



## Meeting Minutes

### 08/04/2011 - Meeting of the Bond Oversight Committee

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#### Tualatin Hills Park & Recreation District

15707 SW Walker Rd, Beaverton, OR 97006

503/645-6433

The eighth meeting of the Tualatin Hills Park & Recreation District Bond Oversight Committee was held at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton, on Thursday, August 4, 2011, beginning at 6:00 p.m.

#### Present:

##### Committee Members:

Marc San Soucie, Chair  
Wink Brooks  
Rob Drake  
Stephen Pearson  
Boyd Leonard  
Rob Massar  
Matthew McKean  
Anthony Mills  
Jack Platten  
Barbara Wilson

##### Ex-Officio Members:

Bob Scott, Board of Directors  
Hal Bergsma, Director of Planning  
Keith Hobson, Director of Business  
& Facilities

##### THPRD Staff:

Doug Menke, General Manager  
Bruce Barbarasch  
Cathy Brucker  
Dave Chrisman  
Steve Gulgren  
Nicole Paulsen

#### Absent:

##### Committee Members:

Paul Waldram  
Wendy Kroger

#### Agenda Item #1 – Opening Comments

- Marc San Soucie, Chair, called the meeting to order at 6:00 p.m.
- Marc noted due to personal reasons Wendy Kroger will be stepping down from her position.

#### Agenda Item #2 – Self-Introductions

- Marc San Soucie, Chair, asked committee members to give a quick introduction of themselves.
  - **Marc San Soucie:** Beaverton City Council Member; Committee Chair
  - **Matthew McKean:** Attorney
  - **Boyd Leonard:** Retired US Forest Service with a discipline in budget
  - **Wink Brooks:** Former Hillsboro Planning Director, Planning Consultant
  - **Wendy Kroger:** THPRD Trails Advisory Committee Member
  - **Jack Platten:** Former Beaverton Planning Commission; Attorney
  - **Rob Massar:** Assistant Administrator, Washington County
  - **Barbara Wilson:** Former THPRD Board Member
  - **Rob Drake:** Former Mayor of Beaverton
  - **Anthony Mills:** Associate Director, Tualatin Soil & Water Conservation District
  - **Stephen Pearson:** Portland Parks & Recreation Capital Budget Member

### **Agenda Item #3 – Opportunity for Audience Comments**

- The audience member, Priscilla Christensen, chose to address the committee at the end of the meeting

### **Agenda Item #4 – Approve Minutes of May 19, 2011 Committee Meeting**

- Marc San Soucie, Chair, moved the Bond Oversight Committee to approve Agenda Item (#4), Minutes from May 19, 2011 Committee meeting.
- May 19, 2011 meeting minutes.
  - *Barbara Wilson clarified that she wanted the audience members to have a chance to speak at the beginning and end of the meeting.*
  - *Anthony Mills noted he would like to see the mission statement printed on the agenda or future documents.*
- Marc called for a motion to approve the May 19, 2011 meeting minutes, with the amended language
  1. *All in favor, vote passes*

### **Agenda Item #5 – Financial Report (including exceptions)**

- Keith Hobson, Director of Business & Facilities, stated, based on past committee meeting comments; minor modifications were made to the quarterly financial report that was passed out. Keith summarized the revisions and additions related to added financial columns as well as exception reporting. Keith summarized key points including the addition of a column noting outside funding and project categories estimated cost.
  - *Marc San Soucie, Chair, noted that a discussion may need to take place regarding how the outside funding will be numerically shown on the financial report rather than a notation then referring to the exceptions report.*
  - *Stephen Pearson thinks it is important to identify if the outside funding is due to an overrun or under run of the budget.*
  - *Paul Waldram wondered whether or not the outside funding is all from THPRD funds outside of the bond funds or if it is from other agencies or grants*
    - *Doug Menke, General Manager, noted outside funding is a combination of grants, THPRD funds and partnership*
  - *Jack Platten would like to see the report make the distinction of where funds are coming from especially for land acquisition.*
  - *Marc noted that it is very important to show as much as possible on the financial reports for a group or committee down the road to be able to distinguish what took place and why.*
  - *Boyd Leonard would like to see the revenue included with a footnote at the bottom of the page*
  - *Keith noted his hesitation to add too much more to the financial report as it already has a lot of information, he would hate for it to become unreadable.*
  - *Matthew McKean questioned why other funding was sought out*
    - *Steve Gulgren, Superintendent of Planning & Development, explained that certain grants were applied for prior to the bond measure passing, for instance the Schiffler Park shelter was an amenity that the district knew they wanted replaced. The grant was awarded but, once the bond measure passed, it was unrealistic to construct a new shelter when the park was going to be rebuilt and redesigned with bond measure funds. Camille Park was over budget therefore the district was looking at phasing the project or scaling down the scope of construction. With the grant, the project is now able to construct all of the amenities planned.*
    - *Matthew would like to have those notes captured into the exceptions report*

- ***Anthony Mills wanted to express to the committee to remember who the end user is, for example, the public and note that they may not delve too much into a financial report***
- Keith summarized four new exceptions shown on the exceptions report as well as went over project category overages and savings. He noted the overall cost estimates on a macro level for the bond program is approximately \$270,000 less than the entire budget. Keith also informed the committee of the timing of the second bond issuance and the different options the district is looking at. The bonds will likely be sold between September 1, 2011 and September 13, 2011 since currently interest rates are very low.
  - ***Rob Drake asked if the bonds are sold as citizen bonds***
    - *Keith responded that an underwriter is used.*
  - ***Anthony would like to note the facts of the interest rates and anticipated decrease in what the public was anticipating***
  - ***Jack wondered if the land acquisitions should be included in this year's report even though they are being purchased***
    - *Marc suggested a "preview" section in the report that can briefly mention the acquisitions but focus on those acquisitions in their respective year.*
  - ***Marc had a question regarding the slight shifts in the Camille Park financials. As a general statement he asked if they should reasonably expect to see slight shifts in financials that won't be identified in the exceptions report***
    - *Keith noted that the shift of Camille Park was due to a milestone being completed therefore it is in fact identified*
  - ***Rob wondered whether or not the money was encumbered or actually spent***
    - *Keith clarified for Rob*

#### **Agenda Item #6 – Progress Timeline (including milestones and exceptions)**

- Hal Bergsma, Director of Planning, noted additional exceptions in the packet, based on comments from the committee in previous meetings.
  - ***Marc San Soucie, Chair, referred to item #14-Restoration of Newly Acquired Property. It states "no funds have been expended since we haven't acquired property", Marc wondered if that referred to a specific category. Marc also noted some notational concerns on the Hartwood Highlands project.***
    - *Hal responded to the statement noting the sentence was directed to Natural Area categories. He further stated the acquisition focus is currently on properties that might be lost to development. Hal clarified that Natural Areas are not normally buildable therefore, the idea is that the unbuildable land may be easier to acquire in the later future whereas the developable land may not.*
    - *Keith Hobson, Director of Business & Facilities, addressed and clarified that Hartwood Highlands should not be shown as complete since the project was actually cancelled due to logistical reasons*
  - ***Anthony Mills noticed the playground replacement projects seemed to be completed long before they were scheduled to be. He further noted that success should be identified in the annual report***

#### **Agenda Item #7 – Land Acquisition Report**

- Hal Bergsma, Director of Planning, indicated a seven acre property, identified as a community park, in the North Bethany area, north of Springville Road, was going to be purchased in the coming weeks. The Metro Local Share funds were helping to contribute to the purchase. Hal also noted that it is anticipated at the upcoming Board of Directors meeting staff will be authorized to purchase three properties to act as a neighborhood site in the NE quadrant. Staff is also looking at

acquiring three natural area properties. The Board of Directors has also authorized the General Manager to approve of very small scale acquisition necessary to acquire easements for master plan trail projects. Hal also noted that the district has retained an additional part time land acquisition specialist which will help with the capabilities of acquiring property faster.

- ***Jack Platten questioned why Neighborhood Acquisition funds were spent when the park was labeled as a community park. Jack noted that the explanation needs to be included or clarified since there have now been two community park land purchases completed by using Neighborhood Parks funds. Jack also noted that with more funds spent on those two, than anticipated, what is going to happen with the remaining four neighborhood parks that are required to be purchased.***
  - *Hal noted, although the funds are for a neighborhood park, the intent of the funds are consistent with the desired use of recreation. Hal agreed that an explanation may be necessary.*
- ***Barbara Wilson asked for staff to define or clarify the word “easement”***
  - *Hal explained that an easement is a right to own property for a certain use. Once the easement is obtained, the owner will retain ownership but the easement is likely permanent.*
- ***Jack questioned if any attention has been paid to acquiring a future community center property since 20% of funds are shown as expended but there is no indication of a property acquisition. He would like something included in the footnotes or on an exception report.***
  - *Hal explained that a purchase has been made but not been advertised. He noted there is a potential site made up of a few parcels. One of owner was willing to sell so the strategy was to purchase the property with the intention of acquiring the additional piece at a later date. If that strategy is unsuccessful the district can sell it off.*
- ***Rob Drake and Jack would like to see a note in the exceptions report relating to North Bethany area purchases and when funds are being granted to the district from Washington County or any other sources***
- ***Anthony Mills recommended that project numbers are inserted into the graphic timeline***
- ***Barbara stated her strong distaste for how slow she believes the natural area acquisition is happening. She believes the acquisition has been stuck in the mud. Barbara is concerned that she has heard Hal state, more than once, that natural areas are not going to go anywhere since they are unbuildable therefore they are not a priority. Barbara stated over the last 30 years, and multiple bond programs, the natural resources acquisitions have fallen through the cracks. This particular bond measure literature noted that natural area preservation was the number one item advertised because she believed the park district knew that a lot of people’s interest lies in natural area preservation including the Audubon Society who had a strong backing (around 10,000 members who live in the park district) for the bond due to preserving bird habitat. Barbara would like to see action being taken on purchasing natural resource lands. She does not want to see the same thing happen as the 1994 bond where cost overruns on other projects start removing funds from other sources and eventually the natural area funds did not meet the goals.***
  - *Doug Menke, General Manager, responded that the 1994 bond measure, although it did not meets its original goals in natural resource, it did expend all of its allotted money for natural resource preservation. Doug did not disagree that the land acquisition in the natural resource area is lagging but that is not due to staff not pursuing it.*

- *Hal clarified his statement that not all natural areas will be around always and it is the ones that are slated for development that staff is actively pursuing. The district just acquired the Collins property near Foege Park*
  - Jack clarified that the Collins property was funded through the Trails & Linear Park category.
  - Hal confirmed noting that the property is a natural area that will also act as a connection piece for the Cedar Mill Creek Trail.
- *Jack asked for confirmation that the strategy will be to buy smaller pieces of natural areas (odd shaped pieces) rather than a large piece. If so it seems that staff time will increase since it takes the same amount of staff time to buy one acre than to buy ten acres.*
  - Hal did confirm the strategy and that likely staff time will increase.
- *Bob Scott, THPRD Board of Directors President, explained to Barbara that a number of properties have been presented to the board. Multiple staff have reviewed the properties and noted whether or not they will act as a successful natural area. Based on those recommendations a decision is made. Bob also added that this committee was created to avoid situations that happened in the previous bond measure as she mentioned earlier.*
  - Barbara noted that she would like to see a natural area be evaluated as what it is rather than see it evaluated as a natural area that would be good for a linear trail. It seems that the priority is whether or not the property would be good as a linear park and it may comply with some natural area standards. She request the property be evaluated as a natural area.
  - Jack seemed to think that if a trail is running through a natural area than it is going to be difficult to make it a natural area
    - *Anthony Mills noted that if the path is running on an outer edge or made in a way that there is little disruption a path could in fact be present and a consideration.*
  - Hal clarified, when considering a natural area property there is an element to see if public access is available for people to enjoy it. Hal noted that if the public can't have access to it, it may have less value to the park district although that does not mean that it wouldn't be acquired.

#### **Agenda Item #8 – Discussion of Proposed Additional Administrative Support for the Bond Program**

- Doug Menke, General Manager, informed the group 3% of the bond funds were allocated to administrative issuance. It was realized that is a very tight standard. He noted research was completed on percentages of what other agencies allocated to administration. The research overwhelming indicated that the district has some challenges with the current allocation. Since there have been savings in bond issuance the district is looking at the addition of temporary staff to help with workload.
  - *Hal Bergsma, Director of Planning, indicated the proposed additions including a high level accounting position, a contracted communications outreach specialist and an additional park planner.*
  - *Rob Drake agreed that the percentage of administration is considerably low. Rob also mentioned that he would like to see the district start interviewing, prior to the selling of the bonds, for the position so that you are not wasting time to get someone hired. The need to hire seems imminent.*

- *Marc San Soucie, Chair, stated that he believes it is the job of the oversight committee to review whether or not the funds are spent correctly and this seems to be reasonable to complete the promises to the public.*
- *Jack Platten, asked how the bond funds are dealt with, are they in a separate account?*
  - *Keith noted that the funds are in a separate account*

### **Agenda Item #9 – Next Annual Report**

- Marc San Soucie, Chair, raised the topic of creating an outline for the upcoming annual report. He asked if the current format should be used as the outline. Marc realizes that these topics can carry on and become multiple pages. It might be beneficial to be able to review and edit so the report doesn't become long and repetitive. Marc asked for feedback from the committee on the report.
  - *Jack Platten believes editing may shorten the length significantly*
  - *Matthew McKean would like to see graphics incorporated into the report. If a graphic is incorporated you can use less text.*
  - *Stephen Pearson noted a list might be nice to incorporate showing what has been completed to date and what to look forward to.*
  - *Paul Waldram noted that a summary of each quadrant or each category could be incorporated in the introduction. Overall, showing the public in a simple fashion that progress is being made.*
  - *Marc noted that there will be a challenge to write about projects that aren't built yet even though 75% of the project time is actually complete.*
  - *Rob Drake asked if Bob could go back and look at the surveys that went out during the pre-bond measure to see what was most important then report on some of those aspects.*
    - *Jack remembered that one of the major concerns was natural areas*
  - *Matthew thought a F&Q section may be beneficial*
    - *Doug noted that the bond measure was so detailed in the projects to be completed along with the funding for each project because it was based off of the surveys during the pre-bond period.*
  - *Anthony gave feedback on the structure of the report noting that it should be as consumer friendly as possible yet have enough detail. He suggested an exceptions report posted on the web and a very simple version mailed out that way people with more interest in the details could refer to a more detailed report.*
    - *Jack noted that anything the group publishes needs to meet full disclosure standards*
    - *Marc would be concerned with publishing all of the raw spreadsheets and timelines since that is not so easy to read and review*
    - *Anthony clarified that the published material be more of an executive summary then write the exception report and post that on the web.*
  - *Marc noted the next meeting to be late October or early November and will need to come to a final resolution of the report. Marc would like to produce two drafts which will run through the sub-committee. At that point it will be emailed out for review and feedback. Marc requested all feedback and/or concerns be run through the sub-committee so that when November comes all concerns and edits are included. At the November meeting there will be final wordsmithing but will need to have a vote at the end of the meeting to approve or not this report. Marc would like the committee members to think about what key recommendations should be incorporated for the Board of Directors and staff.*

### **Agenda Item #3 – Opportunity for Audience Comments**

- Marc San Soucie, Chair, again asked if any members from the public would like to speak

- *Priscilla Christensen addressed the committee regarding natural area acquisitions. She further stated that once a natural area is purchased it should stay natural and not be turned into a recreational site. Priscilla is specifically referring to the Lowami Hart Wood project. Priscilla appreciates the variety of district opportunities but would like to see natural areas have a lighter touch applied to them.*

**Agenda Item #10 –Plan for the Next Meeting**

- Anthony Mills asked if Wendy Kroger’s position would be filled.
  - Doug Menke, General Manager, explained that it would be filled. It is anticipated to review the schedule of vacancies and time it with those.

**Agenda Item #11 - Adjourn**

- There being no further discussion, the meeting was adjourned at 8:55pm.

Transcribed by,  
Nicole Paulsen,  
Recording Secretary