



**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, April 11, 2016, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton. Executive Session 6 pm; Regular Meeting 7 pm.

Present:

Larry Pelatt	President/Director
Jerry Jones Jr.	Secretary/Director
John Griffiths <i>(via telephone, executive session only)</i>	Secretary Pro-Tempore/Director
Ali Kavianian	Director
Bob Scott	Director
Doug Menke	General Manager

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

Secretary Jerry Jones Jr. 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 pursuant to ORS 192.660(2)(d)and(e), which allows the board to meet in executive session to discuss the aforementioned issues.

Secretary Jones noted that representatives of the news media and designated staff may attend executive session; however, the media will be excused during discussions regarding labor negotiations. Representatives of the news media are 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 into the room.

Agenda Item #2 – Call Regular Meeting to Order

The Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Larry Pelatt on Monday, April 11, 2016, at 7:10 pm.

Agenda Item #3 – Action Resulting from Executive Session

Jerry Jones Jr. moved that the board of directors authorize staff to negotiate and enter into an intergovernmental agreement for cost-sharing for the design, construction and maintenance of a bridge in the northwest quadrant. Authorization will be subject to the appropriate due diligence review and approval by the General Manager. Ali Kavianian seconded the motion. Roll call proceeded as follows:

Bob Scott	Yes
Ali Kavianian	Yes
Jerry Jones Jr.	Yes
Larry Pelatt	Yes

The motion was UNANIMOUSLY APPROVED.

Jerry Jones Jr. moved that the board of directors authorize staff to accept donation of land in the northwest quadrant of the district subject to appropriate due diligence review and approval by the general manager. Ali Kavianian seconded the motion. Roll call proceeded as follows:

Bob Scott Yes
Ali Kavianian Yes
Jerry Jones Jr. Yes
Larry Pelatt Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #4 – TVF&R Emergency Response Recognition / Athletic Center Staff

Bob Wayt, director of Communications & Outreach, noted that on the morning of November 5, 2015, an Athletic Center patron collapsed while walking the indoor track. Athletic Center employees Julie Rocha, Emily Kent and George Horton rushed to the man's aid, applying CPR and the defibrillator unit that is maintained at the center. The employees demonstrated exceptional knowledge, skill and poise under pressure and were able to successfully resuscitate the victim. Bob introduced Mark Stevens, chief of Tualatin Valley Fire & Rescue's Emergency Medical Services Division, to recognize these THPRD staff members with lifesaver coins.

Chief Stevens described the occurrence rates of cardiac arrest in athletic facilities and congratulated the district in educating and training its employees on how to respond to such an emergency. He commented that the Athletic Center's employees' proficiency in using the defibrillator unit saved the patron's life, and he presented Julie and Emily with TVF&R lifesaver coins. George was unable to attend this evening, but will receive his coin at a later date.

- ✓ The board congratulated and thanked staff for their professionalism and competence during this incident.

Jerry Jones Jr. inquired whether the locations of THPRD's defibrillator units are registered with TVF&R's mobile app showing the location of all Automated External Defibrillators in the area.

- ✓ Mark Hokkanen, Risk & Contract manager, confirmed this.

Agenda Item #5 – Audience Time

There was no public testimony during audience time.

Agenda Item #6 – Board Time

Jerry Jones Jr. noted that the district was recently contacted by the Environmental Protection Agency regarding the possibility of becoming a test site for the use of alternative synthetic turf infill material. He commented that it is a good feeling knowing that THPRD could potentially be assisting research that may be of benefit to the entire nation.

Agenda Item #7 – Consent Agenda

Bob Scott moved that the board of directors approve consent agenda items (A) Minutes of March 7, 2016 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) National Water Safety Month Proclamation and (E) SW Quadrant Community Park Construction Contract. Jerry Jones Jr. seconded the motion. Roll call proceeded as follows:

Ali Kavianian Yes
Bob Scott Yes
Jerry Jones Jr. Yes
Larry Pelatt Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. System Development Charge Capital Improvement Plan

Jeannine Rustad, superintendent of Planning, provided a detailed overview of the memo included within the board of directors' information packet, noting that staff is requesting approval of a System Development Charge (SDC) Capital Improvement Plan (CIP) project list, also included within the information packet, as an updated five-year CIP. This SDC CIP revises and updates a project list previously adopted by the board in February 2014, of which many of the projects have been completed. An initial presentation of the project list was provided at the February 1, 2016 regular board meeting. Jeannine noted that although staff is not requesting SDC funding for any of the projects listed at this time, the list will be used in preparing the proposed FY 2016/17 budget, and offered to answer any questions the board may have.

Bob Scott referenced the previous SDC CIP adopted in 2014 and inquired whether projects that are no longer deemed a priority will be tracked in order to be addressed in the future when other or additional SDC funding becomes available.

- ✓ Keith Hobson, director of Business & Facilities, replied that although staff refers to the most current SDC CIP list in order to drive the budget process, there has not been a scorecard completed that tracks how the district has done in completing past CIPs. He noted that this could be interesting information to have and easily compiled.
- ✓ Jeannine noted that the current CIP format could assist in tracking this type of information for a scorecard even more easily in the future.
- ✓ President Pelatt agreed that the proposed SDC CIP does a good job of organizing the information and the potential funding available.

Jerry Jones Jr. requested an analysis of the balance of land acquisition versus project development for the 2014 SDC CIP.

- ✓ Jeannine replied that much of the acquisitions that have taken place over the past five years have been funded through the 2008 Bond Measure. Going forward, the district is looking at the SDC fund for project development, with the exception of the North Bethany, South Cooper Mountain and Bonny Slope West areas where land acquisition is still a significant commitment.

Jerry noted that this could be why the SDC CIP being proposed this evening seems to have more funds dedicated to land acquisition than development.

- ✓ General Manager Doug Menke added that this is the case initially since the district must acquire land, especially in the three new service areas, before it is developed for parks.

President Pelatt commented that because so much of the district's development between 2008 and 2014 was funded via the 2008 Bond Measure, it might be a difficult comparison to make.

- ✓ Keith agreed that SDC funds for the past two years in particular have been heavily dedicated to land acquisition and part of that was by necessity due to the amount of funding dedicated to project development via the bond measure.

Bob Scott moved that the board of directors approve the Five-Year System Development Charge Capital Improvement Plan Project List. Ali Kavianian seconded the motion. Roll call proceeded as follows:

Jerry Jones Jr.	Yes
Ali Kavianian	Yes
Bob Scott	Yes
Larry Pelatt	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 Graduates from Oregon Occupational Safety and Health Administration's Safety and Health Achievement Recognition Program
 - Mark Hokkanen, Risk & Contract manager, provided a PowerPoint presentation, a copy of which was entered into the record, announcing that after ten years, THPRD has graduated its third and final group from the Oregon Occupational Safety and Health Administration's (OR-OSHA) Safety and Health Achievement Recognition Program (SHARP). Only one-percent of employers in the United States have achieved this award, and THPRD is the first park & recreation agency in the nation to graduate.
- THPRD Medical Partnerships
 - Eric Owens, superintendent of Recreation, provided a PowerPoint presentation, a copy of which was entered into the record, describing partnerships the district has established with various agencies within the medical industry to provide healthy program access for our community's residents.
- Make a Splash Program
 - Sharon Hoffmeister, superintendent of Aquatics, provided a PowerPoint presentation, a copy of which was entered into the record, regarding an expansion of the district's partnership with USA Swimming Foundation's Make a Splash program to offer one week of free swimming lessons during the summer.
- Board of Directors Meeting Schedule

Doug offered to answer any questions the board may have.

Jerry Jones Jr. congratulated staff on graduating from SHARP, noting that safety is an important factor in a workplace and that this proves that THPRD is doing everything possible to ensure that its employees work in a healthy and safe environment.

- ✓ President Pelatt echoed Jerry's comments, noting that he is aware first-hand of how difficult it is to graduate due to his employer's experiences with the same program.

President Pelatt inquired whether families referred to THPRD through the Rx for Play program who are out-of-district pay the out-of-district surcharge or assessment fee.

- ✓ Eric confirmed that they do, but district staff will also refer those families to their own park provider, if one is available.

Bob Scott complimented staff on the collaborations with the medical community.

President Pelatt commented on the Make a Splash program, noting that it sounds like a great program that is very beneficial to the community.

Agenda Item #9 – Adjourn

There being no further business, the meeting was adjourned at 7:50 pm.

Larry Pelatt, President

Jerry Jones Jr., Secretary

Recording Secretary,
Jessica Collins