



**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, January 9, 2018, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Executive Session 6 pm; Regular Meeting 7 pm.

Present:

Ali Kavianian	President/Director
Felicita Monteblanco	Secretary/Director
John Griffiths	Secretary Pro-Tempore/Director
Holly Thompson	Director
Doug Menke	General Manager

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

Secretary Ali Kavianian called executive session to order for the following purposes:

- To consider information or records that are exempt by law from public inspection,
- 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)(f) and (h), which allows the board to meet in executive session to discuss the aforementioned issues.

Secretary Kavianian noted that the news media and designated staff may attend executive session. Representatives of the news media were 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 welcomed the audience into the room.

Agenda Item #2 – Call Regular Meeting to Order

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by Secretary Ali Kavianian on Tuesday, January 9, 2018, at 7:05 pm.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from executive session.

Agenda Item #4 – Consent Agenda

Felicita Monteblanco moved that the board of directors approve consent agenda items (A) Minutes of December 12, 2017 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Accepting Resignation of THPRD Board Member Jerry Jones Jr., and (E) Cedar Hills Park Construction Manager Contract. Holly Thompson seconded the motion. Roll call proceeded as follows:

John Griffiths	Yes
Holly Thompson	Yes
Felicita Monteblanco	Yes
Ali Kavianian	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #5 – Election of Officers for Remainder of Fiscal Year 2017/18

Secretary Kavianian opened the floor to nominations for board officers for the remainder of fiscal year 2017/18, effective immediately.

John Griffiths nominated Ali Kavianian to serve as president of the Tualatin Hills Park & Recreation District Board of Directors for the remainder of fiscal year 2017/18. Holly Thompson seconded the nomination. Hearing no further nominations, a vote was called. The nomination to elect Ali Kavianian to serve as president for the remainder of fiscal year 2017/18 was UNANIMOUSLY APPROVED.

Ali Kavianian nominated Felicita Monteblanco to serve as secretary of the Tualatin Hills Park & Recreation District Board of Directors for the remainder of fiscal year 2017/18. Holly Thompson seconded the nomination. Hearing no further nominations, a vote was called. The nomination to elect Felicita Monteblanco to serve as secretary for the remainder of fiscal year 2017/18 was UNANIMOUSLY APPROVED.

Holly Thompson nominated John Griffiths to serve as secretary pro-tempore of the Tualatin Hills Park & Recreation District Board of Directors for the remainder of fiscal year 2017/18. Ali Kavianian seconded the nomination. Hearing no further nominations, a vote was called. The nomination to elect John Griffiths to serve as secretary pro-tempore for the remainder of fiscal year 2017/18 was UNANIMOUSLY APPROVED.

Agenda Item #6 – Audience Time

There was no testimony during audience time.

Agenda Item #7 – Board Time

President Kavianian commented on THPRD's voluntary annexation program, noting that the next opportunity for residents to take advantage of this program will be this summer. He noted that he recently went through a voluntary annexation process to THPRD on his own when he learned that a property he had purchased was outside of THPRD boundaries, but within THPRD's ultimate service area. Although it was more costly to go through the annexation process outside of THPRD's program, it was relatively easy to do so. The THPRD-sponsored voluntary annexation program makes it even easier and without upfront costs to the resident annexing.

A. Committee Liaison Updates

President Kavianian 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.

Felicita Monteblanco reported on the recent activities of the Tualatin Hills Park Foundation Board of Trustees, noting that the trustees will review their new fundraising campaign, a recreation program fund for people experiencing disabilities, at their next quarterly meeting in January.

John Griffiths noted that although he was unable to attend the most recent Nature & Trails Advisory Committee meeting, the committee's recent discussions have focused on natural area land acquisition.

Holly Thompson expressed support for the Parks & Facilities Advisory Committee's two projects that will be submitted for Advisory Grant funding consideration.

Agenda Item #8 – Unfinished Business

A. 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:

- The Bluffs Park – Bonny Slope Trail Master Plan
 - Gery Keck, superintendent of Design & Development, provided an overview of a master plan developed for a new trail within The Bluffs Park via a PowerPoint presentation, a copy of which was entered into the record.
- Tualatin Hills Aquatic Center Renovation Project Update
 - Sharon Hoffmeister, superintendent of Aquatics, provided an overview and photos from the recently completed Tualatin Hills Aquatic Center Renovation Project via a PowerPoint presentation, a copy of which was entered into the record.
- THPRD Holiday Giving Drive
 - José Esparza, community engagement specialist, provided an overview and photos from THPRD’s Holiday Giving Drive via a PowerPoint presentation, a copy of which was entered into the record.
- Board of Directors Meeting Schedule

Doug offered to answer any questions the board may have.

Felicita Monteblanco asked what stood out from the public outreach process for The Bluffs Park trail master planning process.

- Gery replied that the public expressed the preference for a steeper trail in order to lessen the impacts to the trees on site.

John Griffiths asked what the total budget was for the Tualatin Hills Aquatic Center project.

- Keith Hobson, director of Business & Facilities, replied that the project was completed in two phases and totaled \$4.8 million.

John asked whether solar panels have been considered for the aquatic center roof.

- ✓ Doug replied that a variety of solar panel options have been explored for the HMT Recreation Complex, but none were deemed cost effective.
- ✓ Keith noted that staff continues to evaluate sites throughout the district for solar potential.

Holly Thompson referenced the board retreat in November during which the board members discussed the importance of Access for All, noting that she appreciates the ADA improvements made as part of the Tualatin Hills Aquatic Center renovation project and that she encourages the promotion of such improvements reflecting the district’s desire to make our facilities more welcoming and accessible to all users.

Felicita Monteblanco referenced the families served through THPRD’s Holiday Giving Drive and asked whether there were any additional ways the district could reach out in order to encourage their involvement in district activities.

- José noted that in addition to the gifts, each family received an activities guide, a registration form, a scholarship application, and a personal invitation for staff assistance in filling out the forms and registering for their desired classes.

Holly Thompson requested an update regarding THPRD’s work with Family Promise.

- Doug provided an overview of the mission of Family Promise, a new local non-profit organization coordinating with various organizations, including faith-based and government agencies, to provide housing and meals to families with students in the Beaverton School District currently experiencing homelessness. THPRD staff has had several meetings with Family Promise to discuss ways the district could be involved, including transportation support and access to facilities during planned closures.

Holly added that there are currently no family shelters in the Beaverton area and that Family Promise hopes to be operational by February. She provided a detailed overview of their rotating housing model where up to 13 organizations agree to house families for four weeks per year. Onsite social services assist the participants in establishing permanent housing.

- Felicita described a session she attended at the National Recreation and Park Association conference regarding natural disaster preparedness, noting that housing people can be a good learning experience should the need arise to provide housing during a natural disaster.

Agenda Item #9 – New Business

A. Advisory Committee Members Appointment Process

General Manager Doug Menke introduced Sharon Hoffmeister, superintendent of Aquatics, and Bruce Barbarasch, superintendent of Natural Resources & Trails Management, to provide an overview of a recommended appointment process for the current openings on the district's three advisory committees: Nature & Trails, Parks & Facilities, and Programs & Events.

Sharon provided an overview of the advisory committee member recruitment process that has taken place to date, as well as a proposed appointment process for the board's consideration, via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Over 80 applications were received to fill ten vacant positions.
- To ensure that the selection process is thorough and a variety of viewpoints, interests and geographic diversity are represented, staff recommends the following appointment process:
 - Written supplemental questions distributed to each applicant (early February)
 - Group interviews with advisory committee chairs and staff liaisons (late February)
 - Final applicant selections recommended to the board for consideration of appointment (March)
 - Newly appointed members would begin their terms (April)

Sharon and Bruce offered to answer any questions the board may have.

Holly Thompson commented that she appreciates the thoughtful approach being taken in vetting the large number of applications received, including the efforts made to interview every applicant, which she strongly supports. In addition, she is supportive of the implicit bias training that will be conducted for the interview panels prior to the interviews taking place.

Felicita Monteblanco expressed agreement with Holly's comments, noting that she expects similar recruitment efforts in the future to be popular, as well. The current process proposed will likely present some learning lessons that can be applied to future recruitment efforts and she appreciates the time staff has dedicated to this process.

John Griffiths observed that the new outreach process for advertising committee vacancies was very successful and that he also supports the interview and recommendation process as outlined.

President Kavianian appreciates that the applicants not selected would be offered information regarding additional volunteer opportunities available with THPRD.

B. Board Member Appointment Process

General Manager Doug Menke noted that staff requests board discussion this evening regarding the appointment process for filling a vacancy on the THPRD Board of Directors, Position #2 formerly held by Jerry Jones Jr. Doug offered a correction regarding the length of the term that the board would be appointing for the new member. It was previously noted by district legal counsel that the appointment would fulfill the remainder of the term of Position #2, through June 30, 2021; however, district legal counsel recently issued a correction that the appointed term would only carry through until the next regularly scheduled district election, in May 2019. This would make the appointment term valid through June 30, 2019, at which point a vote of the

people would fill the remainder of the term for Position #2, through June 30, 2021. Doug suggested that the board focus their discussion this evening on establishing the timeline for the appointment process and determining what type of application questions are desired.

General Manager Doug Menke provided an overview of a proposed timeline for the board's consideration and discussion as follows:

- January 17-February 7 or 14 (3 or 4 weeks): Accept applications
- February 16-23 (1 week): Board member review of applications & initial scoring
- March 12 Board Meeting: Conduct interviews of designated applicants, including discussion and board decision, if ready to do so
- April 10 Board Meeting: Formal appointment of new board member

Board discussion occurred regarding the timeline presented, with the board members expressing a desire to have the new member appointed in time to participate at the April THPRD Budget Committee Work Session.

Holly Thompson commented that she is not comfortable with conducting interviews and making a decision in one meeting. She suggested that an additional meeting be scheduled and dedicated exclusively to conducting candidate interviews. In addition, she encouraged the board to consider interviewing all applicants as this was the board's directive to the advisory committees for filling their committee vacancies.

- ✓ Felicity Montebalco and John Griffiths expressed agreement with this suggestion.

Board discussion occurred regarding the appointment process timeline, for which the consensus was to accept applications for a period of two to three weeks, with approximately one week for board review of the applications, and the addition of a special meeting for interviews prior to the March 12 Board Meeting, at which a decision would be made.

Board discussion occurred regarding the most efficient way to develop the board appointment application form. Holly Thompson and Felicity Montebalco volunteered to serve on a subcommittee for the purpose of developing the application and interview questions for review and input by the remaining board members. Initial input from all board members was requested to be submitted to General Manager Doug Menke as soon as possible in order to be considered by the subcommittee.

Agenda Item #1 – Executive Session (B) Land

President Ali Kavianian reconvened executive session in 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 Kavianian noted that the news media and designated staff may attend executive session. Representatives of the news media were 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 welcomed the audience into the room.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 8:30 pm.

Ali Kavianian, President

Felicity Montebalco, Secretary

Recording Secretary,
Jessica Collins