



**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, August 15, 2017, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Regular Meeting 6 pm; Executive Session to immediately follow.

Present:

Jerry Jones Jr.	President/Director
Ali Kavarianian	Secretary/Director
Felicita Monteblanco	Secretary Pro-Tempore/Director
Holly Thompson	Director
Doug Menke	General Manager

Absent:

John Griffiths	Director
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Agenda Item #1 – 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, August 15, 2017, at 6 pm.

President Jones announced that Agenda Item #6, Public Hearing for a Request for Exemption from Competitive Procurement Process for Splash Pad Equipment, would be delayed until the end of this evening’s Regular Meeting.

Agenda Item #2 – Swearing In of Reelected & Newly Elected Board Members

City of Beaverton Mayor Denny Doyle preformed the swearing in ceremonies for reelected board member Jerry Jones Jr. and newly elected board members Felicita Monteblanco and Holly Thompson for their four-year terms on the THPRD Board of Directors effective July 1, 2017.

Agenda Item #3 – Board Time

Ali Kavarianian welcomed the board’s new members and complimented district staff on the successful summer event season, noting that these events keep the district in front of the public.

- ✓ Holly Thompson echoed Ali’s comments, noting that the district’s summer events she attended were well-organized and enjoyed by the community.
- ✓ Felicita Monteblanco expressed agreement with Ali and Holly’s comments, stating that it is a good reminder that the district’s greatest asset is its staff.
- ✓ President Jones commented that he, too, appreciates district staff’s efforts and enjoyed meeting employees at the recent staff appreciation picnic. It was clear to him how much the employees enjoy working for the district, which is a testament to management staff.

President Jones described the concept of a future board of directors’ retreat in order for the board to have a focused discussion on its goals moving forward. General Manager Doug Menke will offer potential retreat dates for the board members’ consideration.

A. Board Liaison Assignments

President Jones noted that based on the board members' preferences, the following board members will serve as liaisons to the following district committees:

- Nature & Trails Advisory Committee: John Griffiths
- Parks & Facilities Advisory Committee: Holly Thompson
- Programs & Events Advisory Committee: Felicita Monteblanco
- Parks Bond Citizen Oversight Committee: John Griffiths
- Audit Committee: Holly Thompson
- Tualatin Hills Park Foundation: Felicita Monteblanco
- Fiduciary Committee: Ali Kavarianian

Agenda Item #4 – Election of Officers for Fiscal Year 2017/18

President Jones opened the floor to nominations for board officers for fiscal year 2017/18, effective immediately.

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

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

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

Agenda Item #5 – Metro Update

President Jones introduced Metro Councilor Kathryn Harrington to provide an update regarding Metro's most recent projects and initiatives.

Councilor Harrington provided a detailed overview of handouts she provided to the board, copies of which were entered into the record, covering various Metro-led initiatives and ways THPRD and Metro can work together for the betterment of the community in the areas of parks and natural areas, as well as transportation. She noted how an agency does its work is very important in that it not only achieves the agency's service goals, but has a great impact on the community as a whole. She is proud of the work Metro has done to make improvements to equity, diversity and inclusion. This evening, she wishes to share some of the lessons that she has had the opportunity to experience and encourages THPRD to consider in Metro and THPRD's work together. She provided a brief overview of each of the following Metro programs and initiatives, with additional information found in the handouts provided:

- Strategic Plan to Advance Racial Equity, Diversity and Inclusion
- Equity in Contracting policy (minority-owned, woman-owned, service-disabled veteran-owned or emerging small businesses)
 - Equity in Contracting Annual Report for FY 2015/16
 - Case studies of businesses involved in this program

- Construction Career Pathways Project
- Partners in Nature and Connect with Nature Programs
- Exploring diversity in hiring practices
- 2018 Regulation Transportation Plan Update
 - Councilor Harrington is championing a change in the policy of implementing half of the network in the next 20 years to a faster timeline
 - Transportation Regional Snapshot
 - Connecting priorities to the vision
 - Development of an equitable and inclusive transportation network
 - Active Transportation: 10-Year Investment Scenarios for Connected Centers and Corridors

Councilor Harrington offered to answer any questions the board may have.

Felicita Monteblanco applauded Metro's commitment to equity and requested that equity be a discussion topic for the upcoming THPRD board of directors' retreat. She asked Councilor Harrington for an overview of Metro's community placemaking grant program.

- ✓ Councilor Harrington replied that Metro has multiple grant programs benefiting different aspects of the community, one of which that was recently repurposed into a placemaking program. She noted that one of THPRD's board members served on the grant application evaluation committee to help determine how to allocate the \$100,000 available for different, community level placemaking projects with the goal to foster a sense of community. Over 50 applications were received with over \$1.5 million in assistance requested. It was a challenging task for the grant application evaluation committee, but ultimately multiple grants were awarded.

Felicita noted that two of those grant awards were for organizations within Washington County: the Tualatin Riverkeepers in partnership with Centro Cultural, and Supa Fresh Youth Farm. She described how placemaking could apply to THPRD's efforts, especially considering that the district serves many in unincorporated Washington County.

Ali Kaviainain thanked Councilor Harrington for her presentation this evening, noting that he appreciates this expanded level of communication between the two agencies.

Holly Thompson complimented Metro's efforts in diversity and inclusion, noting that focusing on racial equity first is a difficult topic to broach, but makes good business sense. She noticed that outreach has indicated that many businesses that could qualify for Equity in Contracting programs are unaware of such opportunities. She described the opportunity for Metro to play a coordinating role in the community for all jurisdictions in order to increase the pool and welcome these businesses together. In addition, she looks forward to the conversation on the important role that THPRD trails play in the area's transportation system, noting that it is going to take more investment to understand and appreciate exactly how the community uses the trail system, what their experiences have been, as well as how to make those experiences even more successful.

President Jones commented that he is excited to learn more about the Construction Career Pathways Project and how THPRD could partner in that effort. He is aware firsthand of the need for technical labor as well as the rewards available to those who choose to go into such fields.

President Jones offered that a THPRD board member could attend a Metro council meeting in the future in order to report on current district efforts and its partnership with Metro.

- ✓ Councilor Harrington noted that John Griffiths serves on the Metro Policy Advisory Committee as an alternate for Washington County special districts, which is greatly appreciated. He has been a valued resource for Metro with regard to the type of work Metro and THPRD does together.

President Jones described THPRD's legislative efforts in Washington, D.C., over the past few years in support of trail system construction, noting that trails are expensive to build, particularly to regional standards and conforming to this area's topography. However, when THPRD is granted federal funds for a trail project, the project is required to be managed through the Oregon Department of Transportation (ODOT) and therefore constructed to even more costly road standards. He suggested that Metro and THPRD work collaboratively to request state legislators to help change that process.

- ✓ Councilor Harrington replied that this has been a focus of the Metro Council for as long as she has been a member. The Federal Highway Administration has been working on some improvements to this process, but it is important that impacted agencies not lose sight of this issue. For many of this area's regional trails, the most complicated and therefore most expensive segments are the ones remaining.

General Manager Doug Menke referenced The Intertwine Alliance convened by Metro some years ago as a unique alliance of public agencies, nonprofits and private businesses working to integrate nature into the region. In his opinion, Metro's success in the area of greenspace preservation is not talked about enough, and its delivery of such assets has been a wonderful complement to the work of THPRD. He believes it is an area that needs further promotion and is also proud of Metro's continued support of The Intertwine Alliance.

- ✓ Councilor Harrington encouraged THPRD staff to meet with Jonathan Blasher, Metro's new Director of Parks & Nature.

President Jones thanked Councilor Harrington for the informative presentation and for Metro's continued partnership with THPRD.

Agenda Item #7 – Audience Time

There was no public testimony during audience time.

Agenda Item #8 – Consent Agenda

Ali Kavianian moved that the board of directors approve consent agenda items (A) Minutes of June 20, 2017 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Intergovernmental Agreement with Clean Water Services for Fanno Creek Greenway Project, (E) Resolution Acknowledging Property Acquisitions for Fiscal Year 2016/17 and Describing Funding Source(s) and Purpose, (F) Resolution Appointing Budget Committee Members, (G) Resolution Appointing Audit Committee Member, (H) Resolution Naming North Bethany Park Sites, and (I) Somerset West Park Phase 1 Consultant Contract. Holly Thompson seconded the motion. Roll call proceeded as follows:

Felicita Montebianco	Yes
Holly Thompson	Yes
Ali Kavianian	Yes
Jerry Jones Jr.	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #9 – Unfinished Business

A. Strategic Plan and Service and Financial Sustainability Plan

Katherine Stokke, interim Operations Analysis manager, provided an overview of the memo included within the board of directors' information packet regarding a status update on the Strategic Plan and Service and Financial Sustainability Plan adopted by the board of directors in December 2013, via a PowerPoint presentation, a copy of which was entered into the record. Katherine noted that, since adoption, staff have worked with the board on updating district policies based on the recommendations within these plans, as well as the adoption of related

functional plans. As such, staff have updated all action items, which are described in one of four categories:

- Operationalized – A continuous process undertaken on a regular basis.
- Completed – All work related to this item has finished.
- In Progress – Work on this item has started. Anticipated date of completion is included in the status update.
- Removed – Item will be addressed through alternate means or has been considered and determined not a direction the district wants to pursue.

Katherine provided an overview of each of the exhibits included within the board of directors' information packet:

- Exhibit A: Action item progress update for the two plans, combined and individual. Overall progress between the two plans shows that 213 of the total 236 items have been Operationalized or Completed; 17 have been Removed; and 6 are In Progress. There are no longer any items in the Planned category.
- Exhibit B: Strategic Plan progress update by goal. This exhibit shows the Strategic Plan items split out according to the eight goals with a comparison of their status as of August 2017, August 2016, October 2015, and September 2014.
- Exhibit C: Service & Financial Sustainability Analysis update by theme. This exhibit shows the Service and Financial Sustainability Analysis items split out by theme, with a comparison of their status at the same time periods as previously noted.
- Exhibit D: Items in progress and items removed (i.e., addressed through alternate means or considered and determined not a direction THPRD wants to pursue). In prior updates, staff included the detailed status of all 236 items in the packet. Many of those items are now Completed or Operationalized. In order to be efficient with the board's time, this year's exhibit shows only those items which are In Progress or have been Removed.

Katherine concluded the presentation by noting that since adoption of these plans almost four years ago, implementation has focused on the highest priority items. Many of the remaining items were designated as lower priorities. Additionally, new projects and initiatives have arisen in the interim. The next step will be to update all of the district's functional plans over the next two years in order to lay the groundwork for the district's next Strategic Plan update. Katherine offered to answer any questions the board may have.

Hearing no comments or questions, President Jones requested the staff report for the next agenda item.

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:

- Raleigh Park Concept Plan
 - Bruce Barbarasch, superintendent of Natural Resources & Trails Management, provided an overview of the development of a concept plan for Raleigh Park, via a PowerPoint presentation, a copy of which was entered into the record. Staff intend to present a final draft plan to the board for consideration in November.
- PCC Rock Creek Sports Complex Archery Range
 - Aisha Panas, director of Park & Recreation Services, provided some photos of an archery range recently constructed on the north practice field at the district's PCC Rock Creek Sports Complex, via a PowerPoint presentation, a copy of which was entered into the record.

- AmeriCorps National Civilian Community Corps (NCCC) Partnership Recap
 - Jon Campbell, superintendent of Maintenance Operations, provided an overview of the AmeriCorps NCCC partnership with the Maintenance and Natural Resource departments this summer that resulted in completion of 30 different projects throughout the district, 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.

Raleigh Park Concept Plan

Felicita Montebianco inquired how the recent expanded community outreach effort for the Crowell Woods Park master planning process informed the outreach for the Raleigh Park concept plan.

- ✓ Bruce replied that one particular lesson learned is that there is no such thing as too much community outreach. He noted that it is challenging to hear from the entire community through the typical public meeting process so district staff were sent to the park to reach out to its users, as well as knock on doors of the residences near the park.

Holly Thompson asked for additional information regarding the current utilization of the tennis courts at Raleigh Park.

- ✓ Bruce replied that based on the community outreach conducted, district staff feels confident in recommending that one of the three existing tennis courts transition to a pickleball court.
- ✓ President Jones described how pickleball is growing in popularity and is a great way to allow another use on an already existing tennis court.

President Jones complimented district staff on their outreach efforts for this project, commenting that it is apparent that the district has taken great strides in such efforts over the past few years.

AmeriCorps National Civilian Community Corps (NCCC) Partnership Recap

Holly Thompson commented that she has enjoyed hearing a common theme throughout the General Manager's Report of collaboration, partnerships and exploring new opportunities.

Agenda Item #6 – Public Hearing: Request for Exemption from Competitive Procurement Process for Splash Pad Equipment

A. Open Hearing

President Jones opened the Public Hearing to review the findings supporting a competitive procurement and brand name exemption for the Cedar Hills Park splash pad system equipment.

B. Staff Report

Gery Keck, superintendent of Design & Development, provided an overview of the memo included within the board of directors' information packet, noting that staff is requesting board approval to exempt Vortex from the competitive procurement process for splash pad system equipment and approval of a "brand name" specification to permit Vortex to be exclusively included as the splash pad systems provider for Cedar Hills Park, in accordance with the State of Oregon exemption process. He noted that in 2009, the board approved a five-year exemption from the competitive procurement process for splash pad suppliers and equipment, and to allow the general manager to select a supplier based on a Request for Proposals (RFP) process. Upon completion of the RFP process in April 2010, the general manager authorized Vortex for the splash pad supplier and equipment exemption. The two projects anticipated for splash pads included the Conestoga Recreation & Aquatic Center (CRAC) and Cedar Hills Park. Since that time, the CRAC project has been completed, but the Cedar Hills Park project has been delayed and the five-year procurement exemption expired.

Gery noted that the exemption would not substantially diminish competition since THPRD had conducted an RFP process to select the supplier and specified brand of equipment. It changed the process from being a cost-based solicitation to a qualitative solicitation and allowed for the solicitation to be made before designs were completed, ensuring that the designs are compatible with the selected brand of equipment throughout district facilities.

Gery noted that the benefits of an exemption would allow THPRD to: 1) proceed seamlessly with the specification and design of its splash pad facilities, 2) interchange elements between splash pad facilities, 3) establish common maintenance, staff training, warranties and product representation, 4) negotiate volume costs for design and materials with the supplier, and 5) minimize consultant fees and project management costs by allowing staff familiarity with the supplier's products and with the preparation of standardized documents and specifications.

Gery noted that a public comment was received on this proposal from Empex Watertoys expressing concern regarding the fairness of the request for exemption, a copy of which was provided to the board and entered into the record. Gery offered to answer any questions the board may have.

President Jones asked if Empex Watertoys was one of the respondents to the initial RFP in 2010.

✓ Gery replied that they were not.

Ali Kavianian commented that splash pads consist of complex equipment and asked whether there is any concern regarding the longevity of Vortex as a company.

✓ Gery replied that there are no concerns at this point.

C. Public Comment

There was no public comment.

D. Board Discussion

President Jones expressed support of the requested exemption due to the complexity of the product and that the original RFP was an open process, noting that essentially if the Cedar Hills Park project had progressed on its original construction schedule, the action being requested this evening would not have been necessary.

Felicita Montebianco expressed agreement with the proposal, particularly since the action requested is in relation to only one project.

E. Close Hearing

President Jones closed the public hearing.

F. Board Action

Ali Kavianian moved that the board of directors approve to exempt Vortex from the competitive procurement process for splash pad system equipment for Cedar Hills Park; and, approve a "brand name" specification to permit Vortex to be exclusively included as the splash pad systems provider for Cedar Hills Park. Holly Thompson seconded the motion. Roll call proceeded as follows:

Holly Thompson	Yes
Felicita Montebianco	Yes
Ali Kavianian	Yes
Jerry Jones Jr.	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #10 – 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 #11 – Reconvene Regular Meeting

The Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was reconvened by President Jerry Jones Jr. on Tuesday, August 15, 2017, at 8:10 pm.

Agenda Item #12 – Action Resulting from Executive Session

Ali Kavianian moved that the board of directors authorize staff to grant an easement in the northwest quadrant of the district, subject to the appropriate due diligence review and approval by the general manager. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Felicita Monteblanco moved that the board of directors authorize staff to grant a right-of-way easement in the northwest quadrant of the district, subject to the standard due diligence review and approval by the general manager. Ali Kavianian seconded the motion.

Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Holly Thompson moved that the board of directors authorize staff to acquire property in the southwest quadrant of the district for the 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. Ali Kavianian seconded the motion.

Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #13 – Adjourn

There being no further business, the meeting was adjourned at 8:15 pm.

Jerry Jones Jr., President

Ali Kavianian, Secretary

Recording Secretary,
Jessica Collins