



## 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, October 5, 2009. Executive Session 6:30 p.m.; Regular Meeting 7:00 p.m.

Present:

Larry Pelatt	President/Director
Bob Scott	Secretary/Director
Joseph Blowers	Director
John Griffiths	Director
Doug Menke	General Manager

Absent:

William Kanable	Secretary Pro-Tempore/Director
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**Agenda Item #1 – Executive Session (A) Legal (B) Personnel (C) Land**

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

- To consider information or records that are exempt by law from public inspection,
- To conduct deliberations with persons designated by the governing body to carry out labor negotiations, 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 issues.

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

John Griffiths moved the Board of Directors authorize staff to acquire a property in the southwest quadrant of the District and use \$150,000 from the SDC appropriation for land acquisition and \$565,000 from the undesignated SDC appropriations. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

**Agenda Item #4 – Request for Exemption from Competitive Procurement Process for Splash Pad Equipment**

**A. Open Hearing**

President, Larry Pelatt, opened the public hearing.

**B. Staff Report**

Steve Gulgren, Superintendent of Planning & Development, provided a detailed overview of the memo included within the Board of Directors information packet (of which a revised version was entered into the record), noting that staff is requesting Board approval to seek exemption from the public bidding process for the selection of a splash pad system supplier, in accordance with the State of Oregon exemption process. Once a supplier is selected, the District would identify the supplier by name in subsequent splash pad construction contracts. The District will be installing splash pads in two upcoming bond projects, at the Conestoga Recreation and Aquatic Center and at Cedar Hills Park. An exemption from competitive bidding would benefit the District by allowing interchangeable elements between splash pad sites, the establishment of common maintenance, staff training, and warranties, and would minimize consultant fees and project management costs. If the Board authorizes the exemption, staff would prepare a Request for Proposals (RFP) to issue for competitive solicitation for the contract.

John Griffiths asked how staff would determine whether the efficiencies forecasted had in fact been achieved.

- ✓ Steve replied that it is certain that at the very least there would be some cost savings from a maintenance standpoint.

John asked what about in terms of cost savings from the vendors or contractors.

- ✓ Keith Hobson, Director of Business & Facilities, replied that when the Park District receives an exemption from the competitive procurement process, there is a requirement to complete an analysis of those efficiencies, which has been done in the past for other exemptions. In those cases, the Park District has exceeded the initial savings estimates. In terms of discounts from vendors, there is no guarantee that a discount would be received, but it could be addressed through the RFP process with a request for pricing that could then be compared against the other bids received and would serve as motivation to the vendors to be selective.

John requested that the analyses of past competitive procurement processes be provided to the Board of Directors.

President, Larry Pelatt, noted that he had significant questions regarding this proposal which he addressed with staff prior to the meeting and that he is now satisfied with the proposal.

**C. Public Comment**

*There was no testimony during public comment.*

**D. Board Discussion**

*There was no Board discussion.*

**E. Close Hearing**

President, Larry Pelatt, closed the public hearing.

**F. Board Action**

**Bob Scott moved the Board of Directors, acting as the Local Contract Review Board, approve the findings and authorize to exempt from competitive bidding a supplier for splash pad equipment and services for two upcoming splash pad projects within the next five years, in accordance with the State of Oregon competitive bidding requirements outlined in ORS 279B.085. In addition, the Board approves a brand name specification pursuant to ORS 279B.215(2) to permit the resulting supplier to be exclusively included as the splash pad systems provider in future construction contracts and authorizes the General Manager, or his designee, to negotiate and execute an agreement with the resulting supplier. Joe Blowers seconded the motion. Roll call proceeded as follows:**

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

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #5 – Audience Time**

Louis & Risa Feldman, 1115 SW Waverly Place, Portland, are before the Board of Directors this evening regarding problems they have encountered through their two special needs sons' usage of Park District programs, including with the help of inclusion specialists. Louis described a list of incidents involving their sons' participation in programs that he felt were not properly handled and/or communicated by Park District staff to he and his wife, including an incident that led to the expulsion of one of their children from a program. In addition, they expressed concern that their case had been discussed with people outside of the employ of the Park District. Louis submitted their written testimony outlining the incidents into the record.

President, Larry Pelatt, asked the Feldmans how the Board of Directors could be of assistance in the situation.

- ✓ Louis explained that their three main concerns are the sharing of private information by Park District staff, a lack of communication by Park District staff, and the level of commitment by the Board to meeting the diverse needs of its community in terms of improving inclusion specialist training and availability.

Larry offered that the family meet with senior management level staff to see how those issues could be resolved.

- ✓ Louis and Risa replied that they have had many conversations with Lisa Novak, Superintendent of Programs & Special Activities, and staff at the Cedar Hills Recreation Center and described some communication issues that have occurred. Jim McElhinny, Director of Park & Recreational Services, offered to meet with the family immediately or on another date at their convenience.
- ✓ Larry agreed with the offer and asked that a follow-up report be provided to the Board of Directors.
- ✓ Louis and Risa Feldman agreed to meet with Jim at that time.

**Agenda Item #6 – Board Time**

*There was no discussion during Board Time.*

**Agenda Item #7 –Consent Agenda**

**Bob Scott moved the Board of Directors approve Consent Agenda items (A) Minutes of August 24, 2009 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Trails Advisory Committee Member, (E) Athletic Center HVAC Improvements, (F) Resolution Initiating Condemnation of a Property for the Fanno Creek Trail Project, (G) Service District Initiated Annexation Resolution, (H) Resolution for Annexation of Properties per Washington County Ordinance 624 and in Accordance with ORS 198.857(2), and (I) Land and Water Conservation Fund Grant Application Resolution. Joe Blowers seconded the motion. Roll call proceeded as follows:**

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

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #8 – Unfinished Business**

**A. 2008 Bond Measure**

Doug Menke, General Manager, introduced Hal Bergsma, Director of Planning, Bob Wayt, Director of Communications & Development, 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 overview of the memo sections regarding architecture and engineering contracts, land acquisition prioritization, the THPRD/TPL Memorandum of Understanding currently in process, and a community questionnaire for Schiffler Park. Hal offered to answer any questions the Board may have.

President, Larry Pelatt, asked what the plans are for the house located on the property adjacent to Schiffler Park that the Park District recently acquired for the purpose of expanding the park.

- ✓ Hal replied that it will be determined through the master planning process for the site.

Joe Blowers noted that there was survey work being done recently in Cedar Hills Park and asked whether it was related to the upcoming master planning process.

- ✓ Doug Menke, General Manager, confirmed this.

Bob Wayt, Director of Communications & Development, provided a brief overview of the memo section regarding the bond project pages now available on the Park District's website and offered to answer any questions the Board may have.

Larry commented that the website is significantly improved from a few years ago and much easier to use and that the bond information is extensive and easy to find.

Keith Hobson, Director of Business & Facilities, provided a detailed overview of the memo sections regarding building seismic and structural upgrades, play equipment replacements schedules, and the Parks Bond Citizen Oversight Committee, and offered to answer any questions the Board may have. A draft memo recapping the policy recommendations as discussed at the Parks Bond Citizen Oversight Committee meeting on September 24, 2009 was entered into the record.

- ✓ Hearing no questions, President, Larry Pelatt, requested the staff report for the next agenda item.

#### **B. Advisory Committee Structure**

Lisa Novak, Superintendent of Programs & Special Activities, provided a detailed overview of the memo included within the Board of Directors information packet outlining the final recommendations for the structure of the Park District's nine advisory committees as developed by the Advisory Committee Task Force and Park District staff and offered to answer any questions the Board may have.

President, Larry Pelatt, asked whether all of the current advisory committees are accepting of the recommendations, with the exception of the Garden Home Recreation Center Advisory Committee.

- ✓ Lisa confirmed this.

**Joe Blowers moved the Board of Directors approve the new broad based advisory committee structure, as well as the revised Advisory Committee Bylaws/Guidelines template, and authorize to form friends groups as requested and advertise for broad based advisory committee members beginning in November 2009. John Griffiths seconded the motion.**

*Discussion followed:*

Bob Scott asked whether current advisory committee members who reapply to serve on the broad based advisory committees would receive preference over other applicants or is the intent more to start over with a clean slate.

- ✓ Lisa replied that staff will ask existing committee members if they are interested in reapplying.
- ✓ Doug Menke, General Manager, replied that people are welcome to serve consecutively on both the broad based advisory committees and any friends groups that may be formed.

Joe noted that the Parks Advisory Committee would be starting from scratch with no existing membership to build from and asked whether there would be any special communications efforts in getting that committee formed and operational.

- ✓ Lisa confirmed this, noting that one avenue to use in order to seek members would be the Park Watch groups, but that staff would also work with Bob Wayt, Director of Communications & Development, on special outreach efforts tailored to that specific committee.
- ✓ Doug noted that the other committees have a captive audience, while the users that would be interested in serving on the Parks Advisory Committee are somewhat more elusive by nature.
- ✓ Larry noted that there may be some carryover membership to the Parks Advisory Committee from the Trails Advisory Committee.

Hearing no further discussion, roll call proceeded as follows:

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

The motion was **UNANIMOUSLY APPROVED**.

**C. 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:

- PARK(ing) Day
- Concert in the Park Recap
- Aging Facilities Study
  - Keith Hobson, Director of Business & Facilities, provided a brief overview of the current efforts being explored in completing an Aging Facilities Study after unsuccessfully being able to locate a consultant specializing in such a study, as well as taking into account the work that has been done through the structural and energy efficiency upgrades to some facilities.
- Mid-Block Trail Crossings Update
- North Bethany Parks/Open Space Working Group Meeting
- The Intertwine
  - A draft legislative letter was entered into the record.
- Measure 66 Reauthorization
  - Jim McElhinny, Director of Park & Recreational Services, provided a detailed overview of the current effort in placing a permanent constitutional reauthorization of Measure 66 on the November 2010 ballot.
- NRPA Urban Park Summit
- January Board of Directors Meeting
  - *It was the consensus of the Board of Directors to hold the January Regular Board meeting on January 11, 2010.*

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

Mid-Block Trail Crossings Update

John Griffiths asked whether the Fanno Creek Trail crossings would be addressed in Washington County’s grant study.

- ✓ Doug confirmed this, noting that it could also take into consideration smaller impact streets that are not multiple lanes, but still need a crossing, as well as determine a standard on how to get people across such streets.

Joe asked whether Washington County's study would complement the Park District's grant-funded study for the crossing at Hall Street.

- ✓ Doug replied that he believes the two studies would complement one another, but that the Park District's study will be more broad based in dealing with a variety of different types of crossings of a major highway.

## **Agenda Item #9 – New Business**

### **A. Athletic Fields Inventory**

Scott Brucker, Superintendent of Sports, provided a detailed overview of the memo included within the Board of Directors information packet providing an overview of the fluctuation of the athletic field inventory for the time period of FY 2006-2011, including information on specific fields that have been impacted by Beaverton School District construction projects. By the end of FY 2011, staff anticipates that 279 fields will be available for play, which is down from the 300 fields that were available during the FY 2006/07 year. Scott offered to answer any questions the Board may have.

President, Larry Pelatt, asked what the quality will be of the new field at Hiteon Elementary School as compared to what existed beforehand.

- ✓ Scott replied that the new field is smaller due to the school expansion; however, the quality is equal or better as the entire field is now irrigated.

Larry asked if staff foresees any upcoming Beaverton School District projects that may impact fields.

- ✓ Scott replied that Park District staff has been working closely with Beaverton School District staff and does not foresee any significant future impacts to fields.

Joe Blowers asked whether the reduction in available fields has resulted in a reduction of overall available field hours or whether the improvements that have been made to some fields have increased the usable field hours enough to make up for the deficit in actual fields.

- ✓ Scott replied that while the work being completed does result in more productive fields, the loss of actual fields cannot be entirely made up with improvements and, therefore, net field hours are still being lost.

John Griffiths asked whether the Park District could have more involvement the next time the Beaverton School District passes a bond measure in order to have more influence in reducing the construction impacts to athletic fields.

- ✓ Doug Menke, General Manager, replied that the School District's newest facilities have been built up rather than out; however, when existing facilities are expanded, they tend to expand outward due to expense and structural reasons, thereby encroaching into athletic field space. Doug noted that for the first time in 15 years, the School District's enrollment numbers are quite stagnant. He stated that it will be interesting to see whether the School District goes out for another bond measure

in the next five years as they were originally planning to do so in 2010, but are no longer considering it.

Larry asked whether any specific sport is losing more fields than others.

- ✓ Scott replied that baseball has taken a hit based on raw numbers, but that staff has worked with the users to adjust their use. With field use adjustment, the users are more efficient, which is making it appear that baseball is losing fields when in fact they are being provided all the field time they need. Staff is taking single field sites and adjusting the space to be used for other field sports and moving baseball to multiple field locations for operational efficiency.

**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