



**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, June 3, 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

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

- To consider the employment of a public officer, employee, staff member or individual agent.

Executive Session is held pursuant to ORS 192.660(2)(a), which allows the Board to meet in Executive Session to discuss the aforementioned issue.

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

Bill Kanable moved that the Board of Directors accept the General Manager’s evaluation as presented and authorize a compensation increase of 3.7% and a bonus amount of \$5,000. 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 #4 – Sports Advisory Committee

Scott Brucker, Superintendent of Sports, introduced Janet Allison, Chair of the Sports Advisory Committee (SAC), and Julie Rocha, Center Supervisor for the Tualatin Hills Athletic Center, to make a presentation to the Board of Directors regarding the activities of the Committee during the past year as well as their goals for the coming year.

Janet provided an overview of the SAC's accomplishments and future focuses via a PowerPoint presentation, a copy of which was entered into the record and included the following topics:

- Accomplishments
 - Contributed to the completion of the Portland Community College Rock Creek Recreation Facility restroom. Utilized matching funds, competitive grant matching funds, SAC funds, as well as System Development Charge funds, and a state grant for a total project cost of \$98,343.
 - Installed security cameras in the Athletic Center. Utilized matching funds, competitive grant matching funds, and SAC funds for a total project cost of \$22,500.
 - Purchased a new storage shed at the HMT Recreation Complex. Fully funded by the SAC for a total project cost of \$2,556.
 - Constructed dugout covers at the HMT Recreation Complex. Funded in partnership with the All Sports Steering Committee, Baseball Softball Steering Committee, various Affiliated Sports Groups, and SAC funds for a total project cost of just under \$5,000.
 - Purchased portable field fencing for Portland Community College Rock Creek Recreation Facility. Utilized funding from Oregon Amateur Softball Association and SAC funds for a total project cost of \$2,000.
 - Held the fourth annual 5v5 Hoop Extravaganza basketball tournament. Last year, the net profit was \$120; this year, that amount was \$713.
 - Hosted the Community Sports Delivery Task Force, which developed the recommendations that resulted in the Affiliated Sports Policy adopted by the Board of Directors in November 2012.
- Future Focus
 - Participating in the master planning and development processes for the Cedar Hills Park and Mt. View Middle School projects.
 - Increasing the membership of the Sports Advisory Committee.

Janet offered to answer any questions the Board may have.

Larry Pelatt asked how long the Hoop Extravaganza tournament occupies the Athletic Center.

- ✓ Julie replied that the first game is at 9 a.m. and ends by 4 p.m. Other events are incorporated within the tournament, such as a three-point shooting contest and dunk contest, in order to keep participants occupied during the round-robin-style tournament.
- ✓ Janet described the competitiveness of this tournament, noting that the first year included grade school and high school participants, but at this point it has been limited to adults only, which has been well received.

Bob Scott commented that the Sports Advisory Committee has been involved in a lot of nice improvement projects.

- ✓ President, Joe Blowers, agreed, noting that the Committee is ambitious.

Janet replied that they were able to accomplish all of this with the help of other community partners and District staff.

President, Joe Blowers, thanked Janet and the Sports Advisory Committee for the informative presentation.

Agenda Item #5 – Audience Time

There was no testimony during audience time.

Agenda Item #6 – Board Time

Bill Kanable referenced the recent election for his seat on the Board of Directors and congratulated both candidates on their efforts during the campaign.

Agenda Item #7 – Consent Agenda

Larry Pelatt moved the Board of Directors approve Consent Agenda items (A) Minutes of May 6, 2013 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Authorizing Issuance of Tax and Revenue Anticipation Notes for FY 2013/14, (E) Resolution Approving District Compiled Policies Chapter Four, As Amended, (F) Waterhouse Trail Project, (G) Lowami Hart Woods Project, (H) Pioneer Park Project, (I) Barsotti Park Project, (J) Hansen Ridge Park Project, and (K) Sunset Swim Center Permeable Parking Lot Project. Bill Kanable seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #8 – Unfinished Business

A. Bond Program

Hal Bergsma, Director of Planning, provided a detailed overview of the memo included within the Board of Directors information packet regarding recent Bond Program activities, including a capital projects budget update, overview of the most recent Parks Bond Citizen Oversight Committee meeting, and plans to suspend work on the North Bethany Trail Segment #2 project. A revised Bond Capital Program Funds Reprogramming Analysis was distributed, a copy of which was entered into the record. Hal offered to answer any questions the Board may have.

John Griffiths asked for additional information as to why the New Neighborhood Park Acquisition category is currently over budget.

- ✓ Hal replied that this is due to the Cobb Property purchase, which was more acreage than anticipated under the Bond Program's original land acquisition specifications.
- ✓ Bill Kanable recalled that this was a site that the Board had discussed the potential need to divide and sell some of the acreage in the future.

Doug Menke, General Manager, described how the Bond Program Summary of Eligible Category Transfers chart may be modified for future discussions, including adding a legend that would call out categories that are probable for needing transfers-in or transfers-out. He noted that once construction starts on some of the projects that were awarded via the Consent Agenda this evening, and it becomes clearer whether contingencies will be needed, it will become more apparent which categories may need transfers. He noted that, as things move forward, this chart may be presented to the Board on a monthly basis to track the progress.

Bob Scott, who serves as the Board of Director's liaison on the Parks Bond Citizen Oversight Committee, described the Committee's need for guidance from the Board as to the Board's priorities as the Committee begins consideration of shifting funds.

- ✓ Hal agreed, noting that the Committee is ready to consider this issue in depth and offer guidance to the Board, as well.

John asked for confirmation that the Bond Capital Program Funds Reprogramming Analysis report is showing that, overall, the Bond Program is under budget by approximately \$3.5 million.

- ✓ Hal confirmed this, noting, however, that there may be an issue if the Board desires to limit transfers from certain categories. He offered an example of transferring funds from the parks land acquisition category to capital projects since the District has already met its objectives for the amount of park land to acquire.

President, Joe Blowers, asked if that type of transfer would be legal, transferring bond funding for land acquisition to capital projects.

- ✓ Hal confirmed this.
- ✓ Doug confirmed this as well, noting that the key would be that the District had met its objectives within the land acquisition category.

Bob clarified that the Oversight Committee is not authorized to transfer funding from each category and that this is the responsibility of the Board.

- ✓ Doug confirmed this, noting that the hope is that there will be a healthy amount of discussion back and forth between the Board of Directors and Oversight Committee.

Bill noted that his interpretation is that the Board cannot transfer funds out of the categories involving facilities or ADA work, and advises against transferring funds out of the Natural Resources categories, as well.

- ✓ John Griffiths expressed agreement.

Joe asked what the dashes mean on the Bond Capital Program Funds Reprogramming Analysis report.

- ✓ Hal replied that the dashes reflect that the District is still in the process of meeting its objectives for that particular category and that it is not far enough along yet to be considered.

Doug Menke, General Manager, noted that he believes the Bond Capital Program Funds Reprogramming Analysis report and Bond Program Summary of Eligible Category Transfers chart will serve as great tools for future discussion by both the Board and Oversight Committee.

- ✓ Joe asked when staff anticipates that the Board will have a substantive discussion regarding the Bond Program Summary of Eligible Category Transfers chart.

Hal replied once the Bond Program is a little further along and we begin to realize which categories appear to be having a true deficit.

- ✓ Larry Pelatt asked if it would be as soon as this fall?

Doug confirmed this, noting that all of the construction projects anticipated for completion this fall will be far enough along in October to be able to begin discussions.

John referenced the New Linear Parks and Trails Development category being over budget by \$117,195. He asked if the issues with the Westside Trail project are the reason for this.

- ✓ Hal replied that particular project was originally significantly under budget and at this point may be at or slightly over budget, which affected the entire category negatively.

Larry summarized that the chart is only a preview at the moment and that more substantial discussion will occur in the future.

- ✓ Doug confirmed this and reiterated that more discussion could be anticipated this fall.

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:

- GreenPlay/Comprehensive Plan Update
- Director of Community Partnerships Update

- Geoff Roach, Director of Community Partnerships, provided a detailed overview regarding his department's initiatives currently in the development process, including the Champions Too project, via a PowerPoint presentation, a copy of which was entered into the record.
- Board of Directors Meeting Schedule

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

President, Joe Blowers, asked how the Champions Too fundraising campaign's timeline will mesh with the planning and development process for the Mt. View Middle School project.

- ✓ Doug Menke, General Manager, replied that the campaign will be nearing completion by the time ground is broken at the site, as the master planning process for Mt. View is expected to take upwards of two years before the project is ready to go to bid.
- ✓ Geoff commented that the campaign will need a start and end date and that he anticipates 12 to 18 months total.

Joe asked for clarification that, since grading work for the Mt. View site needs to be done anyway, that the cost for that would be the responsibility of the District.

- ✓ Larry Pelatt explained that development of the substructure is part of the entire site, so if the funding needed for the Champions Too field is not successfully raised it means that the amenities associated with that field, such as the ADA part of the field, ADA restrooms, ADA parking, and other amenities, would not be constructed.
- ✓ Bill Kanable noted that the estimated cost for the Champions Too project was much more significant when it was being proposed for a wholly undeveloped site. By combining it with the redevelopment of the Mt. View Middle School site, the project was made significantly more affordable. It also provides a unique initial chance to exercise going through a capital campaign with a reasonable amount of funding to raise.

Joe asked if naming rights would be considered as a part of the Champions Too fundraising process.

- ✓ Geoff replied that this is an issue that needs to be reviewed before the campaign starts.

Joe commented that naming rights for this type of site could be highly desirable.

- ✓ Geoff noted that the Champions Too project is a good choice for an initial fundraising project and that it was deliberate that the first fundraising project be something that is definable and achievable in order to provide the momentum for the next campaign to be bigger and more aggressive.

Joe inquired whether any thought has been given to initiatives past the Champions Too project.

- ✓ Geoff replied that he has been pleasantly surprised in District staff's involvement in facilitating how to have that type of discussion, as it is not currently clear. He initially thought that the Comprehensive Plan would provide some ideas for the future, and while it provided some, additional insight is needed.
- ✓ Bill described how the District deliberately moved quickly on some of the 2008 Bond Measure projects that could be completed immediately in order to show the public that there is activity, while simultaneously gearing up for the larger projects. He explained that fundraising is similar in the need to develop a list of what is next, while still fundraising for the current campaign.
- ✓ Larry expressed agreement, noting that it is imperative that the next project be determined before Champions Too is even halfway funded, as these are not short-term thought processes. It is likely that many ideas will arise before one is deemed viable.

Joe commented that while the current campaign is a package, the next initiative may be a little harder to package, but still a great idea, such as creating a complete trail that does not exist right now. That would be a little less of a package because there are so many components to it, but nevertheless it is a big vision. It takes more than one mind to develop something like this.

- ✓ Geoff agreed, noting that it also takes being seen, heard, and successful a few times so that when we are presenting big visions like the one described by Joe, we have the people in the room that can give us some credibility and believe that we can make it happen. He expressed agreement with Bill's comments that the Champions Too project is a great place to start. It is an important project and the District has an amazing legacy in the area of special needs. There are a lot of ideas regarding serving the special needs populations in our facilities, but he agrees that there needs to be three to five key points to our vision moving forward and that we need to figure out how to package those points. He is confident that this will evolve and that more people will be brought into the discussion through a successful Champions Too campaign.

Larry commented that the District needs to grow its think-tank in this area and Geoff is the first acquisition in that process. He does not believe that the next big idea or initiative is going to be immediate and obvious. It will evolve through other ideas, as Champions Too did.

- ✓ Joe described the Beaverton Creek Trail that is an idea right now and barely exists. This would be a truly ambitious project that, at the current pace, will take hundreds of years to complete.
- ✓ Bill expressed agreement with Larry's comments regarding needing a think-tank and described the number of ideas needed in order for one to come to fruition.

Joe asked when the Champions Too campaign would be launched to the public.

- ✓ Geoff replied that the campaign is ready to start now; however, there are going to be a lot of one-on-one discussions for a while attempting to determine where the points of investment are in the Champions Too concept. The campaign will be in a quiet phase for some time and that is partly because he does not recommend making a huge investment in it right now until we have the capacity or wherewithal for a huge event and getting a lot of people involved. Instead, we need to use this as an opportunity to meet key leaders in our community and invite them into the bigger discussion to ask them what their ideas are that could be useful in connecting with our mission and in delivering our work. There are a lot of key meetings being set up next week and although the campaign is going to be out there, it is not going to be a big event type of campaign, but a lot of individual meetings.

Agenda Item #9 – Adjourn

There being no further business, the meeting was adjourned at 8:00 p.m.

Joe Blowers, President

Larry Pelatt, Secretary

Recording Secretary,
Jessica Collins