



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

A Regular Meeting of the Tualatin Hills Park and Recreation District Board of Directors was held at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, May 12, 2008. Executive Session 6:30 p.m.; Regular Meeting 7:00 p.m.

### Present:

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

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

President, Joe Blowers, called Executive Session to order for the following purpose:

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

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

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

### **Agenda Item #2 – Call Regular Meeting to Order**

President, Joe Blowers, called the Regular Meeting to order at 7:10 p.m.

### **Agenda Item #3 – Action Resulting from Executive Session**

*There was no action resulting from Executive Session.*

### **Agenda Item #4 – Presentations**

#### **A. Beaverton Police Department Chief David Bishop**

Doug Menke, General Manager, introduced Beaverton Police Department Chief David Bishop who is in attendance this evening to be recognized by the Board of Directors for his career in public service to the community. Chief Bishop will be retiring from the Beaverton Police force in July. Doug provided an overview of the many ways Chief Bishop has made a positive impact to the community and thanked him for his partnership with the Park District.

- ✓ Chief Bishop thanked the Park District for the recognition this evening.

President, Joe Blowers, presented Chief Bishop a plaque and thanked him on behalf of the Board of Directors for his service and contributions to the community.

## **B. Washington County Fairgrounds Revitalization Task Force**

Jim McElhinny, Director of Park & Recreational Services, introduced Don McCoun, Vice Chair of the Washington County Fair Complex Board of Directors, to make a presentation to the Board of Directors regarding the future of the 101-acre Washington County Fair Complex.

Don provided a detailed overview of the benefits a new fair complex would have on the area's economy and community, as well as the types of events that could be held there. He described the proposed new complex using a site plan, noting that funding for the complex would be requested from Washington County residents via a November 2008 bond measure election. Don offered to answer any questions the Board of Directors may have.

John Griffiths asked whether the new complex would facilitate new convention business or take away such business from Portland convention centers.

- ✓ Don replied that he believes some conventions will come from Portland, but mainly new convention business will be generated. He described how some of the largest employers in the area, Nike and Intel, could use the complex. In addition, some conventions have expressed an interest in holding simultaneous events in Portland and Washington County.

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

## **C. Jenkins Estate Advisory Committee**

Lisa Novak, Superintendent of Programs & Special Activities, introduced Jan Regnier, Jenkins Estate Advisory Committee Chair, and Jim O'Connor, Advisory Committee member, to provide the Advisory Committee's annual presentation to the Board of Directors.

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

John Griffiths asked Jan how well she feels Camp Rivendale is operated.

- ✓ Jan deferred the question to Lynda Myers, Center Supervisor for the Jenkins Estate.
- ✓ Lynda replied that Camp Rivendale is one of her favorite times of the year at the Jenkins Estate and described the dedicated Camp staff, noting that they do a phenomenal job. She noted that because the Camp facilitates any disability, it has grown and that it is the only program like it offered in the Portland Metropolitan area. She described how the installation of the new play equipment has been a benefit not only to the Camp participants, but to neighborhood children as well. In addition, weekend rentals of the facility are full throughout the upcoming summer. She noted that enrollment for the Camp has highs and lows according to demographics, but stays fairly consistent overall. She described how some adult campers have been attending Camp Rivendale since they were young children.

John asked for the status of the invasive plant species at the forested end of the property.

- ✓ Jim O'Connor replied that efforts have, and continue to be made to remove the invasive species, but that there is still a prevalent problem with English ivy, blackberries, and poison oak. Jim described how rewarding it is to see Camp Rivendale participants playing on the new play equipment, noting that the Camp is very unique and that the Park District should be commended for providing such a worthy program.

Larry Pelatt asked how the idea arose to develop an herb garden for the sight impaired.

- ✓ Jim O'Connor replied that the herb garden is a historic aspect to the Estate.
- ✓ Lisa noted that the Aloha Garden Club planted the herbs and came up with the idea of using the garden for the sight impaired, as the smells and textures of herbs lend themselves to that purpose. However, the Advisory Committee has taken that idea to the next level.
- ✓ Jan mentioned that they have all of the papers from the original Aloha Garden Club plantings for the site, noting that there has been a tremendous amount of information kept regarding the Estate.

Larry stated that the concept of a Braille-based garden is very interesting and he commended the Advisory Committee for all of their efforts.

President, Joe Blowers, thanked Jan Regnier and Jim O'Connor on behalf of the Board of Directors for the informative presentation.

#### **D. Stuhr Center Advisory Committee**

Lisa Novak, Superintendent of Programs & Special Activities, introduced Doris Regan, Stuhr Center Advisory Committee Chair, and LindaJo Enger, Stuhr Center Supervisor, to provide the Advisory Committee's annual presentation to the Board of Directors.

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

Doris commented that the changes made to the Family Assistance Program are impacting seniors negatively and that she would like to be kept informed if there will be future meetings to discuss the Program.

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

#### **Agenda Item #5 – Audience Time**

*There was no testimony during Audience Time.*

#### **Agenda Item #6 – Consent Agenda**

**Bill Kanable moved the Board of Directors approve Consent Agenda items (A) Minutes of April 7, 2008 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, and (D) Stuhr Center Advisory Committee Members. Bob Scott seconded the motion.**

**Roll call proceeded as follows:**

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

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #7 – Unfinished Business**

**A. Future Funding Measure Public Outreach Program**

As approved by the Board of Directors, a public outreach program has been developed and put into action after the base and expanded Bond Measure Conceptual Package was reviewed by the Board of Directors at the April 7, 2008 Regular Board meeting.

Bob Wayt, Director of Communications & Development, provided a detailed overview of the public outreach effort, which included three open houses profiling the base and expanded Bond Measure Conceptual Package, and the efforts made to publicize the open houses. He noted that public input will continue to be sought via an online survey, as well as staff information tables that will be set up at many Park District facilities for one day later this month.

Doug Menke, General Manager, provided a detailed overview of the continuation of progress with The Trust for Public Land (TPL), noting that meetings have occurred with TPL staff to discuss the secondary survey questions and timing and that a draft of the questions should be available later this week or early next. Doug noted that he will provide the draft questions to the Board of Directors for review and input. The survey results will be provided to the Board of Directors as soon as they are available, approximately at the end of the first week in June, and an overview and discussion of the results is currently scheduled to take place at the June 23, 2008 Regular Board meeting, as well as Board discussion regarding finalizing the bond package. Doug noted that there is still more than adequate time to address the informational side of the campaign and that TPL will be doing their due diligence in organizing the “Vote Yes” campaign.

Larry Pelatt asked when TPL will begin putting together the “Vote Yes” campaign.

- ✓ Doug replied that he will request an update from TPL for the Board, noting that TPL has begun some initial discussions and meetings and laying the groundwork.

Larry asked whether a third and final survey is being considered for late August.

- ✓ Doug replied that TPL is in agreement with a third survey, but that much of this will be determined by the results of the second survey. The second survey should offer a clear path forward and the next step after that would be to gauge what happens in July with regard to the economy. As for the timing sequence, we would need to be done in early August in order to allow enough time for the informational side to commence. Once the results of the second survey are known, we would be able to better plan the next steps; however, the Board of Director’s schedule is going to be critical in providing windows of opportunity to continue the process.

President, Joe Blowers, asked for confirmation that the Board of Directors will have already committed itself to a position before August, whether or not there is a third survey.

- ✓ Larry replied that he is not suggesting the Board wait until a third survey is conducted in order to commit to a position, but rather to keep moving forward and conduct a third survey only if needed. He expressed his thoughts regarding a third survey as a tool to preserve a win in the upcoming election and a way to see if last minute changes need to be made in order to make sure the ballot measure is successful. In his opinion, the Park District winning the election is critical.

Joe replied that he agrees, but questions whether this would be possible at such a late date.

- ✓ Doug replied that first the results of the second survey are needed. If the Board is comfortable with that information, the Board can make a decision at the June 23, 2008 Regular Board meeting regarding whether to pursue the small or large bond package. The Board could then wait to submit any information to Washington County during the first portion of July should any additional information or news arise. This would still give the Board time to reconsider their decision.

Larry noted that technically the Board has until just after Labor Day to change its mind, although he is not suggesting that they hold back until then. He is only suggesting that the Board of Directors does what it can to preserve a win for the Park District.

- ✓ Bill Kanable stated that a third survey could be conducted in order to make sure the message is getting across, to measure the support level, and to make sure that no adjustments need to be made.
- ✓ Doug commented that the third survey could be used as a tracking tool, noting that he believes there will be a window to conduct a third survey if need be.

## **B. Legislative Activities**

Jim McElhinny, Director of Park & Recreational Services, provided a detailed overview of the Park District's most recent legislative activities, which included the following information:

- Board and staff attendance of the National Recreation & Park Association's 2008 Legislative Forum.
- Federal funding of the Land & Water Conservation Fund grant program.
- Summary of this year's Oregon legislature supplemental session and possible topics for the upcoming 2009 session.
- Local legislator visits to the Park District are in the process of being arranged.

Doug Menke, General Manager, added that Jim has done a wonderful job in his role as Chair of the Oregon Recreation and Park Association Legislative Committee, not only in supporting the entire state in providing a cooperative process, but having him in such a key role for the state provides good exposure for the Park District as well.

Doug mentioned that the Board of Directors will be contacted regarding attendance during the legislator visits, but that quorum issues will need to be avoided.

Larry Pelatt commented that with home prices falling, System Development Charges (SDC's) are becoming a higher overall percentage of the price of homes, as they are a flat fee. He personally has heard that this topic will be revisited in the upcoming general session.

- ✓ Jim replied that the situation will be diligently monitored. He knows that the Homebuilders Association office in Portland has been concerned with the SDC's for Portland and Lake Oswego in particular, but that the issue is not being pressed statewide at this time.

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

### **C. Gramor Development SDC Credit Project at Progress Ridge Park**

Steve Gulgren, Superintendent of Planning & Development, provided a brief overview of the memo included within the Board of Directors information packet, noting that Gramor Development is requesting Board of Directors approval of their proposed System Development Charge (SDC) credit project that would provide additional site improvements at the Park District's Progress Ridge Park. This is the second presentation to the Board of Directors regarding this particular project, the first of which occurred at the February 4, 2008 Regular Board meeting. Steve noted that the action requested of the Board this evening is approval of the SDC credit project and for the General Manager, or his designee, to enter into a Memorandum of Understanding that includes the commercial development SDC credits and park improvement cost estimates as described, as well as approval for staff to apply for a grant to cover the additional costs associated with the installation of a larger 12' x 24' floating dock, and authorization for staff to prepare a letter of support to the City of Beaverton Planning Commission. Steve introduced Matt Grady, Senior Project Manager of Gramor Development, to describe the project and proposed amenities in greater detail.

Matt Grady provided a detailed overview of the proposed site amenities, which include a new viewing platform, pathways and staircase, a floating dock, retaining walls, and site furniture, as well as the associated cost estimates, using the site plans included within the Board of Directors information packet. Matt offered to answer any questions the Board of Directors may have.

Larry Pelatt asked what the chances are for the Park District to receive a grant for the dock.

- ✓ Steve replied that he believes the chances are good, noting that even if a grant is not awarded on the first application, there will be two additional grant cycles occurring during the project's timeline in order for the Park District to reapply.

Bob Scott referenced the potential downside of the proposal listed within the memo of creating additional park operation/maintenance responsibilities. Bob noted that with the existing park there, it seems that this impact would be nominal.

- ✓ Steve confirmed that the impact would be nominal.

President, Joe Blowers, asked what the floats will be made out of for the dock.

- ✓ Matt replied that some are metal tubes and others are concrete with foam in the middle. He noted that the floats will need to be high quality and durable in order to stand up over time and be able to fluctuate with the water levels of the lake and not puncture its liner.

John Griffiths asked how the lake water will be kept fresh and viable for fish habitat.

- ✓ Steve replied that when the lake draws down due to evaporation, it gets filled up with city water. He noted that the lake is 50 feet deep.

John commented that Lake Oswego is a closed system as well and suffers from algae blooms and other issues.

- ✓ Doug Menke, General Manager, replied that the depth of the lake will control such issues.
- ✓ Joe noted that there is also limited runoff going into this lake, unlike Lake Oswego.

Joe commented that he appreciates the interest in providing a quality dock and supports staff pursuing a larger, quality dock, if possible.

**Bob Scott moved the Board of Directors approve the SDC credit project and for the General Manager, or his designee, to enter into a Memorandum of Understanding that includes the commercial development SDC credits and park improvement cost estimates as described, and approve for staff to apply for a grant to cover the additional costs associated with the installation of the larger 12' x 24' floating dock, and authorize staff to prepare a letter of support to the City of Beaverton Planning Commission. Larry Pelatt seconded the motion. Roll call proceeded as follows:**

<b>Bill Kanable</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

#### **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:

- Voluntary Annexation Program
- Formation of Audit Committee
  - Keith Hobson, Director of Business & Facilities, noted that with the approval of the formation of an Audit Committee by the Board of Directors, staff is now ready to proceed with recruitment for the Committee. The resolution called for three members of the Committee: one each from the Board of Directors, Budget Committee, and the general public. Keith noted that professional guidelines for audit committees generally recommend that one member has financial experience and that it is staff's intent to ensure that the public member of the Committee has such a background. He noted that since the Audit Committee is an independent, objective arm of the Board in overseeing the Park District's financial reporting process, staff has not created a detailed charter for the Committee as it anticipates the Committee will create their own based on professional guidance that will be provided to them. The Committee will play a key role in selecting and retaining the independent auditor for the Park District. Some committees are authorized to engage the auditor directly, while others make recommendations to the elected board for the appointment and staff's assumption is that this would be appropriate. Keith noted that the purpose of this evening's discussion is to take Board input regarding any criteria the Board would like to see or answer any questions about the Committee prior to soliciting appointments. Staff intends to complete the recruitment and selection process and return to the Board of Directors at the June 23, 2008 Regular Board meeting to request appointment. In addition, a volunteer from the Board of Directors would also be appreciated.
    - ✓ Bob Scott volunteered to serve on the Park District's Audit Committee.

- Washington County Urbanization Forum
  - Doug noted that a position paper on this topic would be forwarded to the Board of Directors for review and concurrence.
- Washington County Urban & Rural Reserves Steering Committee
  - Doug noted that a position paper on this topic as well would be forwarded to the Board of Directors for review and concurrence.
- Board of Directors Meeting Schedule
- National Recreation and Park Association 2008 Environmental Summit Planning Award

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

John Griffiths referenced the 46 properties that voluntarily annexed to the Park District during the last Voluntary Annexation Program and asked whether this was an increase from the prior year.

- ✓ Doug confirmed that it was an increase of almost twice the properties from the year before.

Larry Pelatt asked whether the Park District advertises the Voluntary Annexation Program.

- ✓ Doug replied that there is usually some press given regarding the Program and a mailer is sent to all out-of-District properties that are within the ultimate service area.

Larry suggested that testimonial narratives from residents who have annexed voluntarily be included in the mailing for the next Program.

John asked if the voluntary annexations have been predominately coming from one area.

- ✓ Doug replied that they have been spread out, but the majority of the Park District's ultimate service area not already in-District is to the north.

Larry referenced the Board of Directors meeting schedule and questioned whether meeting on July 7, 2008 so shortly after the June 23, 2008 meeting is necessary.

- ✓ President, Joe Blowers, replied that the Board is preserving its options in case a decision on the bond measure needs to be extended to July. He noted that he has had a request to move the July meeting to later that month, but that the Board needs to keep it as is for the purpose of the bond measure timeline.

Larry suggested that if everything is accomplished at the June 23, 2008 meeting, perhaps the July 7, 2008 meeting could be rescheduled for later in July and the August meeting could be cancelled.

- ✓ Bill Kanable noted that the Board of Directors always has the flexibility to change its meeting schedule as long as there is enough advance public notice given.

Doug asked the Board to advance their individual summer schedules to him for advance planning purposes should the Board need to adjust the meeting schedule.

### **Agenda Item #8 – Board Time**

Bob Scott asked whether the Board of Directors could receive the employee newsletters distributed to Park District staff as referenced within the Management Report.

- ✓ Doug Menke, General Manager, confirmed that these could be provided, noting that they have been a beneficial communication tool.



President, Joe Blowers, invited the Board members to attend a work party occurring at Bauman Park on Saturday, May 17, 2008.

Joe referenced the Management Report item regarding the Park District seeking locations for additional community gardens and asked what areas of the Park District are deficient in this service.

✓ Doug Menke, General Manager, replied that this information would be provided.

Joe asked for additional information regarding the community garden that is in conjunction with low-income apartment housing.

✓ Jim McElhinny, Director of Park & Recreational Activities, replied that this community garden is located at Eichler Park and that the site is currently being revisited to see if the apartment complex wishes to continue the garden.

Joe commended Lisa Novak, Superintendent of Programs & Special Activities, regarding her efforts on the community gardens, noting that since she has assumed oversight of the gardens, all are being fully used.

**Agenda Item #9 – Adjourn**

There being no further business, the meeting was adjourned at 8:50 p.m.

---

Joe Blowers, President

---

Larry Pelatt, Secretary

Recording Secretary,  
Jessica Collins