



## 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, June 22, 2009. Executive Session 6:00 p.m.; Regular Meeting 7:00 p.m.

### Present:

Larry Pelatt	President/Director
Bob Scott	Secretary/Director
William Kanable	Secretary Pro-Tempore/Director
Joseph Blowers	Director
John Griffiths <i>(via telephone)</i>	Director
Doug Menke	General Manager

### **Agenda Item #1 – Executive Session (A) Personnel (B) Land**

President, Larry Pelatt, called Executive Session to order for the following purposes:

- To consider the employment of a public officer, employee, staff member or individual agent, and
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Executive Session is held pursuant to ORS 192.660(2), which allows the Board to meet in Executive Session to discuss the aforementioned personnel, legal and land issues.

President, Larry Pelatt, noted that representatives of the news media and designated staff may attend the Executive Session. All other members of the audience are asked to leave the room. Representatives of the news media are 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, Larry Pelatt, 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 – Election of Officers for Fiscal Year 2009-10**

President, Larry Pelatt, opened the floor to nominations for Board officers for Fiscal Year 2009-10, taking effect on July 1, 2009.

**Bill Kanable nominated Larry Pelatt to serve as President of the Tualatin Hills Park & Recreation District Board of Directors for Fiscal Year 2009-10. Joe Blowers seconded the nomination. Hearing no further nominations, roll call proceeded as follows:**

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

The nomination to elect Larry Pelatt to serve as President for Fiscal Year 2009-10 was **UNANIMOUSLY APPROVED**.

Joe Blowers nominated Bob Scott to serve as Secretary of the Tualatin Hills Park & Recreation District Board of Directors for Fiscal Year 2009-10. Bill Kanable seconded the nomination. Hearing no further nominations, roll call proceeded as follows:

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

The nomination to elect Bob Scott to serve as Secretary for Fiscal Year 2009-10 was **UNANIMOUSLY APPROVED**.

Larry Pelatt nominated Bill Kanable to serve as Secretary Pro-Tempore of the Tualatin Hills Park & Recreation District Board of Directors for Fiscal Year 2009-10. Bob Scott seconded the nomination. Hearing no further nominations, roll call proceeded as follows:

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

The nomination to elect Bill Kanable to serve as Secretary Pro-Tempore for Fiscal Year 2009-10 was **UNANIMOUSLY APPROVED**.

**Agenda Item #5 – Adopt Fiscal Year 2009-10 Budget**

**A. Open Hearing**

President, Larry Pelatt, opened the Budget Hearing.

**B. Staff Report**

Keith Hobson, Director of Business & Facilities, provided a brief overview of the memo included within the Board of Directors information packet, noting that Board of Directors approval is requested this evening of the resolution to adopt the Fiscal Year 2009-10 Budget, make appropriations, and levy ad valorem taxes.

**C. Public Comment**

Pavel Goberman, PO Box 1664, Beaverton, is before the Board of Directors this evening regarding the proposed Fiscal Year 2009-10 Budget. He expressed concern with the salaries of some Park District employees, including the Center Supervisor for the Elsie Stuhr Center, noting that in his opinion the salaries are too high. He submitted written testimony, a copy of which was entered into the record.

**D. Board Discussion**

*There was no Board of Directors discussion.*

**E. Close Hearing**

President, Larry Pelatt, closed the Budget Hearing.

**F. Board Action**

Joe Blowers moved the Board of Directors approve Resolution 2009-11 to adopt the 2009-10 Budget, make appropriations, and levy ad valorem taxes. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

*John Griffiths was excused from the meeting.*

**Agenda Item #6 – Audience Time**

*There was no testimony during Audience Time.*

**Agenda Item #7 – Board Time**

*There was no testimony during Board Time.*

**Agenda Item #8 –Consent Agenda**

Bill Kanable moved the Board of Directors approve Consent Agenda items (A) Minutes of June 8, 2009 Regular Meeting, (B) Resolution for a Short-Term Interfund Loan for Operating Purposes, (C) System Development Charge Funds for Winkelman Park Master Plan, (D) Vacation Accruals Adjustment Resolution, (E) General Manager’s Employment Agreement and Resolution, and (F) Resolution Regarding Washington County Urbanization Forum. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

**Agenda Item #9 – Unfinished Business**

**A. District Compiled Policies**

Keith Hobson, Director of Business & Facilities, provided a brief overview of the memo included within the Board of Directors information packet, noting that Chapter 4 of the District Compiled Policies has been amended in order to provide authority to the General Manager to adopt Operational Rules and Procedures, as well as amended to include the Board of Directors’ Policy 26.0, Management Compensation Policy. Keith offered to answer any questions the Board may have, noting that Tom Sponsler of Beery, Elsner & Hammond, LLP, the Park District’s legal counsel, is also in attendance this evening to answer questions as well.

**Bill Kanable moved the Board of Directors approve Resolution 2009-16 as presented. Bob Scott seconded the motion. Roll call proceeded as follows:**

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

**The motion was UNANIMOUSLY APPROVED.**

**B.      Advisory Committee Structure**

Jim McElhinny, Director of Park & Recreational Services, introduced Lisa Novak, Superintendent of Programs & Special Activities, to provide an overview of the memo included within the Board of Directors information packet regarding recommendations pertaining to the structure of the Park District's nine advisory committees. Jim noted that this memo had been provided via email on June 1, 2009 to the Board of Directors and Advisory Committee chairs.

Lisa provided a detailed overview of the memo, noting that an Advisory Committee Task Force was formed in early 2009 in order to conduct a review of, and provide recommendations to the Board, on the future purpose and functionality of the advisory committees. Park District staff reviewed those recommendations and determined that in order to provide balanced, comprehensive guidance to the Park District now and in the future as indicated in the Comprehensive Plan, the advisory committees may need to be further restructured and refined. Lisa provided an overview of the proposed advisory committee structure as detailed by the chart included within the Board of Directors information packet. Lisa noted that no formal action is being requested of the Board of Directors this evening. Following tonight's discussion, staff will refine the recommendations, including committee and friends group charge templates, and would then present final recommendations to the Board of Directors at their July or August Regular Meeting.

Bob Scott asked whether a friends group would first need to request authorization from the overseeing advisory committee prior to holding a fundraiser for which Challenge Grant funding was being sought, noting that he is concerned with adding multiple steps to such a process.

- ✓ Lisa replied that such details are still being explored and discussed, but most likely the group would need to seek authorization.
- ✓ Bill Kanable commented that it would be in the best interest of the advisory committee to endorse such requests. He offered the Nature Park Advisory Committee as an example, noting that the proposal would not change what the Committee does at this point in regards to fundraising and advocating for the Nature Park; it would only change the status of the group to a friends group and add a group that provides oversight to all of the Park District's natural areas, which is currently lacking.

Bob agreed, noting that he is only concerned with multiple steps for the friends groups whereas the current process is more direct.

- ✓ Doug Menke, General Manager, replied that this is a part of the transition process that would be further explored.

Joe Blowers commented that the advisory committees may be able to offer a healthy perspective to the friends groups in relation to fundraising projects and how such projects fit into the Park District's priorities overall.

- ✓ Bill expressed agreement, noting that the recommendations are not intended to reduce the emphasis on the current advisory committees' areas, but to add a broad perspective across all of the Park District's resources.

Larry Pelatt stated that he believes there may be a certain amount of fear by some of the existing advisory committees that they are going to lose access to the Board of Directors and grant funding, and an overall perception that another layer of bureaucracy is being created. He noted that the Board does not want to create another level of bureaucracy, but instead wants to enable a larger look at different areas of the Park District. The intent is not to take anything away from the existing advisory committees. In addition, there might be some strength in numbers by combining some existing committees and giving them a broader scope to consider. The Park District is not taking away their ability to function and focus on individual pet projects.

Joe commented that in a sense the restructuring of the recreation center advisory committees is difficult in that they are losing an identity, but on the other hand, the Park District does not have advisory committees for specific trails; it has an overall Trails Advisory Committee that looks at the big picture in relation to all of the Park District's trails and makes judgments on their priorities. In that sense, it makes sense to have an overall Recreation Advisory Committee, although it is a difficult step to take because it does involve change, but it is a step the Park District needs to take nonetheless.

Bill offered the Garden Home Recreation Center Advisory Committee as an example, noting that particular Committee has been vocal in opposition to the proposed changes. He stated that it is important that a local presence is not lost for the centers via the proposed recommendations. Although it is not a perfect solution, a friends group does provide a local presence for the centers that is necessary for those entities that draw on their local community for a local access and a local touch. Whereas, the Recreation Advisory Committee will need to look at the larger picture because while currently there are only three recreation centers, eventually there will be more, and the Park District will need a broad perspective for those facilities, especially when considering the limited amount of funding available. The Park District needs to look at its recreation centers as an overall resource for the entire District and balance the funding across all of those areas, while still managing to maintain a sense of community.

Joe stated that the friends groups would still have the freedom to come before the Board of Directors during Audience Time and express any concerns related to their specific facilities or areas, which would serve as a direct connection to the Board. He hopes that it would not always come to that point, but that it would be available if need be.

President, Larry Pelatt, opened the floor for public testimony.

Judi Graeper, 8153 SW 66<sup>th</sup> Place, Portland, is before the Board of Directors this evening as Chair of the Garden Home Recreation Center Advisory Committee and as a member of the Advisory Committee Task Force. Although she agrees with some of the proposed recommendations, she has some reservations regarding the proposed Recreation Advisory Committee. She listed the following concerns:

- She does not like the term "friends group" and would prefer the term "steering committee".
  - ✓ Bill replied that he could accept the term steering committee as well.

- Who would the friends groups be accountable to other than the Center Supervisor?
- What kind of access would the friends groups have to the Board of Directors?
- What kind of ideas would the friends groups take to their advisory committees and how would they know how to prioritize?
- She is concerned with the additional steps that would need to occur in order to get things approved.
- How would the friends groups get information from the Park District?

In addition, she commented that the Advisory Committee Task Force recommended that the Board of Directors rotate their Regular Meetings to various facilities and that each Board member establish a partnership with an advisory committee and attend their meetings a few times each year. She hopes that the Board would consider those recommendations, even if and when the restructuring happens.

- ✓ Doug commented that many of these questions are about the transition and will work out in time. He noted that it will not be a perfect science and that everyone will learn from one another's input. The intent is that the Task Force would help with scoping out the role of the steering committees or friends groups so that there is an official charge developed, as there would be for the broad-based advisory committees as well. In addition, at a bare minimum the steering committees or friends groups would have the appropriate Center Supervisor as a direct liaison, which would serve as a great connection to the Park District. He noted that staff has no interest in creating additional steps and that this is something that the Task Force should also be able to assist with in determining whether there is an appropriate role that the broad-based advisory committee would play in the approval process.

Bill provided some comments regarding his experience serving on the Unified Fields Steering Committee, noting that they have no formal authority in making decisions for the Park District, but instead advise the Center Supervisor on field issues and help flush out problems in that regard. He explained that the Garden Home Recreation Center Advisory Committee does this as well right now and that this will not change with the proposed recommendations; the friends group or steering committee would still advise the Center Supervisor on issues and offer input.

Judi stated that although she understands how it would be necessary for the Jenkins Estate Advisory Committee to take over representation for the Park District's other historic properties, she does not see the sense in combining the three recreation center advisory committees as those committees have worked well on their own for so long.

- ✓ Bill replied that the Park District cannot always continue to exist only on what has worked and that sometimes change can make something that works even better. He encouraged her to give the recommendation a try, noting that no one will know how it will or will not work until it is tried, and that if the recommendations are not working or are making things especially difficult, to please let the Board know. He noted that the advisory committee members such as Judi are the Board's eyes and ears in this situation and that if it is not working, to please let them know, but to at least give the recommendation a chance.
- ✓ Joe expressed agreement with Bill's comments, noting that the Board is attempting to make things more broad and equal, but that feedback would be appreciated.

President, Larry Pelatt, noted that it is obvious that there are a lot of concerns with the recommendation and a lot of work left to be done. It is not part of the recommendation that the Board adopt the changes this evening; it is to give direction as to the next steps and he believes that there is a fair consensus among the Board that a restructuring along the line of what has been proposed makes a lot of sense from a bigger-picture perspective. Staff has heard the concerns voiced this evening, which will not be ignored. He recommended that the Advisory Committee Task Force be reconvened to discuss some of the issues relayed tonight and that perhaps a Board member should be included in those discussions as well.

- ✓ Judi expressed the need to change the name from "friends group".

Larry replied that he believes staff heard this suggestion loud and clear and that there is a fair amount of support for the suggestion on the Board as well.

- ✓ Joe stated that in his opinion the term "steering committee" implies some scheduling duties, so he believes they first need to think through what is meant by that term.
- ✓ Bill replied that there are going to be scheduling conflicts that take place at all of the centers for a variety of reasons.
- ✓ Joe asked whether this is what the Board wants the steering committees to do though.
- ✓ Bill replied that it cannot be determined at this time and to let the Task Force advise on the issue.

Larry noted that the Advisory Committee Task Force will reconvene and that a lot of these ideas can be discussed by them. It would not be productive to attempt to debate them tonight.

Jon Schieltz, 7535 SW 102<sup>nd</sup> Avenue, Beaverton, is before the Board of Directors this evening as a member of the Aquatics Advisory Committee. He asked whether the Conestoga Recreation & Aquatic Center Advisory Committee would have representatives on two advisory committees under the new proposal: the Aquatics Advisory Committee and Recreation Advisory Committee.

- ✓ Doug replied that it is entirely possible and would be determined by the Task Force.

Jon asked whether the Athletic Center is considered a recreation center.

- ✓ Doug replied that this is an interesting question as the Athletic Center has programs, but the broad-base focus of the Center is sports oriented.

Jon noted that he thought there might be representatives from the Athletic Center Advisory Committee on both the Sports Advisory Committee and Recreation Advisory Committee.

- ✓ Doug replied that it is a possible outcome that would be determined by the Task Force.

Jon noted that at first he was comfortable with the proposed recommendations, until he began thinking about issues that had come up in the past that the Aquatics Advisory Committee had dealt with, such as the fee increase. He expressed concern about a delay in communication between the Aquatics Advisory Committee, steering committee and any other subgroups. He described difficulties the Aquatics Advisory Committee had in the past working with a steering committee they formed to address the issue of allocating lanes due to the delay that occurred in communications because of different meeting schedules. He described that under the proposed recommendation, communications would follow the order of the Aquatics Advisory Committee seeking input from the steering committee, which would in turn seek input from the swim clubs, and then the information would have to be relayed back up through the same chain of command which would cause

a lengthy delay in communications for a situation that might not be able to accommodate such a delay.

- ✓ Joe asked whether the Aquatics Advisory Committee would consist of club representatives.
- ✓ Doug replied that this is a possibility. He believes the intent is that while there would not be designated positions, the membership of the Committee would come from whomever is recommended by the Committee and appointed by the Board, and that they may be involved in club activities or general swim activities.
- ✓ Joe asked whether there are any advisory committees with full rosters.
- ✓ Doug replied that there are not many.
- ✓ Joe stated that he does not see why that would change in the future. His point is that if a club representative wants to be on the Aquatics Advisory Committee, more than likely there would be space for that person to join.

Bill described the similarities in the situation Jon described with the Sports Advisory Committee, which would also have the Unified Fields Steering Committee, which in turn deals with all of the different sport clubs within the Park District, with each of those groups having their own structures for management. He described the communication efforts between all of these various groups, noting that it is up to each group to pay attention to the communication as well. When an issue such as an increase in fees begins being discussed, the information is distributed from the top down and it is up to everyone to pay attention. Whether or not everyone chooses to take part in the discussion is up to them.

Larry noted that fees do not get increased overnight and that there is a great deal of communication, meetings and debate that happens prior to any such decision. The opportunity for communication would be there, especially with today's capacity to communicate electronically. If someone is missing out on communication, he believes it might be more due to the fact that they are not trying to communicate versus the communication not being there. Larry noted that if anyone in the clubs feel like they are not getting information, they need to let staff or the Board know and hold them accountable. However, if the information is available on time and in the right places and someone does not read it, the staff and the Board are not accountable for that.

Jon asked what the intent is in separating the clubs from the pools.

- ✓ Doug replied that he does not believe there was any particular intent and recalls the discussion as the clubs having a very focused activity and that it seemed appropriate that they would, within their own groups, communicate whatever issues they are dealing with so that they are not facility-oriented, but club activity-oriented, and would communicate that to the Aquatics Advisory Committee, which would have a broad-based perspective of all activities.

Jon replied that the 50-meter pool is dictated as a competitive pool.

- ✓ Bill described how sports fields are the same way with the synthetic turf fields. He expressed the need to maintain perspective that when an individual serves on a broad-based advisory committee, they need to think in terms of the entire Park District, not just the sport or club that they are involved in.
- ✓ Larry described how having a broader-perspective may pay off for some of the clubs because they will become more aware of time available at other pools that they would not normally consider because of their focus being only on one specific pool.

Jon stated that it will remain to be seen how much of a delay in communication there will be.

- ✓ Joe suggested making a goal of little to no delay in communication.
- ✓ Larry replied that communication has to be open and as transparent as possible and that if there is a problem, the right parties need to be informed.

Jon agreed that the Advisory Committee Task Force should be reconvened to discuss in particular more issues pertaining to the Aquatics Advisory Committee.

- ✓ Larry noted that the communications process is one of the issues the Task Force will need to discuss and attempt to resolve and he encourages Jon to be a part of that discussion.

Jon asked how the steering committee would operate and whether there would be a representative from the clubs conveying the information from the Aquatics Advisory Committee to the steering committee, or that the Center Supervisor would run the steering committee.

- ✓ Doug replied that similar to existing advisory committees and steering committees, staff would not be leading them, but would be a liaison and there to help. Representation on the steering committee could consist of a member from each club. The steering committee could also have a liaison that would attend Aquatics Advisory Committee meetings and report back, as all advisory committee meetings are open to the public.
- ✓ Bill described members of the Athletic Center Advisory Committee who also serve on other steering committees.
- ✓ Joe noted that it was his interpretation that there would be significant overlap on these committees.

Joe noted that there may be some confusion between the Recreation Advisory Committee and Sports Advisory Committee due to their names. He suggested that changing the name to Recreation Centers Advisory Committee might alleviate some of that confusion.

- ✓ Larry agreed, noting that there is a lot of work left to be done and he does not believe that anyone is dead set on any particular direction at this point and closed to any ideas.
- ✓ Doug recalled that this review process was identified within the Park District's Comprehensive Plan and that staff has no interest in putting a canned program forward. It is up for discussion and has to be developed cooperatively.
- ✓ Janet Allison, Chair of the Athletic Center Advisory Committee, noted that the Committee had discussed alternate names for their broad-based committee as they found the term Sports Advisory Committee limiting. Suggestions included Community Active Recreation Advisory Committee and several others.

Larry noted that this information should be relayed to the Task Force as well.

Bill expressed the need for everyone involved to shepherd this process along with the ultimate goal of making it work, as everyone is in it together.

### **C. New Agenda Item – General Manager Compensation**

**Bob Scott moved the Board of Directors acknowledge the positive evaluation for the General Manager with a salary adjustment to follow the same escalator as approved by the Board of Directors for exempt staff, and award the maximum allowable bonus of \$5,000.**

**Bill Kanable seconded the motion. Roll call proceeded as follows:**

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

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #10 – Adjourn**

There being no further business, the meeting was adjourned at 8:15 p.m.

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Larry Pelatt, President

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Bob Scott, Secretary

Recording Secretary,  
Jessica Collins