



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

A Regular Meeting of the Tualatin Hills Park and 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 3, 2008. Executive Session 6:30 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	Director
Doug Menke	General Manager

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

President, Larry Pelatt, 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.

The Executive Session is held pursuant to ORS 192.660(2), which allows the Board to meet in Executive Session to discuss the aforementioned 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 7:05 p.m.

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

**Joe Blowers moved the Board of Directors authorize the Park District to pursue acquisition of property in the northwest quadrant. Bill Kanable seconded the motion. Roll call proceeded as follows:**

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

**The motion was UNANIMOUSLY APPROVED.**

**Joe Blowers moved the Board of Directors authorize staff to complete the acquisition of property in the northeast quadrant. Bob Scott seconded the motion. Roll call proceeded as follows:**

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

**The motion was UNANIMOUSLY APPROVED.**

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

##### **A. Oregon Recreation & Park Association (ORPA) 2008 David E. Clark Professional Honor Award**

Jim McElhinny, Director of Park & Recreational Services, introduced Amanda Rich, ORPA Executive Director, to present the 2008 David E. Clark Professional Honor Award to Laurie Conlin, Aquatic Center Supervisor.

Amanda noted that the David E. Clark Professional Honor Award is presented to a professional ORPA member who, through incentive, inspiration and demonstration of leadership, has made noteworthy contributions over a period of time to the recreation and park movement. Candidates must have been active in the field for a minimum of 15 years and an ORPA history of membership for at least 10 years. She noted that this is the highest recognition ORPA can bestow and presented a plaque to Laurie.

- ✓ Laurie thanked ORPA and the Board of Directors for the recognition.

##### **B. National Recreation & Park Association (NRPA) 2008 Individual Citation Award**

Jim McElhinny, Director of Park & Recreational Services, introduced Amanda Rich, ORPA Executive Director, to present the NRPA 2008 Individual Citation Award to Linda Jo Enger, Elsie Stuhr Center Supervisor.

Amanda noted that the Leisure and Aging Section of NRPA annually recognizes members that have rendered outstanding service to the leisure and aging movement within parks and recreation. The Individual Citation is awarded annually to a member of the NRPA Leisure and Aging Section that demonstrates excellence in the areas of service, leadership, and proven commitment to NRPA through committee work, professional research, writings or speeches and elected office in Leisure and Aging through a state association. She thanked Linda Jo for her dedication to her field and presented a plaque to her on behalf of NRPA.

- ✓ Linda Jo thanked the Board of Directors for the recognition, noting that she appreciated the opportunity she was given to receive the award at the NRPA conference in October.

##### **C. Oregon Governor's 2008 Outstanding Senior Volunteer Award Nominee**

Jim McElhinny, Director of Park & Recreational Services, introduced Lisa Novak, Superintendent of Programs & Special Activities, to recognize Doris Regan, Stuhr Center Advisory Committee Chair, for being nominated for the Oregon Governor's 2008 Outstanding Senior Volunteer Award.

Lisa noted that the award, presented by Oregon Volunteers, State Commission for Voluntary Action and Service, recognizes volunteers that have demonstrated dedication, commitment, and

determination in promoting and supporting volunteerism throughout Oregon, and have worked to strengthen communities and improve the quality of life for Oregon residents through service. Doris has served as Chair of the Elsie Stuhr Center Advisory Committee, as well as volunteering to assist with social dances, special projects, and serve as a key volunteer for the Harvest Bazaar for many years. She thanked Doris for her dedication to the Park District and presented a plaque to her on behalf of her nomination.

- ✓ Doris thanked the Board of Directors and staff for the recognition, noting that she is honored to be recognized along with the other award recipients this evening.

President, Larry Pelatt, thanked the award recipients for their dedication to the Park District, noting that they are incredible examples of the types of people that make the Park District so great.

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

*There was no testimony during Audience Time.*

### **Agenda Item #6 – Board Time**

Bill Kanable stated that he attended the National Recreation & Park Association (NRPA) annual conference held in October, noting that it was an incredibly educational experience and that he encourages other Board members to attend a future NRPA conference if they are able to do so.

John Griffiths noted that he, too, attended the NRPA annual conference and was particularly impressed with the keynote speaker.

Bob Scott thanked Park District staff for their efforts over the course of the past two months in providing bond measure information presentations to various community groups. The presentations that he attended were very well done.

- ✓ Joe Blowers echoed Bob's comments.
- ✓ President, Larry Pelatt, agreed, noting that the presentations were professional, focused, and received positive feedback from the attendees.

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

**Bill Kanable moved the Board of Directors approve Consent Agenda items (A) Minutes of September 15, 2008 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Elsie Stuhr Center Advisory Committee and Jenkins Estate Advisory Committee Members, (E) Service District Initiated Annexation Resolution, (F) Resolution for Annexation of Properties per Washington County Ordinance 624 and in Accordance with ORS 198.857(2), (G) Telecommunications Site Lease Agreement with Clearwire Wireless, and (H) Resolution Adopting Supplemental Budget for Fiscal Year Commencing July 1, 2008. Bob Scott seconded the motion. Roll call proceeded as follows:**

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

**The motion was UNANIMOUSLY APPROVED.**

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

### **A. 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:

- November 2008 Bond Measure Information Program
  - Bob Wagt, Director of Communications & Development, provided a brief status report on the completion of the bond measure information program, noting that among other efforts, 39 community presentations were given, with over 800 attendees total.
- Budget Committee Applicant Screening
  - President, Larry Pelatt, and Joe Blowers volunteered to review the Budget Committee applications received.
- Legislative Update
  - Jim McElhinny, Director of Park & Recreational Services, provided a brief overview of current legislative activities on the national, State and local levels.
- ICMA Benchmarking Study
- Board Policies Update
- 1<sup>st</sup> Annual Leadership Breakfast
- January Board of Directors Meeting
  - *It was the consensus of the Board of Directors to schedule the January Board meeting for January 12, 2009.*

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

John Griffiths requested that confirmation calls be placed to visiting legislators the day prior to ensure that they will be coming.

- ✓ Jim confirmed this, noting that it is also expressed to the legislators that Park District elected officials will be attending as well.

## **Agenda Item #9 – New Business**

### **A. Signage Master Plan**

Steve Gulgren, Superintendent of Planning & Development, provided a brief overview of the memo contained within the Board of Directors information packet, noting that the goal for the Signage Master Plan project is to establish exterior signage design standards by creating a standards manual, which will improve sign system maintenance and management. The Signage Master Plan will include graphic design standards, signage classifications, proposed sign locations and criteria, installation and sign maintenance considerations, as well as a way finding plan for the HMT Recreation Complex. The Signage Master Plan will also include sign types in various classifications that are needed for the wide variety of conditions found on park and trail sites throughout the Park District.

Steve introduced Jason West, Principal with Designwest, the project consultant, to provide an overview of the Plan, noting that although no action is requested of the Board of Directors this evening, discussion and feedback is requested on the proposed sign design concepts. If the proposed sign concepts are acceptable, staff would like to receive Board direction to move forward to the next phases of the project. If the Board has additional concepts or ideas, they would be incorporated into the next phases of the project.

Jason provided a detailed PowerPoint presentation, of which a copy was entered into the record, providing an overview and examples of the following elements of the Signage Master Plan:

- Sign comparison - proposed standard site identification versus existing site identification.
- Sign context illustration.
- Layouts of primary sign types/sign families.
- Proposed symbols to be incorporated on future signs.
- Aerial views of two examples to illustrate how different sign types would be used.
- Cost estimates for the manufacturing, installation and maintenance of the proposed primary site sign versus the current three-board sign.

Jason offered to answer any questions the Board of Directors may have.

President, Larry Pelatt, asked if there is any concern regarding installing metal signs due to the recent rash of metal theft.

- ✓ Jason replied that he believes it would be difficult to sell a sign identified as belonging to the Park District and that the posts would be extremely difficult to remove.

Bob Scott asked for additional information regarding the manufacturing of the signs.

- ✓ Jason replied that he recommends the Park District purchase the panels in bulk through a fabricator, which would imprint the colors and logo on the sign. The Park District could then purchase a vinyl machine to manufacture the letters for the signs in-house or establish a relationship with a sign company to do so.

Bob asked whether the signs could be treated in order to prevent graffiti.

- ✓ Jason confirmed this, noting that currently a lot of signs are using a film; however, they are researching a newer method that would enable the graffiti to be simply wiped off.

Joe Blowers asked how the proposed trail signage would apply to specialty sites, such as the Nature Park.

- ✓ Jason replied that the Nature Park falls into its own category for specialty signage, as does the Jenkins Estate. He noted that there is flexibility incorporated into the Signage Master Plan to account for such sites.

John Griffiths asked if there are any similarities between the signs being proposed and what Portland Parks uses.

- ✓ Jason replied that he believes Portland Parks uses a wooden product. He is not sure how much of the sign they manufacture in-house rather than outsource. He noted that wood signs are becoming more expensive as the cost of lumber increases.
- ✓ Doug Menke, General Manager, described the signage he has seen at Portland Parks sites, noting that they use broader wood panels and are a lighter green than what is being proposed this evening.

John asked how many other color options were explored.

- ✓ Doug replied that a variety of color combinations were evaluated. A PowerPoint slide was displayed showing the other color combinations that were considered. Doug noted that green was chosen with the intent to have a crisp appearance, yet appealing enough to be respected within the natural resource.

Bill Kanable commented that the green may blend in too well with its surroundings, but that the white contrast at the top of the sign it draws it out.

Joe expressed agreement with the sign family concept.

Doug noted that this was an update to get a sense of the Board's comments regarding the Signage Master Plan and that the consultant would continue their efforts.

**Agenda Item #10 - Adjourn**

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

---

Larry Pelatt, President

---

Bob Scott, Secretary

Recording Secretary,  
Jessica Collins