



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

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was held at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, January 14, 2013. Executive Session 6:00 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) Personnel (B) Legal (C) Land

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

- To conduct deliberations with persons designated by the governing body to carry on labor negotiations,
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions, and
- 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.

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

President, Joe Blowers, noted that representatives of the news media and designated staff may attend Executive Session. All other members of the audience were asked to leave the room. Representatives of the news media were specifically directed not to disclose information discussed during the 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, Joe Blowers, called the Regular Meeting to order at 7:05 p.m.

Agenda Item #3 – Action Resulting from Executive Session

Bob Scott moved that the Board of Directors authorize the General Manager to execute an Intergovernmental Agreement in a form approved by the District's legal counsel with the Beaverton School District for acquiring part of a future community park, certain property the school district has declared surplus, and establishing in the IGA a 25-year shared use agreement for new athletic fields to be developed by THPRD on BSD property next to the property acquired from BSD. Larry Pelatt seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Bill Kanable moved that, pursuant to a commitment of the 2008 Bond Measure, the Board authorize staff to acquire a property in the southwest quadrant of the District for part of a future community park, subject to the General Manager's determination that all of the terms of the sales agreement between THPRD and the seller have been met and that a related acquisition is likely to occur. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #4 – Audience Time

Greg Cody, 13955 SW Barlow Place, Beaverton, is before the Board of Directors this evening regarding the Fanno Creek Trail / Hall Boulevard Crossing Project. Greg referenced a recent Beaverton City Council meeting at which the Council denied a citizen's appeal to halt the project, which freed the project to move forward. Greg described the existing dangerous conditions that continue to exist without a pedestrian crossing at that location and urged the District to move forward in constructing the crossing as soon as possible.

- ✓ Doug Menke, General Manager, noted that an update on the project, including next steps and funding sources, will be provided at the February Regular Board meeting.

Agenda Item #5 – Board Time

Bill Kanable relayed a positive citizen comment he received regarding the boards for the Waterhouse Trail boardwalk being replaced with boards that are less slippery.

Bob Scott asked for an update on the mid-block crossing at NW 185th and Bethany Lake Park.

- ✓ Steve Gulgren, Superintendent of Planning & Development, replied that the project is making good progress and that the pedestrian signals are the last items in the project, which are scheduled to be installed in the near future.
- ✓ Doug Menke, General Manager, noted that the mid-block crossing at SW Walker Road and the Waterhouse Trail is almost complete as well. The light posts have just been installed and the signals will follow shortly.

Larry Pelatt relayed two positive citizen comments he received regarding Lowami Hart Woods Natural Area, which is currently under construction as a 2008 Bond Measure project, expressing surprise that the project is already moving forward.

President, Joe Blowers, described a recent visit to A.M. Kennedy Park, which is currently under construction as a 2008 Bond Measure project. He noted that the site currently has a shocking appearance due to vegetation removal and that he has received some comments regarding this from concerned residents. He suggested the District initiate some community outreach to the neighborhood regarding the current appearance of the site, including consideration of showing some photos of other sites that have gone through a similar transformation.

- ✓ Doug Menke, General Manager, agreed that such outreach would be helpful, noting that the District has other projects as well where there is a stark contrast between what the site looks like during the first phase of construction and what it will look like when finished.
- ✓ Larry described an outreach process used by lumber companies in showing photos of clear-cut areas in order to prepare the community for what the area may look like before, during, and after the logging process.

Agenda Item #6 – Consent Agenda

Bill Kanable moved the Board of Directors approve Consent Agenda items (A) Minutes of December 3, 2012 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Appointing Aquatics Advisory Committee Member, (E) Aloha Swim Center Seismic Improvements Project, (F) Tualatin Valley Water District Reservoir Project, and (G) Deputy Director of Planning Position. Larry Pelatt seconded the motion.

Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #7 – Unfinished Business

A. Comprehensive Plan – GreenPlay Update

Keith Hobson, Director of Business & Facilities, noted that an update to the District's 2006 Comprehensive Plan has been underway since fall 2011. Elements being updated in the plan include a future needs assessment (aided in part by a resident survey), park standards (level of service) using a GIS qualitative analysis, along with development of a cost recovery policy and model. All of these project components are being developed in conjunction with GreenPlay, LLC. Keith noted that GreenPlay is here this evening to provide an overview of the results from the resident survey, the level of service GIS mapping project, and development of the consensus cost recovery pyramid. Keith introduced Karon Badalamenti, GreenPlay Project Lead; Kristin Caborn, GreenPlay team member; David Peterson, with Design Concepts; and Ann Mackiernan, Operational Analysis Manager, to continue with the presentation.

Karon, Kristin and David provided a detailed overview of the status of the Comprehensive Plan Update project via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

Preliminary Survey Results

In October 2012, GreenPlay, in partnership with RRC Associates, sent 7,000 survey documents to District residents asking a range of questions about THPRD services used, desired services not currently offered, and satisfaction with service content and delivery. A statistically valid number of survey documents were returned. Although the final survey document is still in development, preliminary graphed survey results were included within the Board of Directors information packet.

Karon provided a detailed overview of the survey questions and results, including the following key highlights:

- Most important values and issues to THPRD's residents, per the survey results:
 - Providing balanced opportunities
 - A focus on the District's residents

- Healthy, active lifestyles
- Safe and positive activities for youth
- Natural resource preservation
- Implementation of planned projects
- Creating a connected community
- Maintaining current facilities and amenities
- Most important aspects of THPRD to improve, per the survey results:
 - Promotions and publicity of parks, trails and natural areas
 - Karon noted that while this is not an unusual answer to this survey question regardless of the agency's promotional efforts, perhaps it warrants a more targeted effort to reach residents.
 - Price and user fees
 - Karon stated that as this process moves forward in looking at ways to improve or maintain cost recovery, it will be important to look at alternative funding methods.
- Current Facilities and Services – Importance vs. Needs-met Matrix
 - Karon described this matrix, noting that services that fall to the midline or upper left of the matrix warrant the most attention.
 - If the District were to stop offering the services that fall in the upper right of the matrix, it would hear from the public that it is not meeting their needs.

Bill Kanable asked how Sports Fields could be shown in the upper midline of this matrix, yet also be ranked toward the lower half in survey questions regarding what facilities are most used and desired.

- ✓ Karon replied that this is not an uncommon scenario and is a good example of why there is not one tool used to determine the answer; it is the integration of all of this information together that helps determine the recommendations on how best to move forward.
- Importance of Future Facilities – Percentage of Important vs. Not Important
 - Karon noted that this information can help drive the discussion regarding where more analysis is needed. For example, Playgrounds rate as very important so strategically the District may need to further explore where such amenities may be lacking or need repurposing.

Level of Service Analysis

In October 2012, GreenPlay, working with Design Concepts, toured 102 District park sites to verify GIS mapping and assign quality rankings for overall design and ambiance, and for each site component. Sites were judged for their patron experience with quality scores ranging from 1 to 3 (1 = does not meet patron expectations, 2 = meets patron expectations, 3 = exceeds patron expectations). All remaining District sites were assigned quality scores based on the visited sites to which they were most similar. The maps showing these assessments were provided at the Board's places this evening, copies of which were also entered into the record.

David provided a detailed overview of the various Level of Service Analyses, including the following key highlights:

- This process recognizes that the more amenities contained within a park site, the higher the level of service being offered to those surrounding neighbors.
- Due to the consistently high level of service in the District, a GRASP (Geo-Referenced Amenities Standards Program) score of 74.7 was used as the service threshold for analysis. This threshold equates to access to the average of all neighborhood parks, plus access to a trail. The average score on a national level would be about 67.2.

- Level of Service Analysis: Neighborhood Access
 - Examines access to facilities using a one-mile radius with a premium given to walkable proximity.
 - Level of service meets or exceeds service threshold in 99% of District.
 - Gap in service exists only in northeast corner of the District and an opportunity exists to fill this gap by developing the Teufel property.
- Level of Service Analysis: Walkable Access
 - Examines access to facilities using a ½-mile radius and accounts for impact of arterial roadways as barriers.
 - Areas do exist with limited or no service within a 15-minute walk.
 - Examination based on actual population shows that 75% of population has walkable access at or above the service threshold.
- Level of Service Analysis: Community Access
 - Examines access to community-based facilities accessible by bike or car using a 5-mile radius.
 - Community access to highly-developed or specialized facilities meets or exceeds level of service standard throughout the District.
 - Further examined this level of service by comparing specific parks' GRASP scores. For example, the new Winkelman Park scored approximately 120, while Cedar Hills Park scored approximately 70; yet, Cedar Hills Park provides access for a much greater population than Winkelman Park.

In October 2012, GreenPlay also toured and inventoried 17 indoor facilities. Kristin provided a detailed overview of the Level of Service Analyses performed for the indoor facilities, including the following key highlights:

- Indoor Facilities: Joint Use
 - Includes HMT Recreation Complex and Conestoga Recreation & Aquatic Center. Currently meet expectations and are more efficient to operate.
- Indoor Facilities: Aquatics
 - Most pool facilities are well maintained, but are showing signs of age and do not meet expectations. Most do not offer any other activities but the pool.
 - Future discussion will include ways the District could potentially utilize such space a little better, taking into consideration that aquatics and fitness/wellness are very high priorities to the District's residents.
- Indoor Facilities: Recreation
 - Recreation centers provide high levels of access for the District; however, most are showing signs of age.
 - Inconvenient ADA access and retrofitted spaces were common.
 - The mix of leased spaces with District program spaces is a topic to take into further consideration when discussing where these activities should fall on the cost recovery pyramid.
- Indoor Facilities: Special Use
 - Includes the Elsie Stuhr Center, Jenkins Estate, Tualatin Hills Nature Park, and Fanno Farmhouse. All exceed expectations.
 - Each is unique in character and provides a specialized service/amenity, including historical reference for the District.
 - Facility rentals are another topic to take under further consideration when discussing the cost recovery pyramid.

Cost Recovery Pyramid & Categories of Services

In December 2012, GreenPlay and District staff held three public meetings and two staff meetings to sort the District's 30 service categories into a five-tiered cost recovery pyramid

model. Eighty residents and 73 staff members participated in the workshops and sorted 33 separate pyramids. Resident pyramids and staff pyramids were compiled separately and then compared. Where slight sorting differences were found, the final combined consensus pyramid deferred to the resident sorting level. The Consensus Pyramid can be found as an attachment provided within the Board of Directors information packet.

Prior to sorting each service onto the pyramid, GreenPlay and District staff was responsible for creating the District's Categories of Services, including definitions. As a result of the sorting workshops and the public input process, the names, definitions and examples were further refined and the category Tournaments was added and separated from Leagues. The resulting 31 categories of services and their definitions are summarized as an attachment provided within the Board of Directors information packet.

Karon provided a detailed overview of the Resource Allocation Pyramid Methodology and the resulting Consensus Pyramid, noting that it is important to remember that the items toward the top of the pyramid are not necessarily things that the District should stop providing; rather, that the taxpayers should not be supporting these activities via tax revenue.

- ✓ Bob Scott, who has been participating in this process as a member of the Cost Recovery Team, described the various meetings that occurred in order to develop the Consensus Pyramid, noting that he was amazed at how well the public and staff pyramids meshed. He complimented GreenPlay on their methods in working with staff on sorting programs in which the staff has ownership.

Karon noted that the other tool that staff will be using is a Service Assessment Matrix which will allow staff to look at all of the services individually in relation to the market and analyze the District's position in the market for that particular service. She described the matrix, noting that the services that end up labeled as a Core Service on the matrix tend to correspond to the services listed toward the bottom of the pyramid, as they are highly dependent on tax funds and no one else provides the service. The market for some services may vary depending on location within the District, dependent on who else is providing a like or similar service.

Karon provided a brief overview of the project schedule, noting that the final presentation is currently scheduled for June 2013, and offered to answer any questions the Board may have.

President, Joe Blowers, described financial reports that show that the District's facilities have varying cost recovery rates. He offered Garden Home Recreation Center as an example, noting that the facility has a significant area rented out to day cares, which would sit at the top of the pyramid. He asked whether the cost recovery reports are capturing this information.

- ✓ Keith replied that it is a good snapshot that provides a method for the District to analyze how the facilities are doing and how they are trending over time. Although it is a useful measurement, it is not as sophisticated as what is being discussed this evening.
- ✓ Karon noted that a facility such as Conestoga Recreation & Aquatic Center may have services that span the entirety of the pyramid, but the aggregate should be close to the 80% threshold for tiers one and two combined. She described the importance of using the same terms and calculations through this process in order to come to accurate benchmarks, noting that it gets especially difficult to compare information to other agencies for this reason. She noted that THPRD is one of the more sophisticated agencies she has worked with in regard to its ability to track information.
- ✓ Keith agreed that the District's Long-term Financial Plan models are giving the District a jumpstart in this analysis.

Joe commented that the Jenkins Estate and Fanno Farmhouse, although wonderful facilities, seem to primarily address needs at the top of the pyramid. The District has not been able to reach sufficient cost recovery for the Jenkins Estate, in particular.

- ✓ Doug Menke, General Manager, agreed that the majority of services provided by the Jenkins Estate are at the top of the pyramid. Although the public is able to walk on the grounds of the property, a significant majority of the events held within the buildings are invitation-only. This issue has been under consideration by District staff since before GreenPlay started their work and a recommendation may come before the Board for this particular site prior to the completion of their work. Options may include a third-party concessionaire to assume operations of the facilities, while still allowing public access to the grounds. The District would continue to maintain the grounds and facilities for historical purposes.

Larry Pelatt expressed agreement that the District needs to explore alternative methods of funding and/or operations for the Jenkins Estate. In addition, he expressed agreement with Karon's comments regarding the difficulties in finding other agencies to compare benchmarks for fear that those other agencies are not using the same standards of measurements.

- ✓ Karon agreed, noting that even basic position titles, such as General Manager, differ from agency to agency. She noted that as an industry, we are not talking the same language, which makes it difficult to develop benchmarking tools. She noted, however, that benchmarking to others is probably the least effective tool to make decisions; but, benchmarking to yourself over a period of time is very effective.

Doug thanked GreenPlay for the informative presentation, noting that their level of national expertise is very beneficial for the District, especially in acknowledging that this process is not about what other agencies are providing, but where THPRD is at and making decisions based on our residents. He noted that having Bob Scott readily involved has also been very beneficial, not only due to his financial background, but his working understanding as a policy maker helps enrich the environment and provide a level of confidence for staff to hear from Board members and see that they are willing to participate in these issues.

- ✓ President, Joe Blowers, expressed agreement, noting that he is looking forward to GreenPlay's next presentation.

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:

- Greenhouse Gas Inventory
 - Keith Hobson, Director of Business & Facilities, provided a brief overview of the results from the latest Greenhouse Gas inventory, which showed a 5% reduction for 2011/12 compared to 2010/11, and an overall reduction of 7% compared to the baseline year of 2009/10.
- Spanish Mini Activities Guide
 - Bob Wayt, Director of Communications & Outreach, provided a brief overview of a new 10-page guide in Spanish that features information about the registration process and swimming classes that may be of interest to THPRD's growing Latino population.
- Board of Directors Meeting Schedule

Doug offered to answer any questions the Board may have regarding the report.

Larry Pelatt asked how the District handles phone calls it receives by Spanish speakers.

- ✓ Bob replied that there are a number of bilingual District employees, including two in the Administration Office. Typically, if a center cannot assist a Spanish speaker, they will call the Administration Office for help.

Agenda Item #8 – New Business

A. Graf Meadows Trail Master Plan

Steve Gulgren, Superintendent of Planning & Development, provided an overview of the memo included within the Board of Directors information packet, noting that the District's Trails Master Plan indicates a trail link between the Graf Meadows and Graf Meadows 2 subdivisions that does not currently exist. According to a neighborhood spokesperson, the trail project was promised to the neighborhood approximately 10 years ago. During the interim, residents were able to cross the drainage creek between the two subdivisions with a homemade bridge, but over the past few years, increased housing developments upstream and beaver activity have caused a good portion of the trail and the entire bridge to be inundated with water year round. Because of this, the neighbors requested that the Board elevate this trail connection to a higher priority on the District's capital improvements project list. The Board agreed and the project was approved in the FY 2012/13 Budget using System Development Charge funds. Steve introduced Dave Walters, Park Planner, and Andrew Tull of 3J Consulting, the project consultant, to present an overview of the proposed Graf Meadows Trail Master Plan.

Dave provided an overview of the public outreach process used in the development of the master plan, which included two neighborhood meetings, as well as meetings with the Trails and Natural Resources Advisory Committees. Neighbors provided positive input and met District staff on site to review the alternatives and provide further feedback. There was a neighborhood consensus that Option 1 was the preferred alternative.

Andrew provided a detailed overview of the proposed Graf Meadows Trail Master Plan, noting that the overall goal was to design a master plan that is sensitive to the site while still providing the neighborhood's requested trail link, 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.

Larry Pelatt expressed concern that handrails are not proposed for the bridge, although he realizes that the bridge is being built to code. He noted that the District is a safety conscious organization and that the lack of handrails concerns him for safety reasons.

- ✓ President, Joe Blowers, commented that it would be similar to the bridge at the Tualatin Hills Nature Park, which has a raised edge.
- ✓ Dave agreed that the boardwalk would have a kick rail.

Larry replied that he is concerned that this area may have a greater water depth than the bridge at the Nature Park. He requested that District staff explore the idea of adding handrails and see what the additional cost might be.

- ✓ Steve suggested that handrails could be added as a bid alternate.
- ✓ Bill Kanable noted that, although he understands Larry's concerns, the bridge at the Nature Park is in similar conditions and a similar height with no hand rails.
- ✓ Joe described the current situation at Graf Meadows, noting that it is currently a dirt path with a flooded break in the trail that leads to an underwater log bridge. The new bridge and trail would be a much improved situation. He noted that the District was content with the current situation until the neighbors brought it to our attention, so he does not see why we would be concerned with not having handrails.

Larry replied that the District was not concerned about the current condition because it did not install the log bridge or maintain the trail. However, this is going to be our project to construct and maintain.

Bill questioned what the District's liability would be if a patron tripped on the kick rail and fell into the water.

- ✓ Doug replied that it would be built to code, so there would be no liability.

Bill replied that adding handrails would then be more of a function of whether the District desires to provide accommodations above code. If this alternative is within a reasonable cost, the District would have the option to choose one way or the other.

- ✓ Doug replied that another consideration is that the District would be setting a higher standard. The bridge at the Nature Park is built to the District's existing standards.

Bill agreed, noting that it is a matter of whether or not the District is willing to pay for and provide more safety, if necessary.

- ✓ Andrew noted that based upon the results of their analysis, the bridge may be about 12" off the ground. He asked whether it would make a difference if the bridge were 30" off the ground versus 12".

Larry replied it would, and also how deep the water is that someone might fall into.

- ✓ Steve suggested that District staff continue with the design process and return to the Board with this information.

Larry agreed, noting that he only wants the alternative to be further explored, even if in the end it is decided that it does not work or is not necessary.

Bill Kanable moved the Board of Directors approve the Graf Meadows Trail Preferred Master Plan. Larry Pelatt seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

B. Resolution Appointing Budget Committee Member

Doug Menke, General Manager, provided an overview of the memo included within the Board of Directors information packet, noting that currently there is one position available on the Budget Committee for appointment. Notice of the vacancy was published and seven applications were received. At the request of Board President, Joe Blowers, a scoring matrix was distributed to the Board members in order to assist with the discussion regarding the applicants. The completed scoring matrix has been provided to the Board, a copy of which was entered into the record.

President, Joe Blowers, noted that Stephen Pearson's application scored the highest; however, many qualified applications were received, including some other current Parks Bond Citizen Oversight Committee members.

Bob Scott moved that the Board of Directors approve Resolution 2013-02 appointing Stephen Pearson to the Budget Committee for a term of three years. Larry Pelatt seconded the motion.

Discussion followed:

Bill Kanable thanked the other applicants who applied for the Budget Committee.

- ✓ President, Joe Blowers, agreed and encouraged those that were not appointed to reapply for a future committee position, whether on the Budget Committee, Oversight Committee, or one of the District's Advisory Committees. He noted that all of these committees are good ways to get an idea of how the District works and he encourages the applicants to pursue some of these opportunities, as well.

Roll call proceeded as follows:

John Griffiths Yes

Bill Kanable Yes

Larry Pelatt Yes

Bob Scott Yes

Joe Blowers Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #9 - Adjourn

There being no further business, the meeting was adjourned at 8:40 p.m.

Joe Blowers, President

Larry Pelatt, Secretary

Recording Secretary,
Jessica Collins