



**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, Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, December 9, 2013. Executive Session – none scheduled. Regular Meeting – 7:00 p.m.

Present:

Joseph Blowers	President/Director
Bob Scott	Secretary/Director
Larry Pelatt	Secretary Pro-Tempore/Director
John Griffiths	Director
Jerry Jones, Jr.	Director
Doug Menke	General Manager

Agenda Item #1 – Call Regular Meeting to Order

President, Joe Blowers, called the Regular Meeting to order at 7:00 p.m.

Agenda Item #2 – Audit Report on District Financial Statements for Fiscal Year 2012-13

Keith Hobson, Director of Business & Facilities, introduced Kathy Leader, Audit Committee member, to make a presentation to the Board of Directors on the Audit Report on the Park District’s Comprehensive Annual Financial Report for the fiscal year ended June 30, 2013.

Kathy noted that the District Audit Committee met on November 25, 2013, to review and approve the Draft Comprehensive Annual Financial Report as presented by District staff and Talbot, Korvola and Warwick (TKW) LLP, the District’s auditors. The audit resulted in a clean opinion on the financial statements, which is the highest level of assurance that the auditor can provide. She noted that this is the fourth year of a five-year contract with TKW and that it was the consensus of the Committee to continue using TKW for the fifth year. Kathy commented that Bob Scott’s service on the Committee as the Board’s representative is appreciated and offered to answer any questions the Board may have.

Larry Pelatt stated that the clean opinion is indicative of the quality job District staff performs with the District’s financial information.

Bob Scott moved the Board of Directors formally accept the audit report as presented.

Larry Pelatt seconded the motion. Roll call proceeded as follows:

Jerry Jones, Jr.	Yes
John Griffiths	Yes
Larry Pelatt	Yes
Bob Scott	Yes
Joe Blowers	Yes

The motion was UNANIMOUSLY APPROVED.

In addition, Kathy Leader announced that the District has once again received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association, noting that this is the eighth year in a row that the District has received this honor. She explained that audit standards change yearly, so this award is a testament to the quality of the accounting staff working for the District.

- ✓ President, Joe Blowers, congratulated District staff on behalf of the Board of Directors.
- ✓ Keith noted that Cathy Brucker, Finance Manager, and her staff are deserving of this recognition. He explained that, not only does receiving the award one year not influence whether it is received the next, but that the judging gets more challenging instead.

Agenda Item #3 – Public Hearing: Second Reading of Ordinance Regarding Park District Regulations (Smoking Policy)

A. Open Hearing

President, Joe Blowers, opened the public hearing to consider Ordinance No. 2013-01, which deals with the District's regulations pertaining to smoking.

B. Staff Report

Eric Owens, Superintendent of Recreation, provided a brief overview of the memo included within the Board of Directors information packet regarding the recommendation by the Parks Advisory Committee and District staff that the District ban smoking at District-owned and maintained properties, effective February 1, 2014. The first reading of this ordinance was conducted at the November 4, 2013 Regular Board meeting and there has been no additional public comment received on this topic since the first reading. Eric noted that the action requested by the Board this evening is adoption of Ordinance No. 2013-01, which would ban smoking at all District facilities as an amendment to District Compiled Policies Chapter 7.

C. Public Comment

President, Joe Blowers, opened the floor to public comment.

Mark Van Duser, 1970 SW McCamley Road, Beaverton, is before the Board of Directors this evening in support of the proposed smoking ban. He noted that he has been a resident of the District since 1978 and that it has always bothered him that one person smoking while walking along a trail or in a park impacts everyone around that person without their consent. He encouraged the Board to adopt the ordinance before them this evening.

D. Board Discussion

President, Joe Blowers, referenced *The Oregonian's* editorial against the District's proposed smoking ban, noting that he is supportive of the ban.

E. Close Hearing

President, Joe Blowers, closed the public hearing, noting that he would entertain a motion regarding Ordinance No. 2013-01, read by title only as follows: "An ordinance amending District Compiled Policy Section 7.02 to prohibit smoking on and in District grounds, facilities and buildings."

F. Board Action

Jerry Jones, Jr., moved the Board of Directors adopt Ordinance No. 2013-01, an ordinance to ban smoking at all Tualatin Hills Park & Recreation District facilities, as an amendment to District Compiled Policies Chapter 7. Bob Scott seconded the motion.

Roll call proceeded as follows:

John Griffiths	Yes
Larry Pelatt	Yes
Bob Scott	Yes

Jerry Jones, Jr. Yes
Joe Blowers Yes

The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #4 – Audience Time

There was no testimony during Audience Time.

Agenda Item #5 – Board Time

President, Joe Blowers, commented that he visits various District parks on a regular basis and is impressed by the quality of maintenance at the sites. However, as a side note, during the recent freezing temperatures, someone threw the large rocks that define Commonwealth Lake's shoreline onto the icy lake. He suggested that perhaps another method be used to define the shoreline rather than large rocks. He also saw a resident herding the ducks into their backyard.

Agenda Item #6 – Consent Agenda

Larry Pelatt moved the Board of Directors approve Consent Agenda items (A) Minutes of November 4, 2013 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Appointing Trails Advisory Committee Member, (E) Resolution Approving System Development Charge Annual Cost Adjustment, (F) Employment Agreement for the District General Manager, (G) Resolution for Endorsement of Annexation of Properties in THPRD's Ultimate Service Boundary in Accordance with ORS 198.857(2), and (H) Bauman Woods Natural Area Easement from the City of Portland.

Bob Scott seconded the motion. Roll call proceeded as follows:

Jerry Jones, Jr. Yes
John Griffiths Yes
Bob Scott Yes
Larry Pelatt Yes
Joe Blowers Yes

The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #7 – Unfinished Business

A. Resolution Adopting Strategic Plan and Service and Financial Sustainability Plan

Doug Menke, General Manager, introduced Aisha Willits, Deputy Director of Planning, and Ann Mackiernan, Operations Analysis Manager, to provide an overview of the implementation process that would result from the adoption of the Strategic Plan and Service and Financial Sustainability Plan being requested this evening.

Ann provided a brief overview of the Strategic Plan and Service and Financial Sustainability Plan included in the Board of Directors information packet, noting that this is the same information that was provided at the September and November Regular Board meetings, but transferred from the original matrix format presented into a narrative format.

Aisha and Ann provided a PowerPoint presentation, a copy of which was entered into the record, regarding the implementation effort that will occur after adoption of the Strategic Plan and Service and Financial Sustainability Plan, noting that the next steps in the process that would come before the Board of Directors for review include the following:

- Policy Reviews
 - Out-of-District Fees
 - Fee Discounts
 - Advisory Committees
 - Family Assistance
 - Sponsorships

- Functional Plans
 - Programs
 - Parks
 - Natural Resources
 - Trails
 - Athletic Fields

Aisha and Ann offered to answer any questions the Board may have.

Bob Scott asked how the five functional plans to be developed were prioritized.

- ✓ Ann replied that consideration of workload was one of the determining factors as to the order of the functional plans.
- ✓ Doug described how functional plans for programs and parks do not currently exist; there is a Natural Resources Management Plan, but it is in need of an update into a functional plan format; a Trails Master Plan currently exists, but also needs to be updated; and a functional plan for athletic fields would be a new document, as well. He noted that although all of these service areas are currently provided, the functional plans will provide the opportunity to specify how the District moves forward on the targets identified within the Strategic Plan in relation to these service areas.

President, Joe Blowers, asked for confirmation that the functional plans are anticipated to be updated more often than the Comprehensive Plan and how often updates would occur.

- ✓ Ann replied that the functional plans are intended to be updated every three to five years in order to be more fluid and adaptive, whereas the goals contained within the Comprehensive Plan would remain more consistent.
- ✓ Aisha noted that the Comprehensive Plan is intended to set the framework for the next 10 years.

Joe summarized that while the overarching goals do not change, the District can change the way it moves toward meeting those goals.

Bob Scott moved the Board of Directors approve Resolution No. 2013-30, adopting the Strategic Plan and the Service and Financial Sustainability Plan. Jerry Jones, Jr., seconded the motion. Roll call proceeded as follows:

Larry Pelatt	Yes
John Griffiths	Yes
Jerry Jones, Jr.	Yes
Bob Scott	Yes
Joe Blowers	Yes

The motion was UNANIMOUSLY APPROVED.

Doug Menke, General Manager, expressed appreciation for the Board's diligence on this matter, noting that the ample review and work that has occurred through this process has influenced the thinking and approach as to the operational aspects of the District. As the District moves toward the upcoming budget process, much of the work contained within the documents approved this evening will impact how the budget is developed.

- ✓ Larry Pelatt agreed, noting that he assumes that the functional plans will need annual budgetary support in order to be fully utilized.
- ✓ Joe agreed, noting that the budget could also be targeted to reflect what is contained within the functional plans.
- ✓ Larry agreed, noting that these two areas will need to be moving in tandem with each other through the budget process.

B. 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:

- Portland Community College (PCC) Landscape Technology Department Partnership
 - Dave Chrisman, Superintendent of Maintenance Operations, provided an overview of the District's partnership with PCC on an internship program with their landscape technology students.
- Veterans Day Event
- Board of Directors/Budget Committee Meeting Schedule
- Memorial for Babette Horenstein

Doug offered to answer any questions the Board may have regarding the report.

- ✓ Hearing none, President, Joe Blowers, adjourned the meeting.

Agenda Item #8 – Adjourn

There being no further business, the meeting was adjourned at 7:35 p.m.

Joe Blowers, President

Bob Scott, Secretary

Recording Secretary,
Jessica Collins