



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

A regular meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Monday, November 3, 2014, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton. Executive Session 6 pm; Regular Meeting 7 pm

Present:

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

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

President Griffiths called executive session to order for the following purposes:

- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed,
- 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)(e)(f)&(h), which allows the board to meet in executive session to discuss the aforementioned issues.

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

Agenda Item #2 – Call Regular Meeting to Order

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

Agenda Item #3 – Action Resulting from Executive Session

Bob Scott moved that the board of directors authorize staff to acquire one property in the southwest quadrant of the district for expansion of the Morrison Woods Natural Area, using bond funds designated for acquisition of natural areas, subject to appropriate due diligence review and approval by the general manager. Jerry Jones Jr. seconded the motion. Roll call proceeded as follows:

Joe Blowers **Yes**
Larry Pelatt **Yes**
Jerry Jones Jr. **Yes**
Bob Scott **Yes**
John Griffiths **Yes**

The motion was UNANIMOUSLY APPROVED.

Agenda Item #4 – Parks Bond Citizen Oversight Committee Annual Report

General Manager Doug Menke introduced Marc San Soucie, chair of the Parks Bond Citizen Oversight Committee, to present the committee's fifth annual report to the board of directors, which is included within the board of director's information packet.

Marc provided an overview of the committee's production of their annual report, noting that the committee desired that this year's focus be on the extent to which the bond program has advanced toward completion. He described the committee's desire for detailed information in order to ensure that all bond funding has been accounted for and properly allocated, and that district staff has been very thorough in providing that information, which has evolved over the past five years in accordance with the committee's feedback. Marc noted that this year's report is in a more abbreviated format since there has been more accomplished in the bond program to this point than what is still left to be done. In addition, and as usual, the committee has left the graphic design of the report to district staff, but has requested that two particular maps that were included in last year's report be included again and that some historical information regarding a few of the bond project sites also be included. Marc recognized the subcommittee members that participated in drafting the report, which was then presented to and approved by the full committee. The committee expressed the desire to frame the report in a positive manner in order to reflect the committee's overall satisfaction with how the program has been completed thus far.

Jerry Jones Jr. agreed with the committee's assessment that a lot of progress has been made on the bond program and expressed appreciation for the work of district staff and the committee.

Joe Blowers expressed agreement with Jerry's comments, noting that the bond program is nearing completion and that he will recommit himself to ensuring that the remaining projects are completed.

- ✓ Marc stated that the committee is confident that the district will enable the completion of the remaining projects in a timely fashion.

Agenda Item #5 – Audience Time

Wendy Kroger, 12030 SW Setler Way, Beaverton, is before the board of directors this evening regarding the planning process currently underway for the Cooper Mountain area. She explained that she serves as an alternate on the City of Beaverton Planning Commission, which is overseeing the planning process for the Cooper Mountain area. As she has reviewed the plans, she has become concerned regarding the lack of trails proposed for the area. She has brought her concerns to district staff as well as the Trails Advisory Committee. She requested that the committee consider attending the upcoming planning commission meeting if they, too, are concerned regarding the lack of trails shown in the conceptual plans. She noted that the committee has prepared a letter of testimony addressed to the commission, a copy of which has been entered into the record. She described her specific concerns regarding the conceptual plans, citing a lack of trail connectivity for both regional and community trails, and too much reliance on constructing trails parallel to roads. Lastly, she requested that THPRD consider annexation of this area as soon as possible in order to have more involvement and influence through the planning process, noting that many other agencies are involved and that THPRD needs a strong voice as well.

Ton Hjort, 15715 SW Division, Beaverton, is before the board of directors this evening as chair of the Trails Advisory Committee. He expressed agreement with Wendy's testimony, noting that the committee is prepared to attend the upcoming City of Beaverton Planning Commission meeting regarding the planning process pertaining to trails for the Cooper Mountain area. The committee is concerned that the trails reflected on the current conceptual plans are deficient and has a number of specific recommendations outlined within the testimony letter, including the following: that THPRD be allowed to review and approve all plans and other documents relating to trails prior to any right-of-way being acquired or trail constructed, that all trails be designed and built in accordance with the most recent THPRD standards, and correction of various alignment issues and trail designations and standards as detailed within the letter.

President Griffiths inquired when the district would be annexing the properties in the Cooper Mountain area.

- ✓ General Manager Doug Menke replied that although the area has already been annexed by the City of Beaverton, annexation to THPRD will happen as development occurs.

President Griffiths asked if this keeps THPRD from being sufficiently involved in the planning process.

- ✓ Aisha Willits, director of Planning, provided an overview of the district's involvement in the planning process thus far, noting that many of the suggestions heard this evening have been advocated for already by the district. She described the difficulty in planning around the topography and natural resources of Cooper Mountain, all of which affect the trail alignments. District staff will be having a meeting with city staff tomorrow to further discuss how likely the proposed trail alignments as shown are when taking into consideration the aforementioned challenges, in order to facilitate the conversations that need to occur with the developers and property owners to purchase land. Aisha welcomed any input or direction from the board that can then be expressed at this meeting, as well as at the upcoming planning commission meeting.

Larry Pelatt inquired whether the conceptual plan that was presented to the board a few months ago by City of Beaverton staff has progressed much since that presentation.

- ✓ Aisha replied that city staff is currently working on the next version of that conceptual plan, designated a community plan, which contains a higher level of detail and is the plan that would ultimately be proposed for adoption.

Larry likened this process to that of which was used for North Bethany, noting that in the case of North Bethany, trails were also noted as lines on a map that never materialized, in part because the developers purchased that same land and had other plans for it than construction of trails. He encouraged staff to share the district's experience with the development of North Bethany with City of Beaverton in order to avoid some of the same pitfalls.

President Griffiths asked whether Metro is involved in the planning process for Cooper Mountain.

- ✓ Aisha described Metro's participation in the process thus far, noting that additional clarification is needed from them pertaining to the regional trails planned for the area.

Jerry Jones Jr. encouraged district staff to ensure that the city's trail definitions mesh well with the district's definitions.

- ✓ Joe Blowers agreed, noting that it would make the most sense for the city to adopt the district's trail standards, since the district is the park provider for the area.

Agenda Item #6 – Board Time

Joe Blowers noted that he recently attended the National Recreation and Park Association annual conference where he learned about a program called "Walk with a Doc" and he is excited to learn that the district is already in the process of instituting the program here in partnership with Kaiser.

Larry Pelatt reiterated some of the comments made earlier this evening regarding staff's efforts pertaining to the bond program and commended staff's sharp focus and effectiveness.

Agenda Item #7 – Consent Agenda

Larry Pelatt moved that the board of directors approve consent agenda items (A) Minutes of September 22, 2014 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Appointing Parks Advisory Committee Member, (E) Service District Initiated Annexation Resolution, (F) Municipalities Continuing Disclosure Cooperation Initiative Agreement, and (G) Rename the Tualatin Hills Nature Park Interpretive Center to the Tualatin Hills Nature Center. Joe Blowers seconded the motion.

Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #8 – Unfinished Business

A. Bond Update

Aisha Willits, director of Planning, provided an overview of the memo included within the board of directors' information packet regarding implementation of the bond program via a PowerPoint presentation, a copy of which was entered into the record. The information included photos of projects currently under construction, as well as a detailed overview of the budget status of three remaining large bond projects: Southwest Quadrant Community Park, Somerset West Park, and Cedar Hills Park.

General Manager Doug Menke commented regarding the potential for cost overages on the last three large bond projects, noting that the district has been very successful overall in fulfilling the bond program. The down economy experienced at the start of the program benefited the district's efforts a great deal; however, the economy is now recovering, particularly within the construction industry. District staff felt there would be a benefit to examining the three projects together and developing a plan sequentially as we move forward through each project. Doug described the order in which the projects will come up for bid, noting that staff would outline a variety of alternative funding considerations for any potential deficits. Decisions are not being requested this evening; rather, this is an opportunity to get a sense from the board regarding what funding sources could be further explored and which are off limits. Doug reminded the board that there would also be refinements to the park designs as they move through the process, as well as the efforts of creating efficiencies within each project to attempt to reduce the current cost estimates.

Jerry Jones Jr. asked if an escalation is built into the cost estimate for Southwest Quadrant Community Park, since it is not anticipated for construction for another two years.

✓ Aisha confirmed this, noting that an escalation of 4.3% per year is built in to the estimate.

Discussion occurred regarding the vehicular access points under consideration for the Cedar Hills Park project, including the involvement of Beaverton School District and the timing of any improvements planned to the nearby arterial roads by Washington County.

Larry Pelatt asked if there is any assurance that the estimated project cost overages are not going to be even greater upon receiving bids.

- ✓ Aisha replied that typically the cost estimates at this point are a worst-case scenario in that they tend to be on the higher side and the contingency level is at its greatest point. She noted that staff expects the estimates to improve over time, rather than degrade.

Discussion occurred regarding the levels of contingency planned for each phase of the projects and that outside factors, such as transportation requirements, are the most liable to effect the contingencies in a negative manner.

Aisha provided a detailed overview of the PowerPoint slide regarding potential supplemental funding sources, noting that at this point, staff would like to hear from the board which, if any, categories could be considered for reallocation in the future once there is a clearer picture of each project's cost. She noted that an additional funding source that could also be considered is System Development Charge funds.

Joe Blowers commented that he is comfortable with the consideration for transferring natural resource restoration funding to compatible portions of the upcoming three bond projects, but not for components unrelated to natural resources, such as play equipment. He described how natural resource restoration work is similar to deferred maintenance in that restoration work not done now will likely cost the district more to complete in the future.

Larry expressed agreement with Joe's comments regarding the reallocation of natural resource restoration funds to the extent that there are natural resource components within the three bond projects. He would also like staff to explore scaling back, or more preferably phasing, amenities in order to reduce the project costs. Lastly, he is willing to consider using SDCs as supplemental funding as such expenditures would fall within the parameters of expanding capacity.

Jerry stated that he wants to ensure that the district deliver what was promised through the bond measure, noting that value engineering does not necessarily mean removal of amenities, but can also mean finding other ways to provide those amenities at a lesser cost and/or phasing them. Although he is somewhat indifferent to the reallocation of funds from one category to another, he could support it as long as the objectives have been met or exceeded for the category being transferred from. He also expressed agreement with Joe's comments regarding the reallocation of natural resource restoration funds to natural resource restoration components within the last three projects. Lastly, he could support the use of SDCs for projects in which the district has an intergovernmental agreement, as the district is providing more capacity, which is especially the case for the Southwest Quadrant Community Park project.

Bob Scott expressed support for phasing amenities as well as value engineering as described by Jerry. He wants to ensure that the district would not be utilizing funds that would otherwise be dedicated to land acquisition of natural areas, noting that the natural resource acquisition component of the bond measure was the most highly supported by voters. He also expressed agreement with Jerry's comments regarding the potential use of SDCs.

President Griffiths commented that although it is too early to tell exactly what the budget deficits might be for these projects, it is not too early to begin talking about it.

- ✓ Aisha agreed, noting that staff does not intend to request from the board specific funding reallocations for each project until the bid award is being requested. She noted that the first project for bid award will be Southwest Quadrant Community Park's in early 2016.

John expressed support for value engineering the projects as described by Jerry. In terms of reallocation of funds from other categories, he would support transferring the entire amount of seismic funds and could consider the reallocation of natural resource restoration funds as described by Joe. However, regarding the potential reallocation of community center land

acquisition funds, he feels that the district can never own too much land and would prefer it remain dedicated land acquisition, even though it is a relatively small amount. Lastly, regarding trail development reallocation, he believes it is likely that the district will need those funds for trail development. He expressed optimism that the budget gap might narrow substantially when taking into consideration the funding reallocations as noted, as well as value engineering and the reduction in contingencies as the projects move through their respective processes.

Larry commented that although it is good to have this type of conversation early in the process, there is also a greater level of uncertainty since the project estimates are also early in the process. He surmised that the board consensus is open to consideration of using SDCs for potential cost overages.

- ✓ John replied that he would rather discuss the use of SDCs once the board has more certainty regarding additional funding needs.

Larry commented that the same should apply to all of the categories discussed this evening, including the potential for reallocation of the community center land acquisition funds.

President Griffiths requested that a quarterly update be provided to the board regarding these project budgets.

- ✓ General Manager Doug Menke agreed, noting that the next update would be provided at the February regular board meeting.

Jerry thanked district staff for bringing this issue to the board's attention early in the process, noting that he appreciates the foresight involved in coming to the board to discuss strategy.

B. General Manager's Report

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

- Spanish Language Staff Training
 - Nancy Hartman-Noye, Human Resources manager, provided an overview of the district's new Spanish language training program that is being offered to front-line employees in order to enhance their ability to engage and effectively communicate THPRD information to Spanish-speaking patrons.
- Leadership Academy Update
 - Keith Hobson, director of Business & Facilities, provided an update on the district's Leadership Academy program offered to staff, which is a training and development program to prepare staff with the necessary skills and knowledge to support day-to-day THPRD operations in anticipation of staff attrition due to retirement or leave.
- Board of Directors Meeting Schedule

Doug offered to answer any questions the board may have.

Bob Scott asked if this type of language training is available for other languages in addition to Spanish, noting that there may be other populations the district could reach out to in this manner.

- ✓ Nancy replied that she would research this.

President Griffiths inquired what level of proficiency could be expected from staff that completed this training.

- ✓ Nancy replied that proficiency would be minimal, but that staff would learn common phrases particular to welcoming Spanish language speakers.
- ✓ Doug noted the district's other efforts in accommodating non-English speaking patrons, including hiring bilingual staff and a telephone hotline.
- ✓ Larry Pelatt described a multi-language hotline service called Language Line that agencies can use for translation services.

Agenda Item #9 – New Business

A. Southwest Quadrant Community Park Master Plan

Steve Gulgren, superintendent of Planning & Development, provided a brief overview of the memo included within the board of directors' information packet, noting that the Southwest Quadrant Community Park (SWQCP) is a new community park development project funded via the 2008 Bond Measure. Staff is requesting board approval of the master plan in order to proceed with the detailed design, construction documents and permitting for the project. Steve introduced Gery Keck, facilities & project manager, and Todd Marcum with David Evans and Associates, the project consultant, to present an overview of the proposed SWQCP Master Plan.

Gery provided an overview of the master plan development process, noting that the project includes an intergovernmental agreement between THPRD and the Beaverton School District (BSD) to use a portion of their property to provide specific amenities. In addition, the project will include the Champions Too athletic field as a part of the district's Access for All campaign, which will be funded through a fundraising effort currently underway. Gery described the public outreach process used in the development of the master plan, which included a multi-departmental staff review team, the creation of a project-specific public task force, meetings with involved governmental agencies (BSD, Washington County, and Clean Water Services), two neighborhood meetings, as well as meetings with the Sports, Parks, and Recreation Advisory Committees. The neighborhood meetings were well attended and there was a strong consensus at the last neighborhood meeting in support of the preferred master plan being presented this evening. Gery noted that copies of the public comments received regarding the project have been provided at the board members' places this evening and entered into the record.

Todd provided a detailed overview of the proposed SWQCP master plan via a PowerPoint presentation of the informational materials included within the board of directors' information packet and offered to answer any questions the board may have.

Joe Blowers asked if there are any plans for the narrow strip of land on the northeast corner of the site.

- ✓ Gery replied not at this time, noting that there are safety concerns regarding utilizing that area for another entrance. It will likely be planted with vegetation.

President Griffiths asked whether BSD or THPRD owns the tennis courts at the site.

- ✓ General Manager Doug Menke replied that the tennis courts are on BSD property, but are programmed and maintained by THPRD.

Gery provided a brief overview of the next steps in this process, noting that staff hopes to have this project under construction in May or June of 2016 with a two season construction timeline for substantial completion around October 2017.

Jerry Jones Jr. moved that the board of directors approve the Southwest Quadrant Community Park Master Plan. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

The board congratulated staff on the SWQCP master plan for a job well done.

B. Advisory Committees Review Update

General Manager Doug Menke introduced Bruce Barbarasch, superintendent of Natural Resources & Trails Management, to provide an overview of the memo included within the board of directors' information packet regarding the current policy discussion relating to the district's utilization of advisory committees, which was a recommendation made within the district's Comprehensive Plan Update adopted in late 2013.

Bruce described the review of the district's advisory committees currently underway, noting that the desired outcome of this process is threefold:

1. Define the difference between fundraising and advisory groups.
2. Review opportunities to broaden the public involvement process, including diversity and inclusion efforts.
3. Improve the effectiveness of the groups.

Bruce noted that an internal project team has been reviewing the current status of the district's advisory committees and has focused on the following areas:

- A. The difference between, and identification of, fundraising and advisory committees:
 - If the primary purpose of the group is to fundraise, the group should become a friends group.
 - Groups providing broad advice about a subject area should be advisory committees, which do not engage in fundraising.
- B. To broaden the public involvement process:
 - Conduct more public outreach events in places where patrons congregate.
 - Work with the district's diversity and inclusion coordinator to increase diversity within the district's advisory committees and volunteer groups.
 - Create an interested/expert citizen resource list to be recruited for project teams.
 - Institute more ad-hoc committees or working groups for specific projects or situations where more public input is needed.
- C. To improve the effectiveness of the existing advisory committees:
 - Form a new, single broad-based advisory committee consisting of two members from each existing committee.
 - Transition existing advisory committees into one of the following:
 - Existing advisory committees with an active purpose may continue to aid the district. The title of these groups would change to Citizens Committees and would require involvement over the long term, but are not affiliated with the board. For example, the Trails Advisory Committee would become the Citizens Trails Committee. It would continue to collaborate with the superintendent of Planning & Development in the completion of the Trails Functional Plan.
 - Other advisory committees would become new friends groups or be folded into existing friends groups. Friends groups would meet on an as-needed basis, but at least once per year. Guidelines for friends groups and financial matters will be reviewed and revised in conjunction with the Tualatin Hills Park Foundation.
 - Increase board contact with the broad-based advisory committee. Staff recommends that board members visit the committee a minimum of twice a year.

Bruce stated that no formal action is requested this evening by the board, noting that after taking into account any board comments and suggestions, staff would seek feedback from the advisory committees and return to the board with a final recommendation. Bruce offered to answer any questions the board may have.

Bob Scott asked whether vacancies on the advisory committees have been easy to fill.

- ✓ Bruce replied that it varies based on advisory committee.
- ✓ General Manager Doug Menke replied that there is a general consensus within the public sector that the public is looking for other ways to engage rather than by serving on standing committees. He described the current challenges faced by organizations across the board in retaining committee-based volunteers, noting that today's volunteers seem to desire a more focused effort and shorter duration. He noted that the current review is an effort to move forward, but may not be the last rendition of how the district engages volunteers in a committee format.

Bob suggested that members from the local citizen participation organizations or neighborhood association committees be asked to serve on the broad-based advisory committee in order to provide feedback from a generalized community standpoint.

- ✓ Jerry Jones Jr. expressed support for Bob's suggestion.

Larry Pelatt expressed agreement with the recommendation that the board of directors have more engagement with the advisory committees. He suggested developing a policy for the board regarding their engagement, noting that if the advisory committee members sense that the board is interested in their efforts, they will become more engaged as well.

- ✓ Jerry expressed agreement with Larry's suggestion, noting that other committees he has served on typically have a board liaison. He described the mutually beneficial relationship that develops when board members are engaged with their committees.

Larry stated that he is not in favor of developing a single, broad-based advisory committee and that he would rather see the board of directors first become more engaged with the current advisory committees before exploring a different model.

- ✓ Jerry expressed agreement with Larry's comments, noting that he prefers to have separate committees dedicated to individual focus areas. He described a consultant-led process the City of Beaverton engaged in a few years ago in order to increase participation on their public committees and suggested that district staff contact city staff for additional information.

President Griffiths commented that although he is intrigued by the idea of a broad-based advisory committee, he questions how effective it might be. He questioned what type of input could be sought from this committee that each of the specialized areas represented could contribute to, and also acknowledged the possibility for infighting. He asked whether the current advisory committees ever have any interaction with each other under the current structure.

- ✓ Bruce replied that this happens rarely, noting that if there is a topic that requires feedback from multiple committees, staff would typically visit each committee separately.

Discussion occurred regarding the varying levels of enthusiasm within the advisory committees and how personal missions and other volunteer opportunities, such as coaching, may affect the public's interest in serving on an advisory committee.

President Griffiths recalled that the district reorganized the advisory committees a few years ago.

- ✓ Doug confirmed this, noting that each recreation center originally had a dedicated advisory committee and that these individual committees were combined into the Recreation Advisory Committee. Center-specific friends groups were then formed for fundraising purposes.
- ✓ Larry recalled that the individual recreation centers' advisory committees varied in levels of participation as well and that combining the committees' efforts made sense at the time, but the enlarged focus may have caused some of the volunteers to lose interest.

- ✓ Joe Blowers commented that another issue that served as a catalyst for this change was the fact that some of the recreation centers' advisory committees were acting more as fundraising groups than as advisory committees.
- ✓ Doug agreed, noting that the fundraising component within some of the advisory committees is still a subject matter that needs to be resolved. Playing an advisory role and fundraising role consecutively does not tend to function well together structurally.
- ✓ Jerry and Joe expressed agreement with Doug's suggestion that advisory roles and fundraising roles should be kept separate.

Jerry commented that a less intensive meeting schedule could also attract more people to serve on the advisory committees. He described the frustration people feel when meetings are called without any substantive discussion items. In addition, he suggested that a joint advisory committee meeting be convened when input is needed that involves multiple areas of expertise.

Discussion occurred regarding how to structure more involvement by the board members in the advisory committees, including potential liaison assignments for board members to specific committees. Jerry requested that the board members be provided the advisory committees' meeting agendas in advance of their meetings.

Bruce noted that a significant portion of the staff recommendation is about expanding the opportunities for the public to be involved in different ways. He asked the board how important it is to them for the district to retain the same number of advisory committees.

- ✓ Larry encouraged a review of the advisory committees' areas to ensure that the committees are not providing redundant or duplicate roles. He also described how some committees' focuses may have waned now, but may become useful again in the future and until that point, those committees could be disbanded.
- ✓ Joe expressed agreement with Larry's comments and used the Trails Advisory Committee as an example, noting that until the trail network is complete, that committee is going to have an obvious focus; however, that same level of clarity may not be available for some of the other advisory committees.

C. Comprehensive Fee Policy

General Manager Doug Menke introduced Keith Hobson, director of Business & Facilities, to provide an overview of the memo included within the board of directors' information packet regarding the district's fee policies as contained in Chapter 6 of the District Compiled Policies (DCP). These policies need to be updated to reflect the recent changes that resulted from the Comprehensive Plan Update and the Service and Financial Sustainability Analysis adopted by the board in late 2013.

Keith described the review of the district's financial policies currently underway, noting that the proposed amendments to DCP 6 reflect the strategies and direction of the Service and Financial Sustainability Plan. DCP 6 has historically provided policy level guidance on fee-setting rather than detailed procedures. Although the cost recovery philosophy and the use of cost recovery targets to establish fees is recognized in the amended DCP 6, it does not specify the cost recovery target for each service, nor does it specify the means of calculating fees. Instead, staff will prepare, and the general manager will approve, detailed administrative procedures that cover these in order to implement the policy established by the board in DCP 6. Similarly, the amended DCP 6 recognizes the work already done to modify district discount and out-of-district fee practices, but does not include the implementation plans or the detailed operating procedures.

Keith stated that no formal action is requested this evening by the board, noting that the amended DCP 6 is being presented for review and comment only and that a final version will be brought

back to the board for approval at a future meeting date. Keith offered to answer any questions the board may have.

Jerry Jones Jr. commented that he likes the new policy language in that staff will have the ability to adjust fees due to market conditions. As a side note, however, he commented that the policy language references military veterans in regard to the district's recently-adopted military discount, noting that this language should also include active duty military.

✓ Keith agreed, noting that the language would be corrected.

Joe Blowers noted that the overall effect of the proposed policy changes seem to enable staff to be more nimble and adapt to market conditions and cost recovery targets. He stated that although this takes away board control to a small extent, an important component is called out in section 6.06 that the district should review the goals and strategies annually as part of the board of directors' annual goals and objectives. This will offer the board an opportunity to review the policies and he would like to ensure that this review happens on an annual basis as stated.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 9:15 pm.

John Griffiths, President

Bob Scott, Secretary

Recording Secretary,
Jessica Collins