



Oregon Zoo Bond Citizens' Oversight Committee

Oregon Zoo – Skyline Room
Wednesday, Nov. 10, 2010
3 to 5 p.m.

Oregon Zoo Bond
Citizens' Oversight
Committee Meeting

Nov. 10, 2010

Minutes

MINUTES

MEMBERS PRESENT

Sheryl Manning
Jacqueline Bishop
David Evans
Greg Gahan
Ann Gravatt
Benjamin Jackson
Tony Jones
Carter MacNichol
Deidra Kryz-Rusoff
Penny Serrurier
Michael Sestric
Bob Tackett
Carol Welch

AFFILIATION

Oregon Zoo Bond Citizens' Oversight Committee
Roberts Kaplan LLP
The ODS Companies
NW Construction Management, Inc.
Renewable Northwest Project
REAP, Inc.; Clackamas High School
Metropolitan Contractor Improvement Partnership
Shiels Oblatz Johnsen, Inc.
Ferguson Wellman Capital Management
Stoel Rives LLP
Smith Group, Inc.
Northwest Oregon Labor Council
Nike, Inc.

MEMBERS ABSENT

Marcela Alcantar
Steve Bloom
Jim Irvine
Ray Phelps
Kelly Peterson

AFFILIATION

Alcantar & Associates
Portland Japanese Garden
The Conifer Group, Inc.
Allied Waste Services
Humane Society of the United States

GUESTS

Carlotta Collette
Hussain Mirza
Greg Dykstra,
Eric Bode

Metro Council President
SRG Partnership
CLR Design
Atelier Dreiseitl

STAFF

Lee Campbell, Mike Keele, Jim Mitchell, Linnea Nelson, Joanne Ossanna, Scott Robinson, Marcia Sinclair, Brent Shelby, Kim Smith, Doug Strickler, Craig Stroud and Cheryl Twete.

A. Welcome / Introduction

Sheryl Manning, Oregon Zoo Bond Citizens' Oversight Committee Chair, opened the meeting at 3:05 p.m. and welcomed members. Members introduced themselves.

B. Approval of May 12, 2010, Oversight Committee meeting minutes

Deidra Kryss-Rusoff made a motion to approve the minutes of the May 12, 2010, Oregon Zoo Bond Citizens' Oversight Committee ("Oversight Committee" or "the Committee") meeting. The motion was seconded by Carol Welch, and members approved the motion with a unanimous oral vote.

C. Revisit Oversight Committee Charter / Responsibilities

Chair Manning asked members to review the Committee responsibilities listed in the Committee Charter, included in the meeting packet.

D. Comprehensive Capital Master Plan Team Introduction

Craig Stroud, bond program director, introduced zoo director Kim Smith. She introduced the three main consulting firms heading up the Comprehensive Capital Master Plan (CCMP) work, and their representatives:

Hussain Mirza, SRG Partnership (prime consultant; architecture and management)

Greg Dykstra, CLR Design (zoo planning and exhibit design)

Eric Bode, Atelier Dreiseitl (landscape, planning and sustainability)

The staff just completed their second workshop. Ms. Smith explained that she considers them some of the best in their field in the world. They have shown a lot of synergy in working with the Oregon Zoo staff.

The completed Master Plan will include schematic design for all the bond projects (The Veterinary Medical Center and Penguin Filtration projects are already underway). It will be important to maintain a positive guest experience as the zoo goes through a relatively long period of construction. The Master Plan team is proceeding with the budget in mind, and will produce a plan that accounts for all costs, including soft costs.

Mr. Mirza of SRG Partnership explained how the team was selected. They looked for the best in each needed expertise, and he believes that is what they have assembled – a world class team. He reviewed each member firm and how they work together. Mr. Mirza talked about the process of developing the master plan, including the zoo's charge to be more sustainable.

Mr. Dykstra of CLR Design spoke about the scope of the master planning work. CLR Design is based in Philadelphia and typically teams up with firms like SRG. They were excited about the focus on elephants and sustainability, including water and energy.

Mr. Bode of Atelier Dreiseitl said they are looking especially at natural systems, including water conveyance and treatment.

CLR will lead the campus planning for guest circulation, exhibits, visitor services and animal management. Metro specified in the Request for Proposals that planning for elephants be fast-tracked ahead of the other exhibits.

Mr. Mirza spoke about the schedule and budget, indicating that the team is on schedule. There are nine bond projects, with seven remaining. The elephant exhibit concepts are developed furthest, and the polar bear exhibit concept is underway.

The final Master Plan is scheduled for completion in August 2011. The team will revisit the Oversight Committee in February. At that meeting, they will be able to bring back visual representations of the concepts and plans developed to date.

By February, they will have a framework process for getting to the discrete projects and overall program budget. They will be able to share the budget process, but the final budget numbers will not be ready in February.

Primary team work with Metro staff occurs at six CCMP workshops, each scheduled for three days duration. The team presents and tests concepts and draft plans with the staff.

Jaqueline Bishop asked about how this project is proceeding within its budget. Mr. Mirza responded that the team's work will include developing the budgets and schematic design for all the bond projects, and that the overall program budget delivered will be at or within the funds available.

Ms. Smith said she feels the CCMP team is on track, given the progress so far. In addition to the workshops, she has scheduled interim meetings with the consultants. Ms. Smith and Mr. Stroud meet with them formally every two weeks. They are regularly checking to make sure information is flowing to and from the team.

Chair Manning asked if all the projects can be done for \$125 million. Mr. Mirza said they will identify scopes that can meet the available funds. They will also identify additional scopes that include a longer-term vision. Their plan will provide the information needed to develop a future fundraising vision. Mr. Dykstra said there will be choices presented so that Metro can direct the allocation of resources across the projects.

Penny Serrurier asked about The Oregon Zoo Foundation (OZF) involvement in the master planning process. OZF has just contracted for a development plan that will rely on information from the CCMP. The OZF director and key staff are attending the master planning sessions and are directly involved.

E. Land Use Approach and Status

Mr. Stroud introduced Cheryl Twete, Metro senior development advisor, who is on loan to the bond program from Metro. She is working on advancing the land use effort. She explained about her background working in public and private development. She noted that she is very impressed with the Comprehensive Capital Master Plan consultant team.

Ms. Twete reviewed the zoo's land use background as documented in the Oversight Committee's meeting packet.

Carter MacNichol asked about Bev Bookin's land use support to the CCMP. Ms. Bookin is providing land use consulting services as part of the CCMP consultant team. Mr. Stroud explained that initially the bond program eliminated land use from the CCMP process because

Metro was pursuing a Plan District approach at that time. With the change in direction toward a new Conditional Use Master Plan (CUMS), land use assistance is needed to inform the CCMP. Ms. Bookin is documenting the historical record of the zoo's existing CUMS, which took six years to finalize and went through many changes. Ms. Twete noted that a portion of the shared parking lot, the portion between the Children's Museum and the World Forestry Center, is not currently sanctioned by the city. The city has asked the zoo to address this as part of the CUMS process. Based on Metro's experience with the prior conditional use master plan review and approval, access and parking are believed to be primary considerations that must be addressed to successfully achieve a new conditional use master plan.

The program's goal is to submit an application to the city in August or September 2011. A CUMS pre-application meeting will most likely be held in February 2011. It is hoped that by spring 2012, it could be approved. Ms. Twete noted that there are known nonconforming issues, and others may arise that require correction.

Mr. Stroud explained that the CCMP team will prepare the elephant schematic design by March 2011. To maintain the program's construction momentum, Metro asked the city to permit the elephant design under the current CUMS via amendment before the new CUMS application is submitted.

Mr. MacNichol asked what the known issues are with a new CUMS. Ms. Twete responded that access and parking (including bicycle parking and parking lot landscaping), environmental impacts, and stormwater management are the three main known issues.

Mr. MacNichol expressed concerns about the financial risks of nonconforming conditions. Mr. Stroud said that as information is developed, the program will report back.

F. Public Involvement Strategy

Mr. Stroud introduced Marcia Sinclair, public involvement specialist, who is on loan to the bond program from Metro. She is developing the strategy for engaging the various groups of the public into the bond program activities.

Ms. Sinclair uses a process developed by the International Association for Public Participation. She reviewed this process as outlined in the information sheet provided in the meeting packet. The zoo marketing team will assist with the media engagement. The program will have a robust presence on the website, but content must be developed and implemented. One of her next steps is to better develop the website so that people can better access program information and provide feedback. Other social media types will also likely be used.

The zoo plans to host one or more public open houses in February or March 2011. The new conditional use master plan process will also call for supporting and developing relationships to assist that process. Ms. Sinclair has also developed an engagement strategy for the Washington Park Alliance.

Ms. Sinclair has also been preparing a preliminary strategy for how Metro would engage with the public on a remote elephant site, should the Metro Council direct the program to proceed with the vision.

G. Bond Measure Program Progress (Projects in the Metro Council Bond Authorization Resolution) report focus for this meeting:

1. Bond Program Management Quarterly Report (FY 11, Q1)

Craig Stroud briefly covered the Bond Program Management Quarterly Report (FY11 Q1), which is also provided to the Metro Council on a quarterly basis.

2. Protecting Animal Health and Safety (Replace 45-year-old animal hospital)

Jim Mitchell, project manager, presented a PowerPoint presentation (included in the meeting packet) showing the new Veterinary Medical Center (VMC) that is currently under construction. He identified the various parts of the building and uses. He reviewed the sustainability features of the project, including the goal of LEED silver certification and a recycling goal of 90 percent. He showed a photo of the construction site as of yesterday, with the soil nail wall nearly complete. He then played a video of a portion of the VMC construction celebration on Sept. 29, 2010.

3. Upgrading Zoo Facilities to Save Water and Energy (Update/install energy/water saving measures)

Jim Mitchell reviewed the Water Main Building project that includes a pressure reducing backflow assembly that will serve the entire zoo. The zoo will be capturing and reusing rainwater with the new bond projects. The new assembly is required to protect the city potable water supply against potential backflow into the city system. Bids were opened today, and Skanska USA Building is the apparent low bidder. The project is scheduled to be complete in April 2011.

4. Saving Water and Improving Water Quality at the Penguin Exhibit (install a modern filtration system)

The zoo has completed the design of the Penguin Life Support System Upgrade project and bid the project construction. Metro opened bids Sept. 9, 2010, and a contract is pending with Triad Mechanical. The penguins have been moved to the Polar Bear winter pool during construction. The project construction is scheduled to be complete in May 2011.

H. Program Status and Financial Information at a Glance

Mr. Stroud referred members to the document provided in the meeting packet.

I. Consolidated Oregon Zoo Bond Program Schedule

Mr. Stroud referred members to the document provided in the meeting packet.

J. Required Report to the Metro Council (from Ordinance 10-1232)

Discussion – Draft report for Feb. 16, 2011, Oversight Committee meeting

Chair Manning distributed a handout "Items for consideration in report to Metro Council" (a copy of which was submitted to the record). Chair Manning met with Councilor Collette and Metro chief operating officer Scott Robinson, and it was agreed that the Oversight Committee would submit its required annual report to the Metro Council in the March/April time frame.

Chair Manning suggested splitting into three subcommittees to meet once before the Feb. 16, 2011 Oversight Committee meeting. Each subcommittee would prepare a draft of their part of the report for the entire Committee's consideration. It is expected that at the Feb. 16

meeting, agreement will be reached as to the substance of the final report. Subsequently, a final draft will be prepared with the help of a writer and circulated for comment. Chair Manning suggested that the report follow the items required to be reported on in the Metro Ordinance establishing the Citizens' Oversight Committee, and also submit brief comments on management's responses to the Metro Auditor's November 2009 Report.

To that end, the following subcommittees were formed:

Assessment of Progress in Implementing Bond Measure Improvements Deidra Krys-Rusoff, Chair; Michael Sestric, Jacqueline Bishop and Ann Gravatt

Report on Spending Trends and Current Cost Projections and Independent Auditor's Report David Evans, Chair; Carter MacNichol, Greg Gahan and Tony Jones

Management's Response to the Metro Auditor's Concerns Carol Welch, Chair; Sheryl Manning

One additional item required to be reported on per the Ordinance that established the Oversight Committee is to recommend project modifications intended to account for increases in construction costs in excess of budget estimates, but it was noted that it is too early in the process to report on this item.

Mr. MacNichol asked about the budget to get to \$125 million. Mr. MacNichol stated that his concern is whether \$125 million will be able to deliver to the voters what they expect. Mr. Stroud said that the budget will be a deliverable of the CCMP. For this initial report, the Oversight Committee will not be expected to review budgeted numbers for the entire program because those figures are in development as part of the CCMP. The Oversight Committee can communicate if it believes the program's planning approach and land use efforts are the appropriate actions to implement the bond measure. Mr. MacNichol noted that the Oversight Committee's annual report was an important part of the bond measure.

K. Open Discussion/Questions – no discussion

L. Other – Communication Protocol

Chair Manning reported that two members have resigned from the Committee: John Mohlis and Gary Gamer. She has informed Council President Collette.

She reviewed the Metro Council ordinance that appointed the individual members to the Committee.

M. Adjournment

Chair Manning adjourned the meeting at 4:53 p.m.

2011 Meeting Dates –Wednesdays, from 3 to 5 p.m. at the Oregon Zoo:

Feb. 16 in the Kalahari Room, below AfriCafe and next to the concert lawn (Note new date and location. Please arrive at the entrance gate by 2:45 p.m. to allow time to pick up an admission ticket and travel to the Kalahari Room.)

May 11 in the Skyline Room

Aug. 10 in the Skyline Room

Nov. 9 in the Skyline Room