



**Tualatin Hills Park & Recreation District
Minutes of a Regular Meeting of the Board of Directors**

A meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Tuesday, December 11, 2018, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Executive Session 6 pm; Regular Meeting 7 pm.

Present:

Ali Kavianian <i>(via telephone)</i>	President/Director
Felicita Monteblanco	Secretary/Director
Wendy Kroger	Secretary Pro-Tempore/Director
Todd Duwe	Director
John Griffiths	Director
Doug Menke	General Manager

Agenda Item #1 – Executive Session (A) Personnel (B) Land

Secretary Monteblanco called executive session to order for the following purposes:

- 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.

Executive Session is held under authority of ORS 192.660(2) (d) and (e), which allows the board to meet in executive session to discuss the aforementioned issues.

Secretary Monteblanco noted that the news media and designated staff may attend executive session. Representatives of the news media were 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 welcomed the audience into the room.

Agenda Item #2 – Call Regular Meeting to Order

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by Secretary Felicita Monteblanco on Tuesday, December 11, 2018, at 7:15 pm.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from executive session.

Agenda Item #4 – Presentations

A. Recognition of Volunteers from the Church of Jesus Christ of Latter-day Saints

General Manager Doug Menke introduced Keith Watson, Community Programs manager, to recognize the Church of Jesus Christ of Latter-day Saints for their volunteerism with the district.

Keith noted that many of the district’s activities, services, and events put on throughout the year are successful in large part because of the quality of service provided by volunteers from the Church of Jesus Christ of Latter-day Saints. Since 2005, 1,868 volunteers have provided 5,939 hours of service engaging kids and adults in interactive activities at the district’s annual Party in

the Park event, and has served as a model for volunteer involvement. Keith thanked the volunteers in attendance for their generous service to THPRD, noting that they are an inspiration.

B. Audit Report on Park District Financial Statements for Fiscal Year 2017/18

Keith Hobson, director of Business & Facilities, introduced Julie Fahey, Audit Partner with Talbot, Korvola & Warwick, LLP, the district's auditor; Shannon Kennedy, THPRD Budget Committee and Audit Committee member; and, Lori Baker, chief financial officer, to make a presentation on the Audit Report on the district's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2018.

Julie provided a brief overview of the district's Comprehensive Annual Financial Report for the year ended June 30, 2018, as included within the board of directors' information packet, noting information on the following pages:

- Pages 9 & 10: Independent Auditor's Report, which includes an unmodified opinion, meaning that the district's financial statements have been fairly presented, in all material respects, in accordance with generally accepted accounting principles.
- Page 12: Management's Discussion and Analysis, which provides a synopsis of the financial activities of THPRD.
- Pages 22 & 23: Statement of Net Position and Statement of Activities.

Julie concluded by announcing that the district has again been awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. This is the 13th consecutive year the district has been honored with the award. Julie offered to answer any questions the board may have.

John Griffiths asked clarifying questions regarding how the capital assets of \$161 million as noted on the Statement of Net Position are calculated, for which Julie and Keith noted the capital assets are reported on a historical cost basis, net of depreciation.

Ali Kavianian moved that the board of directors accept the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2018.

Todd Duwe seconded the motion. Roll call proceeded as follows:

John Griffiths	Yes
Wendy Kroger	Yes
Todd Duwe	Yes
Felicita Monteblanco	Yes
Ali Kavianian	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #5 – Audience Time

Barbara Wilson, 12820 SW 20th Court, Beaverton, is before the board of directors this evening regarding THPRD's 2008 Bond Measure and Metro's planned expansion of the Urban Growth Boundary (UGB). Ms. Wilson explained that the potential expansion of the UGB may offer additional potential for THPRD to acquire additional natural areas. She noted that it has now been ten years since THPRD's bond measure passed, yet \$3.7 million is remaining within the natural resources land acquisition category. She feels that it has been a low priority for the district even though it was the most important aspect in the public's support of the 2008 Bond Measure via the polling conducted. She described the importance of the Cooper Mountain area in the protection of riparian corridors and wildlife.

- ✓ The board members reaffirmed their commitment to purchasing natural areas, noting that the district participates in a willing sellers program for land purchases, and encouraged Ms. Wilson to reach out to her Metro councilor to provide supporting comments and vision for the upcoming Metro natural areas bond measure.

Agenda Item #6 – Board Time

A. Committee Liaison Updates

Wendy provided an update regarding the most recent activities of the Parks & Facilities Advisory Committee, which has been focused on their continued research and evaluation of dog parks, as well as interviewing potential new members, noting that the committee members are dedicated and meet at least monthly. She also attended a variety of public meetings and special events, including the opening of the Crescent Connection trail, a Greenway Neighborhood Association Committee meeting, and an iSing Concert, benefiting the Tualatin Hills Park Foundation.

Todd Duwe noted that the next Programs & Events Advisory Committee meeting will take place in January.

President Kavianian commented that he has been attending the district's Audit Committee meetings as the board liaison, for which the culmination of that process was presented to the board this evening.

John Griffiths provided an overview of a Metro Policy Advisory Committee meeting he attended during which they received an overview of Metro's recently-passed affordable housing bond measure, as well as the upcoming natural areas bond measure currently under consideration for 2019. He noted that the Metro stakeholder committee had put forth a recommendation to the Metro Council to retain the millage rate expiring from the 1995 natural areas bond measure; however, outside parties have since vocalized concern with this approach and the limited funding it would provide. He described various meetings he has had with Metro staff on the topic of the natural areas bond measure and suggested that advocacy from The Intertwine Alliance could be meaningful in this process. The Metro Council has since decided to delay a decision regarding the funding level for this measure until the incoming Metro Councilors have had an opportunity to voice their opinions.

- ✓ Wendy Kroger expressed agreement with John's comments and that the incoming Metro Councilors should be given the opportunity to weigh in on this topic. She referenced the urban growth boundary expansion currently under consideration, noting that there are improvements within the current boundaries that are still needed, such as trail connectivity and wildlife corridors. She encouraged the board to take an active role in this process along with its westside partners and clearly voice this area's needs to the Metro Council.
- ✓ Todd thanked John and Wendy for their time and efforts on this subject, noting that whatever is ultimately decided now will have a long-term effect on the future. He noted that buying outside of the urban growth boundary is important in order to secure more land at a lower price for future generations to enjoy. He inquired whether there are any additional steps the board can take in helping advocate for its position.
- ✓ General Manager Doug Menke described a group letter proposed to be signed by all area park directors; however, as one of Metro's largest partners, he believes it would be more strategic for THPRD to submit its own letter and informational piece, ideally by the end of January.
- ✓ Felicitia Montebianco described what she has learned by serving as THPRD's representative on the stakeholder committee and explained that the Metro Council is leading their current efforts with a focus on racial equity. She suggested that the board use this as a focus in corresponding with Metro and to clearly call out that THPRD is a willing partner and is also committed to racial equity. She offered the district's Nature Education and Workforce Development (NEWT) program for which it received a grant from Metro as exemplifying the type of commitment Metro is looking for in their partners. She would rather see a letter focus on offering that partnership and expressing a readiness in rising to the challenge versus promoting specific projects.

John commented that the appropriate time for the THPRD board to present to the Metro Council would dovetail with a presentation by The Intertwine Alliance and, in his opinion, would be more effective than a letter.

- ✓ General Manager Doug Menke noted that he would reach out to The Intertwine Alliance to have additional conversation regarding their timeline for this advocacy work.
- ✓ Wendy suggested that the board consider both a presentation and a letter.

Felicita provided an update regarding the activities of the Tualatin Hills Park Foundation, noting that the ISing Choir concerts were a great success raising over \$10,000, and referenced recent donations received from the Oregon Community Foundation and The Standard.

Agenda Item #7 – Consent Agenda

Todd Duwe moved that the board of directors approve consent agenda items (A) Minutes of November 13, 2018 Regular Board Meeting, (B) Monthly Bills, and (C) Monthly Financial Statement. Wendy Kroger seconded the motion. Roll call proceeded as follows:

John Griffiths	Yes
Wendy Kroger	Yes
Todd Duwe	Yes
Ali Kavianian	Yes
Felicita Montebianco	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. Parks Functional Plan

General Manager Doug Menke introduced Jeannine Rustad, Planning manager, and Nicole Paulsen, urban planner, to provide an overview of the update to the district's Parks Functional Plan (PFP), adopted by the board in May 2015. Staff is requesting board review and comments only this evening; the updated PFP will be presented to the board for consideration of approval in early 2019. An initial presentation on the PFP update process was provided to the board at the August 7 and November 13, 2018 Regular Board meetings.

Jeannine and Nicole provided a detailed overview of the PFP update currently in process, focusing on the proposed draft changes to the Park Design Standards and Guidelines section, as well as several new sections to be added, via a PowerPoint presentation, a copy of which was entered into the record, and offered to answer any questions the board may have.

Wendy Kroger provided the following comments regarding the draft Design Standards and Guidelines and New Information sections as provided within the board of directors' information packet:

- Clarification regarding statements within the guidelines that refer the reader to other district functional plans, for example: "Refer to the Trails Functional Plan Trail Design Standards and Guidelines for additional information." She would like to ensure that following the standards set forth within those referenced functional plans is not optional.
- Consideration be given to specifying the placement of play equipment within section *5.1.3.b Play Areas* in order to avoid direct sunlight that may make the equipment too hot to use during certain times of the year.
- Concern regarding section *5.1.3.e Accessibility* accommodating those with traumatic brain injuries who have difficulty seeing three-dimensionally.
- Encouraged that cultural background and historical information be included for informational signage when possible (section *5.1.3.g Signage*).
- Regarding section *5.1.3.c Urban Plazas*, consideration be given to tying this amenity to zoning or density requirements.

- Clarification regarding whether current city code that requires covered bicycle parking for adults, but not for children, would affect section 5.1.3.a *Site Furnishings*, in which covered bicycle parking is proposed at sites with high levels of use.
- Consideration be given to the impact fencing has on wildlife migration, especially in wildlife corridors (section 5.1.3.j *Fencing*).
- Requested that sections 5.1.3.k (*Landscaping*), m (*Irrigation*), n (*Stormwater Management*), and p (*Sustainability*) be reevaluated from an ecological perspective. For example, the recommendation to avoid using plant species that produce cones would include all conifers. Is there a way to facilitate such trees, which are important to carbon sequestration, without causing a maintenance impact, such as by locating away from pathways or play equipment?
- Encouraged that section 5.1.5 *Maintenance Operations* include a reference to the district's Pesticide-Free Park pilot project.
- Concern regarding the New Information section *Historic Resources* in tying the district's plan to the *City of Beaverton Comprehensive Plan, Volume I, Chapter 7: Natural, Cultural, Historic, Scenic, Energy, and Groundwater Resources Element Summary* which is a very dated document.
- Consideration be given to building musical elements into the New Information section *Art Strategy*.
- ✓ Jeannine and Nicole acknowledged Wendy's feedback and committed to conducting further research on the matters brought forth.

President Kavianian commented on the New Information section *Art Strategy*, noting that this particular section is of interest to him and he encouraged the district to be bold and dream big in considering how to address this particular topic. He also expressed agreement with Wendy's comments regarding making sure fencing is compatible with wildlife migration.

Felicita Montebalanco expressed agreement with the New Information section *Art Strategy*, noting that some park districts in the nation staff an art curator. She also expressed appreciation for the New Information section *Health, Wellness and the Benefits of Parks*, noting that she believes that the district plays a role in the mental health of the community, as well. She explained how this particular section, along with the *Safe Routes to Parks* section, could help position the district for outside funding, such as through Metro's transportation bond measure planned for 2020.

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:

- Beaverton School District (BSD) / THPRD Intergovernmental Agreement (IGA) Update
 - Aisha Panas, director of Park & Recreation Services, provided an overview of the recently completed work on the ten individual procedure documents that implement the IGA between THPRD and BSD, via a PowerPoint presentation, a copy of which was entered into the record.
- Cedar Hills Park Project Update
 - Tim Bonnin, senior planner, showed photos of the Cedar Hills Park Project currently under construction via a PowerPoint presentation, a copy of which was entered into the record.
- Westside Trail Segment #18 Construction Update
 - Tim Bonnin, senior planner, showed photos of the Westside Trail Segment #18 currently under construction via a PowerPoint presentation, a copy of which was entered into the record.

- 2018 Community Celebrations
 - Keith Watson, Community Programs manager, provided a recap of the district's 2018 events schedule via a PowerPoint presentation, a copy of which was entered into the record.
- Centro de Bienvenida!
 - Holly Thompson, Communications director, provided an overview of the district's first Centro de Bienvenida (Welcome Center) that took place on the opening day of winter registration via a PowerPoint presentation, a copy of which was entered into the record.
- Board of Directors Meeting Schedule

Doug offered to answer any questions the board may have.

Beaverton School District (BSD) / THPRD Intergovernmental Agreement (IGA) Update

John Griffiths asked for an update regarding the afterschool program request for proposals (RFP) anticipated by BSD.

- ✓ Aisha replied that the RFP is still under development by BSD staff and that THPRD staff looks forward to reengaging with BSD once the results of that process are known.

Wendy Kroger commented that she is looking forward to seeing the results of the afterschool RFP process and inquired whether THPRD's Make a Splash program is tied to its work with BSD.

- ✓ Aisha replied that the Make a Splash program is operated out of THPRD facilities, so it is not tied to the IGA with BSD. THPRD staff is currently evaluating expansion opportunities for this program, including additional facilities and times offered, such as Spring Break.

Felicita Monteblanco requested to see some specific dollar amounts included in the chart provided via the PowerPoint presentation in order to help her better understand the information. She referred to the field fee increase currently under review, noting that she would like to be able to better communicate with the district's taxpayers regarding the use of their tax dollars.

- ✓ Aisha confirmed that she would be happy to share additional information and provided a brief update regarding the public outreach opportunities for the field fee topic. She noted that a BSD representative participates on the THPRD field fee task force, which is a great help when clarifying the different procedures for field use between the two agencies to outside user groups.

Cedar Hills Park Project Update

Todd Duwe asked for an overview of the contractors working on this project and asked whether there have been any unforeseen cost increases since the start of construction.

- ✓ Tim provided information regarding the contractors working both THPRD's project and the simultaneous William Walker Elementary School project, noting that the Cedar Hills Park project is proceeding as-planned.

John inquired how many trees have been taken out for this project.

- ✓ General Manager Doug Menke noted that 83 trees were initially identified for potential removal, but that through the district's careful design process, only eight were ultimately removed.

2018 Community Celebrations

John commented that it appears there may be room to grow Party in the Park due to the size of the HMT Recreation Complex. He would also like the district to consider bringing back a large, outdoor concert, similar to the district's past Groovin' on the Grass events.

- ✓ General Manager Doug Menke replied that district staff would be happy to package up the past revenue information for Groovin' on the Grass, noting that it was a staff-intensive

event and costly to hire the appropriate act that would draw a large enough crowd. Additionally, it is worth considering that the attendees drawn to that particular event were from throughout the Metro area. Past feedback received from the board, including at the board's retreat last year, was in support of more local, partnered events, which was the focus of the district for 2018.

- ✓ Felicity commented that she believes the focus for this past year of community events is exactly what the district should be doing. THPRD is so geographically large and diverse, and includes those within cities as well as unincorporated areas, that the neighborhood events are exactly how the district should be building community. Even though she has attended Groovin' in the past and enjoyed it, she believes the smaller events are an overall better value for the district.
- ✓ Wendy expressed agreement with Felicity's comments, noting that partnered community events are a great way to celebrate the diversity within the district and allow communities to feel a sense of ownership for their events. She is excited to hear more about the potential opportunity to hold community events at the Jenkins Estate since that location provides such a unique atmosphere.

Todd commented that he attended this year's Party in the Park and was very impressed, but would like to see more food vendors, if possible. He inquired whether there are any additional cultural events coming up.

- ✓ Keith Watson replied that some of the feedback received from Fiesta en el Parque was to expand upon the Latin culture and different regions, whether through food or music. Plans are to continue the Indian cultural event, as well. District staff are open to feedback or suggestions.

Felicity described a recent Somali event that was hosted at the library, noting that she would have liked for the group to think of holding their event at a THPRD facility first. She suggested the need to incentivize these opportunities, such as through a district grant program, and to be more intentional and thoughtful about the district's outreach to these groups.

- ✓ Aisha described the district's Sponsorships and Partnerships Fund that enables the district to help groups that approach the district for assistance with their events beyond what the district can provide, such as with the recent Oktoberfest and German Holiday Market events.

Felicity commented that she would be interested in learning which groups have requested those funds and where the funds have been allocated.

- ✓ Wendy described a recent meeting she had with a representative of the Somali community and district staff regarding ways the district can reach out to and serve that particular community.

Agenda Item #9 – New Business

A. Resolution Appointing Advisory Committee Members

General Manager Doug Menke introduced Bruce Barbarasch, Nature & Trails manager, to provide an overview of the appointment process used for the current openings on the district's three advisory committees: Nature & Trails, Parks & Facilities, and Programs & Events. Over 60 applications were received to fill eleven vacant positions.

Bruce provided a detailed overview of the recruitment process used in filling the advisory committee vacancies via a PowerPoint presentation, a copy of which was entered into the record, and offered to answer any questions the board may have.

John Griffiths commented that the increase in the diversity of the applicants as compared to last year's recruitment efforts should be celebrated.

Wendy Kroger commented that the level of desire on behalf of the public to participate with the district in this capacity is a compliment. She supports the proposal to offer a wider range of community involvement opportunities with smaller time commitments as a way to allow more community members to participate.

- ✓ Bruce agreed, noting that those who are not selected for service on an advisory committee will be provided with a list of other ways to get involved with the district.

Todd Duwe expressed agreement with Wendy's comments, noting that the proposal to offer involvement opportunities with smaller time commitments will likely be popular with the public.

Felicita Monteblanco agreed as well that shorter time commitments would be a popular option, and could also accommodate a wider range of interests and skills of the public. She expressed disappointment that there were no Latino advisory committee applicants and described the need to build trust within that community. She supports the proposal for three-year terms for advisory committee members, but would like to see term limits instituted, as well. Although she is cautious regarding the suggestion to combine recruitment efforts with the City of Beaverton, she is open to hearing more information about that concept. She expressed appreciation for district staff's efforts on this recruitment process, as well as for the time the advisory committees spent in reviewing the applications and interviewing potential members for their committees.

- ✓ Holly Thompson, Communications director, explained the rationale behind a joint recruitment effort with the City of Beaverton, noting that the application timelines are similar between the two agencies and could help address some of the similar challenges both agencies face in terms of underrepresented groups.

Wendy Kroger moved that the board of directors approve Resolution 2018-17, appointing advisory committee members. Todd Duwe seconded the motion. Roll call proceeded as follows:

John Griffiths	Yes
Todd Duwe	Yes
Ali Kavianian	Yes
Wendy Kroger	Yes
Felicita Monteblanco	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 9:40 pm.

Ali Kavianian, President

Felicita Monteblanco, Secretary

Recording Secretary,
Jessica Collins