



**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, December 8, 2014, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton. Executive Session 6 pm; Regular Meeting 7 pm

Present:

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

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

President Griffiths called executive session to order for the following purposes:

- To consider the employment of a public officer, employee, staff member or individual agent,
- To consider information or records that are exempt by law from public inspection, 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)(a)(e)&(f), which allows the board to meet in executive session to discuss the aforementioned issues.

President Griffiths noted that representatives of the news media and designated staff may attend the executive session. All other members of the audience were asked to leave the room.

Representatives of the news media were 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 back into the room.

**Agenda Item #2 – Call Regular Meeting to Order**

President Griffiths called the regular meeting to order at 7:20 pm.

**Agenda Item #3 – Action Resulting from Executive Session**

There was no action resulting from executive session.

**Agenda Item #4 – Presentations**

**A. Oregon Recreation & Park Association’s Distinguished Service Award: Jerry Burgess**  
 General Manager Doug Menke introduced Stephanie Redman, Executive Director of Oregon Recreation & Park Association (ORPA), to present Jerry Burgess, capital projects manager, with the ORPA Distinguished Service Award.

Stephanie provided an overview of the criteria for ORPA's Distinguished Service Award, noting that the award recognizes an individual or agency that has shown outstanding dedication to the parks and recreation profession through a special project or effort, and played a brief video highlighting Jerry's involvement with ORPA's Maintenance & Construction Section.

President Griffiths congratulated Jerry on behalf of the board of directors, noting that he recently read the article in the Beaverton Valley Times about Jerry's contributions to the community.

✓ Jerry thanked ORPA and THPRD for the recognition.

**B. Audit Report on Park District Financial Statements for Fiscal Year 2013/14**

Keith Hobson, director of Business & Facilities, introduced Kathy Leader, audit committee member, and Cathy Brucker, Finance manager, to make a presentation on the Audit Report on the district's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2014.

Kathy noted that the district Audit Committee met on November 25, 2014, 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. In addition, Kathy announced that the district has once again been awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. This is the ninth consecutive year the district has been honored with this award.

Larry Pelatt congratulated staff on receiving the award, noting that it gives the board great assurances as to the district's financial status.

President Griffiths acknowledged the efforts of Keith and Cathy in particular, noting that the district did not receive such prestigious awards before their employment here.

Bob Scott thanked the audit committee members for their participation in and contributions to this process.

**Bob Scott moved the board of directors accept the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2014. Larry Pelatt seconded the motion. Roll call proceeded as follows:**

<b>Jerry Jones, Jr.</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #5 – Audience Time**

There was no testimony during audience time.

**Agenda Item #6 – Board Time**

Bob Scott thanked the district for the recent repaving work done along the Rock Creek Trail, noting that this particular trail is heavily used by the public.

Larry Pelatt recounted a recent visit to Lowami Hart Woods Natural Area, noting that he continues to be impressed by how well the project turned out, but is surprised that the park does not seem as popular with district residents as he believes it deserves to be.

Jerry Jones Jr. recalled the recent emergency response incident where Conestoga Recreation & Aquatic Center had to go on lockdown, noting that the professionalism and calm nature of district staff during the incident was reassuring.

#### **Agenda Item #7 – Consent Agenda**

**Larry Pelatt moved that the board of directors approve consent agenda items (A) Minutes of November 8, 2014 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, and (D) Resolution Approving System Development Charge Annual Cost Adjustment. Joe Blowers seconded the motion. Roll call proceeded as follows:**

<b>Jerry Jones Jr.</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

#### **Agenda Item #8 – Unfinished Business**

##### **A. Natural Resources Functional Plan**

Bruce Barbarasch, superintendent of Natural Resources & Trails Management, provided an overview of the memo included within the board of directors' information packet regarding the Natural Resources Functional Plan (NRFP) being presented to the board for consideration of adoption this evening. This functional plan was recommended for development within the 2013 Comprehensive Plan Update and provides a vision and set of tools to help staff prioritize and measure the success of natural resource management in the district. An initial outline for the NRFP was presented to the board at their September 22, 2014 regular meeting.

Bruce provided an overview of the NRFP via a PowerPoint presentation, a copy of which was entered into the record, and which included an overview of the public outreach process used in the development of the plan, as well as a brief overview of the contents of each chapter. Bruce offered to answer any questions the board may have.

Bob Scott asked Bruce what he believes is the biggest challenge presented in the NRFP.

- ✓ Bruce replied continuing to focus the district's limited funding on the highest priority natural areas. He explained that because the district serves the public broadly, everyone wants a certain level of service, but one of the goals within the NRFP is to protect the best habitats first, which inevitably means that there will be some sites that will not receive as much attention. One of the ways to balance this is by offering ways for the public to get involved, such as through the Adopt a Park program. Another challenge is increasing the outreach to populations within the district not currently aware of or involved in the district's natural resources areas or programs.

Larry Pelatt inquired how the Adopt a Park program is doing.

- ✓ Bruce replied that the accomplishments of the program varies greatly based on the site and group involved, and provided a few specific examples, such as the success of the program at AM Kennedy Park.

Joe Blowers commented that he is impressed with how the NRFP brings in humans in terms of both community engagement and problem solving, which was not a component of the previous Natural Resources Management Plan.

President Griffiths asked how many properties not already owned by the district would be considered high-priority natural areas.

- ✓ Bruce replied approximately 30 acres in the northern part of district, as well as some of the land that connects existing district natural areas to Forest Park or the Rock Creek corridor, and properties in the Cooper Mountain area that would provide connectivity for wildlife and potential trail access. A lot of the land within the center of the district is already developed.

Joe suggested that natural area land west of the Tualatin Hills Nature Park along Beaverton Creek would be a high-priority area as well. He asked how the district should balance the conundrum of the highest priority properties being unavailable for sale or too expensive, versus purchasing less desirable, but more accessible sites.

- ✓ Bruce replied that the NRFP provides criteria for purchasing natural areas, which includes what the district's residents' desire, what they can access, and what can be experienced in the natural area, in addition to criteria regarding the natural resource function and value provided by that particular parcel. He commented that the district could spend all of its funds on one piece of highly-desirable property, but the NRFP also asks the district to consider other ways of allowing natural resource functions and possible access without actually purchasing the property. He provided an example of the backyard habitat program currently operating in Portland which would provide watershed benefits, wildlife habitat, and lessen invasive species without the district actually owning the property.

President Griffiths asked what role conservation easements could play.

- ✓ Bruce replied that although he believes that there could be roles for such easements, the district would need to be cautious in appearing that it is maintaining others' properties versus doing something vital for the district.

**Bob Scott moved that the board of directors approve the Natural Resources Functional Plan. Jerry Jones Jr. seconded the motion. Roll call proceeded as follows:**

<b>Joe Blowers</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>
<b>Jerry Jones Jr.</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>

**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:

- Special Olympics of Oregon State Swim Meet
  - Sharon Hoffmeister, superintendent of Aquatics, provided a brief overview of the Special Olympics of Oregon State Swim Meet that was held at the Aquatic Center on Sunday, November 16, 2014.
- THPRD Insurance Rates
  - Keith Hobson, director of Business & Facilities, announced that because of the district's outstanding five-year loss, Special Districts Insurance Services (SDIS) will be contributing a longevity credit of \$26,738 back to the district. In addition, a 10% credit (estimated value of \$26,000) will be applied to the district's insurance premiums for completing all of the best practices requirements of SDIS.
- Veterans Day Event
- Board of Directors Meeting Schedule

Doug offered to answer any questions the board may have.

President Griffiths inquired how THPRD's insurance rates compare to that of other districts.

- ✓ Mark Hokkanen, Risk & Contract manager, replied that the district's rates are significantly below average, which is especially impressive since we are the second largest customer for SDIS, behind Tualatin Valley Fire & Rescue.

## **Agenda Item #9 – New Business**

### **A. Fee Waiver Program for District Residents**

General Manager Doug Menke introduced Bob Wayt, director of Communications & Outreach, and Juan Mercado, community outreach coordinator, to provide an overview of the memo included within the board of directors' information packet regarding the current discussions relating to the district's fee waiver program for residents (i.e. the Family Assistance Program). With the adoption of the district's Comprehensive Plan Update in late 2013, the recommendation was made that the district evaluate certain policies and practices in order to either control costs or increase cost recovery.

Bob and Juan provided an overview of the Family Assistance Program review currently underway via a PowerPoint presentation, a copy of which was entered into the record, and which included an overview of the specific recommendations made within the Service and Financial Sustainability Analysis, the public outreach process that has taken place thus far, and a suggestion that the program be renamed. Bob and Juan offered to answer any questions the board may have.

General Manager Doug Menke noted that tonight's review of the policy is a chance for the board to offer their comments and input, after which additional public outreach will be conducted and final approval of the recommended policy changes will be requested at a future board meeting.

Larry Pelatt inquired what the response has been from the competitive sports groups that would be affected by the discontinuation of assistance funding to third-party providers in Tiers 4 and 5.

- ✓ Scott Brucker, superintendent of Sports, replied that the two programs that would be affected are the Tualatin Hills United Soccer Club and Westside Timbers. Both organizations are aware that this change is being considered and do not utilize the Family Assistance Program much anyway.

Larry asked if any baseball groups would be impacted.

- ✓ Scott replied Tualatin Hills Babe Ruth would have been impacted, but have recently restructured into a program similar to junior baseball that fits within Tiers 2 and 3.

Larry asked whether any lacrosse or football groups would be impacted.

- ✓ Juan replied that lacrosse and football should not see a large impact.

Bob Scott inquired whether any nonprofit organizations would be affected by the proposal.

- ✓ Bob replied that the impacted organizations are largely private businesses.

Larry asked for clarification regarding why the district is providing assistance funds to private businesses.

- ✓ Doug replied that the district provides assistance to the district resident, who then chooses to use the assistance for a district program provided by a third-party provider, who is a private business. Therefore, the district ends up mailing a check to the private business for providing that service to the district resident. However, these occasions are not all that common.

President Griffiths expressed a preference to rename the program the Financial Assistance Program, noting that it would retain the same abbreviation as the Family Assistance Program.

### **Agenda Item #10 – Adjourn**

There being no further business, the meeting was adjourned at 8:15 pm.

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John Griffiths, President

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Bob Scott, Secretary

Recording Secretary,  
Jessica Collins