



## 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, November 14, 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 Monteblanco | Secretary Pro-Tempore/Director |
| John Griffiths       | Director                       |
| Holly Thompson       | Director                       |
| Doug Menke           | General Manager                |

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

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

- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, 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)(e) and (h), 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, November 14, 2017, at 7 pm.

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

**Ali Kavianian moved that the board of directors authorize staff to grant a slope easement and dedicate right-of-way in the northwest quadrant for consideration discussed during executive session, subject to the standard due diligence review and approval by the general manager. Holly Thompson seconded the motion. Roll call proceeded as follows:**

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

**The motion was UNANIMOUSLY APPROVED.**

**Felicita Montebianco moved that the board of directors authorize staff to acquire a property in the northwest quadrant of the district for a purchase price discussed in executive session using system development charge funds, subject to the appropriate due diligence review and approval by the general manager. Ali Kavianian seconded the motion. Roll call proceeded as follows:**

**Holly Thompson** Yes

**John Griffiths** Yes

**Ali Kavianian** Yes

**Felicita Montebianco** Yes

**Jerry Jones Jr.** Yes

**The motion was UNANIMOUSLY APPROVED.**

#### **Agenda Item #4 – Audience Time**

Barbara Wilson, 12820 SW 20th Court, Beaverton, is before the board of directors this evening regarding the 2008 Bond Measure. She stated that the purpose of her attendance this evening is to follow up on her previous testimonies to the board regarding the pace at which natural area land acquisition has been taking place under the district's 2008 bond program. She described her distrust of the district due to the reallocation of natural resource bond funds to other bond categories under a previous bond program. She reminded the board that the 2008 Bond Measure was promoted to the public as primarily for the purpose of natural area preservation and that the polling conducted to gauge support for the measure was overwhelmingly in support of this topic area. She distributed copies of the district's 2008 ballot measure information and inquired how much of the 2008 natural area land acquisition funds have been spent to-date.

- ✓ Keith Hobson, director of Business & Facilities, replied that \$4.9 million of natural area land acquisition funds have been allocated to-date from a total of \$8.7 million.

President Jones reaffirmed the district's focus on fulfilling the 2008 Bond Measure as promised, including the purchase of natural area land, and described the difficulties in purchasing prioritized natural areas. He offered assurance that the district is making a concerted effort in this area and requested that if Barbara or any other community members are aware of quality natural areas available for purchase, to please contact the district.

Ali Kavianian commented that natural area preservation and trails are a personal passion of his and that he is committed to allocating the bond funds as promised.

#### **Agenda Item #5 – Board Time**

Ali Kavianian described a recent visit to Mountain View Champions Park and an interaction he had with another park visitor who was very complimentary about the beautiful new park.

##### **A. Committee Liaison Updates**

President Jones opened the floor to the board members who serve as liaisons to the district's committees in order to report on the activities of those committees.

Holly Thompson provided an update regarding the activities of the Parks & Facilities Advisory Committee, including two projects that will be submitted for Advisory Grant consideration: ADA fitness equipment for use in parks and additional interpretive signage in parks. She complimented Jon Campbell, superintendent of Maintenance Operations, for helping facilitate the committee's ideas. In addition, she also serves as board liaison on the district's Audit Committee, which recently met and will meet again later this month.

John Griffiths provided an update regarding the activities of the Nature & Trails Advisory Committee, noting that the committee is in transition in that some of the long-term members'

terms are ending and new committee members will be joining. In addition, the committee has discussed the district's prioritized natural area land acquisition strategy.

Felicita Monteblanco provided an update regarding the activities of the Programs & Events Advisory Committee, noting that open recruitment is currently taking place for all advisory committees and that she would like to see more diversity represented in terms of geography, background and socioeconomic status. She complimented Bruce Barbarasch, superintendent of Natural Resources & Trails Management, for his efforts in expanding the outreach for the recruitment of new members and willingness to extend the application deadline to early December. She noted that she has reviewed all of the applications received to date and that the average age of applicant is 48. She hopes that this will be lowered some with additional recruiting efforts targeted to younger age groups.

**Agenda Item #6 – Consent Agenda**

**Holly Thompson moved that the board of directors approve consent agenda items (A) Minutes of October 10, 2017 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, and (D) Babette Horenstein Tennis Center LED Lighting Contract. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:**

|                             |            |
|-----------------------------|------------|
| <b>John Griffiths</b>       | <b>Yes</b> |
| <b>Ali Kavarianian</b>      | <b>Yes</b> |
| <b>Felicita Monteblanco</b> | <b>Yes</b> |
| <b>Holly Thompson</b>       | <b>Yes</b> |
| <b>Jerry Jones Jr.</b>      | <b>Yes</b> |

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #7 – Unfinished Business**

**A. System Development Charges Administrative Procedures Guide**

Jeannine Rustad, superintendent of Planning, provided a brief overview of the memo included within the board of directors' information packet regarding a draft System Development Charge (SDC) Administrative Procedures Guide (APG) being presented for consideration of approval by the board of directors this evening. 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 there have not been any changes to the draft document since its initial presentation to the board at the October 10, 2017 Regular Board meeting, and that no additional comments have been received from the Home Builders Association of Metropolitan Portland. Jeannine offered to answer any questions the board may have.

President Jones relayed some informal comments he has heard from the development community indicating that they are happy with the process used for the SDC APG as compared to that of the district's SDC Methodology Update and that the hope is this will be the model moving forward for SDC discussions in the future. He complimented the district board and staff for their efforts in this process.

**Ali Kavarianian moved that the board of directors approve the System Development Charge Administrative Procedures Guide. Holly Thompson seconded the motion. Roll call proceeded as follows:**

|                             |            |
|-----------------------------|------------|
| <b>John Griffiths</b>       | <b>Yes</b> |
| <b>Felicita Monteblanco</b> | <b>Yes</b> |
| <b>Holly Thompson</b>       | <b>Yes</b> |
| <b>Ali Kavarianian</b>      | <b>Yes</b> |
| <b>Jerry Jones Jr.</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:

- 2017 Special Districts Insurance Services Safety Excellence Award
  - Mark Hokkanen, Risk & Contract manager, announced that THPRD received the 2017 Special Districts Insurance Services Safety Excellence Award at the recent Oregon Recreation & Park Association annual conference.
- Energy Trust of Oregon Incentive Payment
  - Katherine Stokke, Interim Operations Analysis manager, announced that THPRD received an incentive payment of more than \$43,000 from Energy Trust of Oregon for projects at Conestoga Recreation & Aquatic Center.
- Board of Directors Meeting Schedule

Doug offered to answer any questions the board may have.

Ali Kavianian asked for confirmation of the statistic that the district has experienced a 50% reduction in workplace injuries since completing the Safety Health Achievement Recognition Program.

- ✓ Mark confirmed this.

President Jones referenced the energy savings projects completed at Conestoga Recreation & Aquatic Center and inquired what the cost would have been if only the valves were replaced had the software upgrade not been necessary.

- ✓ Katherine replied that the valves cost approximately \$100 each and that 25 were needed, plus additional costs for contracted labor; however, she explained the software upgrade was very much needed due to newer hardware at Conestoga being incompatible with the outdated software.

## **Agenda Item #8 – New Business**

### **A. Beaverton School District Intergovernmental Agreement**

General Manager Doug Menke introduced Aisha Panas, director of Park & Recreation Services, to provide an overview of a draft intergovernmental agreement (IGA) with Beaverton School District (BSD) included within the board of directors' information packet.

Aisha provided a detailed overview of the draft IGA with BSD via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- The draft IGA currently in development will update the existing 2004 IGA that guides the use and maintenance of property owned by both districts. Generally, THPRD maintains athletic fields and facilities in exchange for the use of BSD fields and facilities in order to run THPRD recreational programs.
- A measurement tool is in the process of being created for use by THPRD and BSD staff to evaluate the value of athletic facility usage and the cost of maintaining facilities owned by BSD.
- Primary changes to the current IGA include the following:
  - While the overarching principles outlining the relationship between THPRD and BSD remain in the cover IGA, the details of the IGA (previously included as exhibits) will be removed from the IGA framework and instead be called implementing procedures. These are specific to types of facilities or processes and may require changes more frequently than are required for the IGA.
  - A new provision would allow both parties to enforce their rules on the other district's property if deemed to be necessary to preserve public safety and/or to protect physical assets located on the properties.

- A provision was modified requiring clean up and disposal of refuse by the using district on the owning district's property to require coordination between the two districts, particularly when large events/tournaments are held.
- The term of the new IGA would be through December 31, 2042, unless the two districts agree to extend, amend, terminate or modify the terms of the IGA.

Aisha noted that staff are seeking board input on the draft IGA document this evening and will return with a final draft for consideration of adoption by the board in December, and offered to answer any questions the board may have.

Ali Kavianian referenced the provision under consideration regarding reciprocal enforcement of rules between the two agencies and asked whether there is much of a variance between THPRD and BSD rules.

- ✓ Aisha noted a few examples, such as a BSD rule of no dogs on school property versus the THPRD rule of dogs allowed on leash. The intent is for THPRD to be able to protect its resources invested on BSD property, such as synthetic turf fields.

Felicita Montebalanco inquired how the new IGA would impact a typical parent of a school-aged child involved in sports programs.

- ✓ Aisha replied that the impact would be negligible and variable based on factors such as age of participant (high school level or younger) and level of participation (competitive versus recreational). One way a child could be affected is if demand for BSD programs increases, thereby reducing the time available for THPRD programs. This is not a current concern and less available time to THPRD would mean increased maintenance costs for BSD.

John Griffiths referenced the desired goal through this process of equalizing the costs to both districts so that neither has to write a check to the other for services. He asked whether an exactly equal contribution on behalf of both parties is considered likely.

- ✓ Aisha replied that the answer to this question is uncertain at this point and that significant factors still need to be determined, such as how THPRD contributes to the replacement of synthetic turf at BSD high schools, which could change. Ultimately, the goal is to balance what THPRD is providing to and receiving from BSD.

John asked whether any additional services are being considered by either agency.

- ✓ Aisha provided an example of THPRD holding public meetings in BSD facilities for which THPRD currently pays a fee. This could be a negotiation point if the services THPRD provides to BSD outweighs what it receives.

John described how federal grant dollars are potentially being allocated to BSD for THPRD-provided after school programs, since park districts are ineligible for these types of grant funds. He asked whether this could be factored into the balance equation.

- ✓ Aisha described her research into this topic area, noting that THPRD is in very early conversations with BSD on this point. There was recognition that it should be acknowledged if THPRD resources are being used to help BSD qualify for federal funds.

Holly Thompson expressed support for the prospective equitable distribution of resources, but without resulting to a nickel-and-dime tactic. She acknowledged that THPRD and BSD serve the same population and, for this reason, it will be important not to become punitive through the process of determining the balance of contributions versus services received. She requested additional information regarding to which schools THPRD has access. In addition, she inquired whether it would be possible to add a section to the IGA regarding the use of buildings since the current draft is mostly focused on the use of athletic facilities. As an example, she described how THPRD's summer camps and after school programs are typically at capacity within THPRD centers and how the potential use of BSD facilities could increase that capacity.

Holly asked for additional information regarding the Miscellaneous Services section.

- ✓ Aisha provided some examples, such as the potential for developing a joint agreement allowing THPRD and BSD to contract with each other for snow removal services.

Holly expressed support for the approach being taken through this process, noting that she understands the fiscal pressures each organization is under and appreciates the partnership THPRD has with BSD.

President Jones expressed the need to include administrative items in the IGA as well, such as how the districts work together in the areas of grant applications, safety, communications, and land acquisitions. He is open to hearing how this could be assimilated into the draft IGA, and suggested perhaps through administrative implementation procedures.

- ✓ Aisha acknowledged that the current draft is more orientated to sports and programs.

Jerry agreed, noting that has traditionally been the focus of the partnership; however, the districts have been expanding that partnership for some time.

- ✓ Aisha noted that THPRD has individual IGAs with BSD for specific topics. If these were to be added to the IGA under discussion this evening, she envisions it being similar to an implementation plan that would not necessarily come to the board for approval. She asked for clarification whether the board would desire to approve the additional sections.

Jerry replied that he would like language to come before the board specifying that THPRD is committed to its partnership with BSD and would like to see a similar action on the part of BSD.

President Jones commented that complaints he hears from the public regarding THPRD's partnership with BSD are usually related to scheduling issues, such as: allocation of time; whether enough time has been allocated; being last in the allocation process; difficulty in securing time; and not being notified of the times allocated until the last minute. He asked whether this would be addressed within the scheduling expectations section of the IGA.

- ✓ Aisha confirmed this, noting that this topic area has been thoroughly discussed.

President Jones suggested that the termination clause (Section 16) needed more detail, such as notice requirements and how termination of the agreement would impact existing THPRD obligations and programs scheduled out months in advance.

- ✓ Aisha agreed, noting that it may make better sense to combine Section 16 with the termination information included on the first page, which indicates a notice requirement of 180 days.

Jerry requested that the termination language include a clause that any THPRD engagements scheduled at the time of notice would be honored by BSD.

President Jones complimented staff on their efforts in this process, noting that BSD is one of THPRD's key partners and that a successful IGA implementation is important to both parties.

John requested that the board be offered the opportunity to review the balance sheet details being prepared reflecting both district's contributions and services received once it is ready.

- ✓ Holly suggested including a value statement on the balance sheet.

#### **Agenda Item #9 – Adjourn**

There being no further business, the meeting was adjourned at 8:05 pm.

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Jerry Jones Jr., President

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Ali Kavianian, Secretary

Recording Secretary,  
Jessica Collins

Minutes: Regular Meeting of the Board of Directors, November 14, 2017