



**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 on Monday, March 2, 2015, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton. Executive Session 6 pm; Regular Meeting 7 pm.

Present:

| | |
|-----------------|--------------------------------|
| John Griffiths | President/Director |
| Bob Scott | Secretary/Director |
| Jerry Jones Jr. | Secretary Pro-Tempore/Director |
| Joseph Blowers | Director |
| Larry Pelatt | Director |
| Doug Menke | General Manager |

Agenda Item #1 – Executive Session (A) Land

President Griffiths called executive session to order to conduct deliberations with persons designated by the governing body to negotiate real property transactions. Executive session is held pursuant to ORS 192.660(2)(e), which allows the board to meet in executive session to discuss the aforementioned issue.

President Griffiths noted that representatives of the news media and designated staff may attend the executive session. 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 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 Griffiths called the regular meeting to order at 7 pm.

Agenda Item #3 – Action Resulting from Executive Session

Bob Scott moved that the board of directors authorize staff to acquire one property in the southwest quadrant of the district for a community park site, using bond funds designated for acquisition of community park land, subject to appropriate due diligence review and approval by the general manager. Larry Pelatt seconded the motion. Roll call proceeded as follows:

| | |
|-----------------|-----|
| Joe Blowers | Yes |
| Jerry Jones Jr. | Yes |
| Larry Pelatt | Yes |
| Bob Scott | Yes |
| John Griffiths | Yes |

The motion was UNANIMOUSLY APPROVED.

Jerry Jones Jr. moved that the board of directors authorize staff to authorize the expansion of an existing easement in the southwest quadrant of the district, subject to appropriate due diligence review and approval by the general manager. Larry Pelatt seconded the motion. Roll call proceeded as follows:

| | |
|------------------------|------------|
| Bob Scott | Yes |
| Joe Blowers | Yes |
| Larry Pelatt | Yes |
| Jerry Jones Jr. | Yes |
| John Griffiths | Yes |

The motion was UNANIMOUSLY APPROVED.

Joe Blowers moved that the board of directors authorize staff to accept the donation of easements on two tracts in the northwest quadrant of the district for trail and linear park uses, subject to appropriate due diligence review and approval by the general manager.

Bob Scott seconded the motion. Roll call proceeded as follows:

| | |
|------------------------|------------|
| Larry Pelatt | Yes |
| Jerry Jones Jr. | Yes |
| Bob Scott | Yes |
| Joe Blowers | Yes |
| John Griffiths | Yes |

The motion was UNANIMOUSLY APPROVED.

Agenda Item #4 – Public Hearing: Request for Exemption from Competitive Bidding Process for Synthetic Turf

A. Open Hearing

President Griffiths opened the public hearing, with the board of directors acting as the Local Contract Review Board, to consider a request for exemption from the competitive bidding process for synthetic turf.

B. Staff Report

Mark Hokkanen, Risk & Contract manager, and Gery Keck, facilities & project manager, provided an overview of the memo included within the board of directors' information packet, noting that staff is requesting board approval of an exemption from the public bidding process for the selection of a synthetic turf product in accordance with the State of Oregon competitive bidding exemption process. If the board approves the exemption, staff will prepare a Request for Proposals (RFP) for competitive solicitation for this contract. Although the exemption would permit the district to directly solicit proposals from qualified suppliers of synthetic turf, staff intends to go through a public solicitation process. The exemption would permit the district to consider and review proposals based on qualitative criteria in addition to the price offered by a proposer. Staff is also requesting that the board adopt the after-the-fact evaluations in Exhibit A included within the board of directors' information packet comparing the actual results to the findings in the original exemption of the public improvement projects for the installation of the synthetic turf field at HMT Recreation Complex Field #1. Lastly, staff is requesting that the board authorize the supplier selected out of the RFP process to be specified in future construction contracts to install the synthetic turf product at district facilities. As a side note, within the RFP process, staff will be pursuing opportunities to substitute the crumb rubber infill material. Staff will evaluate the use of traditional crumb rubber systems along with alternative sources of crumb rubber, including owner provided. The review will include, but is not limited to, the safety, sustainability, warranty, and procurement of this infill material. Mark and Gery offered to answer any questions the board may have.

Jerry Jones Jr. expressed concern regarding the use of crumb rubber infill for the district's synthetic turf fields, alluding to recent research that suggests crumb rubber infill may have an associated health risk to synthetic turf users, and commented that the board has a responsibility to ensure that the district is using the proper product. He requested that as the sole source contract is developed and negotiated with the vendor, that language be included to notify the board regarding what type of infill the vendor is suggesting to be used.

- ✓ Larry Pelatt stated that this type of request should be covered within the solicitation process, but he questions whether the board should mandate the type of infill used, noting that this is an issue that staff should decide, not the board.

Jerry replied that he is not suggesting that a mandate be issued, but that the board is kept informed as to what type of infill will be used.

- ✓ General Manager Doug Menke suggested that district staff ensure that the sole source vendor agreement provides the following pricing options: standard crumb rubber infill; cryogenic infill; and owner-provided infill. Staff could then return to the board to provide the findings on the pricing for the various types of infill and a recommendation.
- ✓ Gery stated that this provision could be included in the solicitation and the agreement.
- ✓ Doug continued that district staff would then return to the board before entering into a formal agreement for any specific synthetic turf field in order to share with the board what the district's findings were and what type of infill would be used.

C. Public Comment

There was no testimony during public comment.

D. Board Discussion

There was no board discussion.

E. Close Hearing

President Griffiths closed the public hearing and opened the floor for a motion.

F. Board Action

Joe Blowers moved that the board of directors, acting as the Local Contract Review Board, approve the following actions: 1.) Adopt the after-the-fact evaluation comparing the actual results to the findings in the original exemption of the public improvement projects for the installation of the synthetic turf field HMT Recreation Complex Field #1; 2.) Approve the findings to exempt from competitive bidding the selection and installation of a synthetic turf product for upcoming projects within the next five years, in accordance with the State of Oregon competitive bidding exemption provisions outlined in ORS 279C.335; 3.) Approve the resulting supplier selected from the RFP process to be exclusively included as the supplier in future synthetic turf product construction contracts at district facilities; and 4.) Authorize the general manager or his designee to negotiate and execute an agreement with the selected synthetic turf supplier. Larry Pelatt seconded the motion. Roll call proceeded as follows:

| | |
|------------------------|------------|
| Jerry Jones Jr. | Yes |
| Bob Scott | Yes |
| Larry Pelatt | Yes |
| Joe Blowers | Yes |
| John Griffiths | Yes |

The motion was UNANIMOUSLY APPROVED.

Agenda Item #5 – Audience Time

Earl Egan, 9015 SW Jameson Road, Portland, is before the board of directors this evening regarding the district's recent price increase for the 20-punch pass for fitness and aquatic

programs. He stated that the pass recently suffered a price increase of 34% and offered a list of reasons why such an increase is unwarranted, which included: the district's most recent budget document reflects that these programs are meeting their budgets; the price charged for the pass before the increase should have more than covered the class instructors' wages; a 34% price increase is much more than the current CPI; and, his social security was increased only by 1.7% for the past few years, whereas the General Manager's office has received a 4% increase. He suggested that the district implement a 5% price increase at most for the pass, noting that the current price increase is especially difficult for seniors on fixed incomes.

- ✓ General Manager Doug Menke explained that this particular program, the 20-punch pass, was not priced appropriately many years ago, which is why such a dramatic cost increase was assessed in attempting to increase it to the appropriate cost recovery rate.
- ✓ Keith Hobson, director of Business & Facilities, provided a brief overview of the costs taken into consideration when identifying cost recovery targets, noting that the instructor's wage is only a small portion of the overall costs for a program. Another contributing factor to the price increase for the 20-punch pass is the phasing out of double discounts. In this case, the previous rate included a discount for purchasing a number of classes in bulk via the 20-punch pass, as well as the senior discount.
- ✓ Doug clarified that the district does not have a recreation facility that makes money purely by a business definition. By design, the facilities are in part supported by tax revenue. The choice the district made via the Comprehensive Plan was to consider cost recovery based on the programs' direct benefit to patrons.
- ✓ Jim McElhinny, director of Park & Recreation Services, commented that district staff is exploring various health insurance programs that may help subsidize these programs for qualifying patrons and that additional information should be forthcoming.

Earl replied that the explanations given do not change his opinion that the increase is unreasonable. He described again the low wages for the staff at the facilities, as well as his limited increase for social security.

- ✓ Jerry Jones Jr. thanked Earl for his testimony this evening, noting that the board has heard his concerns and that he is not being ignored. He commented that board members and staff have had conversations regarding Earl's concerns and that, as noted tonight, staff is looking into alternatives that may be of assistance to him.

Agenda Item #6 – Board Time

There were no comments during board time.

Agenda Item #7 – Consent Agenda

Bob Scott moved that the board of directors approve consent agenda items (A) Minutes of February 2, 2015 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Authorizing the Issuance and Sale of General Obligation and Refunding Bonds and Issuance and Sale of Full Faith and Credit Refunding Obligations, (E) Resolution Authorizing Local Government Grant Program Application, (F) Resolution Adopting the Supplemental Budget for Capital Outlay Costs for the Fiscal Year 2014/15 Budget, and (G) Intergovernmental Agreement with Washington County and Oregon Department of Transportation for Westside Trail Segment #18. Joe Blowers seconded the motion. Roll call proceeded as follows:

| | |
|------------------------|------------|
| Larry Pelatt | Yes |
| Jerry Jones Jr. | Yes |
| Joe Blowers | Yes |
| Bob Scott | Yes |
| John Griffiths | Yes |

The motion was UNANIMOUSLY APPROVED.

Agenda Item #7 – Unfinished Business

A. Diversity & Inclusion Vision Statement

Kylie Bayer-Fertterer, diversity & inclusion coordinator, and Lisa Durden, Portland State University Hatfield Resident Fellow, provided a brief overview of the memo included within the board of directors' information packet regarding a diversity and inclusion vision statement proposed for the board's consideration this evening. Kylie and Lisa provided an overview of the development of the vision statement via a PowerPoint presentation, a copy of which was entered into the record, and announced the proposed statement as follows: "We provide all individuals the opportunity to play, learn, and explore, and all employees and volunteers the opportunity to further our mission. We do this by removing barriers to participation, fostering an inclusive culture, and offering programs that celebrate the district's diverse population." Kylie and Lisa offered to answer any questions the board may have.

Jerry Jones Jr. congratulated staff on their work and expressed support for the vision statement as drafted, noting that the statement addresses key factors that he had in mind, including moving forward the district's mission, addressing not just the district's participants, but the staff and volunteers, and touching on the district's diverse population, which is the most diverse population in the entire state.

- ✓ Joe Blowers expressed agreement with Jerry's comments.

Larry Pelatt commented that the language of "our mission" is too nebulous. He suggested replacing it with "the district's mission" or something more defined.

President Griffiths commented that, technically, the district does not provide all individuals with the services noted. He noted that the word "all" implies the world; whereas, THPRD provides services to its residents and others who participate.

- ✓ Larry suggested changing the language to "all who choose to participate."
- ✓ Jerry disagreed, noting that he believes the district does provide everyone the opportunity to participate, even if they are only visiting the area.
- ✓ Joe cautioned the board against wordsmithing the statement. He noted that by defining "all individuals", that definition itself could become a potential barrier. He encouraged the board to leave the definition open.

John reiterated that the current draft statement essentially states that the district's mission applies to the entire world. He also expressed agreement with Larry's comment regarding the need to clarify "our mission."

- ✓ Jerry asked staff to clarify their intent behind using the term "our mission" versus "the district's mission."
- ✓ Kylie replied that the proposed vision statement would not stand alone and would accompany the district's mission statement.

The board discussed the merits of changing the draft vision statement to "the district's mission" versus "our mission," as well as in what ways the vision statement would be used and whether, at times, it would be used in a manner removed from the district's mission statement.

Jerry Jones Jr. moved that the board of directors approve the diversity and inclusion vision statement as read: "We provide all individuals the opportunity to play, learn, and explore, and all employees and volunteers the opportunity to further the district's mission. We do this by removing barriers to participation, fostering an inclusive culture, and offering programs that celebrate the district's diverse population." Bob Scott seconded the motion. Roll call proceeded as follows:

Joe Blowers Yes
Larry Pelatt Yes
Bob Scott Yes
Jerry Jones Jr. Yes
John Griffiths Yes

The motion was **UNANIMOUSLY APPROVED**.

B. General Manager's Report

General Manager Doug Menke provided an overview of his General Manager's Report included within the board of directors' information packet, including the following:

- THPRD's 60th Anniversary
- Comprehensive Plan Update Implementation
 - Aisha Willits, director of Planning, provided a brief overview of the timeline for the upcoming functional plans development and policy reviews recommended by the 2013 Comprehensive Plan Update.
- Board of Directors Meeting Schedule

Doug offered to answer any questions the board may have.

- ✓ Hearing no comments or questions, President Griffiths requested the staff report for the next agenda item.

Agenda Item #9 – Unfinished Business

A. Athletic Facilities and Trails Functional Plans Development

Aisha Willits, director of Planning, introduced Scott Brucker, superintendent of Sports, and Steve Gulgren, superintendent of Planning & Development, to provide an overview of the memo included within the board of directors' information packet regarding the status of two new functional plans recommended for development through the 2013 Comprehensive Plan Update.

Scott and Steve provided a detailed overview of the development of two new functional plans, Athletic Facilities and Trails, via a PowerPoint presentation, a copy of which was entered into the record. Information presented included the anticipated content for each plan, development timeline, and public outreach strategy. Scott and Steve offered to answer any questions the board may have.

Joe Blowers commented that the outline for the Trails Functional Plan is very comprehensive.

Jerry Jones Jr. referenced the statement made during the staff presentation that each mile of the 2008 Bond Measure's trail segments averaged out to a cost of \$2.8 million. He requested a breakout of those costs be provided to the board.

- ✓ Larry agreed, noting that it is a staggering number, although he acknowledges that the most challenging trail segments were left for the bond program.
- ✓ Steve provided an example of the Augusta Lane Bridge on which the district has offered to partner with Washington County. If the county receives funding for the bridge, the district could potentially reroute a significant portion of the Beaverton Creek Trail in order to take advantage of the new bridge.

Larry questioned whether a main focus for district staff should be to seek out partnership and grant opportunities when faced with such costly trail projects.

- ✓ Joe commented that district staff has been diligent in submitting grant applications focused on trail projects. He noted that the price of roads per foot is also shocking and the reason the cost per mile for these trails is so significant is because these segments were the most challenging, as well as being delayed, which only increases the price even more.

President Griffiths was excused from the meeting.

Bob Scott asked how the public outreach is handled when the district decides to repurpose an existing athletic field to a neighborhood park.

- ✓ Scott replied that each year an interdepartmental staff team reviews a list of all of the district's athletic fields in order to determine how many field hours were assigned to each field, how many hours were used, how many hours were returned to the district, and the per unit cost. He described Roxbury Park as the most recent example of an athletic facility being repurposed to a park, noting that staff works with the user groups when making these types of decisions.

Joe asked how the Athletic Facilities Functional Plan will relate to the district's Athletic Field Needs Assessment Technical Report conducted in 2004.

- ✓ Scott replied that the information contained within that report would be taken into consideration in the development of the new functional plan, as would newer information and the field inventory analysis process.

Joe inquired whether the district still has a functioning Unified Fields Steering Committee.

- ✓ Scott replied that the committee has not met for quite some time as the user groups have been working together better than in the past.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 8 pm.

John Griffiths, President

Bob Scott, Secretary

Recording Secretary,
Jessica Collins