



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

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was held at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, November 1, 2010. Executive Session 6:00 p.m.; Regular Meeting 7:30 p.m.

### Present:

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

### Absent:

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

President, Bill Kanable, 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, Bill Kanable, 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 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, Bill Kanable, called the Regular Meeting to order at 7:00 p.m.

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

There was no action resulting from Executive Session.

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

##### **B. Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting** *(taken out of order)*

Keith Hobson, Director of Business & Facilities, introduced Bernice Bagnall, Past President of Oregon Municipal Finance Officers Association (OMFOA) and current CFO of Tualatin Valley Water District, and Cathy Brucker, Finance Manager, to make a presentation on the Certificate of Achievement recently awarded to the Park District's Finance Department/Business & Facilities Division for Excellence in Financial Reporting for the FY 2008-09 Comprehensive Annual Financial Report, noting that this is the fifth year in a row that the Park District has received this award.

Bernice commented that although the Park District has received this award five years in a row, each year there are new governmental accounting standards and these changes can be quite complex. The GFOA scrutinizes each document submitted to ensure that the award winners meet the letter as well as the spirit of those standards and the certificate is only awarded when there is a consensus among all of the reviewers that the comprehensive annual financial report meets every one of the criteria. More than 3,600 governments participate in the program annually and last year fewer than 20% achieved the award. Bernice congratulated the Park District on behalf of the GFOA and OMFOA and thanked the Board for their support of the OMFOA, noting that Keith and Cathy are valued members of the Association.

The Board of Directors congratulated Park District staff on this achievement.

##### **A. Oregon Governor's Council on Physical Fitness and Sports Senior Leadership Award**

Lisa Novak, Superintendent of Programs & Special Activities, introduced Ann Satterfield, Health & Wellness Program Coordinator at the Elsie Stuhr Center, to make a presentation on the Senior Leadership Award recently presented to the Elsie Stuhr Center by the Oregon Governor's Council on Physical Fitness and Sports. Lisa described the fitness program developed by Ann that has been recognized nationally as well, including as a presentation at the recent National Recreation & Park Association annual congress.

Ann introduced staff members Diane Brice, Claire Darling, and Kelsey Brown, noting that they represent the team that contributed to winning this award. She read the following statement from the news release announcing the award: "The Oregon Governor's Council on Physical Fitness and Sports has announced the recipients of the annual Senior Leadership Award. The Elsie Stuhr Center of the Tualatin Hills Park & Recreation District in Beaverton has been selected to receive the Governor's Council Leadership Award for 2010. The award is based on exemplary leadership and achievement in senior programming and enrichment."

The Board of Directors congratulated Park District staff on this achievement.

**Agenda Item #9 – New Business** *(taken out of order)*

**A. Parks Bond Citizen Oversight Committee Annual Report**

Doug Menke, General Manager, introduced Marc San Soucie, Chair of the Parks Bond Citizen Oversight Committee, to make a presentation on the Committee's Annual Report.

Marc provided a detailed PowerPoint presentation regarding the Committee's first report on the Park District's 2008 Bond Program, a copy of which was entered into the record. The presentation included highlights of the following:

- Committee History
  - Formation of a Parks Bond Citizen Oversight Committee was promised to the voters as a component of the 2008 Bond Measure, should it be successful.
  - The Committee's charge is to ensure that the Parks Bond Capital Program meets the objectives of the bond measure and that funds are expended as promised, with a focus on overall delivery of bond measure obligations and not the details of specific projects or activities.
  - The Committee has met five times since May of 2009. During the course of those meetings, the Committee worked with staff on analyzing the implementation program for the bond projects as were promised to the voters in pre-election communications materials.
- Committee Process
  - The Committee reviewed and discussed the Bond Program plan, project schedules, project completion status, and established policy preferences.
  - The Committee spent a significant amount of time working on the ongoing reporting of progress in implementation of individual projects, including offering input to staff as to how the reports could contribute to a greater appreciation by the public for how the Park District is achieving its obligations.
  - Early on in the process, the Committee also spent time discussing policy choices, particularly relating to contingencies. For example, if a project comes in under budget, what should be done with the extra funds? The Committee weighed in on some initial policy recommendations and as specific situations arise, staff intends on working with the Committee to get its recommendation to the Board.
- Report Approach
  - After the first year of work understanding the overall plan for implementation, the Committee began to consider how it was going to produce a report to the public and Board. In many respects, based on both the language within the bond measure as well as the resolution forming the Committee, the primary audience for the report is the public so they can feel confident the funds are being used in the manner promised.
  - The Committee considered the information at hand, as well as information that would be interesting and appropriate for the public to see, and other reports for programs similar to the Park District's measure, such as Metro's 2006 Natural Areas Bond Measure.

- The Committee opted for a comprehensive, detailed report due to the multi-faceted nature of the Bond Program.
- The report includes comments on all significant aspects of the program that the Committee believed the public would need in order to feel comfortable about the progress, including: policies, implementation schedule, the reporting process by staff, progress of projects and expenditures, as well as some areas of concern the Committee wished to bring to the Board's attention.
- Report Outline
  - The key elements within the report are as follows:
    - To describe the general objectives and strategies of the bond program.
    - Promises and progress, including what the different categories of projects were and how much was promised to be expended in each category, as well as what the Committee has observed in terms of progress in implementing those various categories of projects.
    - A summary of accomplishments, which is primarily a financial summary of what has been expended to-date in the various categories.
    - Recommendations.
    - Looking ahead, which is directed primarily to what the Committee will be doing in the future.
- Highlights
  - The staff and Board have taken a conservative approach to financial management for the Bond Program.
  - The project scheduling has been very aggressive to get a lot done in a short amount of time.
  - Additional staff was hired, in addition to using contractors, in order to meet the ambitious project schedule.
  - A low target was set for administrative costs.
  - Land acquisition has been a challenge.
- Committee Recommendations
  - Reporting
    - A greater consistency and comprehensiveness is needed within the reporting. The Committee identified some initial hiccups in the way projects were being tracked and recorded, as well as the allocation and tracking of staff time to various projects. The Committee did not see any difficulties in what or how things were being done or funds spent, but the actual reporting had some opportunities for improvement, which staff has already substantially completed. The Committee will continue to work with staff on additional ideas for further improvement.
  - Performance Measures
    - The Committee wants to ensure that as projects move forward, the Park District is not just making financial and timelines targets, but also quality and appropriateness targets.
    - Land acquisition guidelines and criteria.

- New measures to be developed.
  - Communications
    - There has already been a substantial communications outreach campaign on the bond projects, as is noted by the Committee in the report, but an agency can never communicate too much, especially when spending \$100 million of taxpayer funds. The Committee will continue to look for additional ideas and ways to help staff continue to promote the projects that are being built through the Bond Program.
- Looking Ahead
  - The Committee wishes to encourage the continued high productivity and cost management.
  - A focus on land acquisition, including reviewing and considering alternative approaches.
  - Development of additional tools and metrics. The ability to track and explain the projects in increasingly better ways.
  - The Committee would like to visit as many bond project sites as possible to verify implementations.

Marc noted that the Committee met once more to finalize their report on October 28, 2010, which was after the meeting materials were distributed to the Board of Directors for this evening's meeting. The report was revised slightly and the final report, including those changes, has been placed at the Board's chairs this evening. Marc noted that the Committee is delighted to present the report to the Board this evening and offered to answer any questions the Board may have.

Larry Pelatt thanked the entire Oversight Committee, noting that he understands the amount of work, time and commitment that goes into serving on such a Committee and creating this detailed of a report.

- ✓ Marc introduced the Committee members in attendance, Wendy Kroger and Jack Platten, noting that all Committee members showed great dedication to the charge. He commented that there was almost complete attendance at each meeting and that the Committee is a great group of motivated volunteers.

Bob Scott, the Board's ex-officio member on the Committee, commented that Marc does a good job in engaging every member during the Committee's meetings.

Doug Menke, General Manager, stated that staff was very pleased with the amount of detail in the report, as well as the healthy pushback. He noted that Park District staff and the Committee have the same interest in a positive final outcome and that staff is happy to look at any way to improve the process. Doug noted that the Budget Committee Chair, Greg Cody, was also complimentary of the Committee's work and has requested that consideration be given to the Oversight Committee making a presentation at the Budget Committee's first meeting in February.

President, Bill Kanable, commented that the Committee appropriately captured that the biggest concern currently is meeting land acquisition targets.

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

There was no testimony during Audience Time.

### **Agenda Item #6 – Board Time**

Larry Pelatt commented on the Oversight Committee's report, noting that, from his perspective, the quality of what the Park District's public expects is nothing less than perfection. This high expectation can be a challenge to meet, but with the dedication and quality of Park District staff, so far that is what has been delivered and he is extremely proud to be a part of that.

Bob Scott confirmed that he would attend the Old Wagon Trail Dedication taking place on November 6, 2010, at the Tualatin Hills Nature Park.

President, Bill Kanable, described his recent attendance at the National Recreation & Park Association Annual Congress, noting that it was an educational and worthwhile experience. He described how in one particularly interesting session he was the only elected official in attendance.

### **Agenda Item #7 – Consent Agenda**

**Bob Scott moved the Board of Directors approve Consent Agenda items (A) Minutes of October 4, 2010 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Service District Initiated Annexation Resolution, (E) Resolution for Annexation of Properties per Washington County Ordinance 624 and in Accordance with ORS 198.857(2), and (F) Amended Resolution Authorizing the Issuance and Negotiated Sale of Full Faith Credit Obligations. Larry Pelatt seconded the motion. Roll call proceeded as follows:**

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

**The motion was UNANIMOUSLY APPROVED.**

### **Agenda Item #8 – Unfinished Business**

#### **A. Bond Program**

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

Hal provided a detailed overview of the memo, which included a summary of upcoming public meetings and hearings related to bond projects, as well as an update regarding the Cedar Hills Park Redevelopment Project and wetland determinations for Neighborhood Park improvement sites. In addition, Hal, along with Keith Hobson, Director of Business & Facilities, and Bruce Barbarasch, Superintendent of Natural Resources & Trails Management, provided a PowerPoint presentation featuring pictures of recently completed bond projects and property acquisitions, a copy of which was entered into the record.

Larry Pelatt asked which agency is paying for the consultant work on the William Walker Elementary School site planning and design work as related to the Cedar Hills Park Redevelopment Project.

- ✓ Doug Menke, General Manager, replied that the Park District would be paying for the consultant. Doug acknowledged that while President Bill Kanable took the time and energy to work with the School Board's Chair, it was Board member Larry Pelatt who got the ball rolling during his time as Board President. He noted that the School Board Chair, as well as School District staff, are receptive to the idea and that it is our hope that it will become a great operating model for other sites that have been discussed in terms of land acquisition in the future. In addition, it is our hope that it will provide the best opportunity for the community as well.

President, Bill Kanable, described that the William Walker Elementary School site is fairly limited in terms of space and how there may be opportunities to make some of the park amenities available for school use during the day.

Joe Blowers asked what the consultant's charge will be.

- ✓ Doug replied that the consultant will have the School District's input in terms of what they believe they may need for future expansion capability, such as number of classrooms, as well as the Park District's input in terms of basic amenities for the shared site. Another component is the traffic flow between the two sites, which is currently challenging on both sides. There may be some advantages to working together in reducing the amount of traffic going through neighborhoods to get to both components. The scope is broad-based, but staff feels comfortable that it is all under one consultant to see what concepts they propose.

Joe asked whether they will look at building expansion concepts.

- ✓ Doug confirmed this.
- ✓ Hal noted that it will be very conceptual, especially since no one knows when such an expansion might take place. However, they will look at which direction to expand to and the Park District has already offered a change order to be able to look at how the building might change over time.
- ✓ Bill commented that location of amenities will need to be considered so mud and debris does not get tracked into the classroom, which is a primary concern of the School District's.

Joe suggested posting signs at newly completed bond projects, such as play equipment installations, that communicate that the amenity was purchased by the bond measure.

Doug provided an update regarding the Fanno Creek Trail Project, noting that it was recently unanimously approved by the Beaverton Planning Commission. He thanked President Bill Kanable for submitting a letter of support, as well as Joe Blowers and Wendy Kroger for testifying during the public hearing.

- ✓ Hal noted that Park District staff recently learned that an appeal was not filed regarding the project. Construction is anticipated to begin this spring with project completion estimated for the end of summer 2011.

Larry asked for confirmation that the Park District uses a universal parts system for play equipment in order to increase efficiency in replacing parts.

- ✓ Dave Chrisman, Superintendent of Maintenance Operations, noted that the Park District currently uses three or four different vendors in order to increase the variety available in play equipment for patrons, but that this has not caused any issues.

Joe asked for additional information regarding how the Oversight Committee's report will be distributed to the public.

- ✓ Bob Wayt, Director of Communications & Outreach, replied that a combination of posting on the web, making it available in the centers, and mailing to key community leaders will be used once the report has been formatted.

Joe suggested scheduling presentations with the CPO's and NAC's in order to further the outreach.

- ✓ Doug noted that this could be explored, but the key would be how available the Oversight Committee members would like to be for such meetings. Staff could also participate by giving a presentation on the bond projects and then leaving copies of the report or referring the audience to the website.

## **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:

- The Intertwine Alliance
- Old Wagon Trail Dedication
- MOJOS FC Soccer Club Game
  - Larry Pelatt described the soccer match between the local MOJOS FC Soccer Club and the Ostfriesland Fussball Mannschaft team from Germany that took place at the HMT Recreation Complex on October 18, noting that the visiting team from Germany was impressed with the Park District's facilities and felt welcomed.
- All-staff Meetings
- Board of Directors Meeting Schedule
- Veterans Day Event

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

- ✓ Hearing none, President, Bill Kanable, adjourned the meeting.

## **Agenda Item #9 – Adjourn**

There being no further business, the meeting was adjourned at 8:05 p.m.

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Bill Kanable, President

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Bob Scott, Secretary

Recording Secretary,  
Jessica Collins