



**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, April 9, 2019, 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
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 consider information or records that are exempt by law from public inspection, 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 (f), 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, April 9, 2019, at 7:05 pm.

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

Wendy Kroger moved that the board of directors authorize the acquisition of property in the northeast quadrant of the district for the purchase price discussed in executive session, using bond funds designated for acquisition of natural areas, subject to appropriate due diligence review and approval by the general manager. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

## **Agenda Item #4 – Presentations**

### **A. National Volunteer Month**

Keith Watson, Community Programs manager, and Melissa Marcum, volunteer coordinator, read into the record a proclamation that the Tualatin Hills Park & Recreation District declares the month of April 2019 as National Volunteer Month.

Wendy Kroger noted her participation with the district as an amphibian survey volunteer and displayed the volunteer kit put together by district staff for this purpose. She thanked district staff for the support they give to the district's volunteers.

### **B. National Autism Awareness Month**

Aisha Panas, director of Park & Recreation Services, and Cynthia Guajardo, adaptive and inclusion aide, read into the record a proclamation that the Tualatin Hills Park & Recreation District declares the month of April 2019 as National Autism Awareness Month.

John Griffiths inquired about the recent quiet egg hunt held at Mountain View Champions Park in partnership with the Autism Society of Oregon.

- ✓ Cynthia provided an overview of the event, noting that there were approximately 500 participants.

### **C. American Red Cross Recognition to Aquatics Department**

Sharon Hoffmeister, Aquatics manager, introduced American Red Cross (ARC) representative Brian Hoffmeister, Pacific Northwest Service Delivery Manager, who introduced Nayeli Trejos, Aquatics Program Manager for the Western United States, and Zachary Tomayo, Aquatics Executive, to present the district with two awards: Gold Level Learn to Swim Provider and Top Training Provider.

The ARC representatives explained that the Gold Level Learn to Swim Provider award recognizes the top learn to swim providers in each territory and that the Top Training Provider award is given to the top 10 training providers within a territory. They noted that every time THPRD trains someone in lifeguarding, first aid, CPR, etc., that it helps to fulfill the ARC's mission. The Top Training Provider award recognizes THPRD as a top-ten training provider within its five-state territory, which comprises of about 700 other training providers. In 2018, THPRD certified over 400 individuals in life-saving skills, such as lifeguarding, first aid, CPR and AED. The Gold Level Learn to Swim Provider award is also given to the top providers within each territory. In 2018, the district's instructors provided 10,190 individual swim lessons and 49,149 since 2016. THPRD is third in the nation for its Learn to Swim program, behind Chicago Parks & Recreation District, which has over 100 pools, and the City of Los Angeles, which has 60 pools.

## **Agenda Item #5 – Audience Time**

There was no public comment during audience time.

## **Agenda Item #6 – Board Time**

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

Felicita Montebalanco announced that the Tualatin Hills Park Foundation and Rotary Club of Beaverton are providing \$6,000 in financial assistance for children in low income families to participate in THPRD's upcoming Peace Village summer camp being offered at Garden Home Recreation Center in June.

Felicita noted that she attended the last stakeholder meeting for Metro's upcoming natural areas bond measure for which she has a lot of notes to share with the board. The measure will go before the Metro Council soon along with all of the feedback received. She referenced an urban

transformations fund that has been discussed as a component of the measure, which would provide an opportunity for large-scale, transformational projects involving multiple partnerships. This fund would comprise of \$40-50 million of the measure, with \$20 million of that already reserved for the Willamette Falls project in Clackamas County. She described how Metro is following a different process for this measure than it has in the past in that they are leading with race and will want to see that funding applicants are not only engaging marginalized communities, but ensuring that such communities are at the leadership table making decisions, and that strong applicants will be working with minority and women-owned businesses.

Wendy Kroger provided the following comments:

- Described the recent activities of the busy Parks & Facilities Advisory Committee, which has been asked to consider taking on the topic of historic facilities.
- Recently toured district sites with staff, including the new trail at Hansen Ridge Park; the new cricket pitch at Portland Community College Rock Creek; Veterans Memorial Park; and, Wonderland Park, which has new turf around the play equipment.
- Attended the quiet egg hunt at Mountain View Champions Park, which was wonderfully organized and reflected the efforts and skills of district staff.
- Thanked Nature & Trails staff for their efforts in working on providing additional flashing beacons at trail crossings.
- Congratulated the district on the receipt of the Washington County Department of Health and Human Services Partner in Public Health Award.

President Kavianian commented that he, too, attended the quiet egg hunt along with visiting family who were highly impressed by the event.

John Griffiths noted that he will be attending tomorrow's Metro Council meeting during which discussion is expected regarding the upcoming natural areas bond measure.

#### **Agenda Item #7 – Consent Agenda**

**Todd Duwe moved that the board of directors approve consent agenda items (A) Minutes of March 12, 2019 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Waterhouse Trail Segment #4 Construction Contract, (E) Waterhouse Trail Segment #4 Bridge and Boardwalk Purchase, and (F) Bonny Slope Trail Construction Contract. Wendy Kroger seconded the motion. Roll call proceeded as follows:**

<b>John Griffiths</b>	<b>Yes</b>
<b>Felicita Monteblanco</b>	<b>Yes</b>
<b>Wendy Kroger</b>	<b>Yes</b>
<b>Todd Duwe</b>	<b>Yes</b>
<b>Ali Kavianian</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

#### **Agenda Item #8 – Unfinished Business**

##### **A. Parks Functional Plan**

General Manager Doug Menke introduced Jeannine Rustad, Planning manager, and Charri Schairer, urban planner, 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 consideration of approval of the updated plan this evening. Additional presentations on the PFP update were provided to the board at the August 7, 2018; November 13, 2018; December 11, 2018; and February 12, 2019 Regular Board meetings.

Jeannine and Charri provided a detailed overview of the culmination of the PFP update process via a PowerPoint presentation, a copy of which was entered into the record, and offered to answer any questions the board may have.

Wendy Kroger commented that through watching this process from start to finish, she is impressed and appreciative of the depth of the resulting product. She thanked district staff for providing such a useful tool and for their attention to detail.

John Griffiths referenced the improved coverage reflected on the updated GRASP (Geo-Referenced Amenities Standards Process) map and asked what the contributing factors are for this improvement.

- ✓ Jeannine replied that it is based on enhancements made to existing parks, as well as the addition of new parks, such as in the North Bethany area.

John asked whether properties the district has acquired but not yet developed factors into the overall GRASP score.

- ✓ Jeannine confirmed this.

John complimented staff on their efforts in producing this document, noting that it was a significant undertaking.

Felicita Montebalco echoed the compliments regarding the plan presented. She referenced the Community Characteristics table included on page 36 and asked how the criteria of “Located in an Underserved and/or Underrepresented Community” is determined.

- ✓ Charri replied that Metro’s equitable transit map is used, which coincides well with the district’s identification of areas lacking parks and/or areas with pedestrian zone barriers.

Felicita referenced page 71, noting that she highly supports what is being discussed in this section. She requested that “races/ethnicities” be edited to “races and ethnicities.”

**Wendy Kroger moved that the board of directors approve the Parks Functional Plan. John Griffiths seconded the motion. Roll call proceeded as follows:**

<b>Todd Duwe</b>	<b>Yes</b>
<b>Felicita Montebalco</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>
<b>Wendy Kroger</b>	<b>Yes</b>
<b>Ali Kavianian</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:

- Family Promise Update
  - Sabrina Taylor Schmitt, Recreation manager, provided an update regarding the district’s partnership with Family Promise, entering its second year, via a PowerPoint presentation, a copy of which was entered into the record.
- Board of Directors & Budget Committee Meeting Schedule

Doug offered to answer any questions the board may have.

President Kavianian referenced Family Promise’s 83% success rate for participants being housed in less than nine weeks and asked what practices of the program stand out as contributing to that high of a success rate.

- ✓ Sabrina described the program’s focus on kindness and compassion coupled with on-site social services and counseling, noting that this support continues after the participants find housing.

Felicita Montebalco noted the power of having an advocate to help with the complex process of finding housing. She commented on how the district’s participation in this program could also help inform the district’s emergency preparedness efforts and asked if the district has any key takeaways in this regard.

- ✓ Sabrina replied that one takeaway is the realization that a collaborative approach is required involving many different agencies, nonprofits and other community organizations.

John Griffiths asked for an update regarding the district’s participation in the City of Beaverton’s Safe Parking Program.

- ✓ Holly Thompson, Communications director, provided a detailed update, noting that an agreement is close to being signed with the city and that program participants are expected to arrive as early as by the end of the month.

**Agenda Item #9 – New Business**

**A. Resolution Authorizing Execution of Full Faith and Credit Financing Agreement for the Purpose of Financing Real Property**

General Manager Doug Menke introduced Keith Hobson, director of Business & Facilities, to provide an overview regarding a full faith and credit financing agreement being considered for the purpose of funding the acquisition and development of office space for administrative employees.

Keith provided a detailed overview of the memo included within the board of directors’ information packet, noting that the current office space available for THPRD administrative staff is insufficient based on a space needs analysis conducted by an architectural consultant. Based on an alternatives analysis, the most cost-effective option is to acquire and remodel an existing facility. This alternative has the added benefit of making the existing administrative building available for public use. The potential purchase and rehabilitation of a building is anticipated to require between \$7-\$8 million to meet the district’s needs. Staff is seeking board approval of a resolution authorizing the execution of a full faith and credit financing agreement for the purpose of funding the purchase and rehabilitation of an administrative building in an amount not to exceed \$8,000,000 with a maturity of not later than 31 years from date of issuance. Approval of the resolution does not commit the district to issuing the debt; it creates the authority to do so in order to allow for the completion of the project. Keith noted that the final determination of how much debt to issue and the timing of the issuance will be made as further due diligence is performed and offered to answer any questions the board may have.

John Griffiths commented that he had questions regarding the district’s overall debt capacity that district staff has answered satisfactorily.

**Todd Duwe moved that the board of directors approve Resolution No. 2019-04 authorizing the execution of full faith and credit financing agreement for the purpose of financing real property acquisition. Wendy Kroger seconded the motion. Roll call proceeded as follows:**

<b>Felicita Monteblanco</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>
<b>Wendy Kroger</b>	<b>Yes</b>
<b>Todd Duwe</b>	<b>Yes</b>
<b>Ali Kavianian</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #10 – Adjourn**

There being no further business, the meeting was adjourned at 7:55 pm.

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Ali Kavianian, President

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Felicita Monteblanco, Secretary

Recording Secretary,  
Jessica Collins