



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, November 5, 2012. 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 (B) Legal (C) Land

Secretary Pro-Tempore, Bob Scott, called Executive Session to order for the following purposes:

- To conduct deliberations with persons designated by the governing body to carry on labor negotiations,
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions, 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.

Executive Session is held pursuant to ORS 192.660(2)(d)(e)(h), which allows the Board to meet in Executive Session to discuss the aforementioned issues.

Secretary Pro-Tempore, Bob Scott, noted that representatives of the news media and designated staff may attend Executive Session; however, media will be excused during discussions regarding labor negotiations. 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

There was no action resulting from Executive Session.

Agenda Item #4 – Presentations

A. U.S. Youth Soccer Recreation Coach of the Year Award – Tom Makowski

Scott Brucker, Superintendent of Sports, introduced Chuck Keers, Executive Director for the Oregon Youth Soccer Association, to make a presentation to the Board of Directors regarding

the 2011 U.S. Youth Soccer Recreation Coach of the Year for Girls award presented to Somerset West Soccer Club coach, Tom Makowski.

Chuck presented an overview of U.S. Youth Soccer, noting that it is a national organization with over three million members, including 300,000 coaches. He noted that the award is given to recreational coaches for their coaching activities pertaining to sportsmanship, player development, and citizenship, and that Tom being selected as a national coach of the year means that he is one of the best coaches out of 300,000. Chuck commented that Tom has been a soccer coach for 40 years and has never had a yellow or red card in his entire career as a coach, which speaks to his sportsmanship and demeanor on the field. Almost as impressive is that he has never had a player get a red card. He noted that Tom believes that the three most important things that a player brings to the game is attitude, effort, and skill, and that players who are praised for their effort will outperform those who are praised for their skill.

- ✓ The Board congratulated Tom on this honorable accomplishment.
- ✓ Tom thanked the Board for the recognition this evening, noting that a lot of people made this award possible, including the quality of the District. He provided a brief overview of his coaching career, noting that the children and volunteer parents deserve credit for the award, as well.

B. Parks Bond Citizen Oversight Committee Annual Report

Doug Menke, General Manager, introduced Marc San Soucie, Chair of the Parks Bond Citizen Oversight Committee, and Jack Platten, Committee member, to present the Committee's third annual report to the Board of Directors, which is included within the Board of Directors information packet.

Marc described the process used in developing the report, noting that a subcommittee was used again this year to draft the report, which the full Committee then reviewed and approved. The Committee asked the report subcommittee to emphasize the substantial progress that has been made since the second report was completed. He noted that two terms come to mind when he thinks about the bond activities of this past year: "accelerating progress" and "substantive accomplishments." The report reflects a strong positive sentiment on the part of the Committee toward the District's efforts on the Bond Program.

- ✓ Jack thanked District staff on behalf of the Committee for their thoroughness in providing requested information.
- ✓ Marc also thanked the three other Committee members that served on the report subcommittee: Stephen Pearson, Matthew McKean, and Boyd Leonard. In addition, he thanked Bob Scott, who serves on the Committee as the liaison to the Board.

President, Joe Blowers, asked for confirmation that the report reflects progress made through June 30, 2012.

- ✓ Marc confirmed this, noting that there are a few notes within the report regarding things the Committee knew were going to be happening in the next quarter immediately following June 30, 2012. Since the report was drafted in August, the subcommittee felt it was important to include a few items that appeared to be on track. However, overall, they tried to keep the report limited to what occurred during the past fiscal year. He noted that the recommendations section has been titled "Looking Forward" and that the tone of that section has softened due to the amount of progress that has been made.

John Griffiths stated that he is grateful for the Committee's efforts.

- ✓ Marc replied that he enjoys serving on the Committee and feels much more educated about the District than he did before.

Larry Pelatt acknowledged that the report is a significant undertaking and thanked the Committee for their work.

Joe commented that this report has a lot more progress to describe than the Committee's first report and that there will be even more next time.

- ✓ Larry agreed, noting that it is satisfying to review the first two reports and look back on all that has been accomplished.

Bill Kanable expressed agreement with the previous comments, noting that spending \$100 million in bond funds responsibly is a huge undertaking.

- ✓ Marc agreed, noting that he believes the Committee would agree that the District is spending the funds in the manner that the District promised.

Agenda Item #5 – Audience Time

There were no comments during Audience Time.

Agenda Item #6 – Board Time

Bill Kanable described an educational session pertaining to youth sports groups that he attended during the recent 2012 National Recreation & Park Association Annual Congress. He noted that the session validated all of the work the District has done with its Community Sports Delivery Task Force and that it was enlightening to hear that THPRD is not the only district facing the same issues in developing policies and procedures pertaining to relationships with sports groups.

Larry Pelatt referenced Consent Agenda Item 7F, Service District Initiated Annexation Resolution, and asked why a consultant is still necessary for this process when the District has been offering it for so many years.

- ✓ Doug Menke, General Manager, replied that staff had discussed discontinuing the use of a consultant, but this was delayed due to some staffing changes. However, he believes the District could now begin implementing this process in-house and the point was made to shadow the consultant through this last process for this reason.

Agenda Item #7 – Consent Agenda

Bob Scott moved agenda item 7J, Timberland Parks & Trails Improvements Site Naming Request, be removed from the Consent Agenda for further discussion. Larry Pelatt seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Larry Pelatt moved the Board of Directors approve Consent Agenda items (A) Minutes of October 1, 2012 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Appointing Recreation Advisory Committee Member, (E) Resolution for Annexation of Properties per Washington County Ordinance 624 and in Accordance with ORS 198.857(2), (F) Service District Initiated Annexation Resolution, (G) Statewide Transportation Improvement Program Grant Application, (H) Resolution Transfer Adjusting Budget Appropriations for the Fiscal Year Commencing July 1, 2012, and (I) Resolution Acknowledging Recent Property Acquisitions and Describing Funding

Source(s) and Purpose. 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.

President, Joe Blowers, requested staff comments regarding agenda item 7J, Timberland Parks & Trails Improvements Site Naming Request.

- ✓ Doug Menke, General Manager, noted that this group of parks is in varying stages of completion, with some being completed; however, it is not critical that names for the sites be approved this evening. He noted that there was some public comment received regarding the proposed names, which has been provided at the Board's places this evening. Staff welcomes any Board discussion regarding the names proposed or regarding the process in general and, if necessary, could return during a future Board meeting to continue the discussion regarding naming these sites.

Bob Scott commented that he would like to see the District take a little more time analyzing the proposed names. After reviewing the public comments received, he did not feel comfortable with the item going through on the Consent Agenda as he wanted more time to think about the process and some of the names being suggested.

- ✓ Larry Pelatt asked whether Bob is more concerned regarding the names suggested or the process by which the Board names sites.

Bob noted that, in general, he is fine with the process, but that this particular naming request seemed rushed.

- ✓ Doug expressed agreement, noting that there were multiple public comments that came in after the Board of Directors information packet was produced, including some received today. He acknowledged that the public comment window in following the District's Community Outreach Policy was a little too tight for this project. He noted that site #4, proposed to be named the William Ives Woods Natural Area, was the site that drew the most public comment. There were some recommendations for names other than William Ives and one of the challenges is that, when family names are recommended, the District must complete some due diligence prior to finalizing a recommendation to the Board. For example, some of the names suggested via the public comments were Peterkort or Teufel. If those names are of interest to the Board, staff would need to complete the due diligence to ensure that this is the desire of the family and then resurface the proposed names through the public process.

Bill Kanable suggested delaying the agenda item to the December Regular Board meeting in order to allow for additional discussion.

- ✓ Larry questioned whether the December Regular Board meeting would provide enough time for public outreach, noting that more time than that could be given.
- ✓ Doug agreed, noting that staff would also like to hear if any of the Board members have specific input or concerns regarding the proposed names.

John Griffiths commented that the proposed name of William Ives Woods Natural Area concerned him because he was unfamiliar with who William Ives was. Once he read the background information, he questioned whether this person resonates with anyone in the area except a select few who understand that aspect of Oregon history. The second thing he questioned was whether the District has a policy regarding naming of parks or a formal process.

- ✓ Doug confirmed that there is a Board policy regarding the naming of District sites, but that the guidelines used in the implementation of that policy was that of the Community Outreach Policy. Generally, the District provides a window of opportunity to the public to provide input, and this particular issue was also included in the Citizen Participation Organization newsletter for that area.

Bill commented that the policy does not specify how the names are vetted.

- ✓ Larry replied that vetting is accomplished via the public outreach process. Although he does not find that to be cumbersome, the Board could consider some changes, such as allowing more time for the community to comment. However, he does not believe it is necessary to rush this agenda item to the December Regular Board meeting agenda.

John clarified that, for this particular situation, he wanted more information regarding why the name William Ives was suggested and to whom it is important.

- ✓ Larry noted that the proposed name fits within the Board policy category of “historic events, people or places” and meant something to the person who suggested it.
- ✓ Joe stated that an advisory committee member suggested the name.

John commented that park names last a long time, so he questions whether the District needs to put more thought into its naming process. Especially since the District is purchasing so much land right now via the 2008 Bond Measure Program, which will all need naming.

- ✓ Larry noted that some sites have identifying characteristics that make the naming process a little more clear; however, when a site is named after an individual, a more thorough thought process is needed in order to clarify where the name came from and its importance.

Hal Bergsma, Director of Planning, provided an overview of how District staff arrived at the recommended names, noting that this particular grouping of sites is a SDC credit project with Polygon Northwest and that the District needs to begin purchasing signs to identify the sites. Hal noted that out of the six sites in this development, two had already been previously named by the Board: Cedar Mill Creek Trail and Sue Conger Boardwalk & Overlook. Two other recommended site names did not receive any public input: Cedar Mill Creek Greenway and Cedar Mill Creek Overlook Park. The two recommended site names that received varying public input are: Timberland Park and William Ives Woods Natural Area. One public comment regarding Timberland Park was that it should not be named after the development, but rather a historical name, such as Teufel. Hal suggested that the Board consider taking action this evening to affirm the two previously named sites and agree to move ahead on naming the two sites without contention, thereby limiting the sites for future Board discussion to two, which would simplify the discussion going forward.

John explained that he feels that the District lacks a process and he questions whether there are more organized methods in choosing names. He pondered whether it is sufficient for the process to encompass random names being suggested, or whether it would be more beneficial for there to be a plan relative to names the District would like to see in the future, such as names of certain individuals or events. He commented that obviously someone thought enough of William Ives to recommend him for a park name, although he was living over 160 years ago.

- ✓ Doug replied that the Board could choose to review the entire policy, at which point staff could also provide some additional information in terms of the normal implementation process and how staff gets to the point of a naming recommendation to the Board.

The Board discussed the suggestion to affirm the two previously named sites and to move forward in naming the two sites that did not receive public input and agreed that this was a reasonable action.

Joe asked for clarification regarding the practice of naming parks after the developments they are within or near.

- ✓ Doug replied that it is a common practice to name park sites after the development in the immediate area, which is normally a residential development.
- ✓ Bill commented that sometimes such parks were constructed via the District's SDC credit program.

Joe commented that while it may be a common practice, he does not like it and thinks it may be the result of an outdated thought process that does not appeal to him.

- ✓ Larry replied that although he can understand Joe's opinion, people tend to get used to such names and do not give it much thought.

President, Joe Blowers, opened the floor for a motion.

Bob Scott moved the Board of Directors recognize the names Cedar Mill Creek Trail and Sue Conger Boardwalk and Overlook as previously named parks and that the Board continue forward with the Cedar Mill Creek Greenway and Cedar Mill Creek Overlook Park as names for two of the parks in this Timberland area. Bill Kanable seconded the motion. Roll call proceeded as follows:

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

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:

- Westside Trail Master Planning Process
 - Hal Bergsma, Director of Planning, provided a brief overview of a Metro public open house staff attended on October 29, 2012, that was held in order to discuss and receive comments on a proposed Westside Trail Master Plan.
- All-staff Meetings
- Veterans Day Event
- Board of Directors Meeting Schedule

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

- ✓ Hearing none, President, Joe Blowers, requested the staff report for the next agenda item.

Agenda Item #9 – New Business

A. Energy Savings Performance Contract - Phase II Project Development Plan

Keith Hobson, Director of Business & Facilities, introduced Ann Mackiernan, Operations Analysis Manager, and Trey Scavone, Project Director - Commissioning and Technical Services for McKinstry, the project consultant, to provide an overview of a proposed second phase of the District's Energy Savings Performance Contract (ESPC) project.

Ann provided a detailed overview of the memo included within the Board of Directors information packet, noting that staff is requesting Board ratification of the Project Development Plan findings conducted as a step in the ESPC project in order to move forward on Phase II for

the project. Ann provided a brief recap of Phase I, noting that construction was completed in the summer of 2011 at a total cost of \$1.7 million. In addition:

- The predicted annual energy savings was \$81,000; in actuality, the energy savings realized was \$89,000 in the first year.
- The Energy Trust of Oregon incentives were estimated to be \$124,000; in actuality, \$143,000 was realized.
- The Business Energy Tax Credits were estimated to be \$76,000; in actuality, \$189,000 was realized, with an additional \$5,000 in the process of being sold.

Ann noted that Phase I was a very successful project and that the District would like to move forward on Phase II. Phase II would have a total value of \$998,000; however, the District has \$354,000 of this amount already included within the capital budget for a couple of the proposed projects. She noted that a summary of the projects recommended for this new phase of the ESPC is included within the Board of Directors information packet and offered to answer any questions the Board may have.

Bob Scott referenced the payback term of 572.6 years for the rainwater harvesting system and asked why this is so high.

- ✓ Ann replied that the actual utility savings realized from this particular project is negligible; however, the reason the project is included is as a demonstration and educational model that District staff thought would be a nice feature at the Tualatin Hills Nature Park. The shorter payback projects can essentially mitigate such longer payback projects, thereby allowing the District to do something like this that it would not normally be able to afford.

President, Joe Blowers, asked what the reduced wattage will be for the underwater pool lights.

- ✓ Trey replied 50 watt LED lamps. He noted that they are made by the same manufacturer as the current lighting system so it will be a straightforward replacement.

Larry Pelatt asked how many of the District's pools still need covers.

- ✓ Ann replied that Beaverton Swim Center does not have a cover due to its L-shaped configuration.

Larry asked if it could be partially covered.

- ✓ Ann confirmed that this option was explored, but the payback period was too long to be viable.

Bill Kanable commented that these projects seem to have a little longer payback than the projects from Phase I.

- ✓ Keith noted that the payback period for Phase I was approximately 17 or 18 years, so Phase II is not substantially longer; however, he acknowledged that Phase I included some of the more obvious projects.

John Griffiths asked if an assumption is built into the payback estimates that accounts for utility rates increasing.

- ✓ Keith replied that if utility rates increase, the payback period would shorten.

John commented that the actual payback period for both phases may be significantly shorter in reality, as it would be unlikely for utility rates not to increase.

- ✓ Keith confirmed this, noting that there is also a hidden benefit in that the District is replacing assets under this program that are already on the asset replacement schedule. This program allows those assets to be replaced with funding being provided through energy savings, but also includes the sustainability benefits of reduced energy consumption.

President, Joe Blowers, opened the floor for a motion.

Bill Kanable moved the Board of Directors ratify the Technical Energy Audit and Project Development Plan findings conducted as the initial step in the Energy Savings Performance Contract Phase II, and authorize the execution of the Design and Construction of the projects. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

B. Westside/Waterhouse Trail Connection Master Plan

Steve Gulgren, Superintendent of Planning & Development, provided an overview of the memo included within the Board of Directors information packet, noting that the Westside to Waterhouse Trail Connection project is funded via the 2008 Bond Measure and is a vital link to a contiguous north-south trail system through the District. Steve introduced René Brucker, Park Planner, and Steve Roelof of Vigil Agrimis, Inc., the project consultant, to present an overview of the proposed Westside/Waterhouse Trail Connection Master Plan.

René provided an overview of the partnership efforts taking place in order to bring this project to fruition, including: collaboration with TriMet, which signed a Public Access Easement allowing the District to build and maintain the trail connection on an unused section of TriMet property; Oregon Department of Transportation (ODOT), which provided access to their property in order to avoid high-quality wetlands and forest within the Nature Park; and Portland and Western Railroad, which owns an exclusive easement over both the ODOT parcel and a portion of the TriMet parcel. René also provided an overview of the public outreach process used in the development of the master plan, noting that one neighborhood meeting was held, as well as meetings with the Friends of the Nature Park, and the Trails and Natural Resources Advisory Committees. Staff has worked to incorporate the input received from these meetings into the preferred master plan being presented this evening.

Steve Roelof provided a detailed overview of the Westside/Waterhouse Trail Connection Master Plan, including the decisions that affected the trail's alignment, via a PowerPoint presentation of the informational materials included within the Board of Directors information packet and offered to answer any questions the Board may have.

President, Joe Blowers, asked whether having this new trail connection available would affect the District's rules pertaining to bicycles within the Tualatin Hills Nature Park.

- ✓ Doug Menke, General Manager, replied that this topic needs further discussion, noting that the great news is that staff was able to accomplish what the former Tualatin Hills Nature Park Advisory Committee, and current Natural Resources Advisory Committee and Friends of the Nature Park desire: keeping the trail connection outside the Tualatin Hills Nature Park. With that advantage, there is an opportunity to adjust the policy.

Joe noted that, in his opinion, one of the major reasons for allowing bicycles within the park was for those who would commute to a meeting at the Interpretive Center via MAX and bicycle; however, now they can access the site via the new trail connection and sidewalk.

- ✓ Steve noted that the new connection also allows bicycle commuters a more direct route that would be quicker than going through the Nature Park.

The Board discussed the "non-exclusive use" of the TriMet property and agreed that it was unlikely that TriMet would be expanding MAX line use to that area at any time in the near future.

Larry Pelatt asked how pedestrians and bicyclists are going to cross SW 158th Avenue north of the new trail connection.

- ✓ Doug noted that there is an existing crossing at that point, which is sequenced with the light rail line.

Joe referenced the trail stub where the asphalt ends just inside of the Tualatin Hills Nature Park at the end of the Westside Trail.

- ✓ Doug noted that this is another policy issue that would need to be discussed in conjunction with the overall topic of bicycles within the Nature Park.

Bob Scott moved the Board of Directors approve the Westside/Waterhouse Trail Connection Master Plan. Bill Kanable seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #10 - Adjourn

There being no further business, the meeting was adjourned at 8:25 p.m.

Joe Blowers, President

Larry Pelatt, Secretary

Recording Secretary,
Jessica Collins