



Tualatin Hills Park & Recreation District
ADVISORY COMMITTEE MEETING MINUTES

Jenkins Estate/Camp Rivendale/Fanno Farmhouse Advisory Committee Meeting

Date: April 10, 2007

Time: 1:00pm – 3:00pm

Location: Jenkins Estate – Gate House

In Attendance

Committee Members: Jan Regnier (Chair), Joel Allen, Dean Bobinet, Tom Engel, Shirley Moore, Kate Nilan, Bill O'Brien, Jim O'Connor
Absent Member: Carol Cartier
Staff: Lisa Novak, Lynda Myers, Allan Wells, Brenda Peterson

I. Call to Order: 1:05pm by Chairperson, Jan Regnier.

Guest Time: Doug Menke, General Manager

Jan asked Lisa to introduce Doug to the Committee. Doug began with noting that this job is his 5th with the Park District beginning at the Tennis Center in his 23 years.

- He discussed the Park District's Comprehensive Plan adopted November 2006. It is an active document, which can be viewed on line or within the Jenkins Estate office.
- He mentioned the importance of his staff and the approved and proposed reorganization of job titles and duties. "Mid-Management" staff will be used as a resource with cross-functional tasks, the ability to be creative, and the responsibility to hear all levels of staff addressing District-wide topics.
- Doug mentioned the proposed Fee Study. It lists proposals for sustainability for the future and the various options to increase revenue. Along with this, Doug briefly discussed future funding options.
- Lastly Doug briefly described the proposed Challenge Grant "pool".

Q: The Committee asked if the historical aspect of the District could be placed within the Bond Measure option, to include the Jenkins Estate along with the John Quincy Adams Young house?

A: Doug answered possibly, but the balance between passive and active recreation, building, purchasing, and passive use is heavily considered when describing the need before the voters.

Q: Will the new PCC facility relieve the stress on the HMT Complex?

A: There will be some relief for field use, which relates to some relief for parking issues, but there aren't currently funds for construction or operation of a recreation/aquatic facility at this time.

Q: What is the realistic possibility for this facility to receive funds to install internet access for the clients who rent the facility?

A: Both Program staff and IS staff have submitted this request for the 2007-08 budget. During the next Budget Committee meeting, they will continue to discuss this line item. With a letter of support from the Committee and supporting information from Lisa and IS, staff hopes to keep this service a reality.

Jan mentioned that she would draft a letter in support of this service as it relates to the Customer Service of the Jenkins Estate venue.

In closing, Doug briefly mentioned that Bob Wayt, Director of Communication and Development, will begin his duties and that we should be seeing more “target marketing” at all of our facilities. He thanked the Committee for inviting him to their regular meeting. Jan thanked Doug for being a guest of the Jenkins Estate Advisory Committee.

II. Approval of Minutes

The Minutes of March 2007 were approved as presented.

III. Financial Report

The March report was approved as presented by the Accounting Department.

IV. Agenda Items

A. Grounds Report - Allan

- The daffodil bulbs are going out of bloom and the staff are moving them around the grounds for increased bloom next season.
- Staff are currently making plans to turn on the irrigation system for the season.
- The mowing frequency remains at once a week, but as the weather warms, staff will be mowing twice a week until about October.
- Staff has re-sodded the lawn around the Tea House. This has become an annual maintenance activity.
- The Edward Center crew has returned to the grounds for their seasonal work assisting the Park Maintenance staff.

B. Superintendent's Report – Lisa

- Up to this point in the process for approving the Capital Budget, the Jenkins Estate is listed to replace the linoleum in the Main House’s kitchen, dish room and butler’s pantry; secure the final funds needed to light the sign on the corner of Grabhorn and Farmington Roads; and the installation of internet access servicing corporate clients renting the three buildings on the Estate grounds.

C. Center Supervisor Report – Lynda

- April Tea is scheduled for Saturday, April 14. It is full with several people on the waiting list.
- Wine Dinner invitations have been sent. Menu and wines have been chosen. Staff is looking forward to working with Cooper Mountain Vineyards.
- Staff is progressing on Mother’s Day Brunch, Plant Sale and Quilt Show. One of the quilt vendors will be raffling off a sewing machine.
- The wallpaper project in the bedrooms is finished. Maintenance staff will be completing the painting in the next few weeks.
- Painting has been scheduled for the exterior of both the Main House and Stable. This is a capital project this budget year.
- Job announcements have been posted for Camp Rivendale summer help as well as an evening grounds supervisor for the months of June through September.

- Upcoming Events:

April 20-22, 2007	Huckeba Art Show & Sale
April 28, 2007	Rhododendron Show
May 4, 2007	Winemaker's Dinner
May 12 & 13, 2007	Barefoot Quilt Festival & Plant Sale
August 7, 2007	Summer Celebration (formerly, Anniversary Concert)

D. New Business: Committee Reports

Garden Report – Dean & Bill

Rhododendron Garden: Tabled report until May meeting.

Herb Garden: Bill

Bill met with 2 students and 2 instructors from the Oregon School for the Blind in Salem, OR. They toured the Main House and then the Herb Garden. Bill started the garden tour at the equipment shed and led the students along the gravel path and then through the garden.

Suggestions:

1. A kiosk at the shed.
 - a. This kiosk is at the beginning of the gravel path near the parking space for those with a sticker for disabled parking.
 - b. It should have Braille text describing the garden, history, and distances throughout the garden.
2. A map at the garden entrance.
 - a. The mother of one of the instructors is an artist and will be visiting the Estate to draw the garden. It is possible that one of the students will create the map from that drawing onto copper flashing for his senior project.
3. Basic instructions at the garden entrance to include care in knowing that bees inhabit the garden, there is rose cane at the entrance on the pergola, there are hanging vines from the pergola and that the base path is a gravel surface.
4. Bill discussed the current Braille signage with the Braille print under the text and the students suggested they would prefer to have the Braille text on the back and upside-down with the text on the front. Bill is investigating possible sign companies that can print Braille.
 - a. Many new seeds have been planted.
 - b. Students of the school are planning to assist in creating the signage for each of the plants in the sensory garden.
5. The students had some difficulty following the path with the log barriers between the garden "boxes." Curbing was discussed again and Allan and Lisa will be working on funding and installing a more user-friendly curbing 6"-8" tall.
6. The garden beds will be planted according to height of the plants and the use of stepping-stones will assist the visitors, volunteers and Maintenance staff in reaching different areas of the beds.
7. Signage in the garden plots should be waist-high and can list the group of plants in that plot (size approximately 12x12 or 12x14).

With the support of the Advisory Committee, Bill's vision is to recreate the garden with many of the plants that Mrs. Jenkins planted both in aesthetics and medicinal uses. Also, in many of the descriptions of the Jenkins Estate gardens, the Braille garden needs updating and this visit has inspired both members of the Committee and the Program staff.

Next steps:

1. Lisa, Allan and Park Maintenance staff to remove logs from the garden and replace with curbing material.
2. Continue discussions with the students and instructors from the school to plan the kiosk, signage and mapping.

Fundraiser(s): PLANT SALE

Jan recruited more of the Committee to help at the Plant Sale. Allan will assist in sending Park staff to unload plants on Saturday morning and move the plants to the greenhouse Saturday, return Sunday morning and Sunday evenings.

The Plant Sale will include hanging baskets, patio pots and plants from Farmington Gardens. Brenda has requested an inventory list of plants and sale prices so that the cash box supports the sales of the day. Staff and Committee members can purchase plants throughout the event.

Archiving – Joel

Joel has finished the preliminary database for recording historical items. Joel wants to start looking at the items to see where adjustments need to be made. Anyone who would like to meet needs to contact Joel or Program staff.

Brenda received the receipt for the first delivery of supplies and will start the reimbursement process to Joel for supplies received totaling \$101.54.

Discussion for May: To solicit the Public requesting personal knowledge of the Jenkins family, the Estate, or other historical stories that would reflect on the Park District's historical facilities. Ideas included quarterly brochure, Valley Times, web page, Hillsboro Argus, Old Timer's Picnic.

Historical – Jim O

Shirley mentioned that in the March meeting that she has a letter from Rose Rohrback addressed to her as the Program "Coordinator" at the Jenkins Estate in 1980. Shirley brought that letter with her to share. Brenda will make copies for the Committee. Shirley said that the original can stay with the House as long as she got a copy with the others. The letter includes how Ms. Rohrback remembered the "Jenkins home in the 1930's."

JQAY House – Jim O

No new information.

Interior – Jan

See Supervisor Report.

V. Old Business

- None.

VI. Next Meeting will be held on Tuesday, May 8, 2007 at the Main House at 1:00pm.

The meeting concluded at 3:30pm.

Respectfully submitted,
Brenda Peterson, Recording Secretary
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