



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 8, 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	Director
Doug Menke	General Manager

Agenda Item #1 – Executive Session (A) Personnel (B) Legal (C) 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,
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions,
- To consider information or records that are exempt by law from public inspection, 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.

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 7:20 p.m.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

Agenda Item #4 – Presentations

A. Service to Beaverton Awards: Janet Allison and Leslie Mundt

Doug Menke, General Manager, introduced former Park District Board member, Janet Allison, and long-time Park District employee, Leslie Mundt, to be recognized by the Board of Directors for recently receiving the City of Beaverton's Service to Beaverton Award. The award recognizes extraordinary, sustained volunteer contributions to the local community. Doug described both individuals' long and notable volunteer achievements and thanked them for their contributions to the Park District.

- ✓ President, Larry Pelatt, thanked Janet and Leslie, noting that the recognition is well deserved.

Janet thanked the Board of Directors for the recognition this evening and stated that she is honored to share the award with Leslie.

B. Tualatin Hills Park Foundation Project Report

Doug Menke, General Manager, introduced Kathy Christy, Chair of the Tualatin Hills Park Foundation Development Committee, to provide an overview to the Board of Directors regarding a fundraising project selected by the Park Foundation.

Kathy described the project selected by the Park Foundation, which will be a baseball field specifically designed for children and adults with disabilities proposed for location at Cedar Hills Park. She noted that the field's primary use would be for baseball, but that it could easily accommodate other sports as well. Park District staff estimates that such a field would be used for baseball by players with disabilities at least 120 days a year. The project would enhance the Park District's redevelopment of Cedar Hills Park, which has been funded via the 2008 Bond Measure. She described how the Park Foundation plans to raise funds for the field, noting that the master plan for the park is scheduled for 2010 and at that point the Park Foundation would know more about how the field would look and have a cost estimate. She invited the Board to join them on July 9 at 6:30 p.m. at the Elsie Stuhr Center for an informational meeting on the project.

Janet Allison, Chair of the Tualatin Hills Park Foundation Board of Trustees, described how the Challenger League, a baseball league for children with disabilities, functions and showed a video taken at a recent game. Janet noted that the Park Foundation Board of Trustees is excited about this fundraising opportunity and thanked Scott Brucker, Superintendent of Sports, for suggesting the project.

Agenda Item #5 – Second Reading of Ordinance Regarding Park District Rules & Regulations

A. Open Hearing

President, Larry Pelatt, opened the hearing.

B. Staff Report

Mike Janin, Superintendent of Security Operations, provided a brief overview of the memo included within the Board of Directors information packet, noting that staff has made the adjustments to the Rules and Regulations requested at the first public hearing held at the May 4, 2009 Regular Board meeting. Mike 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.

C. Public Comment

Jon McWilliams, 1620 SW Huntington Avenue, Portland, is before the Board of Directors this evening in support of the revised Rules and Regulations. He stated that as a Park Watch volunteer for the Park District, he particularly supports the new clauses within the Rules and Regulations regarding the feeding of wildlife and consequences for violators of the Rules and Regulations. Jon entered written testimony into the record and urged the Board of Directors to adopt the Rules and Regulations as presented this evening.

D. Board Discussion

There was no Board discussion.

E. Close Hearing

President, Larry Pelatt, closed the public hearing.

F. Board Action

Bill Kanable moved the Board of Directors adopt Ordinance 2009-01 to comply with Chapter 7 related to new Park District general regulations. Joe Blowers seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #6 – Audience Time

Pavel Goberman, PO Box 1664, Beaverton, is before the Board of Directors this evening regarding past testimony for which he states he has not yet received a response from the Board of Directors. In addition, he would like to propose that the Park District install a sauna in one of the recreation centers due to the health benefits a sauna would provide, as well as a way to increase membership.

Agenda Item #8 –Consent Agenda (taken out of order)

Bill Kanable moved the Board of Directors remove Consent Agenda items (E) Vacation Accruals Adjustment Resolution and (J) General Manager’s Employment Agreement, to be brought back to the Board of Directors for consideration at the June 22, 2009 Regular Board meeting. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Bill Kanable moved the Board of Directors approve Consent Agenda items (A) Minutes of May 4, 2009 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Conestoga Recreation & Aquatic Center Advisory Committee Member, (F) Performance Compensation Policy Adjustment/Reduction, (G) Washington County Request for Public Utility Easement in Roxie’s Place Park, (H) Transfer of System Development Charge Credits

from Sexton Crest Park to Timberland Development (Polygon NW), (I) Telecommunications Site Lease Amendment at Garden Home Recreation Center, and (K) Architectural & Engineering Contracts for Cedar Hills Park, Schiffler Park, and Westside Trail Bond Projects.

Joe Blowers seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #9 – Unfinished Business

C. District Compiled Policies (taken out of order)

Keith Hobson, Director of Business & Facilities, provided a brief overview of the memo included within the Board of Directors information packet, noting that Chapter 8 of the District Compiled Policies is before the Board for consideration this evening. Chapter 8 encompasses the policy statements contained within current Board Policies 18.0 (Easements/Right-of-Way/Permits on District Owned Property), 19.0 (Encroachments of District Owned Property), 21.0 (Telecommunication Site Agreement and Implementation), and 23.0 (Wetland and Buffer Mitigation Policy). As recommended by legal counsel, the current Board Policies have been divided into two separate portions: Board of Directors policy statements (Chapter 8) and operational rules guiding the implementation of those statements (Operational Policies & Procedures). 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.

Tom provided a brief overview of the development of Chapter 8, noting that Chapter 4 will be brought back to the Board of Directors at the June 22, 2009 Regular Board meeting with a requested amendment specifying the General Manager's authority to adopt operational rules.

Joe Blowers moved the Board of Directors approve Resolution 2009-10 Approving District Compiled Policy Chapter 8 as Revisions of Previously Adopted Board Policies. 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**.

Tom reiterated that Chapters 1 through 6, adopted by the Board on April 6, 2009 will become effective on July 1, 2009; Chapter 7 passed via ordinance this evening by the Board will become effective on July 8, 2009; Chapter 8 adopted by the Board this evening will become effective on July 1, 2009; and that an amended Chapter 4 will be presented to the Board on June 22, 2009 and will complete the District Compiled Policies project.

Agenda Item #7 – Board Time (taken out of order)

Bill Kanable commented on the invitation received by the Board of Directors to attend the opening of a new wastewater treatment facility in Tigard, noting that it is a significant event.

Agenda Item #9 – Unfinished Business

A. 2008 Bond Measure

Doug Menke, General Manager, introduced Hal Bergsma, Director of Planning, and Keith Hobson, Director of Business & Facilities, to provide an overview of the memo included within the Board of Directors information packet.

Hal provided a detailed update of the memo sections regarding the Parks Bond Citizen Oversight Committee's initial meeting and recent land acquisition efforts and offered to answer any questions the Board may have.

Bob Scott, who serves as an ex-officio member on the Oversight Committee, commented that the Committee is comprised of many intelligent individuals who understand the purpose of the Committee and that the first meeting went very well.

Keith introduced Dave Chrisman, Superintendent of Maintenance Operations, to provide a PowerPoint presentation regarding completion of the first 2008 Bond Measure project, a rebuild of the air-handling tunnel at Sunset Swim Center. A copy of the PowerPoint presentation was entered into the record. Dave offered to answer any questions the Board may have.

Doug Menke, General Manager, invited the Board of Directors to attend the grand reopening celebration at the Sunset Swim Center on June 13, 2009.

Bob asked if this is the only pool in the Park District with an air-handling tunnel.

- ✓ Dave replied that Aloha Swim Center and Beaverton Swim Center have similar air-handling tunnels.

Bob asked whether those centers would eventually face the same issue as Sunset Swim Center.

- ✓ Dave replied that Aloha Swim Center will most likely face the same issue eventually and is being monitored.

Larry Pelatt asked when Aloha Swim Center was built.

- ✓ Sharon Hoffmeister, Superintendent of Aquatics, replied 1978.

Larry described a type of concrete mixture used in the construction of pools prior to the late 1970's that reacted poorly with chlorine and promoted degradation, noting that perhaps Aloha Swim Center did not utilize this mixture; however, Beaverton Swim Center is much older.

- ✓ Dave replied that Beaverton Swim Center had a rebuild of the air-handling tunnel in the early 1980's.

B. Family Assistance Program Revision

Bob Wayt, Director of Communications & Development, introduced Susan Bender Phelps, Development Coordinator, to make a presentation to the Board of Directors regarding the Park District's Family Assistance Program.

Susan provided a detailed overview of the memo included within the Board of Directors information packet, noting that the Family Assistance Program Task Force, composed of community members and Park District staff, first met in late 2007 to review the program and make recommendations for improvement. Those changes were adopted by the Board of Directors on November 5, 2007 and implemented January 1, 2008. Susan described the significant increase in Family Assistance that has been utilized since the changes were implemented and noted that in February 2009, the task force reconvened to reassess the program and propose additional adjustments. Staff has reviewed those adjustments and recommends changes to the Family Assistance Program in order to increase equality among patrons while ensuring that the program is fiscally responsible to taxpayers. The recommendations include limiting Family Assistance allowances to \$200 per person per household per year (non transferable) and allowing children six months or older to be added to a household at any time in the year and credited a prorated percentage of the standard \$200 per-person allocation. Susan offered to answer any questions the Board may have.

President, Larry Pelatt, asked for clarification whether there is still a \$400 maximum allowance per household.

- ✓ Susan replied no, there is a \$200 per person allowance regardless of the size of the household. She clarified that what is being recommended is that the \$200 per person allowance become non-transferable to other members of the household.

Larry asked whether this would change the overall cap of the exposure.

- ✓ Doug Menke, General Manager, replied that he does not believe it would change the overall exposure of the program, but the rationale behind the recommendation is that it would impact the actual end usage. The exposure would be equal to what it is now, but staff believes that overall use would decrease. Although, if a family of four is allocating their entire Family Assistance allowance of \$800 to the two children and that is no longer allowed, they may decide to begin participating in the programs themselves.

Larry noted that the Park District would have more people involved in the programs that way.

- ✓ Doug confirmed this, noting that the Family Assistance Program qualification criteria is more stringent now than ever before, so any family that qualifies for the assistance truly needs it.

John Griffiths asked what the income level is to qualify.

- ✓ Susan explained that it is based on Federal Poverty Guidelines.

Doug noted that if the Board approves the recommendations this evening, staff would regroup in six months to see what impact the changes have had.

Bill Kanable stated that he is aware of some Affiliated Sports Groups families pooling their Family Assistance awards toward one child rather than using it on an individual basis.

✓ Larry asked for confirmation that the recommendation would stop that process. Bill replied that it was never really the intent of the program for households to pool their awards, but that it was happening anyway. He stated that it was even happening in order for some children to participate in competitive programs. Bill noted that while he supports the staff recommendation, it would affect some households.

Bob Scott asked whether the recommendation would help tighten the gap between the amount of Family Assistance approved versus used. He noted that it is hard to budget for or project an amount when only approximately half of what is awarded is actually used.

✓ Doug replied that he believes the gap may actually broaden.

Bob asked how the Park District would be able to project an accurate budget for the program.

✓ Doug replied that with more data in the system, the better staff can track and project. He noted that there will always be a gap, but the key will be to get it to be consistent. The budget for the program is always staggered. For example, the budget for next Fiscal Year is \$255,000.

Bob Scott moved the Board of Directors accept the staff recommendations for 1 and 2 as detailed within the memo. Implementation will commence July 1, 2009 and will apply to all new applicants and renewals. Staff will monitor the impact of these changes and review overall program effectiveness after six months. Bill Kanable seconded the motion.

Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 –Consent Agenda (taken out of order)

(K) Architectural & Engineering Contracts for Cedar Hills Park, Schiffler Park, and Westside Trail Bond Projects

President, Larry Pelatt, asked for confirmation that the Board of Directors is satisfied with the information provided by staff pertaining to Consent Agenda Item K, Architectural & Engineering Contracts for Cedar Hills Park, Schiffler Park, and Westside Trail Bond Projects. He noted that a revised memo pertaining to Schiffler Park was submitted into the record. He asked whether the Board has any specific questions about the information provided.

Joe Blowers replied that he read through the information provided via email to the Board (a copy of which has been entered into the record) and is comfortable with staff's evaluation of the contractors and supports the staff recommendation.

Bob Scott replied that he found the detail as to why one contractor was chosen over another to be very helpful and he hopes that staff continues to provide such information for future projects.

✓ Doug agreed, noting that these significant bond project contracts would not be placed on the Consent Agenda in the future. He noted that two more such projects are forthcoming on the July agenda and that the initial reviews indicate that the contracts are below the price range initially estimated.

Larry commented that once the Board approves a contractor, it is not the end of the negotiation process and that staff continues to negotiate a final pricing structure. He asked whether the Board could be provided, perhaps in terms of percentages, as to how well staff believes they will be able to negotiate a reduction in the final price of the contract. This would reflect to the Board and public that staff is attempting to save as much funds as possible.

- ✓ Doug replied that staff believes that they will be able to negotiate a reduction of 4% to 8% on one of the contracts approved by the Board this evening.

Larry expressed satisfaction with this, noting that it is particularly helpful when staff can review the hours the contractor lists for specific tasks that staff does not believe will take as long as proposed.

Doug asked for Board consensus to acknowledge the revised memo regarding the Schiffler Park bond project.

- ✓ *It was the Board consensus to acknowledge the revised memo as requested.*

Agenda Item #9 – Unfinished Business

D. 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:

- Advisory Committee Structure Review
- Interfund Loan in Lieu of Tax Revenue and Anticipation Notes (TRANS)
 - Keith Hobson, Director of Business & Facilities, provided a brief overview of an upcoming agenda item for the Board's consideration at their June 22, 2009 Regular Board meeting regarding the use of bond measure funds in lieu of TRANS.
- Cooper Mountain Nature Park Grand Opening
- Tualatin Hills Nature Park Native Plant Garden
- Urbanization Update
- Oregon Emergency Jobs Program
- Annual Policy Makers Bicycle Ride
- Board of Directors Meeting Schedule
- THPRD Staff Volunteer Giving Garden

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

- ✓ Hearing none, Doug introduced Cathy Brucker, Finance Manager, to provide the staff report for the next agenda item.

Agenda Item #10 – New Business

A. Park District Auditor

Cathy Brucker, Finance Manager, provided a detailed overview of the memo included within the Board of Directors information packet, noting that the Park District Audit Committee and staff are recommending appointment, by the Board of Directors, of Talbot, Korvola & Warwick, LLP to conduct the annual audit of District financial statements, commencing with the fiscal year ending June 30, 2009. Cathy offered to answer any questions the Board may have.

Bob Scott stated that he appreciated the efforts of Kathy Leader, Audit Committee member, in this process, as well as Cathy Brucker.

Joe Blowers moved the Board of Directors appoint Talbot, Korvola and Warwick, LLP to provide audit services to the Park District and its component unit, the Tualatin Hills Park Foundation, and authorizes staff to negotiate the contract for services commencing with

the fiscal year ending June 30, 2009. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #11 – Adjourn

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

Larry Pelatt, President

Bob Scott, Secretary

Recording Secretary,
Jessica Collins