



PORTLAND PARKS & RECREATION

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Parks Replacement Bond Community Oversight Committee

MEETING #13: September 25, 2018: 2:00 – 4:00 PM

Meeting Minutes

Committee Members present: Karen Loper, Zari Santner, Ken Richardson, Jonath Colón, Jan Mason.

Portland Parks staff present: Robin Laughlin, Lauren McGuire, Maija Spencer, Josie Kostylo, Elizabeth Specht.

Public present: Jason Irving.

New Chair Discussion

- Karen noted May meeting minutes did not include the discussion about chair.
- The group discussed having a rotating chair and questioned if a chair was required.
- Lauren indicated a chair is not mandatory.
- Karen suggested rotating committee chair responsibilities through the year.
 - Responsibilities and time commitment would be to meet with Robin for meeting agenda drafting, and present on the committee's annual report to City Council in November or December.
- There was not definitive agreement on who would be the first to rotate in the chair position.

Approval of Minutes from May 2018

Karen Loper moved to accept the May meeting minutes, Jonath Colón seconded, all agreed.

Committee Replacements

- Jan Mason replaces outgoing Chair Dion Jordan.
 - Jan is currently the President of the Philippine American Chamber of Commerce of Oregon and has been involved with the organization for the last four years.

PP&R Staffing, Commissioner updates

- Robin Laughlin is now the Bond Program Manager and will be the contact for the Bond Oversight Committee.
 - Lauren is now the Assets and Development Division Manager.
- Commissioner Fish is the new commissioner for Parks replacing Commissioner Fritz.

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- Commissioner Fish has asked that in their Annual Report that the Oversight Committee recognize Commissioner Fritz's excellent leadership in getting the Bond to where it is today.

Bond Progress Report – Robin Laughlin, Bond Program Manager

- Program overview all Bond categories are on spending targets except for Pools which are over.
 - The Protect Workers category is at risk of going over budget. Further cuts to projects will result in significant changes to service/project program.
 - Discussion:
 - Zari: Can we use project savings and the contingency fund to maintain project feasibility for the Mt. Tabor Maintenance Yard and Urban Forestry Headquarters projects?
 - Robin: We will use \$1 million of contingency for the Pools category cost overruns, this will leave approximately eight to nine-hundred thousand dollars in unassigned contingency funds.
 - Robin asked the committee their thoughts about assigning more funds to the Protect Workers category.
 - Per the Bond promotional language, we can spend up to \$10 million for the two projects.
 - The ballot measure did not have a dollar limit.
 - Responses: Focus on what the public was told at the beginning of the Bond, we will make repairs and upgrades at these two sites. Are we doing this in the most cost-effective way?
 - Robin: Yes, we have worked closely with the design teams to assure cost effectiveness. The project challenges have been public outreach at Mt. Tabor and permit review periods on both projects.
 - Consensus from the group, the Bond promised to protect workers, we should fulfill that promise to the public and Parks workers.
 - Employee awareness of the project statuses was asked as well.
 - Response was to notify Parks employees at Tabor and Urban Forestry once permits are issued.
 - Larger discussion of budget shortfalls for this category will be discussed at the Committee Annual Report meeting in October.

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- Schedule overview and performance:
 - 52 Bond Projects
 - 23 Completed
 - Zari asked of the completed projects how are they received by maintenance workers?
 - All very positive, we've had to replace Forest Park bridge decking under warranty periods, and Ventura's water pumps are well used.
 - It was suggested to leverage SDC funds for Operations and Maintenance since capacity is increased with new capital projects.
 - We're reworking our financial model to improve staffing.
 - 29 Active, of which 22 are on or ahead of schedule, and 7 are behind.
- Performance:
 - Outreach efforts are diversifying
 - Administrative costs remain low at 4.6%
 - Year 3 Annual Report is complete
 - Draft of the Bond Audit is complete
- Challenges faced
 - Construction climate is still difficult for projects
 - Bids are in 10-45% over estimated costs
 - Multiple bids are required for some projects.
 - Multnomah Arts Center (MAC) Seismic upgrades bid did not meet prequalification requirements.
 - Karen: Are we competing with Portland Public Schools (PPS) for construction work?
 - Unlikely, the size of many Bond projects is not attractive to the larger construction firms and is too much for the smaller firms. There are not many in this size category.
 - We're bundling projects where we can, such as playground parts and pieces and drainage projects to improve access to contractors.
 - The Bond uses the City's Prime Contracting Development Program (PCDP) as well with good results.





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- Jonath: Local labor is over extended because of construction workload, this creates safety concerns for contractors.
- Zari: What is the status of Pioneer Courthouse Square?
 - Robin: It is open to the public, there are few items for completion. BES upgraded sewer pipes underneath the structure this summer a pipe was damaged and there was flooding. Has been cleaned up. Staff are working to resolve pipe replacement.
- Zari: Do maintenance staff like the projects?
 - Robin: so far, yes. Sill concerned about funding constraints to maintain projects.
 - Lauren: when SDC projects provide increased capacity, we receive operation and maintenance funds, but do not get this with Bond projects.
- Karen: can we consider partnering with PPS at sites they are working on where our projects are adjacent?
 - General discussion: is complicated for timing and contracting, unlikely to pursue at this time.
- Projects in construction
 - Raymond Park Loo and Mt. Tabor Park Handrails were recently completed.
 - Couch Park Playground and Loo
 - Ed Benedict Park Restroom
 - Kenton Park Playground – Opening Celebration: Saturday. September 29
 - North Park Blocks Playground
 - Playground Parts and Pieces
 - Peninsula Pool
 - St. Johns Community Center Roof
 - Zari: Is that wood at Kenton Playground?
 - Yes, it is. We had a lot of community involvement in the design and they wanted more of a nature play style playground.
 - The playground was a coordinated design with central services.
- Projects going to bid soon
 - Sellwood Park – Kitchen Roof
 - Multnomah Arts Center – Seismic upgrades
 - Springwater Bridge – Circle Avenue
 - Pier Park Loo

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- Project Highlights
 - Parts and Pieces project
 - \$3 million for 30 sites citywide
 - Sites were selected that were most at risk for failure and had high consequences if they did fail.
 - Equity, cost and nearby assets were also considered.
 - The project includes: swings, slides, whirls and other parts, drainage repairs and ADA barrier removal.
 - 3 sites are complete for parts installation, remainder will be installed this fall. Drainage and ADA upgrades will occur next spring.
 - Mt. Tabor Handrails
 - New handrails meet current ADA requirements
 - Maintenance friendly with powder-coated steel
 - SDC funds will add handrails for the upper stairs =that do not have handrails
 - Foley Balmer and Marshall Park trails and bridges
 - Federal permits are near completion
 - Foley Balmer: project replaces a bridge that was removed several years ago and makes adjacent trail improvements.
 - Marshall Park: project replaces an out of service bridge over Owl Creek and makes trail improvements will minimize erosion and stabilize the trail. Owl Creek is a tributary to Tryon Creek.
 - Peninsula Pool
 - Currently in construction with demolition work on the pool decking.
 - We received SDC funds to expand services and create a shallower end for new swimmers.
 - We anticipate pool construction will be completed in summer 2019.
 - MAC Seismic upgrades
 - Building upgrades are focused on stabilizing the central hallway and main entrance.
 - First construction bid was unsuccessful, we will re-bid this month.
 - Construction is scheduled to start in December.
 - Sellwood Kitchen Roof
 - Construction is scheduled to start later in the fall.
 - Permit review is near completion.
 - Design work is completed.

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Financial Updates – Josie Kostylo, Management Analyst

- Josie provided an overview of Appendix A of Year 3 Annual Report review
 - Page 35: Explanation of expense categories:
 - Professional costs
 - Project Manager’s time
 - Professional, Technical, Expert outside contracting
 - Construction costs – costs related to construction
 - Administrative costs – costs related to running the program such as support staff and office supplies.
 - Page 38: Breakdown of costs
 - 67% of overall costs have gone to construction
 - 28% of overall costs have gone to professional services
 - Fund correction for Year 3 bottom line
 - Corrected expenditure for Year 3 is \$12.3 million instead of the reported \$12.1 million.
 - A correction was made to account for Bond work completed prior to the close of the fiscal year (June 30, 2018) and paid for after the close of the fiscal year.
 - Reporting \$12.3 million expenditures for FY2017-18 accurately reflects the cost of work completed during this time.
 - Spend projections
 - Third Bond issuance will miss the 45% and 75% spend down target goals and make the 100% spend goal.
 - Interest rates continue to remain low, and we have not been penalized for missing IRS spend down targets for non-taxable Bond funds.
 - Current interest accumulated for the first Bond issuance is \$510,690, for the second Bond issuance the interest so far is \$138,791.
 - Zari: Do you have a full interest projection for the life of the Bond?
 - Josie: Yes, sometime next week I’ll have the numbers, expecting \$250,000 generated on the most recent issuance.
 - Zari: For context between 1995-2000 we earned \$6 million in interest on the General Obligation Bond Initiative (GOBI) bond.
 - Jan: Since construction is a large part of our Bond spending what are the statistics in job creation for the local economy and for DMWESB firms?





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- Zari: Procurement used to have those reports available
- Lauren: We can investigate the report's availability.

Audit update – Robin

- Two goals of the audit:
 - One, determine if:
 - The funds were spent in a manner that adheres to the language of the Bond; and
 - The Bond Program is operating in a fiscally responsible manner
 - Two, provide actionable recommendations
 - Process:
 - Data review
 - Staff interviews
 - Project reviews
 - Zari: Were any Oversight Committee members contacted for the audit?
 - All: No, we didn't receive requests
 - Robin: We gave your contact information, we expect final audit documents in November, please reach out if you have specific questions. We will send a copy to the Oversight Committee when it is complete.

Public Involvement Updates – Maija Spencer, Parks Bond Community Engagement

- Annual Report Year 3
 - The Annual report has been distributed to 50+ sites
 - Presented to East Portland Parks Committee
 - Attended events to hand out the Year 3 Annual Report at:
 - PCC Night Market
 - Walk with Immigrants and Refugees
 - Tongan Festival
 - Dawson Park concert
 - Included a community survey on the back of the Annual Report this year.
 - Marketed the annual report in print, email, social media
 - Survey available in English and Spanish
- Community Survey
 - Prepared in response to Oversight Committee recommendation
 - Results will come after September 30th when the survey closes.

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- Preliminary survey results:
- Regarding Bond communications tools and activities, which have you heard about:
 - 43% saw a sign or banner
 - 38% received an email
 - 36% saw a social media post
 - 24% read a news story
 - **Only 17% have not heard about the Parks Replacement Bond**
- Which key themes are you aware of?
 - 73% focus on repair and replacement
 - 50% seven project areas
 - 47% major maintenance gap
 - **21% there is a Bond Oversight Committee**
- How would you rate the Bond's transparency?
 - 45% Good / Very good
 - 9% Poor / Very poor
 - 28% No opinion
 - 18% Don't know
- How to improve transparency?
 - 42% More social media
 - 22% More details on web
 - 16% More meetings
- How would you like to hear about the Bond?
 - 56% Email newsletter
 - 46% Signs
 - 43% Nextdoor.com
 - 30% Facebook
- Looking ahead for Public Involvement
 - Wrap up survey and summarize results
 - Lots of construction communications
 - Kenton Park Playground Opening on September 29th.
 - Creston Park Playground Open House – November 8, 2018
 - Gabriel Park Playground Design – beginning January 2019
- Karen: I notice a lot of your postings on the Next-Door website which is good
- Maija: Thank you, we target specific neighborhoods for park openings and will send information out citywide for surveys.





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- Karen: Do you advertise in community center catalogs?
 - Maija: Yes, we have early on for the Bond. We will be doing some targeted ads such as for MAC construction in the Arts & Culture catalog this winter. We would like to plan to do more updates in PP&R catalogs, but we need to plan around their publication schedules.
- Zari: Are you talking with staff in the field about Bond projects, to alert them to upcoming projects when they interact with the public?
- Robin and Lauren: Field staff are also involved in design review. Field staff managers also distribute information to their staff.
 - We handed out the Annual Report at the employee picnic last week and we are always in contact with Zone Managers about closures, and construction at their parks.
- Maija: additional updates
 - We have a new Google map that is interactive and shows each site's status Includes photos.
 - Are considering a regular email newsletter to update community about bond projects and program progress.
 - Karen suggested considering an insert in the program guides as another way to reach the community.

Bond Oversight Committee Annual Report – Committee Members

- What is the focus for this year's Oversight Report?
 - Zari suggested the group refer to the first priorities.
 - Program contingency status - report
 - Transparency:
 - outline what has been effective and what has been less effective to identify using fewer resources in those efforts.
 - Share the results of the Community Survey
 - Be cognizant of issues and challenges faced by the Program.
- Group: Workforce challenges at Mt. Tabor Maintenance Yard and Urban Forestry Headquarters and discussion of increased spending for Protect Workers category.
- Jonath: Will the Audit be complete before the Oversight Report?
- Robin: It will come out at the same time. Will not be complete before the Oversight Committee report.
- Jonath and Jan agreed to complete the Bond Oversight Committee Year 3 Report

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- Will meet with Bond staff the 3rd week in October for 1 hour, possibly at Jan's office near OMSI.
- Maija will provide the template.
- Just need text from the committee, Parks staff can insert it into template.

Other Business - All

- Meeting #14 for the Oversight Committee in January
 - Will want to get date on calendars soon to accommodate schedules
 - Potential times preferred in the morning: 9-11:00 a.m., or 10 – 12 noon

Meeting ended at 4:00 pm

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