



**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 Tuesday, June 20, 2017, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Executive Session 6:30 pm; Regular Meeting 7:30 pm.

Present:

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

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

President Jerry Jones Jr. called executive session to order for the following purposes:

- *To consider the employment of a public officer, employee, staff member or individual agent, 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)(a)&(e), which allows the board to meet in executive session to discuss the aforementioned issues.

President Jones noted that representatives of the news media and designated staff may attend executive session. 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 returned to open session and welcomed 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 Jerry Jones Jr. on Tuesday, June 20, 2017, at 7:50 pm.

Agenda Item #3 – Action Resulting from Executive Session

Ali Kavianian moved that the board of directors accept the general manager’s evaluation as presented and authorize a compensation increase of 5.3% and a bonus amount of 9% of salary, and approve to fund the bonus pool at the amount specified within District Compiled Policies Chapter 4. Larry Pelatt seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #4 – Election of Officers for Fiscal Year 2017/18

President Jones announced that this agenda item is removed from this evening's agenda and will be discussed at the board's August meeting.

A. Recognition of Outgoing Board Members

President Jones recognized board members Larry Pelatt and Bob Scott, both of whose terms on the board are ending on June 30. He noted that both of them have contributed more than a decade of service to the THPRD Board of Directors and many additional years of volunteer service to the district on various committees. They have helped lead the district successfully through a period of significant growth and change and the district is in their debt.

Jerry provided an overview of Larry's service on the board, including years served as chair and significant areas of involvement in district policy and direction. He described Larry's guidance to the board on topics relating to purchasing and procurement, as well as his involvement in the establishment of a contractor's equity program. Jerry added that he personally appreciates the mentoring Larry provided to him when he was first elected to the board in 2013.

- ✓ John Griffiths and Bob Scott commented that they appreciated Larry's candor; Ali Kavianian agreed, noting that he also appreciated Larry's thought process.
- ✓ Larry thanked the board for their comments, noting that he thoroughly enjoyed his time on the board of directors and will remember it fondly.
- ✓ General Manager Doug Menke added that Larry always had the district's best interest at heart in his decisions as a board member.

Jerry provided an overview of Bob's service on the board, including years served as chair and significant areas of involvement in district policy and direction. He described Bob's guidance to the board in financial matters pertaining to the district, including his extensive service on the THPRD Budget Committee, as well as his service as board liaison to the Parks Bond Citizen Oversight Committee. Jerry added that he valued Bob's fiscally-conservative nature and priority goal of ensuring that the district remained a good steward of taxpayer dollars, noting that although Bob was a quiet member of the board, when he spoke, others listened.

- ✓ Larry expressed agreement with Jerry's comments, stating that it has been a pleasure serving with Bob for so many years. Ali commented that he identified with Bob's fiscally conservative nature and appreciated his insights. John described Bob's wisdom, calm nature and sound reasoning.
- ✓ Bob thanked the board, staff and all of the district's volunteers for their service to the community, noting that his service on the board was a wonderful experience.
- ✓ General Manager Doug Menke added that Bob's work with the Parks Bond Citizen Oversight Committee was a particularly outstanding role in helping oversee the responsible allocation of \$100 million, which was no easy task.

President Jones opened the floor to comments from the audience.

Bill Kanable, former THPRD Board of Directors member, addressed both Larry and Bob, stating that they have done great things on the board and will be missed. He congratulated the new board members, Felicita Montebianco and Holly Thompson, on their new roles, noting that the district will be entering an interesting and exciting time period.

Janet Allison, former THPRD Board of Directors member, described her 40 years of volunteer service with the district, including service on the board and Tualatin Hills Park Foundation Board of Trustees. She thanked both Larry and Bob for their volunteer service and support of active recreation and the park foundation. She congratulated the new board members and wished them well in their new roles.

Jim McElhinny, former THPRD Director of Park & Recreation Services, thanked all of the board members for their energy and commitment to the district and its residents. He commented on the board's positive working relationship with district staff, noting that it is the foundation for the success of the district. He also thanked Larry and Bob in particular, noting that residents today, as well as future residents, live in a better place because of their service. He noted that the duties of a board member are much more than attending one meeting a month; responsibilities come with every visit to a park or facility and every contact with a district resident. He encouraged Larry and Bob to look back at their service to the district with a great sense of pride; they have earned it.

President Jones concluded the recognition by wishing the two departing board members well, noting that the board will miss their talents, expertise, and genuine commitment to the district. He added that they have both been outstanding public servants and that the district and its residents are truly better off for their service.

Agenda Item #5 - Budget Hearing: Resolution Adopting the Fiscal Year 2017/18 Budget, Levying Taxes and Making Appropriations

A. Open Hearing

President Jones opened the Budget Hearing.

B. Staff Report

Keith Hobson, director of Business & Facilities, provided a brief overview of the memo included within the board of directors' information packet, noting that there are no adjustments to the approved budget being proposed by district staff this evening and that board approval is being requested of the resolution to adopt the FY 2017/18 budget, make appropriations, and levy ad valorem taxes.

C. Public Comment

There was no public comment.

D. Board Discussion

There was no board discussion.

E. Close Hearing

President Jones closed the budget hearing.

F. Board Action

Ali Kavianian moved that the board of directors approve Resolution 2017-10 to adopt the 2017/18 budget, make appropriations, and levy ad valorem taxes. Bob Scott seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #6 – Audience Time

There was no public testimony during audience time.

Agenda Item #7 – Board Time

There were no comments during board time.

Agenda Item #8 – Consent Agenda

Bob Scott moved that the board of directors approve consent agenda items (A) Minutes of May 9, 2017 Regular Board Meeting and May 16, 2017 Board Work Session, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Authorizing Issuance of Tax and Revenue Anticipation Notes for FY 2017/18, (E) Resolution Amending and Restating THPRD’s Retirement Plan, (F) Intergovernmental Agreement with Washington County for Major Streets Transportation Improvement Program (MSTIP) Funds for Waterhouse Trail Segment 4, (G) SW Quadrant Neighborhood Park 1 Consultant Contract, (H) NW Quadrant Neighborhood Park 2 Consultant Contract, and (I) Aquatic Center Renovation Phase 2 Contract. Larry Pelatt seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #9 – Unfinished Business

A. Crowell Woods Park Master Plan

Steve Gulgren, senior park planner, introduced Mark Hadley, landscape architect with WH Pacific, the project consultant, to provide an overview of the Crowell Woods Park master plan being presented for consideration of approval this evening. The preferred master plan was initially presented to the board for review at their April 11, 2017 Regular Meeting. Steve provided a brief overview of the expanded community engagement process used in the development of this master plan, on which the board was briefed at both the March and April regular board meetings.

Mark provided an overview of the proposed Crowell Woods Park master plan via a PowerPoint presentation of the materials included within the board of directors’ information packet and offered to answer any questions the board may have.

Bob Scott complimented district staff on the expanded community engagement process.

✓ Larry Pelatt and Ali Kavianian expressed agreement.

President Jones described the increase in efficiency realized by engaging the public early in the design process. He asked whether access to the creek was requested by the public through the outreach process.

✓ Steve confirmed this.

Jerry commented that this type of access would be a new feature for the district and that he is excited to see the district finding new and different ways to include and engage its residents in recreation. He noted that it is a testament to district staff’s willingness to listen to new ideas; the consultant’s ability to incorporate such input; and providing the community what it wants as expressed through the expanded community engagement process. He referenced the invitation district staff received to present the expanded community engagement process at the upcoming National Recreation and Park Association conference and also complimented staff on the virtual open house concept, noting that it showed interdepartmental collaboration within the district. He is looking forward to seeing this project continue to move forward.

Ali Kavianian moved that the board of directors approve the proposed master plan for Crowell Woods Park. Bob Scott seconded the motion. Roll call proceeded as follows:

Larry Pelatt **Yes**
John Griffiths **Yes**
Bob Scott **Yes**
Ali Kavianian **Yes**
Jerry Jones Jr. **Yes**

The motion was UNANIMOUSLY APPROVED.

B. Marketing Plan

Bob Wayt, director of Communications & Outreach, introduced Erin McClellan, marketing specialist, to present an overview of district marketing efforts. He noted that the district has significantly increased marketing efforts over the past two and a half years, with the intent of increasing participation in district programs and driving greater revenue. Efforts have included development and implementation of a marketing plan and the hiring of the district's first marketing specialist.

Erin provided an overview of the district's marketing strategy, including past successes and future initiatives, via a PowerPoint presentation, a copy of which was entered into the record, and offered to answer any questions the board may have.

Larry Pelatt and Bob Scott complimented staff on the district's marketing efforts.

Ali Kavianian asked whether the increased sales for the district's deluxe fitness pass could be attributed to the district's online presence featuring that particular product.

- ✓ Erin attributed the increase to not only the online presence, but repeat customers who have found satisfaction with the pass.
- ✓ Bob Wayt described the dramatic increase in sales when the district featured an online promotion discounting the deluxe fitness pass.

John Griffiths inquired about future plans to increase marketing efforts to minority groups.

- ✓ Bob Wayt replied that a community outreach roadmap for the district has been developed that is designed to guide diversity outreach efforts on a multi-year basis. Staff is now working on the implementation plan for moving forward with that document. The community engagement specialist starting with the district in July will have a key role in this effort. Establishing relationships with key organizations within the community is an important step in that process.

John asked whether the district attempts to be featured in local Spanish language papers.

- ✓ Bob confirmed this, noting that the district's recent community awareness survey asked Latino respondents specifically how the district could better communicate with them and the use of smartphones was a top response.

President Jones noted that as technology changes, so do the ways in which people get their information, which is heavily tied to that technology. He appreciates that the district is exploring ways to better communicate with different segments of the community when those communication preferences are constantly evolving and changing. He complimented the marketing plan, noting that he is also happy to see wrapped district vehicles standing out and representing THPRD within the community. He thanked district staff for their efforts in this area.

C. 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:

- Southwest Quadrant Community Center Feasibility Study

- Gery Keck, superintendent of Design & Development, provided an overview of a feasibility study currently in process for locating the future Southwest Quadrant Community Center, via a PowerPoint presentation, a copy of which was entered into the record.
 - Rose Festival Half Marathon
 - Deb Schoen, superintendent of Community Programs, provided some photos of the recent Rose Festival Half Marathon hosted by THPRD, the City of Beaverton, and Beaverton School District, via a PowerPoint presentation, a copy of which was entered into the record.
 - THPRD Fleet Receives EcoBiz Re-certification
 - Craig Crawford, Fleet Maintenance supervisor, announced that the Fleet Maintenance Department passed the EcoBiz re-certification inspection, which is a program designed to prevent and minimize hazardous waste, air and water pollution.
 - Board of Directors Meeting Schedule
- Doug offered to answer any questions the board may have.

Southwest Quadrant Community Center Feasibility Study

General board discussion occurred regarding the potential community center site on Farmington Road, including access points.

- ✓ Keith Hobson, director of Business & Facilities, commented that the study will evaluate the expansion potential for sites that may not be large enough in their current state.

President Jones asked what the buildable acreage is for the 10.4 acres noted at the potential community center site on South Cooper Mountain.

- ✓ Gery replied approximately half of the site would consist of buildable acreage.

Jerry encouraged staff to take into consideration any subsequent mitigation requirements that would result from the properties under review. He is concerned about the geometrical makeup of the site on South Cooper Mountain and how well a facility could fit into that configuration.

Larry Pelatt commented that the potential community center site on Farmington Road has a creek that runs through the middle of the property.

General Manager Doug Menke commented that this is a long-range planning discussion to ensure that a site evaluation process has already occurred when the district begins consideration of a future community center.

- ✓ Jerry commented that he has already received many phone calls from residents inquiring about which community center will be used by the students at the new South Cooper Mountain high school. Most of the callers have expressed a preference for a situation similar to Southridge High School and Conestoga Recreation & Aquatic Center.

President Jones asked whether the district is only including the three sites shown this evening in the upcoming study.

- ✓ Gery confirmed this, noting that these are the only sites that the district has available with the appropriate acreage.

Jerry suggested being open to exploring other properties not currently owned by the district that could be used for this purpose.

- ✓ Doug replied that whether there are any other sites would be a question for the consultant, particularly in the very southwest corner of the district.

John questioned whether the district would do some things differently in terms of Conestoga Recreation & Aquatic Center's proximity to Southridge High School that could be applied to the case of a new community center located next to the South Cooper Mountain high school.

- ✓ Doug noted that Conestoga Recreation & Aquatic Center was constructed before Southridge High School. It was built on just five acres and there is no question that the next community center would need at least double that amount of acreage.

John noted that perhaps this would need to be a joint project with Beaverton School District.

Rose Festival Half Marathon

Bob Scott inquired about the number of participants.

- ✓ Deb replied that there were 400 participants, which was low for this race. However, it was great to be able to operate a first-time event without a sold-out crowd so that the lessons learned can be applied to next year's race. She has no doubt that there will be a larger crowd next year.

President Jones commented that he enjoyed participating in the event and heard many positive comments from attendees. The portion of the route along Fanno Creek was extremely well-received by participants. He noted the uniqueness of being able to route a half marathon in a suburban area that included some natural area. He complimented the event's volunteers, noting that it was a true community-led effort. He is looking forward to next year.

General board discussion occurred regarding other events that could accompany the half marathon next year, such as a kids fun run or a 5K, as well as greater awareness by attendees of the recreational opportunities available at Conestoga Recreation & Aquatic Center, such as the splash pad.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 9:15 pm.

Jerry Jones Jr., President

Ali Kavarianian, Secretary

Recording Secretary,
Jessica Collins