



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, Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, December 5, 2011. Executive Session 6:30 p.m.; Regular Meeting 7:00 p.m.

Present:

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

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

President, Bob Scott, called Executive Session to order for the following purposes:

- To consider information or records that are exempt by law from public inspection, and
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

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

President, Bob Scott, noted that representatives of the news media and designated staff may attend Executive Session. All other members of the audience were asked to leave the room. Representatives of the news media were specifically directed not to disclose information discussed during Executive Session. No final action or final decision may be made in Executive Session. At the end of Executive Session, the Board will return to open session and welcome the audience back into the room.

Agenda Item #2 – Call Regular Meeting to Order

President, Bob Scott, called the Regular Meeting to order at 7:05 p.m.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

Agenda Item #4 – Presentations

A. Recognition of Wendy Kroger

Doug Menke, General Manager, introduced Wendy Kroger, former Chair of the Trails Advisory Committee, to be recognized by the Board of Directors for her volunteer service to the District. In addition to serving as Chair of the Trails Advisory Committee, Wendy has served on a number of District committees including: System Development Charge Methodology Citizen Advisory Committee, Bond Measure Task Force, Parks Bond Citizen Oversight Committee, and Fanno Creek Trail/Hall Boulevard Stakeholders Advisory Committee, as well as being a legislative advocate for the District.

Doug described Wendy's many contributions and dedication to the District and thanked her for her volunteer service on behalf of the Board of Directors and staff of THPRD.

- ✓ Wendy thanked the Board of Directors for the recognition this evening, noting that she thoroughly enjoyed her service to the District and the support of District staff.

B. Audit Report on Park District Financial Statements for Fiscal Year 2010-11

Keith Hobson, Director of Business & Facilities, introduced Kathleen Leader, Audit Committee member, and Cathy Brucker, Finance Manager, to make a presentation to the Board of Directors on the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2011.

Kathleen noted that the District Audit Committee met on November 28, 2011, and reviewed and approved the Draft Comprehensive Annual Financial Report as presented by staff and Talbot, Korvola and Warwick LLP, the District's auditors. The meeting focused on a review of the current year's audit report, which is included within the Board of Directors information packet, and contains no recommendations or findings. Although the charter for the District Audit Committee calls for a member of the auditing firm to present the statements to the Board, since there were no findings or recommendations stemming from the financial statements, the Audit Committee determined it was not necessary for a representative of the audit firm to be present. Kathleen and Cathy offered to answer any questions the Board may have.

- ✓ Hearing none, President, Bob Scott, thanked the Audit Committee and District staff for their efforts and stated that he would entertain a motion.

Joe Blowers moved the Board of Directors accept the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2011. Bill Kanable seconded the motion. Roll call proceeded as follows:

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

The motion was APPROVED by MAJORITY vote.

C. Aquatics Advisory Committee

Sharon Hoffmeister, Superintendent of Aquatics, introduced Jon Schieltz, Chair of the Aquatics Advisory Committee, to make a presentation to the Board of Directors regarding the activities of the Committee during the past year as well as their goals for the coming year.

Jon provided an overview of the Aquatics Advisory Committee's current focuses as well as their goals for the future via a PowerPoint presentation, a copy of which was entered into the record, and which included the following topics:

- Special Events & Fundraising Efforts
- Facility Support
- Short & Long-term Goals

Jon offered to answer any questions the Board may have.

- ✓ Hearing none, President, Bob Scott, thanked Jon on behalf of the Board of Directors for the informative presentation.

D. Parks Bond Citizen Oversight Committee Annual Report

Doug Menke, General Manager, introduced Marc San Soucie, Chair of the Parks Bond Citizen Oversight Committee, to present the Committee's second annual report to the Board of Directors, which is included within the Board of Directors information packet.

Marc noted that this year's report came together based on the efforts and structure built last year in the development of the Committee's first annual report and that the Committee should be able to use those efforts as a framework for future annual reports as well. Although it has taken some time to develop tracking reports that best meet the needs of the Committee members, public, and staff, the effort is well on its way. Marc provided a few key highlights of the second annual report, including an overview of the recommendations made within:

- While the Committee does not believe that any elements of the Bond Program have gone awry, there is some sensitivity as to the speed of activities for certain categories, specifically in the areas of land acquisition and natural area restoration projects, although the Committee is also aware of the contributing factors for such delays.
- The Committee has not found any project or acquisition that has not been in line with the Bond Program promised to the public.
- The Committee feels that two areas in particular need to be continually monitored:
 - Land acquisition for natural areas. Although the Committee is aware that progress has been made in acquiring properties for parks and other purposes over the last year, acquisition of natural areas has been lacking. The Committee acknowledges that an additional land acquisition specialist has been hired and is hopeful that this will have a significant impact on the speed of such acquisitions.
 - Natural area restoration projects. When looking at the status of other bond projects, few of the natural restoration projects have progressed as far when compared to projects in other bond project categories.
- Monitor spending, progress, and results for the park projects into which athletic field funds have been combined, to ensure that appropriate amounts have been spent on those fields, even though on an accounting basis they have been merged with park development projects.
 - For reasons of fiscal efficiency, the Committee concurs with the decision to merge a number of athletic field development projects with park development projects on an accounting and project management basis. However, this makes it a little more challenging for the Committee to analyze the accounting and to make sure that the original funding promises are matched to the appropriate level. The Committee believes this will be able to be addressed, but wanted to make note of it because it will be a focus for the Committee.
- Account carefully for land acquisitions which generate results in more than one category, such as parks, trails, and natural areas.
 - There are a number of instances where a particular land acquisition will satisfy more than one Bond Program category, such as a parcel of land which a portion would be dedicated to park activities and another portion as a natural area. Such combination acquisitions raise a small but interesting accounting question for the Committee that the Committee will need to remain aware of and track.
- Develop a plan for remedying the over-spending of Neighborhood Park Land Acquisition funds on some larger-than-anticipated properties.
 - There were a couple of land acquisitions in the Neighborhood Park category that were bigger than normal. As a result, if tracking only in numerical measures of number of parks to acquire, it appears that the District is on a trajectory to overspend in that category. The Committee will be monitoring this as well.
- Note instances where a project exceeds its budget and other sources of funding are applied to complete the project.
 - There are a number of projects where in order to achieve the objective of a park or trail development project, the District has brought in funding from other sources. Although this is acceptable to the Committee, it requires additional tracking to ensure that all bond funds have been spent as appropriate.

- Continue to work on accurate project status and budget reporting, project performance measures, and overall bond progress reporting.

Marc offered to answer any questions the Board may have.

Joe Blowers referenced the recommendation to account carefully for land acquisitions that generate results in more than one category. He asked what information the Committee is currently receiving and how it could be more detailed, using the Teufel property as an example.

- ✓ Marc replied that although the Committee has not received the report on the Teufel property yet due to the fact that staff is still analyzing the property, as the division of use becomes clearer, the Committee can then begin dividing the costs into different Bond Program funding categories.
- ✓ Doug clarified that the Teufel property will be dedicated entirely to the Community Park funding category in that it is not unusual for a community park to have various components. A better example of a property that would have a shared cost and unique utility is the land acquired near Foege Park that has both trail and natural resource components. This will be a split purchase and part of the reporting mechanism will be an annual resolution like the one approved by the Board at the November 7, 2011 meeting that clearly designates each parcel purchased, the intended use and funding sources, including how much funding came from each bond category.
- ✓ Marc noted that the Committee agrees that such resolutions will be helpful.

Joe asked for clarification regarding how each category would be determined.

- ✓ Doug replied that it would be twofold: staff's communication to the Board during the land acquisition negotiation process in Executive Session and as acquisitions are finalized, the annual resolution will clearly identify intended use as well as funding source.

Larry Pelatt asked how many properties have fallen into this category so far.

- ✓ Marc replied that there have only been two or three, but the number of acquisitions is still low as well. The Committee is clearly interested in paying close attention to ensure that at the end of the Bond Program, all of the funds that were intended for different categories of acquisitions were spent in those categories. It is not crucial that the accounting is done immediately upon acquisition; only that through time the accumulative accounting correctly matches what was promised for each category.

John Griffiths commented that he understands the impression that land acquisition is moving slowly and described how the change in the economy has hampered these efforts in that property owners are reluctant to accept the decrease in land prices that have occurred over just the past few years. He stated that to hurry the process just to show more progress would likely result in the District paying more per acre than necessary. He asked why the District is behind schedule on natural area restoration projects.

- ✓ Marc clarified that the Committee does not believe the District is technically behind schedule as it is a long-term program, but when the various Bond Program categories are compared in terms of projects with successful completions, the natural area restorations project category has the fewest.

Bill Kanable described how such projects cannot proceed in a linear fashion. And regarding natural resources property acquisitions, such properties are not going to be sold to another entity or be developed and finding the right properties that fit the desires of the District has been a tedious and time-consuming task.

- ✓ Marc agreed, noting that the Committee was pleased with the hiring of an additional land acquisition specialist as the ability of the District to make more contacts in parallel is the most anyone can expect. The Committee realizes that it is difficult to acquire land and to be able to pursue more contacts in parallel is the right step forward.

Bill noted that the District also needs to be careful in terms of project management in that there cannot be too many projects going at once or there is a risk of some getting out of control. He

noted that \$100 million takes a long time to plan for and spend and to spend it right without incurring a lot of cost overruns. He understands the Committee's concerns, but feels that the District has done a good job on the project management side.

- ✓ Marc replied that the Committee would agree with that assessment.

John noted that many of the targeted acquisition sites for natural areas consist of multiple properties with multiple owners, which also slows down the process. There are few large natural area parcels left. Instead, the District must build those parcels by combining smaller properties, which takes a lot more time and effort. He asked for additional clarification regarding the schedule for the natural area restoration projects.

- ✓ Doug replied that staff would be happy to return to the Board with a report specific to this topic area. Many of the projects are tied to bond construction projects and need to be sequenced appropriately, but it would be beneficial to have a full report. An appropriate example is the work that has been done in the Murrayhill powerline area where invasive species were removed and the sequence of the treatment process in order to stabilize the area and return for plantings and the maintenance and monitoring process that occurs afterward, which ends up being a lengthy and detailed process.
- ✓ Bill agreed, noting that he has personally witnessed the process through the efforts occurring at Hyland Forest Park.

Joe asked where the Bauman Park natural area restoration project is listed within the report.

- ✓ Bruce Barbarasch, Superintendent of Natural Resources & Trails Management, replied that it may have been erroneously omitted from the report, but the project is well underway.

President, Bob Scott, agreed that the natural resources projects overview report offered by Doug would be helpful for the Board as well as the Committee.

President, Bob Scott, complimented Marc's efforts as Committee Chair, noting that it is a diverse membership and that he does a good job of bringing them together. In addition, he thanks the individual Committee members who contributed to developing the report.

- ✓ Joe agreed, noting that the report was well written, contains a lot of information, but is still easy to understand.

Agenda Item #5 – Audience Time

There was no testimony during Audience Time.

Agenda Item #6 – Board Time

There were no comments during Board Time.

Agenda Item #7 – Consent Agenda

Bill Kanable moved the Board of Directors approve Consent Agenda items (A) Minutes of November 7, 2011 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Appointing Recreation Advisory Committee Member, (E) Resolution Approving System Development Charge Annual Cost Adjustment, (F) Resolution Authorizing Transfer of Metro Local Share Funds, and (G) Resolution Authorizing Application to the Federal Highway Administration for a Transportation, Community and System Preservation Grant. Joe Blowers seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. Bond Program

Hal Bergsma, Director of Planning, provided a brief overview of the memo included within the Board of Directors information packet regarding bond program efforts, including the November 17, 2011, Parks Bond Citizen Oversight Committee meeting. In addition, Steve Gulgren, Superintendent of Planning & Development, and Dave Chrisman, Superintendent of Maintenance Operations, provided a PowerPoint presentation showing pictures of the construction projects at Conestoga Recreation & Aquatic Center, Elsie Stuhr Center, Camille Park, and Administrative Building. Hal offered to answer any questions the Board may have.

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

B. 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:

- Graf Meadows Pathway Completion Request
 - Hal Bergsma, Director of Planning, provided a detailed overview of the status of a request received at the November 7, 2011 Regular Board meeting regarding a pathway project in the Graf Meadows neighborhood. In addition, a copy of a letter from Citizen Participation Organization #7 in support of the pathway project was distributed to the Board and entered into the record.
- Customer Service Program
- Fanno Creek Trail Project Update
- Autumn in THPRD Parks
 - Bob Wayt, Director of Communications & Outreach, presented a slideshow of pictures taken at various District parks.
- Board of Directors Meeting Schedule
- Prequalification Process
 - Keith Hobson, Director of Business & Facilities, provided a brief update regarding the prequalification pilot process approved by the Board at the November 7, 2011 Regular Board meeting, noting that 34 applications have been received and all have passed the initial screening. Once the full screening has been completed, staff will share the final prequalification list with the Board via email.

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

Bill Kanable referenced the pathway requested at Graf Meadows and asked how much the project estimate is and from where the funding will come.

- ✓ Hal replied that the funding source would likely be System Development Charge funds.
- ✓ Doug noted that staff will be acquiring rough estimates for the project and that it may be divided into a two-year funding process in that it will take some time to get through the permitting process due to the wetland involved.

Larry Pelatt requested a copy of the screening criteria used for the prequalification process.

Agenda Item #9 – New Business

A. Naming Request for 112th Avenue Facility

Keith Hobson, Director of Business & Facilities, provided a brief overview of the memo included within the Board of Directors information packet, noting that staff is seeking Board approval of the proposed name for the new facility at 112th Avenue, pursuant to Board Policy 8.05, Naming of District Property. He noted that a team of staff members representing the relocated departments has been working to plan and implement the relocation and sponsored a contest to name the facility. The team received 50 submittals and narrowed the list down to their top five

recommendations. Keith noted that the selected proposed name for Board's consideration is the Fanno Creek Service Center and offered to answer any questions the Board may have.

John Griffiths noted that the District should consider naming something after deceased Board member, Bruce Dalrymple, acknowledging that a maintenance facility might not be the right fit.

- ✓ Doug Menke, General Manager, confirmed that the District would be looking at options for a future naming in honor of Bruce.
- ✓ Larry Pelatt agreed, noting that with Bruce's children being heavy involvement in sports, a field might be something to consider.
- ✓ Bill Kanable agreed, noting that there are many projects like that coming up through the Bond Program.
- ✓ John noted that a field at PCC Rock Creek might be appropriate as well.

Joe Blowers moved the Board of Directors approve the staff request, in accordance with District Compiled Policy 8.05 on Naming of District Property, to name the new facility on 112th Avenue as the Fanno Creek Service Center. Larry Pelatt seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Bill Kanable commented that another Board tour of bond projects should be scheduled, including another tour of the maintenance facility.

- ✓ Doug Menke, General Manager, agreed, noting that he believes the Board would also enjoy seeing the projects at Conestoga Recreation & Aquatic Center and the Elsie Stuhr Center, among others.

B. Leadership Development Academy

Keith Hobson, Director of Business & Facilities, introduced Nancy Hartman Noye, Human Resources Manager, and Ann Mackiernan, Operations Analysis Manager, to provide a presentation on the District's new Leadership Development Academy.

Nancy and Ann provided a detailed overview of the Leadership Development Academy via a PowerPoint Presentation, a copy of which was entered into the record, and which included an overview of the four program tiers proposed:

- I. General Overview of THPRD
- II. Skill Development
- III. Capstone/Mentor Program
- IV. Leadership Attribute Development

Nancy and Ann offered to answer any questions the Board may have.

President, Bob Scott, asked how much time it would take a staff person to complete Tier I.

- ✓ Nancy replied that it is spread out over three days, with each class day being half a day.

Larry Pelatt expressed support for the program, noting that it constitutes a real step forward in the District's training efforts.

President, Bob Scott, asked what the direct cost is of providing the program.

- ✓ Nancy replied that it is just staff time for Tiers I, II, and III.

Larry commented that it will be interesting to see how many continue on through the program.

- ✓ Joe Blowers agreed, noting that it seems that the program would be motivating for those who wish to move up in the District.

Agenda Item #8 – Unfinished Business (taken out of order)

B. General Manager's Report

A group of audience members requested to testify regarding the proposed pathway at Graf Meadows, which was discussed under the General Manager's Report earlier in the meeting.

- ✓ President, Bob Scott, stated that he would allow the testimony.

Larry Christensen, 16952 NW Bernietta Court, Portland; Craig Cauvel, 5869 NW Samuel Drive, Portland; and Jeffrey Petrillo, 16965 NW Bernietta Court, Portland, are before the Board of Directors this evening regarding the request for a pathway at Graf Meadows.

- Larry stated that they appreciate the communication they have received thus far from District staff since their testimony at the November 7, 2011 Regular Board meeting. He noted that since 1996 when the subdivision was first constructed, the neighborhood has not asked anything of the District and has been maintaining the area under discussion themselves. However, currently there is no access from their neighborhood east to NW Graf Street so that residents can access the Pirate Park. It is a highly utilized area and they would like to see the access restored as soon as possible. They would appreciate the Board's assistance on this, and Citizen Participation Organization #7 and the Washington County Commissioners are aware of and monitoring the situation as well.
- Craig noted that the current completion estimate of 2013 seems like a lifetime to residents with children and that they would like to see the project completed faster. Due to the lack of sidewalks on the nearby roads, there is no safe alternate route. He asked whether there is a milestone of when the topic would be discussed again.
- Jeff added that he has lived on both sides of the area over the years and that the trail would provide access for many neighborhoods, not just theirs. Neighbors on both sides would like to volunteer to maintain the trail.

President, Bob Scott, stated that, having not been on the Board at the time of the original master plan for the area, it is important to him to hear from staff what was committed to as part of the project, as well as the cost of the potential project. The Board cannot commit to a project blindly without having an idea of the cost and funding sources. Such details will take some time to sort through, in addition to the issue of obtaining permits for the project. He confirmed that the group has the Board's attention and that the Board will be waiting for further details from staff and that he is confident staff will keep the neighborhood informed as well.

Joe Blowers commented that having personally viewed the area under discussion, he believes it definitely qualifies as an area that needs attention and he will personally commit to seeing that the project gets done; however, it does need to be completed in a fiscally responsible manner.

Bill Kanable noted that constructing a trail through a wetland is not easy and takes time; 2013 may even be optimistic. He described how several different agencies would be involved in the permit process and asked for patience from the neighborhood.

Agenda Item #10 - Adjourn

There being no further business, the meeting was adjourned at 8:45 p.m.

Bob Scott, President

Larry Pelatt, Secretary

Recording Secretary,
Jessica Collins

Minutes: Regular Meeting of the Board of Directors, December 5, 2011