



**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, October 10, 2017, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Executive Session 6 pm; Regular Meeting 7 pm.

Present:

Jerry Jones Jr.	President/Director
Ali Kavianian	Secretary/Director
Felicita Montebianco	Secretary Pro-Tempore/Director
John Griffiths	Director
Holly Thompson	Director
Doug Menke	General Manager

Agenda Item #1 – Executive Session (A) Land

President Jerry Jones Jr. called executive session to order 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)(e), which allows the board to meet in executive session to discuss the aforementioned issue.

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, October 10, 2017, at 7 pm.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from executive session.

Agenda Item #4 – Tualatin Hills Park Foundation

Geoff Roach, director of Community Partnerships, introduced Sherre Calouri, Secretary of the Board of Trustees for the Tualatin Hills Park Foundation (THPF). Sherre announced that the capital public fundraising campaign for Mountain View Champions Park has come to a successful conclusion. She described how the community came together in order to provide a park where everyone can enjoy sports and recreational activities, especially those experiencing disabilities, and a park that truly provides Access for All. She noted that the campaign’s top private donor was the Portland Timbers with a \$200,000 contribution and the top public donor was Washington County with a \$400,000 contribution. She presented the THPRD Board of Directors with a ceremonial check in the amount of \$1,468,000.

General Manager Doug Menke acknowledged Geoff's efforts in leading the campaign, noting that this is one of the first large fundraising efforts to take place on the Portland Westside.

President Jones thanked the THPF Board of Trustees and district staff on behalf of the THPRD Board of Directors for their efforts, noting that he looks forward to the grand opening celebration for Mountain View Champions Park taking place in a few days.

Agenda Item #5 – Audience Time

There was no public testimony during audience time.

Agenda Item #6 – Board Time

Board discussion occurred regarding the desired start time for board meetings. A survey will be distributed to the board members in order to determine the preference of the full board.

Felicita Montebalco complimented the Tualatin Hills Nature Center's recent native plant sale.

President Jones read into the record a congratulatory letter received by the district from Oregon State Representative Susan McLain on the district's accreditation from the national Commission for Accreditation of Park and Recreation Agencies.

President Jones described a recent award bestowed upon THPRD from the Edwards Center, a nonprofit organization that focuses on training, education, and employment opportunities for individuals with developmental disabilities. For more than 35 years, THPRD has worked with the Edwards Center to provide employment opportunities for their participants.

A. Committees Liaisons Update

President Jones noted that another aspect of Board Time is to provide an opportunity for the board members who serve as liaisons to the district's advisory committees to report on the activities of those committees. He suggested that the liaisons be prepared to provide such information at the next board meeting.

General Manager Doug Menke noted that the district's advisory committees are currently discussing changing their meeting nights from Tuesdays to Wednesdays in order not to conflict with THPRD Board of Directors meetings.

Felicita noted that the district's advisory committees are now accepting applications for new members.

Agenda Item #7 – Consent Agenda

Ali Kavianian moved that the board of directors approve consent agenda items (A) Minutes of August 15, 2017 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, and (D) Resolution Approving Updated Local Government Investment Pool (LGIP) Signers. Holly Thompson seconded the motion. Roll call proceeded as follows:

John Griffiths	Yes
Felicita Montebalco	Yes
Holly Thompson	Yes
Ali Kavianian	Yes
Jerry Jones Jr.	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. THPRD Grant Strategy

Jeannine Rustad, superintendent of Planning, introduced Brad Hauschild, grant specialist, to provide an overview of the grant strategy included within the board of directors' information packet for consideration of board approval this evening. The strategy outlines how the district is working to pursue grant and outside funding opportunities. An initial overview of the strategy was presented to the board of directors at their January 10, 2017 meeting.

Brad provided an overview of the proposed grant strategy, noting that:

- The overall intent of the grant strategy is to allow the district to become more proactive in securing grant funding opportunities by organizing priorities and developing partnerships ahead of time, thereby being better able to present compelling projects for grant award consideration.
- Since the initial presentation to the board in January, a grant steering committee was formed and has met three times.
 - The committee has been instrumental in reviewing and finalizing the grant strategy, as well as working to identify and prioritize projects that will be good candidates for grant applications.
 - Two additions since the January presentation include a community partnership representative on the grant steering committee and a section to the strategy regarding sponsorships and donations.
 - The committee's main focus has been developing a list of potential projects for grant funding consideration; a grant project priorities list; a flow chart illustrating the project selection and prioritization process and a grant project pre-proposal form.
- With approval of the grant strategy, the grant specialist, in collaboration with the grant steering committee, will:
 - Continue to research grant opportunities and update the Funding Opportunities Summary.
 - Evaluate and refine the quarterly update reporting process.
 - Update the district's operational procedures for grant applications.
 - Identify and apply for grants based on the Project Priorities for Grants list.

Brad offered to answer any questions the board may have.

Felicita Montebalco referenced her service on Metro's placemaking grant advisory board, noting that questions developed for the grant application process for the upcoming cycle include how communities of color can be involved and whether there are leadership roles for people of color. She noted that many private foundations have an emphasis on equity and that the district's diversity, equity and inclusion work will need to be advancing in order to be considered by some private foundations.

- ✓ Jeannine described discussion that has occurred amongst district staff regarding how to better portray in its grant applications the community being served.

John Griffiths questioned how the outcome may have differed if this grant strategy had been in place when the district applied for a National Park Service grant for Crowell Woods Park.

- ✓ Keith Hobson, director of Business & Facilities, noted in that particular case there was a very limited amount of time to submit the application, some of which was spent determining which project to present. One of the direct benefits of the proposed grant strategy is having a list of projects ready so when an opportunity becomes available, time will not be spent identifying the project. Additionally, much of the projects' background information will be maintained and ready for grant applications.
- ✓ Jeannine noted that having partners identified in advance will also be beneficial.

John recalled the disparity between the district assuming success of their National Park Service grant application versus the reality that the district was not even under consideration. He asked

whether the grant strategy includes reaching out to agencies where our grant applications have been denied in order to request feedback on what could have been done better.

- ✓ Jeannine replied that one of the roles of the grant specialist is to build relationships with agencies in order to have such conversations. Additionally, the district needs to evaluate its successful grant applications in order to better understand what put it at the top.

President Jones expressed support for the relationship building aspects of the grant specialist position. In addition, he recalled that the board members learned during recent legislative visits how very important leveraging and partnering are for any grant application; however, on the Grant Project Pre-Proposal Review Form, there is no section devoted to identifying leveraging opportunities and potential partners. He requested that this be added.

Holly Thompson complimented district staff's analytical approach to this process. She encouraged district staff to utilize and take into consideration the City of Beaverton's community visioning work that has been completed, acknowledging that while the work does not represent the district's entire service area, it is a significant portion. She noted that there is a wealth of research available for some of the topic areas listed in the Funding Opportunities Summary in addition to any community survey work THPRD has done. One topic area she believes could be better represented is arts and culture, noting that there are community partnerships and leveraging opportunities available in this particular area. Lastly, she encouraged the Funding Opportunities Summary to be considered as a fluid document that may be impacted by the board's annual priority setting sessions.

Holly Thompson moved that the board of directors approve the draft grant strategy. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:

Ali Kavianian	Yes
John Griffiths	Yes
Felicita Monteblanco	Yes
Holly Thompson	Yes
Jerry Jones Jr.	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:

- Commission for Accreditation of Park and Recreation Agencies (CAPRA)
 - Deb Schoen, superintendent of Community Programs, announced that THPRD has been officially conferred accreditation by CAPRA. This makes THPRD one of only four CAPRA-accredited agencies in Oregon and among only 2% nationally.
- Equity Assessment Cohort Overview
 - Kylie Bayer-Fertterer, equity coordinator, provided an overview of THPRD's participation in an equity assessment cohort in partnership with The Intertwine Alliance via a PowerPoint presentation, a copy of which was entered into the record.
- Beaverton School District Intergovernmental Agreement (IGA) Overview
 - Aisha Panas, director of Park & Recreation Services, described an IGA with Beaverton School District currently in development via a PowerPoint presentation, a copy of which was entered into the record.
- Mobile Recreation Programs
 - Kristin Smith, interpretive programs supervisor, and Cathi Ellis, center supervisor for Garden Home Recreation Center, provided an overview of the district's mobile

recreation programs via a PowerPoint presentation, a copy of which was entered into the record.

Doug offered to answer any questions the board may have.

Commission for Accreditation of Park and Recreation Agencies (CAPRA)

President Jones recognized the district staff that earned Certified Park and Recreation Professional certifications through this process as well, noting that it is no easy feat.

Ali Kavianian expressed support for the district's mentoring of other agencies through the CAPRA application process.

Equity Assessment Cohort Overview

Holly Thompson applauded the district for evaluating its internal practices in relation to equity, as well as its external aspects, such as by tying demographic information to satisfaction surveys. She cautioned the board and staff not to expect high marks, noting that the board and staff will need to become comfortable with uncomfortable results. In such a high-performing agency, such as THPRD, experiencing such discomfort can be unsettling but it is an expected component of this type of work when it is being done right. She described the need to further evaluate the role implicit bias can play in interview panels, which could result in clear opportunities for training and education. Lastly, regarding the Washington County Coalition of Communities of Color study, she believes it would be beneficial to request that information tailored to THPRD's population base rather than city or county specific.

Felicita Monteblanco supports the work the district is undertaking in this area and looks forward to further discussion regarding the district's DEI (diversity, equity and inclusion) work at the upcoming THPRD Board of Directors retreat. She noticed that demographic information has been included for the advisory committee member applications, which she believes will provide a good baseline as the district continues to work toward building committees that reflect the community it serves.

President Jones complimented Kylie on her leadership skills in this area and asked for additional information regarding the equity seminar series.

- ✓ Kylie described the Equity Seminar Series as a partnership training opportunity between THPRD, City of Beaverton and Beaverton School District. For the past five years or more, these three agencies have pooled resources in order to offer training for their staff, as all three agencies serve the same community. The trainings are generally offered quarterly on different topics, the most recent being de-escalation and bystander training. The next series will be on February 14 featuring the film The Black Fatherhood Project.

Beaverton School District (BSD) Intergovernmental Agreement (IGA) Overview

Ali Kavianian expressed support for the annual audit process proposed.

Felicita Monteblanco complimented the transparency of this process and the relationship building taking place.

John Griffiths asked whether outdoor school is a component of the IGA with BSD.

- ✓ Aisha replied that THPRD does not have any involvement with outdoor school, but does provide environmental education opportunities which will be referenced within the IGA.

Holly Thompson inquired whether THPRD could explore offering after school programs at certain BSD elementary schools that do not currently have after school opportunities, either due to proximity to district-related programs or THPRD facilities being at capacity.

President Jones referenced the joint development application THPRD participated in with BSD for the Cedar Hills Park redevelopment project and William Walker Elementary School project, and asked whether a process for this would be included within the IGA.

- ✓ Aisha replied that such joint projects would be managed through their own project-specific IGAs, although there is a reference in the cover document to the IGA regarding the management of companion agreements.

Jerry commented that the process worked well for Cedar Hills Park and should be considered when future similar opportunities arise.

President Jones noted that THPRD provides many services for which school districts receive federal and state grant funding and that it may be helpful for THPRD to include information in the IGA regarding how to manage grant funds that provide services for the same residents.

- ✓ Aisha confirmed this and provided an overview of the steps THPRD is taking in order to be able to be considered for such grant dollars.

Mobile Recreation Programs

Felicita Montebalanco complimented the district's mobile recreation programs. She requested that the next time this topic is presented, that a map be included of where the mobile recreation programs visit throughout the district. She advocated for these programs to be available in the unincorporated areas of the district on an equitable basis as within city boundaries.

- ✓ Kristin replied that locations are available on the district's website and that maintaining geographic equity is a focus point for the program. Locations are reevaluated annually to ensure that the district is reaching the desired populations and areas.

President Jones asked for information regarding plans to expand this program area.

- ✓ Cathi explained that expansion opportunities are explored via the district's budget cycle and that the district is also actively seeking grant funding for expansion as well.

Jerry encouraged the district to continue exploring expansion opportunities for this successful program, noting the benefits of the increased outreach that mobile recreation programs provide, especially considering the new service areas the district is assuming to the north and south.

Agenda Item #9 – New Business

A. Recommended Goal Outcomes for Fiscal Year 2018/19 Planning and Budgeting

Keith Hobson, director of Business & Facilities, introduced Katherine Stokke, interim Operations Analysis manager, to provide an overview of the memo included within the board of directors' information packet regarding the recommended goal outcomes for FY 2018/19.

Katherine noted that the recommended goal outcomes for FY 2018/19 quantify and capture the priority measures that the board has relayed to the general manager. In 2011, the board began adopting priority goals to initiate the annual planning and budgeting process. Staff use these goals each year by creating business plans to address them. The business plans that most cost-effectively address the goal outcomes are funded in the budget process. Staff also track additional metrics, such as key performance indicators. As the district's priority focus changes in future years, these additional measures may be added as priority goal outcomes. Some of the current goal outcomes are listed as To Be Determined. Staff will work to calculate these results, and, in some cases, staff may suggest alternative metrics to reflect available data.

Katherine explained that the recommended goal outcomes for FY 2018/19 focus on specific areas: grants, land acquisition, branding and public communication, and spending down the remaining natural resource bond funds. With the tightening focus of priority goal outcomes, not every strategic goal has a performance measure for the upcoming budget planning cycle. Specific strategies from the Strategic Plan and Service and Financial Sustainability Plan are identified

under each goal that highlight how the long-term strategic direction of the district is met by pursuing the focus areas for the FY 2018/19 budget planning cycle. Action steps that support the identified strategies are listed in each section. The midyear budget update will include final FY 2016/17 actuals, and a progress update on the FY 2017/18 business plans.

Katherine concluded by noting that upon approval of the recommended goal outcomes for FY 2018/19, staff will work to develop business plans to impact the board-approved measures, and offered to answer any questions the board may have.

Ali Kavianian moved that the board of directors approve the goal outcomes for priority performance metrics for use in the FY 2018/19 planning and budgeting process. Holly Thompson seconded the motion. Roll call proceeded as follows:

Felicita Monteblanco	Yes
John Griffiths	Yes
Holly Thompson	Yes
Ali Kavianian	Yes
Jerry Jones Jr.	Yes

The motion was UNANIMOUSLY APPROVED.

B. System Development Charges Administrative Procedures Guide

Jeannine Rustad, superintendent of Planning, provided an overview of the memo included within the board of directors' information packet regarding a draft System Development Charge (SDC) Administrative Procedures Guide (APG). The purpose of the APG is to provide procedures for the implementation and administration of SDCs for new development within the district. She noted that the draft before the board this evening for review attempts to balance the need for clarity as well as flexibility in order to be able to adapt to new or unforeseen scenarios. Staff will incorporate input from the board into a final SDC APG for consideration of approval at the November regular board meeting.

Jeannine provided background information regarding the development of the APG, noting that the district's first APG was effective January 1999. Since the initial APG, significant changes have occurred within the district, including urban growth boundary expansions, more frequent developer-led SDC projects, and an updated district SDC methodology adopted in 2016.

Jeannine explained that the primary changes to the APG include adding a section with definitions of terms used; reorganizing the structure of the APG to follow a logical sequence; and providing timelines for submissions of requests, administrative review and appeals to the board. The most significant changes proposed are to the SDC Credit section. The purpose of these revisions is to provide a clear procedure for obtaining credits for both the acquisition of land and improvements to parks and trails.

Jeannine provided a detailed overview of the public outreach process used in the development of the draft APG, which included sharing initial drafts and meeting with the Home Builders Association of Metropolitan Portland (HBA) to discuss their comments and concerns, most of which were incorporated in the final draft. In addition, district staff previewed the APG update at a Washington County Development Forum and shared the draft APG with Washington County and City of Beaverton staff, as well as several developers directly through the land development process. The general response to concerns is that by maintaining flexibility, district staff can work with the development community to negotiate transactions that are acceptable to both parties and ideally mutually beneficial. Jeannine offered to answer any questions the board may have.

President Jones opened the floor to public testimony.

Paul Grove, 15555 SW Bangy Road, Lake Oswego, is before the board of directors this evening representing the Home Builders Association of Metropolitan Portland (HBA). Paul commented that the staff presentation this evening was accurate in describing the HBA's chief concern around maintaining flexibility to engage in negotiations specific to cash transactions. He provided additional feedback on behalf of the HBA as follows:

1. The largest concern of the HBA was that the draft APG would enable a backdoor, credit only policy that would be imposed upon the developers doing business within the district, along with different economies of scale for various projects, and levels of developers.
2. Concern was also voiced regarding the SDC credit improvement process and maintaining the roles and responsibilities in terms of negotiating with the district.
3. A need was expressed for outlining what the roles and responsibilities are for the district in working with the development community.
4. Clarity was sought regarding the transferability of SDC credits and the implementation of that process. Although they understand there will be flexibility in the process, the desire of the developers is to have the ability to transfer credits between projects within the district.
5. Assurances were requested that this is not a static document and that there are going to be situations and circumstances that require additional collaboration.
6. The HBA recognizes that this has been a more transparent and collaborative effort on the part of district staff to seek the input of the HBA. The hope is that this can be built upon in order to maintain a positive working relationship with the HBA and individual developers.

Holly Thompson thanked Mr. Grove for his testimony this evening, noting that it helped her contextualize and understand the information. She expressed support for the collaborative environment under which development of the APG took place, as well as the flexibility provided within the document for negotiations to take place.

John Griffiths complimented Jeannine on her efforts and asked for confirmation that the APG is not intended to address any calculation methods for the SDC rates and fees.

- ✓ General Manager Doug Menke confirmed that those calculations are contained within the SDC Methodology.

President Jones applauded district staff and the HBA's collaborative process in the development of the draft APG, noting that he is happy to see an understandable process outlined within the APG and believes it will help frame and move development projects forward with more clarity.

C. Signage Policy Update

General Manager Doug Menke introduced Steve Gulgren, senior park planner, to provide an overview of the memo included within the board of directors' information packet requesting board review of a new Signage Policy intended to replace the Signage Master Plan. Staff will incorporate input from the board into a final Signage Policy for consideration of approval at a future board meeting.

Steve provided a detailed overview of the proposal to replace the district's Signage Master Plan with a new Signage Policy via a PowerPoint presentation, a copy of which was entered into the record. Signage revisions are currently under consideration due to a wide variety of reasons: revised mounting hardware/installation techniques; a change in the district's logo; compliance with the district's ADA Transition Plan; and the need to create new signs that were not in the original Signage Master Plan. Staff are requesting board review and input of a new Signage Policy that differs from the previous Signage Master Plan in that the policy update displays just the sign visuals of the sign families only. All of the details regarding sign colors, text size, dimensions, and installation details would be relocated to the Maintenance Standards Manual,

which would allow staff to make insignificant modifications to signs as needed without requiring amendment of the Signage Policy. Steve offered to answer any questions the board may have.

Felicita Montebianco noted that the second most common language spoken within the district is Spanish and asked whether there are plans to begin including more district signage in Spanish. She commented that it is one way to make more district residents feel welcome.

- ✓ Keith Hobson, director of Business & Facilities, suggested that district staff conduct additional research before this is presented to the board for consideration of adoption in order to see what some of the Best Practices might be regarding multilingual signage. If acceptable to the board, after the research is conducted, he proposes that rather than making detailed modifications to the sign families, to instead create some policy language that could be incorporated into the policy statement addressing the district's goals, thereby leaving flexibility in terms of implementation.

Ali Kavianian expressed support for the proposed Signage Policy Update, noting the benefits of having a more fluid process considering how often new signage or changes are needed.

Holly Thompson echoed Felicita's comments regarding signage in different languages facilitating a more welcoming environment, although this may be able to be accomplished through means other than literal translations of signage into different languages (i.e. pictograms), which would reduce costs associated with duplicate signage. In addition, she referenced a bullet point within the Signage Policy Update Executive Summary regarding interpretive signage, noting that she did not see such signage referenced elsewhere within the document and that it is an area that she would support the district expanding.

- ✓ Steve replied that interpretive signage is described in greater detail within the Maintenance Standards Manual. Such signage tends to be unique and is not a major signage family.

- ✓ Keith commented that this may be another area to consider additional policy language.

Holly suggested seeking out grant funding for additional interpretive signage as it could potentially be considered an initiative under Access for All as well as greatly increase residents' positive and educational experiences when visiting the district's parks and natural areas.

President Jones commented that he enjoys the district's most current signage styles that resulted from the 2009 Signage Master Plan and finds the clean style pleasing to the eye and great for wayfinding. He asked whether the pictograms used are the same as those used by the National Park Service.

- ✓ Steve confirmed this, noting that pictograms were not included on district signage prior to 2009.

Jerry noted that the park signage at Murrayhill Park inadvertently spells the name as Murray Hill.

John Griffiths commented that he enjoys seeing the district's wrapped vehicles in the community, noting that they stand out among the traffic and other government vehicles, and create a great marketing and branding opportunity for the district.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 8:55 pm.

Jerry Jones Jr., President

Ali Kavianian, Secretary

Recording Secretary,
Jessica Collins