill Kanable stated that he is aware of some Affiliated Sports Groups families pooling their Family Assistance awards toward one child rather than using it on an individual basis.

✓ Larry asked for confirmation that the recommendation would stop that process. Bill replied that it was never really the intent of the program for households to pool their awards, but that it was happening anyway. He stated that it was even happening in order for some children to participate in competitive programs. Bill noted that while he supports the staff recommendation, it would affect some households.

Bob Scott asked whether the recommendation would help tighten the gap between the amount of Family Assistance approved versus used. He noted that it is hard to budget for or project an amount when only approximately half of what is awarded is actually used.

✓ Doug replied that he believes the gap may actually broaden.

Bob asked how the Park District would be able to project an accurate budget for the program.

✓ Doug replied that with more data in the system, the better staff can track and project. He noted that there will always be a gap, but the key will be to get it to be consistent. The budget for the program is always staggered. For example, the budget for next Fiscal Year is \$255,000.

Bob Scott moved the Board of Directors accept the staff recommendations for 1 and 2 as detailed within the memo. Implementation will commence July 1, 2009 and will apply to all new applicants and renewals. Staff will monitor the impact of these changes and review overall program effectiveness after six months. Bill Kanable seconded the motion.

Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 –Consent Agenda (taken out of order)

(K) Architectural & Engineering Contracts for Cedar Hills Park, Schiffler Park, and Westside Trail Bond Projects

President, Larry Pelatt, asked for confirmation that the Board of Directors is satisfied with the information provided by staff pertaining to Consent Agenda Item K, Architectural & Engineering Contracts for Cedar Hills Park, Schiffler Park, and Westside Trail Bond Projects. He noted that a revised memo pertaining to Schiffler Park was submitted into the record. He asked whether the Board has any specific questions about the information provided.

Joe Blowers replied that he read through the information provided via email to the Board (a copy of which has been entered into the record) and is comfortable with staff's evaluation of the contractors and supports the staff recommendation.

Bob Scott replied that he found the detail as to why one contractor was chosen over another to be very helpful and he hopes that staff continues to provide such information for future projects.

✓ Doug agreed, noting that these significant bond project contracts would not be placed on the Consent Agenda in the future. He noted that two more such projects are forthcoming on the July agenda and that the initial reviews indicate that the contracts are below the price range initially estimated.

Larry commented that once the Board approves a contractor, it is not the end of the negotiation process and that staff continues to negotiate a final pricing structure. He asked whether the Board could be provided, perhaps in terms of percentages, as to how well staff believes they will be able to negotiate a reduction in the final price of the contract. This would reflect to the Board and public that staff is attempting to save as much funds as possible.

- ✓ Doug replied that staff believes that they will be able to negotiate a reduction of 4% to 8% on one of the contracts approved by the Board this evening.

Larry expressed satisfaction with this, noting that it is particularly helpful when staff can review the hours the contractor lists for specific tasks that staff does not believe will take as long as proposed.

Doug asked for Board consensus to acknowledge the revised memo regarding the Schiffler Park bond project.

- ✓ *It was the Board consensus to acknowledge the revised memo as requested.*

Agenda Item #9 – Unfinished Business

D. 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:

- Advisory Committee Structure Review
- Interfund Loan in Lieu of Tax Revenue and Anticipation Notes (TRANS)
 - Keith Hobson, Director of Business & Facilities, provided a brief overview of an upcoming agenda item for the Board's consideration at their June 22, 2009 Regular Board meeting regarding the use of bond measure funds in lieu of TRANS.
- Cooper Mountain Nature Park Grand Opening
- Tualatin Hills Nature Park Native Plant Garden
- Urbanization Update
- Oregon Emergency Jobs Program
- Annual Policy Makers Bicycle Ride
- Board of Directors Meeting Schedule
- THPRD Staff Volunteer Giving Garden

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

- ✓ Hearing none, Doug introduced Cathy Brucker, Finance Manager, to provide the staff report for the next agenda item.

Agenda Item #10 – New Business

A. Park District Auditor

Cathy Brucker, Finance Manager, provided a detailed overview of the memo included within the Board of Directors information packet, noting that the Park District Audit Committee and staff are recommending appointment, by the Board of Directors, of Talbot, Korvola & Warwick, LLP to conduct the annual audit of District financial statements, commencing with the fiscal year ending June 30, 2009. Cathy offered to answer any questions the Board may have.

Bob Scott stated that he appreciated the efforts of Kathy Leader, Audit Committee member, in this process, as well as Cathy Brucker.

Joe Blowers moved the Board of Directors appoint Talbot, Korvola and Warwick, LLP to provide audit services to the Park District and its component unit, the Tualatin Hills Park Foundation, and authorizes staff to negotiate the contract for services commencing with

the fiscal year ending June 30, 2009. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #11 – Adjourn

There being no further business, the meeting was adjourned at 8:40 p.m.

Larry Pelatt, President

Bob Scott, Secretary

Recording Secretary,
Jessica Collins



[8B]

MEMO

DATE: June 8, 2009
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: Resolution for a Short-Term Interfund Loan for Operating Purposes

Summary

The attached resolution authorizes a short-term interfund loan from the Bond Capital Projects Fund to the General Fund, to fund 2009-10 fiscal year operations, in an amount not to exceed \$5,000,000. The interest payable on the interfund loan will be computed at the monthly-annualized yield amount of the Local Government Investment Pool (LGIP). The principal will be repaid in full, no later than November 30, 2009.

The resolution has been reviewed by the Park District's legal counsel.

Background

Due to variations in cash flow, the Park District annually requires short-term borrowing at the beginning of the fiscal year to meet its operating needs. Traditionally, the Park District has utilized Tax Revenue Anticipation Notes (TRANs) as the vehicle for short-term borrowing because the rate is fixed, predictable and usually lower than the investment rate earned through LGIP. However, within today's market, borrowing costs are likely to far exceed the current rate earned on investments, and would cost the District a significant amount more than previous years.

Proposal Request

Within State Budget Law, the District has the ability to borrow between funds for short-term operating fund needs, as long as it is approved by the governing board prior to the expending of funds, and as long as repayment occurs within the same fiscal year. The Bond Capital Projects Fund has sufficient cash to finance the necessary borrowing, with no negative impact to its cash flow.

Benefits of Proposal

By utilizing the interfund loan method between the Bond Capital Projects Fund and the General Fund, the District will be able to save approximately \$53,175 in issuance and interest costs, and the Bond Capital Projects Fund will earn the same LGIP rate, as if said funds were invested in LGIP.

Potential Downside of Proposal

The Bond Capital Project Fund will be committing funds that could otherwise be invested in the agency fund market, but current interest rates on short-term maturities are running well below the LGIP monthly-annualized rate.

Action Requested

Board of Directors approval of Resolution 2009-12 approving the interfund loan for operating purposes from the Bond Capital Projects Fund to the General Fund:

1. In an amount not to exceed \$5,000,000,
2. With interest payable on the loan at the monthly-annualized yield amount of the Local Government Investment Pool, and
3. With principal payable on the loan due no later than November 30, 2009.

RESOLUTION NO. 2009-12

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

A RESOLUTION APPROVING A SHORT-TERM INTERFUND LOAN FOR OPERATING PURPOSES FROM THE BOND CAPITAL PROJECTS FUND TO THE GENERAL FUND

- a. The Tualatin Hills Park & Recreation District (District) General Fund is in need of short-term funding for operations between July and November of this year, as happens each year;
- b. The District has historically secured a short-term Tax Revenue Anticipation Note (TRAN) from an outside source to provide short term funding until property tax revenues are received in November; and
- c. This year the cash balances in the Bond Capital Projects Fund are sufficient to allow it to make a short-term interfund loan to the General Fund as a fiscally viable alternative to the use of TRAN financing and its associated borrowing costs.

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES:

Section 1. An interfund loan is approved from the Bond Capital Projects Fund to the General Fund for the purpose of funding 2009-10 fiscal year operations in an amount not exceed \$5,000,000. Interest payable on the loan will be at the monthly-annualized yield amount of the Local Government Investment Pool and principal payable on the loan will be due no later than November 30, 2009.

Section 2. This resolution takes effect on July 1, 2009.

BOARD OF DIRECTORS APPROVAL: June 22, 2009

Larry Pelatt
President / Director

Adoption and date attested by:

Jessica Collins
Recording Secretary



Connecting
People, Parks
& Nature

[8C]

MEMO

DATE: June 11, 2009
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning

RE: System Development Charge Funds for Winkelman Park Master Plan

Summary

Staff requests Board of Directors approval to use Undesignated System Development Charge (SDC) Funds to complete a master plan for Winkelman Park.

Background

The 2008 Bond Measure identified the development of a youth athletic field at Winkelman Park as one of the bond projects. The youth athletic field project was identified with a total project cost of \$500,000. Staff has completed an in-house conceptual master plan for the site, but it has not gone through a public outreach process and has not received final Board approval.

In order to proceed with the development of the youth athletic field project, a master plan must be completed to determine where the field will be located. The master plan will also determine the other intended uses for the site and where and how much parking will be needed on the site. The master plan would also identify the general locations of some of the larger potential site amenities such as restrooms, a picnic shelter, walkways, a regional trail connection, landscape areas and other possible desired site elements. With the completion of the master planning process, a preliminary cost estimate will be developed which will help to guide the future development of the site. With the completion of the cost estimate, the District will have a better idea of the total estimated cost for developing Winkelman Park. At that time, the District can best decide how to proceed with the development of the youth athletic field project and associated parking. The District could also explore other possible funding mechanisms that could include additional SDC funds, extra funding from previous bond projects and grants.

Of the \$500,000 allocated for the development of the youth athletic field, approximately \$350,000 - \$370,000 is estimated to be available for construction of the field after the removal of the costs for project contingency and soft costs (consultant and permit fees). There is also an existing residence and several outbuildings that will need to be removed as part of the project.

Proposal Request

Staff is recommending that the existing bond project budget of \$500,000 be preserved for the actual development of the youth athletic field. Staff estimates the fee for master planning, cost estimating and developing potential options for development of the site will be in the range of \$75,000 - \$100,000.

Therefore, staff is requesting Board approval to allocate \$100,000 from the Undesignated SDC Funds to complete the master planning process and cost estimate for Winkelman Park.

Benefits of Proposal

The allocation of Undesignated SDC Funds for the master planning process allows the project to move forward and preserves bond funds strictly for the development of the youth athletic field project. By moving the project forward, there may be opportunities in the near future to capitalize on the current economic climate by realizing construction savings.

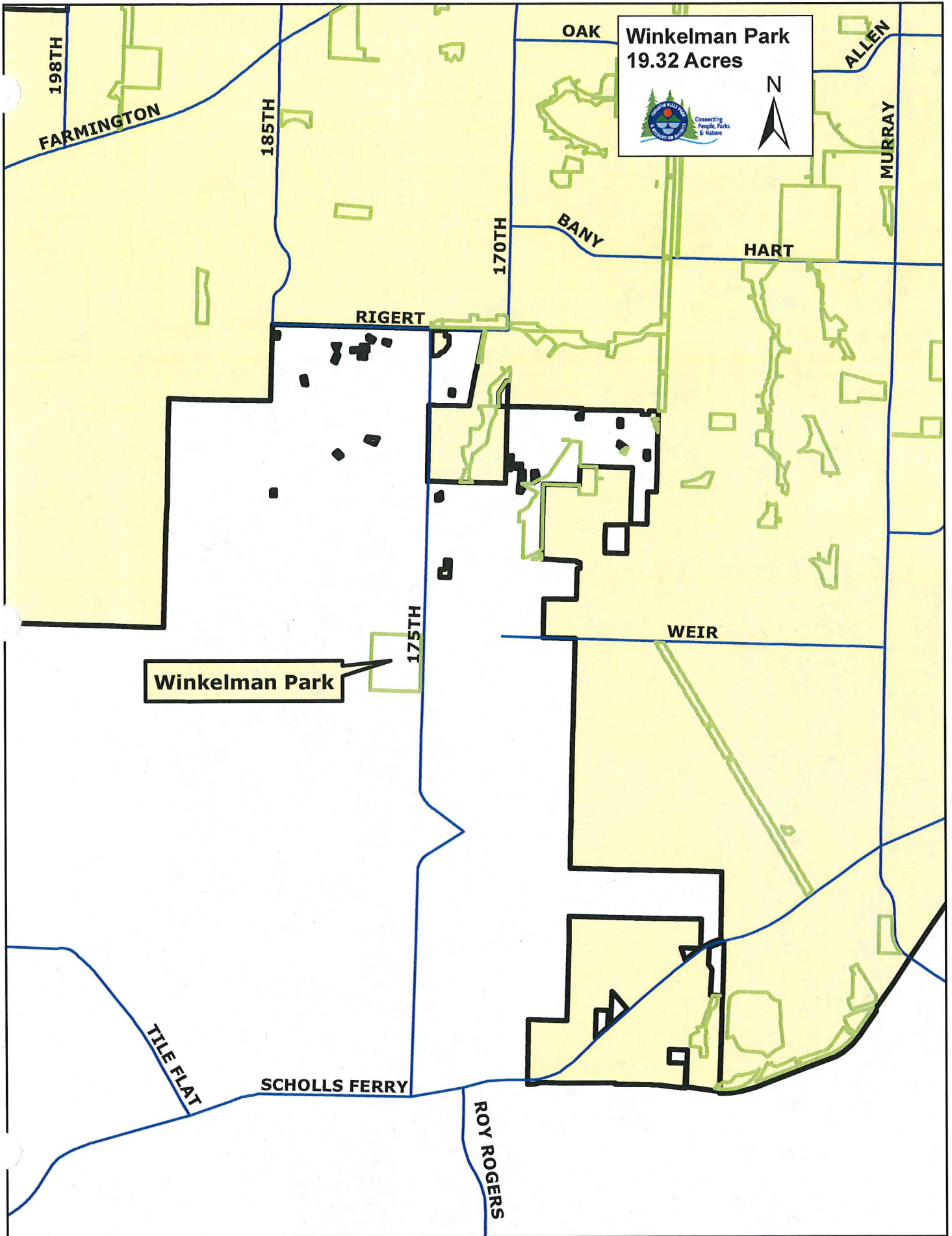
Potential Downside of Proposal

The use of funds from the Undesignated SDC Funds could potentially take away funding opportunities for future SDC projects. However, with the passage of the 2008 Bond Measure, staff will be concentrating all of their efforts on completing those projects over the next 5-7 years, so it is highly unlikely that many new SDC projects will be started.

Action Requested

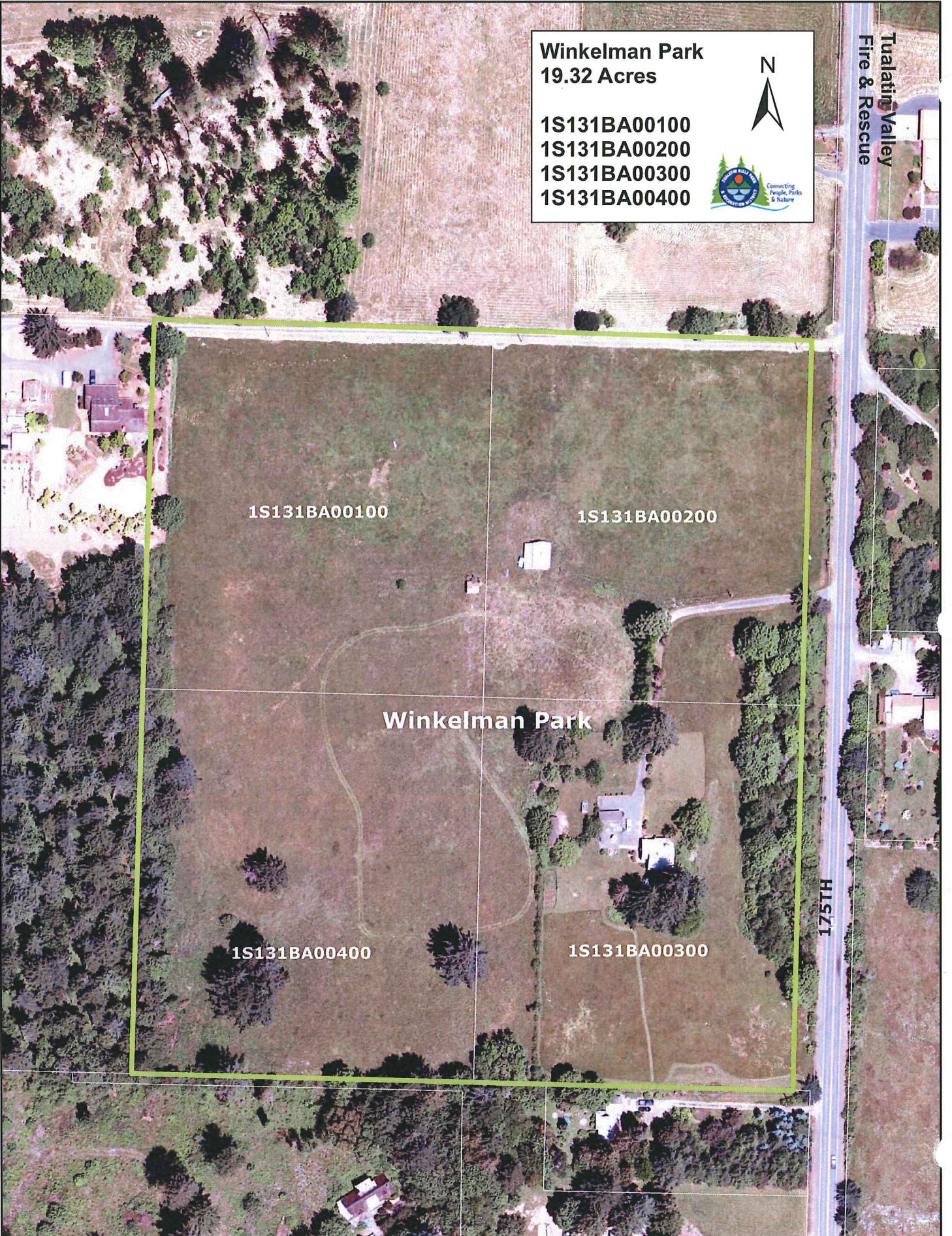
Board of Directors approval for the following items:

- 1) Appropriation of \$100,000 in funds from the Undesignated SDC Fund for the master planning process for Winkelman Park.
- 2) Authorization for staff to issue a Request for Proposals (RFP) for master planning services. Assuming the consultant fees are below the \$100,000 level, staff will review the proposals, negotiate a contract and will proceed with the project. If the RFP fees are above the \$100,000 level, staff will return to the Board for approval.



Winkelman Park
19.32 Acres





Winkelman Park
19.32 Acres

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Winkelman Park

1S131BA00400

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175TH

Tualatin Valley
Fire & Rescue

MEMORANDUM

TO: Board of Directors
Tualatin Hills Park & Recreation District

THROUGH: Doug Menke, General Manager

FROM: Pamela J. Beery, Office of District Legal Counsel 

SUBJECT: Vacation Accrual Resolution

DATE: June 15, 2009 (for Board meeting of June 22, 2009)

Before the Board for consideration is a Resolution to:

1. Establish a new limitation on vacation hour accruals that may be carried over from year to year by top management employees; and
2. Authorize and direct the General Manager to implement the change, including any needed adjustment to the personnel records of affected employees who currently have accruals exceeding the new limitation.

In addition, a clear written policy to address any employees over the new accrual limitation amount should be developed for formal Board approval, which should be reflected in the Employee Handbook. This change will come back to the Board at a meeting in the near future, once the Board has had the opportunity to further discuss how such accruals should be handled.

The limitations on accrual of vacation hours that are currently in place for the District's various categories of employees are as follows:

- All union-represented employees are allowed to accumulate up to 240 hours of vacation time. When the accrued vacation hours reach 240, new accruals are suspended until total hours are reduced to less than 240.
- Exempt Management employees may accumulate a maximum carry-over of two times their annual vacation accrual rate (160-384 hours). All new accruals are suspended until total hours are reduced to less than two times the annual amount.

- Top Management Team employees may accumulate a maximum carry-over of 1,040 hours. New accruals are suspended until the balance is reduced below 1,040.

It is the Board's intent at this time to reduce the maximum accrual for top management team employees (as defined in the Employee Handbook) to 400 hours. This group is a subgroup of the Exempt Management Employees category, and the new maximum accrual would better align these employees' accruals with the others in this category.

The attached Resolution establishes the new 400-hour limit. We can then embed the direction you provide in the Employee Handbook as it is reviewed and updated. The Board's action should be reflected in the personnel records of the affected employees, and a release from each of them should be obtained once we determine how to handle any presently accumulated vacation hours exceeding this limitation.

The attached Resolution also delegates authority to the General Manager to implement the Board's decision.

We will be happy to provide any additional information or advice you require as you consider the attached Resolution.

RESOLUTION NO. 2009-13

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

A RESOLUTION APPROVING A MAXIMUM AMOUNT OF VACATION HOURS TO BE ACCRUED BY CERTAIN DISTRICT EMPLOYEES

WHEREAS, the top management group of exempt management employees of the Tualatin Hills Park & Recreation District (District), as defined in the Employee Handbook, accrue paid vacation hours as a form of their agreed-upon compensation; and

WHEREAS, the Board has not previously formally adopted a maximum number of vacation hours that may be accrued by these employees; and

WHEREAS, the Board now desires to adopt a maximum number of such hours that may be accumulated by top management employees, in order to better conform the District's policies to those of similarly situated public employers; and

WHEREAS, the Board will separately evaluate any accrued vacation hours exceeding the newly established cap as of the effective date of this Resolution, and will determine in a later action how any such accrued vacation hours are to be addressed.

Now, therefore,

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES:

- Section 1.** The top management group of exempt management employees of the District may not accumulate unused vacation hours in an amount exceeding two times the applicable annual vacation accrual rate. Such accruals are further subject to a maximum of 400 hours.
- Section 2.** When an employee covered by this limitation has accrued this maximum number of paid vacation hours, that employee will not accrue additional paid vacation until the total accrued hours are reduced below the maximum.
- Section 3.** The District General Manager and his designees are hereby authorized and directed to take the appropriate and necessary steps to implement this Resolution, including any needed revisions to the Employee Handbook and personnel records of affected employees.
- Section 4.** This Resolution takes effect on July 1, 2009.

//

BOARD OF DIRECTORS APPROVAL: June 22, 2009


Larry Pelatt
President / Director

Adoption and date attested by:

Jessica Collins
Recording Secretary

MEMORANDUM

TO: Board of Directors, Tualatin Hills Park & Recreation District

FROM: Pamela J. Beery, Office of District General Counsel 

SUBJECT: General Manager Employment Agreement

DATE: June 15, 2009 (for Board meeting of June 22, 2009)

On your agenda for consideration at the June 22, 2009 meeting is a proposed form of employment agreement for General Manager Doug Menke.

RECOMMENDED ACTION

Approve proposed employment agreement for General Manager Doug Menke.

DISCUSSION

The agreement in its current form has been in place since November 16, 2006. It is generally sound. That said, our office was asked to review the agreement and to recommend revisions to the agreement to clarify and improve it.

The attached agreement reflects changes from the previous version. In summary, those changes address changes in state law and the adoption of the District Compiled Policies, both of which have occurred since the initial agreement date. In addition, we have recommended the addition of some basic terms including a dispute resolution mechanism; we also recommended deletion of provisions that are duplicated in the District's employment records to avoid potential confusion and inconsistency.

The term of the new agreement is three years, through June 30, 2012, unless terminated earlier pursuant to its terms.

We will be happy to respond to any questions you may have about the new agreement.

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RESOLUTION NO. 2009-14

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

A RESOLUTION APPROVING AN EMPLOYMENT AGREEMENT FOR THE DISTRICT GENERAL MANAGER

WHEREAS, the Tualatin Hills Park & Recreation District (District) has appointed a General Manager (Manager) as the chief administrative officer of the District; and

WHEREAS, the current employment agreement with the Manager, dated November 16, 2006, is still in effect, and has been reviewed and updated, including review by the District legal counsel; and

WHEREAS, the District Board wishes to enter into a new employment agreement with the Manager, effective July 1, 2009, and to extend the term of the agreement for a period of three years; and

WHEREAS, the District Board intends that in most circumstances, a 2-year term for the employment agreement of the Manager would be the most appropriate term so that each Board reviewing any renewal of such agreement has the benefit of the experienced members still serving on the Board at the time of renewal, and to provide some certainty to the Manager while maintaining flexibility for future Boards; and

WHEREAS, in this unique circumstance, the Board finds that a three-year term is more appropriate because the current Manager is actively engaged in implementing the District's successful bond measure, which requires continuity over this longer period.

Now, therefore,

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES:

Section 1. The President of the District Board is authorized to execute an employment agreement with Doug Menke as set out in Exhibit "A" to this Resolution.

Section 2. This resolution takes effect immediately upon approval by the Board; the contract approved herein takes effect on July 1, 2009.

BOARD OF DIRECTORS APPROVAL: June 22, 2009

Larry Pelatt
President / Director

Adoption and date attested by:

Jessica Collins
Recording Secretary

EMPLOYMENT AGREEMENT

This Employment Agreement (the "Agreement") is effective as of July 1, 2009 by and between the **TUALATIN HILLS PARK & RECREATION DISTRICT** (the "District"), an Oregon public body and special service district, and **DOUG MENKE** (the "General Manager"), collectively the "parties".

RECITALS:

- A. The District desires to employ Doug Menke as the General Manager and to establish by this Agreement the terms and conditions of employment of the District's General Manager.
- B. Doug Menke desires to be employed as the General Manager of the District according to the terms and conditions set forth in this Agreement.

Now, therefore, in consideration of Doug Menke's employment with the District pursuant to the terms, conditions, and covenants as set forth below, the parties agree as follows:

1. Duties. The District shall employ Doug Menke as the General Manager, responsible for the management and operations of the District. Menke agrees to perform the functions and duties of the General Manager as specified in the Job Description for the General Manager, attached hereto as Exhibit A and fully incorporated into this Agreement. The General Manager further agrees to perform his duties consistent with District policies and procedures, rules and regulations, and as prescribed or assigned by the Board of Directors of the District periodically. The Board of Directors vests in the General Manager the day-to-day management of District operations, and reserves to itself sole policy-making authority including, but not limited to, personnel, budget, and financial policies.

2. Term of Agreement. This Agreement shall commence on July 1, 2009, and will continue until June 30, 2012 according to its terms unless specifically terminated as set forth in Section 10 below. This Agreement replaces the previous agreement between the parties dated November 16, 2006.

3. Renewal. This Agreement may be renewed by consent of the parties for further terms of such duration and upon such terms and conditions, as the District and the General Manager shall mutually agree upon in writing. If either party desires to terminate the Agreement upon its expiration, such party shall give written notice of such intent at least thirty (30) calendar days prior to such expiration date. A decision by either the District or General Manager to terminate the Agreement shall be subject to the terms set forth in Section 10 below.

4. No Term of Employment. Notwithstanding the term of this Agreement, the employment relationship between the parties is at-will. The District may terminate the General

Manager's employment at any time for any lawful reason or for no reason at all, subject to the provisions of this Agreement. Similarly, the General Manager may resign his employment at any time, subject to the provisions of this Agreement.

5. Outside Employment. Subject to prior approval of the District Board, and consistent with the limitations of state law governing use of public office for personal financial gain, the General Manager may engage in outside employment, provided that the outside employment:

- a) In no way detracts from the efficiency of the General Manager while performing his District work.
- b) Does not occur during the normal business hours of the District and in no way interferes with the General Manager's ability to effectively discharge his assigned duties and responsibilities.
- c) In no way discredits the District.
- d) In no way constitutes a conflicting interest with the General Manager's employment at the District.

6. Hours of Work. The General Manager shall determine his hours of work so as to be available to the public on a predictable and regular basis and so as to accomplish the goals and tasks directed by the Board of Directors. The General Manager is salaried and exempt from overtime compensation.

7. Annual Performance Evaluation. The Board of Directors shall meet with the General Manager annually in the month of June or as soon thereafter as reasonably practicable (unless the General Manager's performance dictates otherwise) to evaluate and assess the performance of the General Manager in meeting or progressing toward the goals set forth in the Job Description, this Agreement, or as otherwise adopted by the Board of Directors. In the event that the District determines that the performance of the General Manager is unsatisfactory in any respect or needs improvement in any area, the Board of Directors shall describe those concerns in reasonable detail and as objectively as practicable. Failure to improve performance or otherwise cure such deficiencies can be grounds for Termination for Cause as set forth below in Section 10(b).

8. Compensation. Commencing on the effective date of this Agreement, the District shall pay the General Manager for services rendered an annual base salary to be determined by the Board in its discretion and reflected in adopted Board action in the General Manager's personnel file. In addition, the District, at its discretion, may award the General Manager some,

none, or all of an annual bonus not to exceed \$5,000 based on the Board of Directors' assessment of the General Manager's performance in the preceding fiscal year. The District will review the base salary, potential bonus, and other benefits available to the General Manager at the General Manager's annual performance review.

9. Benefits. The General Manager shall be eligible to participate in all employee pension and welfare benefit plans and programs made available and as hereafter may be provided to regular District employees generally per the Employee Handbook, including but not limited to the following fringe benefits: health insurance programs covering medical insurance, dental insurance, life insurance, and long term disability; retirement benefits pursuant to the group annuity contract with Standard Insurance Company and deferred compensation plan; vacation; and sick leave. With respect to vacation hours, the parties will separately resolve the question of the General Manager's accrual being in excess of the maximum otherwise allowed by District policy by written agreement.

10. Termination and Severance. The General Manager's employment is at-will meaning that the General Manager can be terminated at any time, including before the expiration of the initial or any subsequent term of this Agreement, in which event the General Manager's compensation and benefits shall terminate except as otherwise specified below:

a. Termination Without Cause. The General Manager's employment may be terminated by either the District or the General Manager for any reason whatsoever upon the giving of thirty (30) calendar days' written notice to the other party. During the notice period, the General Manager must continue to fulfill all of his duties and responsibilities and use his best efforts to aid in the transition of any replacement. However, nothing herein shall require the District to maintain General Manager in active employment during the notification period. Regardless of whether the General Manager remains in active employment, he shall be entitled to receive his salary and benefits during the thirty (30) day notice period unless he engages in conduct that would give rise to Termination for Cause as defined below.

b. Termination for Cause. The General Manager's employment may be terminated immediately in the sole discretion of the District upon the occurrence of any one of the following events:

i. The General Manager willfully and/or continuously fails or is negligent in the performance of his duties, or refuses to comply with the policies, standards and regulations of the District or Board directives as are established periodically. The Board of Directors has the discretion, but not the requirement, to allow the General Manager to remedy such misconduct or negligence to the Board's reasonable satisfaction within thirty (30) calendar days after written

notice, including a description of the misconduct or negligence, has been delivered to the General Manager by the Board.

ii. The General Manager has committed acts of fraud, dishonesty, misappropriation of funds or other District assets, intentional deception of the Board or other authority, embezzlement, or other crimes, or otherwise engaged in misconduct or fraternization reflecting poorly on the General Manager or the District; or

iii. The General Manager has violated any material term of this Agreement.

c. Severance Upon Termination Without Cause. In the event that the General Manager is involuntarily terminated by the District without cause before the expiration of the term of this Agreement or any subsequent renewal period per Section 10(a) above, and prior to such time the General Manager has been fulfilling his duties and obligations pursuant to this Agreement, then upon the execution of a mutual release and waiver of any and all potential claims by the parties against each other, the District agrees to pay the General Manager twelve (12) months of base salary, computed based upon the General Manager's then current annual base salary. This amount shall be payable by the District to the General Manager either as a lump sum or in equal monthly allotments over twelve (12) months subject to mutual agreement by the District and the General Manager. . In addition, solely during the twelve (12) month period immediately following termination without cause, the District shall enable the General Manager to continue to receive those District medical, dental, long-term disability insurance, and life insurance benefits that the General Manager was eligible for and received immediately prior to termination, provided that during the twelve (12) month period the General Manager continues to pay to the District or the other relevant parties the appropriate deductibles, co-payments, and benefit plan participation fees required of District employees. If terminated for cause under Section 10(b) of this Agreement, or if the General Manager voluntarily resigns under Section 10(d) of this Agreement, then the District shall have no obligation to provide for or pay any severance payment and the District shall have no obligation to provide the General Manager with any continuing benefits of any kind. If, within the twelve (12) month period following termination without cause, the General Manager accepts a new job or position with an organization that provides some or all of the aforementioned benefits then the General Manager's eligibility to continue to receive medical, dental, long-term disability insurance, and life insurance benefits from the District for the remainder of the twelve (12) month period shall immediately cease.

d. Voluntary Resignation. If the General Manager voluntarily resigns his employment and thereby terminates this Agreement before the expiration of the term of

the Agreement or any subsequent renewal period, then in order to resign in good standing the General Manager shall give the District at least thirty (30) calendar days' notice.

e. Termination by Death or Disability. The General Manager's employment and right to compensation and other benefits under this Agreement shall terminate if the General Manager is unable to perform the duties and responsibilities of his position due to health or disability in excess of ninety (90) calendar days, unless otherwise required by law. The General Manager's heirs, beneficiaries, successors, or assignees shall not be entitled to any of the compensation benefits to which the General Manager is entitled under this Agreement except: (i) to the extent required by law; and (ii) to the extent such benefit plans and policies under which the General Manager is covered provide a benefit to his heirs, beneficiaries, successors, or assignees.

11. Reimbursement of District-related Expenses. The District shall reimburse the General Manager for reasonable expenses of a non-personal and District-related nature, which the General Manager incurs, upon receipt of expense vouchers, receipts, or other statements supporting the reimbursement request. The General Manager is authorized to expend District funds in the amount up to \$5,000 without pre-approval from the Board for the execution of District business and in representing the District at conferences and otherwise, and to incur travel and lodging expenses in the conduct of District business.

12. Reimbursement of Training, Development, Dues and Subscription Expenses. The District will reimburse the General Manager up to \$5,000 per year, upon receipt of expense vouchers, receipts or other statements supporting the reimbursement request, for the General Manager's professional dues, subscriptions, training, and development provided by appropriate associations and organizations and that are necessary and desirable for the General Manager's professional growth and development or to improve his performance as the General Manager.

13. Entire Agreement. Except as set forth herein, this Agreement represents the entire agreement and understanding between the parties regarding its subject matter, and supersedes and replaces any and all prior agreements, whether written or oral, formal or informal, regarding its subject matter. This provision is not intended to limit the application of otherwise applicable District policies or requirements.

14. Amendments. This Agreement only may be amended by written agreement executed by and delivered to both parties.

15. Waiver. No waiver of any provision of this Agreement shall be valid unless in writing, signed by the party against whom the waiver is sought to be enforced. The waiver of any breach of this Agreement or failure to enforce any provision of this Agreement shall not constitute a waiver of any subsequent breach.

16. Governing Law. This Agreement shall be construed with and governed by the laws of the State of Oregon.

17. Mediation. Should any dispute arise between the parties regarding the terms of this Agreement or work or services covered thereby, it is agreed that such dispute is required to be submitted to a mediator prior to arbitration. The parties shall exercise good faith efforts to select a mediator. The mediator shall be compensated by the District. Mediation will be conducted in Portland, Oregon, unless both parties agree otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If a party requests mediation and the other party fails to respond within ten calendar days, or if the parties fail to agree on a mediator within ten calendar days, a mediator shall be appointed by the presiding judge of the Washington County Circuit Court upon request of either party.

18. Arbitration. In the event the parties have a dispute concerning the terms of this Agreement or the terms and conditions of the employment relationship (and they have not otherwise resolved the matter through the mediation process set out in subsection (17) above) then the dispute shall be resolved by submitting it to binding arbitration.

1. Within thirty (30) calendar days of a notice by either party to the other requesting arbitration, District and General Manager shall select an arbitrator from a list of three (3) names obtained from Arbitration Services of Portland, Inc. (ASP). The arbitrator shall for purposes of the arbitration proceedings, apply the rules of mandatory arbitration as adopted by the ASP in effect at the time of the arbitration. The arbitrator shall not have the authority nor the jurisdiction to change, modify or otherwise fail to adhere to the provisions of this Employment Agreement.
2. Within sixty (60) calendar days of the selection or appointment of the arbitrator, both District and General Manager shall concurrently submit to the arbitrator (supplying a copy to each other) a written statement of their respective legal and factual positions on the dispute. The arbitrator shall determine, after a hearing on the merits and within forty-five (45) calendar days after receipt of the statements, the determination of the dispute which determination shall be final and binding unless the arbitrator has exceeded his/her authority and/or jurisdiction.
3. Each party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each party shall bear its own expenses for witnesses, depositions and attorneys in any arbitration or any other action arising out of or related to this Agreement or the terms and conditions of the employment relationship.

17. Severability. If any provision of this Agreement is declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such provision shall be severed from the Agreement and the other provisions shall remain in full force and effect.

18. Terms. The terms of this Agreement are contractual in nature, and are not to be construed as mere recitals.

19. Personal Nature. This Agreement is a contract for personal services and may not be assigned in whole or part by the General Manager.

20. Notices. All notices, requests, demands, and other communications required by this Agreement shall be in writing and shall be delivered by any method, which provides for proof of delivery, to the respective parties at the addresses provided below:

Doug Menke
565 NW 167th Avenue
Beaverton, OR 97006

Board of Directors
Tualatin Hills Park & Recreation District
15707 SW Walker Road
Beaverton, OR 97006

Dated this _____ day of _____, 2009.

Doug Menke

Dated this _____ day of _____, 2009.

TUALATIN HILLS PARK &
RECREATION DISTRICT

By _____
Larry Pelatt
President of the Board



[8F]

MEMO

DATE: June 11, 2009
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning

RE: Resolution Regarding Washington County Urbanization Forum

Summary

Staff is requesting Board of Directors approval of a resolution reflecting consensus to this point of the jurisdictions participating in the Washington County Urbanization Forum including the Tualatin Hills Park and Recreation District.

Background

The leaders of the cities and service districts within Washington County joined with Washington County leadership to form an Urbanization Forum in April 2008. The goal of the forum is to address two broad issues:

- What is the best way to accommodate and plan for the tremendous growth anticipated for Washington County?
- What are the appropriate roles for cities, service districts and the county government in delivering services to the residents of urban, unincorporated Washington County?

The forum has allowed a public dialogue about how communities in Washington County will handle dramatic growth in population. The public discussion has focused on the best way to provide and finance urban services in unincorporated, but developing areas of the county and the best choices for extending urban services to undeveloped areas (urban reserves) outside of the cities, but on the edge of Metro's Urban Growth Boundary (UGB).

Urbanization Forum participants include elected and appointed leaders from these public bodies:

- Cities of Banks; Beaverton; Cornelius; Forest Grove; Hillsboro; King City; North Plains; Sherwood; Tigard and Tualatin.
- Washington County, Washington County Sheriff
- Tualatin Valley Fire and Rescue; Clean Water Services; Tualatin Hills Park and Recreation District; Tualatin Valley Water.

As the Special District's representative on the Steering Committee for the Urbanization Forum, you know that there has been much public discussion over the last year in an attempt to reach some degree of consensus on the issues described above. The proposed resolution reflects the consensus that has been reached to this point.

Proposal Request

All jurisdictions participating in the Urbanization Forum process have been asked to consider approval of the proposed resolution by the end of June, 2009. Several jurisdictions have approved the resolution and many others are scheduled to consider approval within the next few weeks. Board of Directors consideration of the resolution has been scheduled for June 22, 2009 to meet the deadline agreed to by the Urbanization Forum Steering Committee. It is requested that the resolution be approved as written, without amendment, so that all participating jurisdictions approve the same resolution.

Benefits of Proposal

Approval of the resolution by the Board and the governing bodies of all the other jurisdictions participating in the Urbanization Forum process will allow the focus of the process to shift to implementation of the specific actions listed in the resolution.

Potential Downside of Proposal

There is no apparent downside to the proposal.

Action Requested

Board of Directors approval of Resolution 2009-15, approving the specific actions reflecting consensus of the participants in the Washington County Urbanization Forum.

RESOLUTION NO. 2009-15

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

A RESOLUTION APPROVING THE SPECIFIC ACTIONS LISTED HEREIN REFLECTING CONSENSUS OF THE PARTICIPANTS IN THE WASHINGTON COUNTY URBANIZATION FORUM

WHEREAS, in 2008 the Cities of Washington County including mayors and managers, Board of Commissioners of Washington County and managers, the largest Special Districts of Washington County including chief executive officers and board chairs (Tualatin Valley Fire & Rescue (TVF&R); Tualatin Hills Park and Recreation district (THPRD); Tualatin Valley Water District (TVWD); Clean Water Services CWS), and Washington County Sheriff (with respect to all services provided by the Sheriff including the Enhanced Sheriff's Patrol District) convened the Washington County Urbanization Forum and held four (4) public Urbanization Forum meetings in 2008 to discuss key urbanization issues, including receiving public comments on such issues;

WHEREAS, during Urbanization Forum discussion the participants explored issues and conditions pertaining to forming consensus policies for the governance and management of: (1) existing unincorporated urbanized areas in the County that contain approximately 200,000 residents; and, (2) areas added to the regional UGB in the County for future urban development and growth in the County, and (3) imminent growth management issues confronting all Urbanization Forum participants as forecasted population growth in Washington County takes shape;

WHEREAS, Washington County citizens and civic organizations participated in the Urbanization Forum, principally through CPO leadership, in public large group and small group meetings held in April, June, October, November and December of 2008;

WHEREAS, it was determined during Urbanization Forum discussions that the following seven (7) urban unincorporated areas within the existing UGB required an area-by-area approach to determine if any changes are appropriate or desired in current service and governance solutions, and separate area-by-area discussions were conducted in each of these areas:

- (1) Cedar Hills/Raleigh Hills/West Slope/Garden Home;
- (2) Bethany/Rock Creek/North Bethany;
- (3) Cedar Mill;
- (4) Bull Mt/Areas 63&64;
- (5) Metzger;
- (6) Reedville; and
- (7) Aloha;

WHEREAS, it was also determined in Urbanization Forum discussions that resolution of matters of urbanization governance and management of areas added to the Urban Growth Boundary in Washington County by Metro requires consensus among the Urbanization Forum participants and Metro on a separate urbanization policy prepared by the Urbanization Forum for these areas;

WHEREAS, the Urbanization Forum formed a Steering Committee and a working group and conducted a series of public meetings to formulate and draft proposed policies pertaining to future governance and urbanization within existing unincorporated urban areas and areas outside the UGB that are added to the UGB by Metro;

WHEREAS, Urbanization Forum participants agree that, while an urbanization policy that assigns to cities the governance and management of new areas added to the UGB engenders different urbanization issues and, accordingly, should be considered distinct from an urbanization policy for existing unincorporated urban areas not likely to become part of a city in the foreseeable future and already governed by Washington County, both urbanization policies are connected in terms of the quality and delivery of public services to such areas by their service providers and governing institutions, and the quality of urban life and amenities of residents and communities in both areas; and

WHEREAS, future actions of the jurisdictions within Washington County and Metro will be well served by each jurisdiction considering and adopting the consensus recommendations of the Urbanization Forum to serve as guideposts for decisions of the individual jurisdictions on matters of concern to the Urbanization Forum;

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Tualatin Hills Park and Recreation District, together with the Cities, County and Special Districts which participated in the Urbanization Forum (Cities of Banks, Beaverton, Cornelius, Forest Grove, Hillsboro, King City, North Plains, Sherwood, Tigard and Tualatin; Washington County; CWS, THPRD, TVF&R; TVWD), hereby adopts this proposed Urbanization Forum Resolution and hereby commits to undertake and complete the specific actions listed below at the earliest practicable time:

- (1) We expressly recognize and support the process and work of the Urbanization Forum;
- (2) We will join fellow Jurisdictions that participated in the Urbanization Forum in preparing and executing mutually-agreed to amendments by December 2009 to Urban Planning Area Agreements ("UPAA's") and/or executed and pending Urban Service Agreements ("SB 122 Agreements"), as deemed necessary and appropriate by each Jurisdiction's counsel, to provide that all future additions to the applicable Urban Growth Boundary in Washington County during and after 2010 must be governed and urbanized by the interested City in the County. In this context, "urbanized" means that the interested City has planning responsibility under state law, and land use decision making authority with respect to the subject territory. The decision as to how urban services will be delivered shall be determined by the interested City in consultation with area service providers in accordance with existing law and applicable agreements. "Interested" in this context includes but is not limited to designations under UPAA's or SB 122 Agreements; The provisions of this Resolution also apply to land south of the City of Tualatin and north of the City of Wilsonville brought into the Urban Growth Boundary in 2002 and 2004.
- (3) In conjunction with paragraph (2) we will join fellow Jurisdictions that participated in the Urbanization Forum in commonly supporting actions as appropriate to abide by a policy which ensures jurisdiction of roadways which are deemed by the County to be part of the county-wide road system, shall be under the jurisdiction of Washington County. Concurrent with annexation, the relevant City agrees in good faith to engage in the statutory process for transfer of county roads pursuant to ORS 373.270 and shall request all other roads

that are not part of the Countywide Road System be transferred and the County shall transfer these roads;

- (4) We will join fellow Jurisdictions that participated in the Urbanization Forum in commonly urging Metro to expand the existing Urban Growth Boundary only to such areas as are contiguous to incorporated areas of Washington County;
- (5) With respect to those existing areas of urban unincorporated Washington County in which the interested Cities do not pursue annexation activities such that these areas remain under the governance of Washington County, we will join fellow Jurisdictions that participated in the Urbanization Forum in identifying and developing financial tools for Washington County to utilize funds collected from urban unincorporated areas or other funding sources consistent with principles of equity and fairness in aligning services with revenue sources, and legislation attendant thereto as necessary, to provide urban services as needed to such areas while they remain outside the governance of Cities without unduly reducing countywide services paid for by all county residents; and
- (6) We will continue to work with fellow jurisdictions in Washington County and the public through the Urbanization Forum and/or other appropriate mechanisms to explore and discuss on a continuing basis the needs of current and future urbanized Washington County; and

BE IT FINALLY RESOLVED, that a copy of this Resolution adopted this 22nd day of June 2009, be hereby transmitted to all jurisdictions who participated as members of the Washington County Urbanization Forum, Metro, the Washington County CPO's, and other interested civic and community organizations.

BOARD OF DIRECTORS APPROVAL: June 22, 2009

Larry Pelatt
President / Director

Adoption and date attested by:

Jessica Collins
Recording Secretary



[9A]

MEMO

DATE: June 11, 2009
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: District Compiled Policies

Attached please find a memo from Tom Sponsler with Beery, Elsner & Hammond, LLP, Park District legal counsel, along with a Resolution approving Chapter 4 of the District Compiled Policies as amended.

As of July 1, 2009, the Board of Directors will have a complete District Compiled Policies in effect. My office will provide to the Board a binder containing the policies at your July 13, 2009 Regular Board meeting.


Tom will be at your meeting to provide an overview of the memo and attachments and to answer any questions the Board of Directors may have.

Action Requested

Board of Directors approval of Resolution 2009-16, Approving Chapter 4 of the District Compiled Policies as amended.

MEMORANDUM

TO: THPRD Board of Directors

FROM: Thomas Sponsler
Office of General Counsel 

SUBJECT: (1) District Compiled Policies – Chapter 4, Administration, as amended
(2) District Compiled Policies – Overview of implementation process

DATE: June 22, 2009

CHAPTER 4, ADMINISTRATION, AS AMENDED**Introduction**

We reviewed the 26 Board policies adopted between 1975 and 2008. At the February 2, 2009 Board meeting we proposed a new organization and comprehensive format for the policies. We presented Chapters 1 through 6 for approval at the April 6, 2009 Board meeting.

Chapter 4

The attached Chapter 4, as amended, resolution is submitted for approval by the Board. The former policy on management compensation was not included in the previously approved District Compiled Policy (DCP) format and has been included in a revised form. Chapter 4, as amended, also includes sections regarding the authority of the General Manager to adopt District Operating Rules to aid day-to-day operations of the District. The chapter is consistent with current District practice and state law.

Conclusion

The memo and attachment presents the Board with the amended version of the new DCP Chapter 4. You are asked to approve the Chapter 4, as amended, resolution.

OVERVIEW OF IMPLEMENTATION PROCESS

At the April 6, 2009 Board meeting we presented and the Board approved a resolution adopting Chapters 1 through 6. The effective date of this resolution is July 1, 2009.

June 22, 2009

Page 2 of 2

At the May 4, 2009 Board meeting we presented and the Board approved for the first time an ordinance adopting DCP Chapter 7. At the June 8, 2009 meeting we presented and the Board approved for the second time and enacted the same ordinance. The effective date of this ordinance is July 8, 2009, 30 days after enactment.

At the June 8, 2009 Board meeting we also presented and the Board approved a resolution adopting Chapter 8. The effective date of that resolution is July 1, 2009.

At the Board meeting this evening, we presented a resolution that adopts an amended DCP Chapter 4. This resolution will be effective on July 1, 2009.

It has been a pleasure to work with the District Board and staff on this project. We are optimistic that the DCP will have an effect on District operations.

TS/sg

Enclosures

DISTRICT COMPILED POLICIES

CHAPTER 4 – ADMINISTRATION

4.01 General Manager

- (A) The office of Manager is established as the chief administrative officer of the District. The Manager is responsible to the Board for the proper administration of all District business. The Manager will assist the Board in the development of Board policies and carry out policies established by Board resolutions.
- (B) A majority of the Board must appoint and may remove the Manager. The appointment must be made without regard to political considerations or other protected class considerations and solely based on education and experience.
- (C) The Manager may be appointed for a definite or an indefinite term and may be removed at any time by a majority of the Board. The Board must fill the office by appointment as soon as practicable after the vacancy occurs.
- (D) The Manager may adopt administrative rules, known as District Operational Rules and Procedures, to implement, interpret and apply DCP, other District policies and state law.
- (E) The Manager must:
 - (1) Attend all Board meetings unless excused by the Board;
 - (2) Make reports and recommendations to the Board about the needs of the District;
 - (3) Administer and enforce all DCP and other District policies, leases, contracts, permits and other District decisions;
 - (4) Adopt appropriate District Operational Rules and Procedures as necessary, to implement, interpret or apply DCP, other District policies and state law for operational purposes. Adopted District Operational Rules and Procedures will be maintained as public records under state law.
 - (5) Appoint, supervise and remove District employees in positions authorized in the adopted fiscal year budget;
 - (6) Add new personnel positions after budget adoption with approval of the Board.
 - (7) Organize District divisions and administrative structure;
 - (8) Prepare and administer the annual District budget;

DISTRICT COMPILED POLICIES

- (9) Administer District property;
 - (10) Encourage and support regional and intergovernmental cooperation;
 - (11) Promote cooperation among the Board, staff and residents in developing District policies, and building a sense of community;
 - (12) Perform other duties delegated by the Board; and
 - (13) Delegate duties, but remain responsible for acts of all subordinates.
- (F) The Manager and other employees designated by the Board may sit at Board meetings but have no vote. The Manager may take part in all Board discussions.
- (G) When the Manager is temporarily disabled from acting as Manager or when the office becomes vacant, the Board may appoint a Manager pro tem. The Manager pro tem has the authority and duties of Manager, except that a Manager pro tem may appoint or remove employees only with Board approval.

4.02 General Counsel

The office of General Counsel is established as the chief legal officer for the District to provide legal advice and representation. A majority of the Board must appoint and may remove the General Counsel.

4.03 Auditor

A majority of the Board must appoint and may remove an independent auditor for the District. The duties of the auditor include the following:

- (A) Examine the District accounts at the close of each fiscal year;
- (B) Conduct such examination in accordance with generally accepted auditing standards and to include tests of accounting records and other appropriate auditing procedures;
- (C) Provide an opinion on the financial statements prepared at the close of each fiscal year;
- (D) Make recommendations to the Board concerning accounting records, procedures and related activities; and
- (E) Perform other services as requested by the Board.

4.04 General Manager Evaluation

DISTRICT COMPILED POLICIES

- (A) Criteria. The Board will evaluate the Manager annually based on the progress made in addressing District goals and objectives for the current fiscal year, and goals and areas for development identified by the evaluation for the previous year.
- (B) Process.
- (1) The Board will generally conduct its evaluation of the Manager at its regular meeting in June.
 - (2) Evaluations will be held in executive sessions unless the Manager requests that it be held as an open meeting.
 - (3) The Manager will prepare a written assessment identifying major accomplishments and submit it to the Board approximately two weeks prior to the evaluation session.
 - (4) The President will prepare a written summary of the evaluation comments by Board members and provide the document to the Manager approximately three days prior to the evaluation session.
 - (5) At evaluation sessions, Board will review the summary comments and members may make additional oral comments. The Manager will have an opportunity to respond to all comments. The Board will discuss the effect of the evaluation on the Manager's employment contract. The Board will allocate sufficient time for a thorough evaluation discussion with the Manager.
- (C) Contract. After the evaluation the General Counsel will prepare the necessary and useful amendments to the Manager's employment contract. Contracts normally will be approved as a consent agenda item at the next regular Board meeting.

4.05 Exempt Employees

(A) Evaluations.

- (1) The Manager will ensure monitoring of the efforts of exempt employees by continuous communication, coaching and informal quarterly review meetings.
- (2) The Manager will ensure that formal performance reviews of exempt employees are regularly scheduled. The formal review will be a written performance evaluation to assist the exempt employee in career development and to provide the basis for compensation, promotion, transfer, and retention decisions.

DISTRICT COMPILED POLICIES

- (3) The written performance evaluation will be consistent with the continuous monitoring. The Manager will ensure that appropriate records of exempt employee accomplishments and behavior are maintained in order to assure that information included in the performance evaluation is accurate, illustrative and relevant to the entire evaluation period.
- (4) Exempt employees will be evaluated each fiscal year based on two primary criteria:
 - (a) ability to meet three to five specific pre-determined goals and objectives that support the comprehensive plan of the District; and
 - (b) performance as a supervisor.
- (5) Equal weight will be given to goals and objectives (50%) and performance level (50%). The composite score will determine what level of overall performance the exempt employee has achieved during the year.

(B) Compensation.

- (1) The Manager will adopt a pay matrix system by administrative rule to determine the pay adjustment based on the composite score for each exempt employee. Any increase will be based on the level of performance and current pay in relation to the minimum and maximum of the assigned pay range.
- (2) The base labor market rate, standard performance at the midpoint of the salary range of the pay matrix, will be used to determine annual adjustments to the pay ranges. The base labor market rate will be based on the labor costs of public agencies located in the Portland Metro area, as published each January by Milliman USA, plus two percent (2%) added for retention purposes. The retention rate may be adjusted based on economic and competitive reasons as recommended by the Manager.
- (3) The District's total compensation (salary ranges and employee benefits) will be benchmarked to the area labor market and adjusted periodically to remain competitive in markets for which it competes for labor.

RESOLUTION NO. 2009-16

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

A RESOLUTION APPROVING DISTRICT COMPILED POLICIES CHAPTER FOUR, AS AMENDED

- a. The Tualatin Hills Park & Recreation District (District) board adopted 26 policies between 1975 and 2008;
- b. The General Counsel revised the policies to provide updated legal context, and edited them for clarity and consistent word usage. The revised policies were placed into chapters as the District Compiled Policies (DCP) and made more useful and readable; and
- c. DCP Chapters 1 through 6 were adopted by Board resolution on April 6, 2009. Chapter 4, as amended, contains provisions of former policies not included in the DCP and a new delegation of administrative authority to the General Manager for the adoption of District Operating Rules.

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES:

Section 1. The DCP Chapter 4, as amended and attached as Exhibit A to this Resolution is adopted. This new Chapter 4 replaces the Chapter previously adopted by the Board on April 6, 2009.

Section 2. This resolution takes effect on July 1, 2009.

BOARD OF DIRECTORS APPROVAL: June 22, 2009

Larry Pelatt
President / Director

Adoption and date attested by:

Jessica Collins
Recording Secretary

DISTRICT COMPILED POLICIES

CHAPTER 4 – ADMINISTRATION

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DISTRICT COMPILED POLICIES

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DISTRICT COMPILED POLICIES

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 - (3) The District's total compensation (salary ranges and employee benefits) will be benchmarked to the area labor market and adjusted periodically to remain competitive in markets for which it competes for labor.



[9B]

MEMO

DATE: May 26, 2009
TO: Doug Menke, General Manager
FROM: Jim McElhinny, Director of Park & Recreation Services

RE: Advisory Committee Structure

Summary

This memo provides a summary of the Advisory Committee Task Force's recommendations regarding the structure of the Park District's existing Advisory Committees. Additionally, staff's perspective on broad-based Advisory Committees is included, as well as a transition plan for the committees. The Board's input is respectfully requested prior to a final recommendation to be brought to the Board in July/August.

Background

At their December 8, 2008 meeting, the Board of Directors authorized the General Manager to create a Task Force to review the current structure of the Park District's Advisory Committees and provide recommendations to the Board on their future purpose and functionality.

A specific action called out in the 2006 THPRD Comprehensive Plan is to:

"Consider evaluating the Park District advisory committee structure, roles, responsibilities and procedures to ensure that the committees continue to provide comprehensive, balanced guidance in an efficient and effective manner".

The Advisory Committee Task Force was composed of current Advisory Committee members and THPRD staff. A complete roster is attached. The Task Force held two meetings -- February 18, 2009 and March 18, 2009. Key discussion points and recommendations are included in this document.

Task Force Meetings

The first Task Force meeting held on February 18 included a report from each Advisory Committee regarding their interests, activities, fundraising and any concerns. Some Advisory Committee representatives would like to develop a stronger connection to the Board; they believe the District could help them achieve this goal by rotating monthly Board meetings among various THPRD facilities.

There was discussion regarding areas/users of THPRD that are currently not represented by Advisory Committees. Identified were youth, general park users, natural areas, and the disabled. Task Force members agreed that youth were difficult to recruit and retain, and recommended that youth representatives be appointed to appropriate Advisory Committees if desired, rather than establishing a separate Youth Advisory Committee.

The Task Force agreed that it was beneficial to meet collectively once a year to share information. They would like to continue that practice.

The second Task Force meeting was held on March 18. The Task Force discussed the existing By-Laws/Guidelines that are in use (attached). Members felt that the By-Laws were adequate for their needs and did not require changes. In particular, members wanted to retain flexibility in the number of members that serve on each committee. Task Force members also felt strongly that term limits should not be imposed; retention of members for several years is important for continuity, education, and completion of goals and objectives and projects.

Members discussed fundraising in detail. Some Advisory Committees enjoy fundraising and see it as a major focus area, whereas other committees view it as a chore. The Task Force discussed the Challenge Grant program at length. The majority of Advisory Committees are required to match the \$5,000 that is offered to them each year for projects, but a few are not required to match those dollars. The Task Force would like the Challenge Grant program to be consistent by including in-kind work as a means of qualifying as matching funds.

The Task Force analyzed current and proposed Advisory Committees, and recommendations are listed below. Several Advisory Committees felt strongly that they should not be combined with other committees into a broad committee (examples: a Recreation Advisory Committee, or a Natural Resources Advisory Committee). Most of the existing committees have a strong connection to their respective facilities and are concerned that recruitment and retention would become even more difficult if broad committees were established.

Recommendations from the Task Force

1. Retain the existing By-Laws/Guidelines for Advisory Committees.
2. Rotate Board meetings to various Park District facilities on a regular basis.
3. Establish Board member liaisons to each of the Advisory Committees. Ask the Board member liaisons to attend two Advisory Committee meetings a year. Discontinue annual Advisory Committee presentations to the Board of Directors.
4. Establish a new Parks Advisory Committee. This committee would include members from each quadrant of the Park District and would focus on issues related to parks.
5. The following Advisory Committees would remain the same: Nature Park, Jenkins Estate, Cedar Hills, Conestoga, Garden Home, and Trails.
6. The Stuhr Center Advisory Committee would review senior programs for the Stuhr Center and other facilities in the Park District.
7. The Aquatics Advisory Committee would move the aquatic clubs from the Advisory Committee to a new Aquatic Club Steering Committee. This committee would meet quarterly or as needed. The Superintendent of Aquatics would be the ex-officio staff representative on this committee. The Aquatics Advisory Committee would continue to function with members representing the various Park District swim centers.

8. The Athletic Center Advisory Committee would encompass all sports offered in the Park District, including tennis. The committee would have a new youth and tennis representative. A proposed name for this group was "Sports Advisory Committee".
9. The Park District should consider forming task forces in the following areas as needed: Cultural Arts and Special Events, and Youth Services.
10. Make the Challenge Grant Program equitable for all Advisory Committees.

Staff Perspective - Broad-based Advisory Committees and Friends Groups

Based on discussions with Management and previous input received from members of the Board of Directors, it is staff's perspective that in order to provide balanced, comprehensive guidance to the Park District now and in the future as indicated in the Comprehensive Plan, Advisory Committees may need to be further restructured and refined.

Restructured broad-based Advisory Committees could be formed from existing committees, offering members the opportunity to transition to the new broad-based committees or form Friends Groups that focus on a specific facility or purpose, such as fundraising.

Broad-based committees would gather input from the public and advise the Park District on programs and activities, and assist with the follow-through in the Comprehensive Planning process.

Currently, passive park users are not represented on any Advisory Committee. The formation of a Parks Advisory Committee with geographic representation would provide the Park District with important information and input.

Combining the Nature Park Advisory Committee with Cooper Mountain Nature Park and other Park District natural areas to form a Natural Resources Advisory Committee would provide complete cohesive coverage of all natural resource areas and environmental education programs. The current Nature Park Advisory Committee is not interested in a broad-based committee at this time. The Nature Park Advisory Committee members would have the option to transition to the new Natural Resources Advisory Committee or form a Nature Park Friends Group.

Combining the Advisory Committees of the three community recreation centers (Cedar Hills, Garden Home and Conestoga) into a Recreation Advisory Committee would create a broader scope and provide opportunities for creative programming and sharing of information and resources. A percentage of existing members on the three community recreation center committees would have the option to transition to the Recreation Advisory Committee, or form Friends Groups for their respective facilities.

Retaining the Stuhr Center Advisory Committee is important for senior input. Broadening the scope of this existing committee to also look at all Park District senior programs would provide additional benefit. Enlarging this committee's membership should be considered in order to gain additional perspectives.

The Jenkins Estate Advisory Committee currently reviews all Park District historic properties, including the John Quincy Adams Young House and the Fanno House. Retention of this committee provides coverage for the Park District's historic sites.

The Trails Advisory Committee provides broad geographic and agency representation for Park District trails. This committee is an important resource as the District continues to implement the Trails Master Plan.

The Aquatics Advisory Committee and Sports Advisory Committee (former Athletic Center Advisory Committee) as proposed by the Advisory Committee Task Force, provide important information and guidance to the Park District. The Aquatics Advisory Committee may consider having a representative on the Aquatic Clubs Steering Committee.

Consideration could also be given to a youth representative on each of the Advisory Committees.

Transition

Existing Advisory Committees would transition into the recommended broad-based Advisory Committees in October 2009. Positions for the new committees would be advertised beginning in July. A percentage of current committee members would be eligible to transfer or apply for the new committees. Friends Groups could be formed from existing Advisory Committee members and/or other interested individuals.

Challenge Grant Program

Broad-based Advisory Committees would be eligible to utilize the Challenge Grant program for projects and be allowed to use grant money or volunteer time as a match for the Challenge Grant program. Friends Groups would also be able to apply for Challenge Grants, working through the broad-based Advisory Committees. Existing Advisory Committee funds would be retained by the appropriate broad-based Advisory Committee, or Friends Group if one is formed, to be used specifically for the facility or program that raised the funds.

Summary of Staff Perspective

The nine existing Advisory Committees are:

- Aquatics Advisory Committee
- Athletic Center Advisory Committee
- Cedar Hills Advisory Committee
- Conestoga Advisory Committee
- Elsie Stuhr Center Advisory Committee
- Garden Home Advisory Committee
- Jenkins Estate Advisory Committee
- Nature Park Advisory Committee
- Trails Advisory Committee

Staff recommends transitioning the existing Advisory Committees into broad-based committees that would gather input from the public and advise on Park District programs and activities. They would also assist with follow-through in the Comprehensive Planning process and continue to utilize the Challenge Grant program for projects.

The eight broad-based Advisory Committees would be:

- Aquatics Advisory Committee
- Elsie Stuhr Center (Senior Adult Services) Advisory Committee
- Historic Facilities Advisory Committee
- Natural Resources Advisory Committee
- Parks Advisory Committee
- Recreation Advisory Committee
- Sports Advisory Committee
- Trails Advisory Committee

Please find attached a chart reflecting the staff recommended Advisory Committee structure transition.

Friends Groups could be formed to focus on fund raising for a specific facility. Charge details will need to be developed acknowledging logistics of membership and other items to be addressed. The intent should also be noted that Friends Groups would not be appointed by the Board of Directors and thereby would not be formerly attached to the Board. Friends Groups may include:

- Cedar Hills Friends Group
- Conestoga Friends Group
- Garden Home Friends Group
- Nature Park Friends Group

Next Steps

Following Board of Directors input at the June 22, 2009 Board meeting, staff will refine the recommendations, including Committee and Friends Group "Charge" templates. The Advisory Committee Task Force will reconvene if needed and it will be staff's intent to present final recommendations to the Board of Directors at their July/August meeting.



Tualatin Hills Park & Recreation District ADVISORY COMMITTEE TASK FORCE

<i>Task Force Member</i>	<i>Address</i>	<i>Phone</i>	<i>Email</i>	<i>Advisory Affiliation</i>
Kevin Hoover				Tualatin Hills Nature Park
Rod Coles (Alternate)				Tualatin Hills Nature Park
Janet Allison				Athletic Center
Julia Kegg				Aquatics
Scott Heaston				Cedar Hills Recreation Center
Jan Regnier				Jenkins Estate
Norm Vaillancourt				Stuhr Center
Judi Graeper				Garden Home Recreation Center
Kevin Apperson				Trails
<i>Staff</i>	<i>Address</i>	<i>Phone</i>	<i>Email</i>	<i>Advisory Affiliation</i>
Lynda Myers Center Supervisor	8005 SW Grabhorn Road Aloha, OR 97007	503/629.6355	lmyers@thprd.com	Jenkins Estate
Lisa Novak Supt. Prog. & Spec Act.	15707 SW Walker Road Beaverton, OR 97006	503/645.6433	lnovak@thprd.com	Jenkins Estate, Tennis Center, Stuhr Center
Debbie Schoen Center Supervisor	11640 SW Park Way Portland, OR 97225	503/629.6340	dschoen@thprd.com	Cedar Hills Recreation Center
Eric Owens Supt. Recreation	15707 SW Walker Road Beaverton, OR 97006	503/645.6433	eowens@thprd.com	Conestoga Recreation & Aquatic Center, Cedar Hills & Garden Home Recreation Centers
Sharon Hoffmeister Supt. Aquatics	15707 SW Walker Road Beaverton, OR 97006	503/645.6433	shoffmei@thprd.com	Aquatics



ADVISORY COMMITTEE BY-LAWS/GUIDELINES

The Tualatin Hills Park and Recreation District Board of Directors has given members of the Advisory Committee the following charge:

The purpose of the Advisory Committee is to receive public input and offer suggestions or recommendations in regards to the operation of Park and Recreation Services to residents of the Tualatin Hills Park and Recreation District.

In pursuit of the above charge, members of the Advisory Committee will be guided by the following by-laws/guidelines:

- ❖ The Advisory Committee shall consist of members who reside within Park District boundaries selected from a review of applications by the Tualatin Hills Park and Recreation District Board of Directors. Permanent members include the Center Supervisors and the Tualatin Hills Park and Recreation District Superintendents.
- ❖ Officers will include Chairperson, Vice Chairperson and Secretary. These positions shall be elected and will serve one-year terms.
- ❖ Terms of membership shall be two years with membership transfer to occur in August. Original members shall choose to terminate their membership during odd years, and the remaining two original members shall terminate their membership during even years. Members may serve additional terms upon Park District Board of Director approval.
- ❖ Any member of the Advisory Committee not wishing to complete his/her full term shall notify the Committee in writing allowing adequate time to find a suitable replacement. Replacement member will be approved by the Park District Board of Directors.
- ❖ Meetings shall be scheduled on a monthly basis.
- ❖ Any member missing three or more regularly scheduled meetings in a given year will be asked to present to the Advisory Committee in writing just cause of such absence. Members of the Advisory Committee shall decide if any action is necessary. If removal from the Committee is recommended, the Board of Directors shall make the final decision.
- ❖ Members of the Committee shall be available to assist at special functions, to solicit donations and upon request speak to the public to help maintain contact with the community at large.
- ❖ Any fundraising performed by the Advisory Committee shall be in compliance with all state and local laws. All funds shall be used to better the programs or facilities. Funds shall be secured in and managed by the Tualatin Hills Park Foundation.
- ❖ All Advisory Committee action shall be in accordance to and consistent with Tualatin Hills Park and Recreation District policy and procedures.

- ❖ **Only community Advisory Committee members shall have voting privileges with regard to Committee action.**
- ❖ **Center Supervisors and the Superintendents shall be ex-officio members and therefore will not have voting privileges.**

Proposed THPRD Advisory Committees Structure

Existing THPRD Advisory Committees	Proposed Broad-Based Advisory Committees	Potential Friends Groups/ Steering Committees
Athletic Center Advisory Committee	→ Sports Advisory Committee	
Aquatics Advisory Committee	→ Aquatics Advisory Committee	→ Aquatic Clubs Steering Committee
Cedar Hills Recreation Center Advisory Committee	→ Recreation Advisory Committee	→ Friends of Cedar Hills Recreation Center
Conestoga Recreation & Aquatic Center Advisory Committee		→ Friends of Conestoga Recreation & Aquatic Center
Garden Home Recreation Center Advisory Committee		→ Friends of Garden Home Recreation Center
Elsie Stuhr Center Advisory Committee	→ Elsie Stuhr Center Advisory Committee	
Jenkins Estate Advisory Committee	→ Historic Facilities Advisory Committee	
Nature Park Advisory Committee	→ Natural Resources Advisory Committee	→ Friends of the Nature Park
Trails Advisory Committee	→ Trails Advisory Committee	
	Parks Advisory Committee	