



**Tualatin Hills Park & Recreation District
Minutes of a Regular Meeting of the Board of Directors**

A meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Tuesday, February 12, 2019, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Executive Session 5 pm; Regular Meeting 6:30 pm.

Present:

Ali Kavianian	President/Director
Felicita Monteblanco	Secretary/Director
Wendy Kroger	Secretary Pro-Tempore/Director
Todd Duwe	Director
John Griffiths	Director
Doug Menke	General Manager

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

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

- To conduct deliberations with persons designated by the governing body to carry out labor negotiations,
- 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 under authority of ORS 192.660(2) (d) (e) and (h), which allows the board to meet in executive session to discuss the aforementioned issues.

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 #2 – Call Regular Meeting to Order

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Ali Kavianian on Tuesday, February 12, 2019, at 6:30 pm.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from executive session.

Agenda Item #4 – Presentation

A. Proclamation of Black History Month

President Kavianian read into the record a proclamation that the Board of Directors of the Tualatin Hills Park & Recreation District declares the month of February 2019 as Black History Month.

Felicita Monteblanco shared excerpts from a 2017 *The Washington Post* article by Ebony Rosemond regarding the statistics that 70% of African Americans lack basic swimming skills and

that black children drown at 5.5 times the rate of other children. She stated that this is a reminder of why she will continue to push the district around racial equity and to lead with race.

Agenda Item #5 – Audience Time

There was no public testimony during audience time.

Agenda Item #6 – Board Time

A. Committee Liaison Updates

Wendy Kroger gave a brief recap of a recent visit with state legislators that she participated in on January 31, along with fellow board member John Griffiths and district staff, which provided a chance to share the district's feedback on upcoming legislation. At each meeting, they also offered the use of THPRD facilities for townhalls as partnership opportunities, which has already resulted in an upcoming townhall meeting scheduled for February 16 at the Tualatin Hills Nature Center for Representatives Neron, Schouten and Sollman.

Wendy referenced the City of Beaverton Council's recent joint work session with THPRD regarding the Urban Service Agreement between the two agencies currently under development.

Wendy thanked the Parks & Facilities Advisory Committee members for their extra efforts, research and outreach on the topic of dog parks, as well as on the Parks Functional Plan update.

Felicita Montebianco provided an update regarding the recent activities of the Tualatin Hills Park Foundation, noting that a task force has been established to hire a part-time executive director, and that a second task force is being formed to investigate the role of corporate sponsorship in supporting the foundation's priority programs.

Felicita referenced the board's previous discussions regarding their monthly stipend amount, noting that as the district moves into budget season, she believes that there is an opportunity to have a critical conversation around the board's compensation and how this could be increased without adding to the board's budget. She suggested consideration of utilizing a portion of the board's travel budget as funding for an increase in the stipend, noting that not all board members are able to access the travel budget in the same way due to work obligations. She requested that the board ask district staff to prepare some options for the board's consideration of a modest increase in compensation, noting that the state statute allows for board members to be compensated up to \$50 per day of district service. She noted that there would be a need to define and qualify such events, develop guidelines, and perhaps establish a monthly cap for the amount. She hopes that this is the start of a conversation about the board's commitment to ensuring that the district is addressing barriers to people participating at this level of service.

- ✓ Todd Duwe commented that he is open to exploring this topic further.
- ✓ John Griffiths described the increase in activity for the board members since the original stipend amount of \$50 per month was established, noting that board members with the Tualatin Valley Fire & Rescue district are compensated \$50 per day for each key meeting or event attended, which is allowable under state statute.
- ✓ General Manager Doug Menke replied that staff would package the research conducted on this topic and evaluate the board's budget to ensure that there are overall adequate funds within the existing budget for a potential increase in the stipend amount. The board would need to establish criteria for the types of events that would qualify for reimbursement. He also recommended that the district's new legal counsel review the potential ethics question that arose on this topic the last time it was discussed relevant to when an increase could become effective. He does not sense that any formal action would be needed from the board until it is ready to decide upon a policy-related action.

- ✓ John recalled the previous legal counsel’s recommendation that in order for the board to avoid a potential ethics violation, any increase in board stipend should take effect after a board election has occurred.
- ✓ President Kavianian commented that four of five board members are up for election this May and that the remaining seat could either abstain from the vote or the stipend increase would not take effect for that particular seat until after its next election.
- ✓ Doug confirmed that district legal counsel’s opinion would be requested on this topic.

Todd Duwe provided a brief update regarding a recent joint advisory committee meeting, followed by a Programs & Events Advisory Committee meeting.

John Griffiths provided a brief overview of recent meetings he attended on behalf of the district, including the most recent Nature & Trails Advisory Committee meeting, the visit with legislators referenced earlier by Wendy, as well as the scholarship program open house and the City of Beaverton Council’s recent joint work session with THPRD.

President Kavianian thanked district staff for their presentation during the City of Beaverton Council’s joint work session with THPRD, noting that he hopes to see continuing and additional joint efforts between the two partner agencies and expressed the need for open lines of communication to keep the city highly informed of the district’s activities.

General Manager Doug Menke inquired whether there was any additional board feedback regarding the draft letter that has been prepared to Metro regarding the natural area bond measure currently under consideration, noting that Metro will soon be launching into the public outreach phase for the measure.

- ✓ Board discussion occurred regarding the intent behind the sentence “Nature in Neighborhood Grants are an important part of the bond package because they extend the reach of the bond and provide ways for underserved communities to lead.” In addition, regarding the sentence “THPRD serves one of the most diverse cities in the Pacific NW where nearly one in four residents were born outside of the United States,” there was agreement to change the word “cities” to “areas.”

Agenda Item #7 – Consent Agenda

Felicita Montebianco requested that the Minutes of January 8, 2019 Regular Board Meeting be withheld from consideration of approval until the next board meeting as she believes that some discussion points are missing or not well-represented and would like additional time in order to review the audio recording.

Wendy Kroger moved that the board of directors approve consent agenda items (B) Monthly Bills and (C) Monthly Financial Statement. Todd Duwe seconded the motion. Roll call proceeded as follows:

John Griffiths	Yes
Felicita Montebianco	Yes
Todd Duwe	Yes
Wendy Kroger	Yes
Ali Kavianian	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. Parks Functional Plan

General Manager Doug Menke introduced Jeannine Rustad, Planning manager, and Keith Watson, Community Programs manager, to provide an overview of the update to the district’s

Parks Functional Plan (PFP), adopted by the board in May 2015. Staff is requesting board review and comments only this evening; the updated PFP will be presented to the board for consideration of approval at the March board meeting. Additional presentations on the PFP update were provided to the board at the August 7, November 13, and December 11, 2018 Regular Board meetings.

Jeannine and Keith provided a detailed overview of the PFP update currently in process via a PowerPoint presentation, a copy of which was entered into the record, focusing on proposed draft changes to the Priority Areas (land acquisition), Property Disposition and Funding sections, as well as new sections being added regarding dog parks, the district's role in the provision of parks in downtown Beaverton, and master planning parks in new urban areas. Jeannine and Keith offered to answer any questions the board may have.

John Griffiths inquired whether district staff utilized any of the information from the recent issue of the National Recreation and Park Association's magazine focused on dog parks.

- ✓ Keith replied that it was informative to read about other agencies' practices across the nation, noting that Seattle Parks and Recreation has a very in-depth document titled *People, Dogs and Parks Plan*.

John noted that reading through the information, it seems that designated unleashed times in unfenced dog park areas is not highly recommended based on other agencies' experiences.

- ✓ Keith confirmed this, noting that Portland Parks & Recreation has had its share of issues with this practice. He referenced information included within Seattle's plan stating that unless boundaries are very clear, off-leash dogs are found using entire parks; wear and tear on grassy areas is higher than in regular use areas; and scheduled off-leash hours are confusing for users. Additionally, Portland plans to fence more off-leash areas in order to reduce user conflict and does not anticipate approving any additional unfenced, off-leash areas in the future.

John described one of the articles that recommended the use of friends groups for dog parks.

- ✓ Keith replied that establishment of a friends group could be an advantage for the district, especially during the process of siting locations for additional dog parks and conducting the public outreach for potential locations.

John provided feedback regarding Winkelman Park, noting that when a portion of the off-leash area is closed during the winter, dogs end up running freely in other areas of the park.

- ✓ Keith explained that the sloped area is closed during the winter due to turf conditions turning to mud.

John replied that he understands the rationale, but that the off-leash use of Winkelman is growing, as is the surrounding population, and may warrant consideration of what changes can be made at that site since the usage of the off-leash area does not diminish during the winter season.

- ✓ Jeannine commented that the hope is that as the district opens additional off-leash areas, it will take some of the pressure off the district's three existing off-leash locations.

Todd Duwe inquired what Beaverton School District's policy is regarding dogs on their property.

- ✓ Keith replied that dogs are not allowed on their property at all, on or off-leash.

Todd noted that he regularly sees dogs using school district fields, which THPRD maintains, and he questions whether this use is in turn increasing the park district's maintenance costs. He inquired about the fencing criteria for the district's off-leash dog parks.

- ✓ Keith noted that the advisory committee recommended a fence height of six feet; however, district staff felt that this could appear obtrusive and recommended a minimum fence height of four feet, which could be increased based on site conditions and location.

Todd commented that consideration also needs to be given to providing a high-enough fence for those using the park that may be fearful of dogs.

Felicita Montebianco expressed support for the information presented this evening and suggested that Metro be added among the list of district partners on page 2 of Exhibit A included within the board of directors' information packet.

Wendy Kroger expressed support for the information presented this evening, noting that she had submitted her feedback on the proposed updates and additions via the Parks & Facilities Advisory Committee review of the information.

B. City of Beaverton / THPRD Urban Service Agreement

General Manager Doug Menke introduced Jeannine Rustad, Planning manager, to provide an update on the status of the negotiations for an urban service agreement (USA) with the City of Beaverton (COB). The USA would formally memorialize THPRD as the city's park provider, a role which the district has served since 1955. In addition, the USA would provide a high-level outline as to how the two agencies coordinate planning, provision of recreation amenities and programming. The COB Council recently held a work session on this topic on February 5, 2019, for which district staff prepared meeting notes, a copy of which has been provided to the board and entered into the record.

Jeannine introduced Brian Martin, COB Long Range Planning manager, and provided a detailed overview of the USA negotiations currently in process via a PowerPoint presentation, a copy of which was entered into the record, and offered to answer any questions the board may have.

John Griffiths referenced the USA draft included within the board of directors' information packet as Attachment A, specifically section III. A. which states: "Except as provided in Subsection III. B., the DISTRICT is primary service provider of Park and Recreation Services within BEAVERTON's Municipal Boundary." He noted that the word "primary" is unnecessary due to the qualifier at the start of the sentence and that he would like to see it removed, as this is all about role designation.

John referenced section III. B. which states, in part: "BEAVERTON currently provides Park and Recreation Services on a limited basis and may provide Park and Recreation Services at certain additional locations in the future." He recalled that the city operates City Park and owns some land that THPRD operates facilities upon and asked if there is anything else.

- ✓ Doug referenced the urban plaza at The Round, noting that this is where the definition of "recreation" becomes involved as the space is actively programmed at The Round, as is City Park, on occasion.
- ✓ Jeannine added that a portion of the recently opened Crescent Connection trail would also qualify.

John explained that the definition for "Park and Recreation Services" is included within the agreement, but that this definition also contains the term "Recreation Facilities," for which there is no standalone definition. Although the definition of "Park and Recreation Facilities" refers to "recreation, aquatic and senior centers," he is having difficulty seeing that programming at The Round's plaza rises to the level of a recreation center.

- ✓ Jeannine noted that there is a typo in the definition of "Park and Recreation Services" in that the standalone term John referenced of "Recreation Facilities" should actually be "Park and Recreation Facilities" in order to refer to the next definition within the USA.

John noted that his main point is that the city's involvement in this is around some cemented areas and although there may be some level of programming currently being offered, it is not to the level of a recreation center.

John commented that if in the future COB should decide to purchase property with the intent to provide park and recreation services, there is nothing in the current draft USA that would prohibit such activity. He would like to see language designating THPRD as essentially the default

organization to operate such amenities rather than having it be a mystery requiring further discussion. If THPRD is really the city's partner, he does not want to see any uncertainty about that aspect coming forward. He asked if there is anything within the current draft USA that would prohibit the city from purchasing and operating its own recreation facility.

- ✓ Jeannine replied that there is not; however, the city would be required to provide notice to THPRD.

John questioned under what circumstances would it be a possibility that the city would purchase and operate its own recreation facility.

- ✓ Jeannine replied that if the city identified a park or recreation-based opportunity that THPRD did not have an interest in or ability to facilitate, the question would be whether the city would then be precluded from providing that service. She noted that there has been ongoing discussion regarding the notice clause and what the process would be after notice is provided.

John stated that he would feel more comfortable if the requirement were that THPRD be given notice and has to refuse the opportunity. The current language provides too many degrees of freedom in that the city could move forward on its own for less reasons than the district being unable or unwilling to be involved, such as by bringing in a third-party provider. The current language seems too wide open considering that the district is attempting to formalize its role.

- ✓ Jeannine noted that there has been give and take on both sides regarding this language and it is not yet final. The gap on this particular section has been getting smaller, although she is hearing that it is not quite there yet.

John reiterated his concern regarding the word "primary" in section III. B., noting that it is duplicative to the beginning of that sentence.

Felicita Monteblanco stated that her biggest takeaway from the COB Council discussion during their recent work session on this topic was that there are five city councilors who want to partner, collaborate and work more with THPRD. She sees a conflict in that the city is unable to come to THPRD board meetings since they occur on the same nights as city council meetings, but perhaps the district needs to make a more active effort to attend their meetings or at least review the tapings of the council meetings. She challenges the district to think about what it is doing to make sure it is not putting walls in place that limit the city's ability to engage. Consideration could be given to taping the THPRD board meetings so that the councilors could watch the meetings after the fact, or changing the THPRD board meeting dates to a different day of the week. She noted that the last joint meeting between the two agencies was two years ago and that these should be more frequent. She repeated that her biggest takeaway from the meeting was that the COB Council wants to work together and collaborate with THPRD.

Wendy Kroger hopes that the USA does not take too much longer to finalize and expressed the need for it to reflect comprehensive collaboration and cooperation at the highest level between the two agencies. The district and city's residents are largely the same people and the ultimate goal is for the district and city to best serve their residents without duplicating services or having gaps. She believes that the USA should be a high-level document and as definitive as possible. She asked for clarification regarding the notation "Version based on our 10-12 conversation" found on the draft USA included within the board of directors' information packet.

- ✓ Jeannine replied that the version included within the information packet is the most current iteration that has been reviewed by both agencies' legal counsels. She was unaware that the city council had not seen this document before their discussion occurred at the February 5, 2019 work session; however, this is still very much a working draft that will require more discussion and legal review. She noted that the city and county are looking at urban service agreements between other agencies as samples. There is some uniqueness to the COB and THPRD agreement since the city is not a full-service provider, but there are some agreement examples that could be looked at, as well.

Wendy commented that, as a special service district, THPRD provides park and recreation services, as well as the protection of natural areas, for Beaverton and unincorporated Washington County. It behooves the district to do the best job it can in fulfilling its mission and to be as clear in this intent as possible. She expressed concern that she is unable to tell intent and direction within the draft USA as much as she would like. If THPRD is granting exceptions for things that have occurred in the past, it needs to also be clearer from this point forward. The public sees THPRD as their parks provider and confusion occurs when there is overlap in such services between two different agencies. The stated goal of the USA has been to formally memorialize the district as the city's park provider, but she does not see this in the current USA language. She would like to see this intent very clearly stated in an overarching manner, not just in the detail. She acknowledged the positive comments and hopes for the future expressed by both the city council and district board regarding the partnership between the two agencies and she wants to see the USA reflect those exciting, positive things coming up rather than focusing on the past.

Wendy provided additional comments regarding language within the draft USA as follows:

- ✓ Requested that regional trails and alternative transportation routes are covered within the USA as services provided by the district.
- ✓ Where "implementing plans" is referenced, what type of plans are being referred to? Is there a place within the USA to reference the district's functional plans?
- ✓ Regarding the statement, "BEAVERTON providing notice of relevant development actions in or near the DISTRICT's territory," she commented that the term "notice" means something entirely different than being offered to participate early in preapplication processes. She would like to see THPRD at the table early as it has worked hard to do so for other development projects.

Jeannine commented that some of these sections being referenced are statements required by law for cooperative urban service agreements, but that there is more flexibility in terms of detail and specifics later in the agreement under the numbered sections.

Wendy asked for clarification regarding the intent behind the following statement within section III. B.: "Failure to receive notice shall not invalidate such actions."

- ✓ Jeannine noted that this language is still under discussion but basically means that if the city purchased land without giving THPRD notice, the city can still own that land.

Wendy suggested further negotiation of this language that is more reflective of the equal partnership between the two agencies.

- ✓ Brian offered that the sentence in question is standard in such agreements and is meant to cover accidental situations where notice was not given as intended.
- ✓ Jeannine added that the statement is failure to receive notice; not failure to provide notice.

Wendy referenced section IV. A. which states, "The DISTRICT's future service area related to BEAVERTON is the BEAVERTON's Municipal Boundary and areas where BEAVERTON has an interest in planning, as shown in Exhibit X." and asked if this means that properties will automatically be annexed to THPRD when annexing to the city.

- ✓ Jeannine replied that automatic annexation will be covered in a different agreement with the city, noting that there is already a condition in place, but it has an opt-out clause that the district would like to see removed.
- ✓ Keith Hobson, director of Business & Facilities, commented that section IV. is specifically about changes to the urban growth boundary to provide flexibility that as new areas are brought in, the future of those urban service areas for both organizations move concurrently.

Todd Duwe commented that he is also excited to see the USA moving forward and although he was unable to attend the recent city work session, he is a big believer in early engagement in the

planning stage and the value that comes from such efforts. He expressed agreement with Felicita's comments regarding accessibility to each other's meetings and increased communications.

John referenced a comment made by Councilor San Soucie during the city's work session that it would feel right to him that if the way the USA was constructed and the way that it was put into operation is that THPRD would feel to him like a department of the city. John stated that what would make him feel most comfortable is an agreement between two entities of equal standing, cooperating at the highest level for the benefit of the constituency.

President Kavianian commented that cooperation and partnership is exactly what both agencies should be doing for the community they serve, including working together in order to give the taxpayers the best value possible for their tax dollars entrusted to us. The purpose of the USA is to define the service provider and to identify at a high level that the two agencies will cooperate as a partnership, while at the same time acknowledging that both agencies are providing specialized services. The subsequent intergovernmental agreement would be used to provide additional specifics, such as detail regarding affordable housing accommodations, understanding the management of the district's system development charge program, and specific issues regarding annexations, such as the opt-out clause referenced earlier this evening. The USA should declare a partnership between equals and continued cooperation. He noted that a lot of time has been dedicated to the negotiation of this agreement and that he, too, would like to see it finished soon and is excited to see a high level of cooperation move forward in order to do so.

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:

- Diversity, Equity & Inclusion (DEI) Initiative Update
 - Holly Thompson, Communications director, and Christine Hoffmann, Human Resources manager, provided an update regarding the district's DEI assessment and customized employee development plan currently in process, via a PowerPoint presentation, a copy of which was entered into the record.

Doug offered to answer any questions the board may have.

Geoff Roach, director of Community Partnerships, introduced Mark Pierce, the district's newly hired Security Operations manager.

Felicita Monteblanco inquired whether there are any thoughts regarding what might be heard during the staff DEI focus groups.

- ✓ Holly replied that district management has taken a hands-off approach for this initiative, noting that all of the communications to staff have said that the survey results would be going directly to the consultant, as would the offers to participate in the focus groups. Management staff wants the employees to feel empowered to be able to say what they wish to say and are relying on the consultant to provide an unfiltered review of that information. The desire was to have a very transparent process in which employees feel safe to provide feedback. She is also pleased that the district is taking the time to develop the training based on the employee feedback received.

John Griffiths asked when the recommendations are expected.

- ✓ Christine replied around the end of March/early April, which should provide the consultant with enough time to develop the content for a May training.

Wendy Kroger referenced the management report included within the board of directors' information packet and provided the following feedback:

- She offered kudos to district staff for being able to accommodate the upcoming High School State Swimming Championships. She also referenced the free teen swim lessons on early-release Wednesdays and asked whether staff has any theories as to why the program has been slow to take off at Beaverton and Sunset Swim Centers.
 - Aisha Panas, director of Park & Recreation Services, noted that she would further research this with Aquatics staff.
- She referenced the increased erosion and soil slumping affecting the berm at Bethany Lake and inquired whether there have been any solutions identified.
 - Doug noted that there will be a thorough review of the issue with Clean Water Services, but that a permanent remedy will likely require a significant project and collaborative approach.

Agenda Item #9 – New Business

A. Annual Planning Cycle

General Manager Doug Menke introduced Aisha Panas, director of Park & Recreation Services, and Keith Hobson, director of Business & Facilities, to present information relating to the district's annual planning cycle, noting that this is an opportunity to share with the board the timing and sequencing being evaluated by district staff in terms of moving through the development of work plans and budget cycles while the district is also embarking upon a significant visioning process.

Aisha and Keith provided a detailed overview of the district's current annual planning cycle and proposed future adjustments via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Long Range Planning
 - How the district's current planning documents (Comprehensive Plan, Strategic Plan, Service & Financial Sustainability Plan, Functional Plans, etc.) inform the board's adopted goal outcomes, district budget and departmental work plans
- Current Budget Planning Process
 - Current budget planning timeline
- Budget Planning Process During Visioning
 - Preparing for the district's visioning process
 - District priorities for the next 0-6, 6-18, and 18-36 months
 - July 2019 board retreat
- Budget Planning Process Post-Visioning
 - Resource allocation plan update
 - New strategic plan
 - Functional plans updated
 - Proposed annual planning cycle for FY 2021/22

Aisha and Keith offered to answer any questions the board may have.

The board members provided supportive comments regarding the information presented and requested that copies of this evening's PowerPoint presentation and the full list of district priorities be forwarded to them.

B. Enterprise Resource Planning Solution Contract

General Manager Doug Menke introduced Lori Baker, chief financial officer, to provide an overview of the district's procurement of an Enterprise Resource Planning (ERP) System and implementation services.

Lori provided a detailed overview of the memo included within the board of directors' information packet regarding the process used in finding a replacement for the district's financial software, which has become obsolete and is no longer being supported by the software provider. Staff conducted a request for proposal process for an integrated ERP system solution and received two independent responses. The bids were evaluated and scored in accordance with the request for proposals and staff is seeking authorization to negotiate and execute a contract with Tyler Technologies for implementation services of \$803,958 and five years of annual software hosting fees of \$1,229,775 (\$245,955 per year).

Lori provided a detailed overview regarding the budget and funding for this project, noting that the total budget shortfall for fiscal year 2018/19 is \$329,331. In compliance with local budget law, available budget appropriation must be identified from other sources prior to bid award; therefore, staff is recommending that the funding shortage be covered by the Conestoga Pool Tank/Deck Phase 1 and 2 projects. The Conestoga Pool Tank/Deck projects will instead be included as a budget request in the FY 2019/20 capital budget. Additionally, annual maintenance fees for the first five years of operation of the new ERP system are \$245,955. The adopted budget for FY 2018/19 includes \$70,000 for software maintenance and support for the outgoing financial system. Once the new ERP system is fully implemented, this budget will offset the annual support and hosting costs for the system, resulting in a net additional annual cost of \$175,955.

Lori noted that the action requested this evening is board approval to award the contract to the highest scoring bidder, Tyler Technologies, and authorization for the general manager or his designee to execute the contract, and offered to answer any questions the board may have.

Wendy Kroger asked for additional information regarding the additional modules Tyler Technologies offer that may allow for future improvements in processing district transactions as referenced on page 3 of the memo.

- ✓ Lori described a few of the modules in mind, such as the scheduling and tracking of district amenities like fields and tennis courts, and improvements to the daily operations program. She noted that this is a multiphase project for which the implementation phase will take at least 18 months.

Wendy asked why the Conestoga Pool Tank/Deck project was selected as the backup funding, commenting that she noticed that the pool deck looked like it was in poor condition.

- ✓ Keith Hobson, director of Business & Facilities, replied that the project funding transfer will not delay the Conestoga Pool Tank/Deck project as it is already in design and the funds being transferred will leave adequate funding to complete the design work, which is all that was anticipated to be completed this fiscal year anyway.

Felicita Montebianco commented that as the district grows, it needs more sophisticated systems, and although it is a large amount of funding, it is a necessary expense.

- ✓ Lori described other features of the new ERP system that will help reduce staff time and increase efficiency, such as by storing certain records electronically.

John Griffiths asked for additional information regarding the other bidder for this project, Central Square Technologies.

- ✓ Lori replied that Central Square Technologies' bid was a couple hundred thousand dollars higher for implementation, but the annual hosting fees were comparable. She described some concerns with the company, noting that they have changed ownership and business structure three times in a short period, which creates concerns about the longevity of the company. She noted that Tyler Technologies also has more experience in serving special districts than Central Square Technologies, which mainly serves school districts.

John inquired what the expected lifespan is for the new ERP system.

- ✓ Lori noted that consistent upgrade opportunities are provided with the annual hosting agreement. She provided additional information regarding the extent to which Tyler Technologies is used by other special districts, which allowed district staff opportunities for site visits to see the software in use by other agencies.

John asked if Tyler Technologies will have dedicated personnel for THPRD's account and the implementation process.

- ✓ Lori confirmed that there will be a dedicated team for the implementation process and that Tyler Technologies also has a dedicated team for their work with special districts. She described consistency in the Tyler Technologies personnel that the district has worked with through the bidding process.
- ✓ Keith added that part of the hosting costs is associated with taking the responsibility off of the district's Information Services team from having to manage the servers and software implementation.

John asked for additional information regarding the servers that will be used for the new software and any changes to the district's existing servers as a result.

- ✓ Lori replied that the new servers will be cloud-based, remote servers hosted and managed by Tyler Technologies. She explained that the district did not have server capabilities in order to be able to host the new software and that the district's Information Services staff did not have the capacity to accommodate the implementation process.
- ✓ Clint Bollinger, Information Services manager, explained that the district has one virtual server running the district's current financial software and another virtual server running the district's time keeping software, which will both potentially be downsized. He described Information Services staffs' role in this process as providing the necessary access to Tyler Technologies in order to conduct the implementation process.

President Kavianian expressed agreement with earlier comments that although this is a costly improvement, it is necessary, and that it is better to move forward now than waiting until there is a failure in the current system.

John Griffiths moved that the board of directors approve to award the contract to the highest scoring bidder, Tyler Technologies, for implementation services of \$803,958 and five years of annual software hosting fees of \$1,229,775 and authorize the general manager or his designee to execute the contract. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:

Todd Duwe	Yes
Wendy Kroger	Yes
Felicita Monteblanco	Yes
John Griffiths	Yes
Ali Kavianian	Yes

The motion was UNANIMOUSLY APPROVED.

C. Field Fees Rate Setting for 2020/2021

General Manager Doug Menke introduced Julie Rocha, Sports manager, and Davey Dupon, Field Fees Task Force member, to present information regarding the task force's recommendations for increases to the district's hourly field fees.

Julie and Davey provided a detailed overview of the district's field fees, including recommended increases for 2020/2021, via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Background
 - Field fees began being collected in 2008

- Full cost recovery is estimated at \$30/hour
- Current Review Process
 - Convened a 12-member Field Fee Task Force
 - Online open house and survey
- Synthetic Turf and Natural Turf Field Fee Comparisons
- 2013 Comprehensive Plan Update Cost Recovery Pyramid
 - Affiliate field use was placed at Tier III (100% cost recovery)
- Fee Scenarios Evaluated by Field Fee Task Force
- Field Fee Survey Results
 - Assessing fees differently for complex fields vs outlying fields most popular
- Proposed Hourly Fee Scenario Recommendations
 - Continue annual increase of 15% for outlying fields (from \$12.50 to \$14.25/hour)
 - One-time 30% increase for complex fields (from \$12.50 to \$16.25/hour)
 - After 2020/2021, complex fields would return to a 15% annual increase
- Next Steps
 - Continue to track and analyze field fees
 - Reconfirm cost recovery level via large-scale visioning and strategic plan updates
 - Reconvene Field Fee Task Force in future years to revisit field fee increases

Julie and Davey offered to answer any questions the board may have.

Wendy Kroger thanked Julie for spending time with her in helping her better understand this subject matter, noting that she had mentioned during their meeting the benefit of having an enhanced website specific to affiliated sports groups that would post information answering common inquiries.

- ✓ Julie agreed, noting that district staff is already discussing this suggestion further.

Felicita Montebalanco expressed support for the recommendation and complimented district staff and the task force on their work to consider and compile all of the various opinions shared through the outreach conducted. She commented that it was exciting to see that people were able to come to a consensus keeping in mind the values of THPRD and that the district does not want to put up barriers to participation. She also appreciates that the projected hourly fees have only been set for the next three years, at which time future years' fees will be reevaluated.

John Griffiths asked if complex fields are mostly synthetic turf.

- ✓ Julie replied that complex fields can be both synthetic or natural turf, but have more amenities than an outlying field, such as restrooms and concession stands.

John asked if the projected hourly field fee of \$32.75 for 2025 would meet the 100% cost recovery target.

- ✓ Julie replied that the estimated \$30/hour necessary to meet 100% cost recovery is for costs as they are today. The task force recognized that this is a moving target, so they will reconvene in two years to reevaluate that figure.

John inquired what basis Hillsboro Parks & Recreation uses in justifying hourly field fees of \$73 to \$185 an hour.

- ✓ Julie replied that the rate being referenced is for the stadium, which is a substantial facility. Additionally, Hillsboro Parks & Recreation does not maintain their school district's fields under an intergovernmental agreement, like THPRD does. She noted that as they were researching other agencies' practices, it was hard to find equal comparisons as most agencies had multiple price points based on different fields. They attempted to compare like fields to other like fields.

Todd Duwe commented that compiling the feedback received must have been a challenge, but also presented an opportunity for continued education of the district's affiliated sports groups.

- ✓ Julie confirmed this and provided an overview regarding how the information and feedback received was analyzed and compiled, noting that it helped to have transparent data available to share with the task force.
- ✓ Davey added that he believes the \$30/hour estimate is lower than it could have been, but he is thankful for this as he will be tasked with trying to collect the increased fees from his participants.

Todd asked whether district staff believes that the online open house worked well.

- ✓ Julie replied that it was the first time the district held a virtual open house, noting that it was a way to increase public participation.
- ✓ Aisha Panas, director of Park & Recreation Services, added that the proposal being presented to the board this evening has also been posted online to seek additional feedback with only one comment posted so far, which was positive.
- ✓ Julie noted that the information currently posted online is asking participants to reconfirm that the timeline is the right speed and asking at what point the task force should be reconvened, as well as an option to provide additional comments.

Aisha acknowledged the leadership and assistance of Davey Dupon and Bill Kanable through their participation on the task force.

President Kavianian opened the floor for public testimony.

Bill Kanable, 8130 SW Sorrento Road, Beaverton, is before the THPRD Board of Directors this evening regarding the proposed increases to the hourly field use fees for the district's affiliated sports groups. He noted that while the current proposed increase is manageable, when the projected rate increases start encroaching the \$3 to \$5/hour increments, that is more difficult to manage. He supports the recommendation to continue revisiting this topic with the task force in future years. He referenced the public testimony received on this topic during the January THPRD Board of Directors meeting and expressed support for the partnerships between THPRD and its affiliated sports groups, noting that the area is blessed to have such a quality park and recreation provider. He stated that nothing that costs more money will ever be popular, but the key will be the continued education of the affiliated sports groups' volunteers as there is a continual rotation of new people due to their children moving through the programs.

Wendy Kroger moved that the board of directors approve the proposed field fees for complex and outlying fields for calendar years 2020 and 2021. Todd Duwe seconded the motion. Roll call proceeded as follows:

John Griffiths	Yes
Felicita Montebianco	Yes
Todd Duwe	Yes
Wendy Kroger	Yes
Ali Kavianian	Yes

The motion was UNANIMOUSLY APPROVED.

General Manager Doug Menke recognized the task force and Julie's efforts, as well as other district departments, on this challenging subject matter, which resulted in substantial public involvement and a positive outcome.

D. Compensation Study Update

General Manager Doug Menke introduced Christine Hoffmann, Human Resources manager, to provide an update regarding the compensation survey of general manager salaries for comparator organizations that was recently conducted.

Christine provided an overview of the updated survey information requested by the board during the board's December 11, 2018 executive session, a copy of which was entered into the record. She noted that comparator agencies for salary surveys are typically selected based on who the district would be competing against for talent, as well as who really is a like agency, so not all of the organizations listed on this survey are equally comparable; however, are all data points for the board's consideration. She offered to answer any questions the board may have.

Felicita Montebianco commented that while the district's general manager salary seems to be average based on the comparators provided, none of which stand out as completely equal to that of the THPRD general manager position; however, typical practice of other agencies does not seem to be to award a bonus.

- ✓ Christine noted that this was an area specifically surveyed, noting that it appears that awarding a retirement contribution bonus versus a cash bonus is more typical.
- ✓ President Kavianian noted that the method of bonus could be discussed by the board further.
- ✓ John Griffiths recalled that the concept of a bonus consideration was brought forth when General Manager Doug Menke's salary bumped up against the top of the salary range. As a side note, John questioned whether the district's population is still 250,000 as shown on the survey information, noting that figure has been quoted for quite some time during a period of rapid population growth.

Wendy Kroger noted that the district's pay equity and compensation studies are still in process, but that this is good data to have as the district continues collecting information.

President Kavianian commented that while the district continues to collect other information, this survey helps clarify whether the district is in the right salary range and is being good stewards of public resources. He noted that future board discussion on this topic can occur during the June general manager evaluation process as to what should transpire next and what form any bonus should take. He asked for board consensus that this discussion could come to a close at this juncture until additional discussion occurs as described.

John suggested that an interesting way to view the survey information would be to graphically reflect how salary is reflected in relation to population served and general fund amount.

Todd Duwe inquired when the pay equity study is anticipated to be completed.

- ✓ Christine provided a brief update on the pay equity study in process, noting that it is anticipated to be completed this spring.

Agenda Item #10 – Adjourn

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

Ali Kavianian, President

Felicita Montebianco, Secretary

Recording Secretary,
Jessica Collins