



**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 Monday, June 22, 2015, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton. Executive Session 6 pm; Regular Meeting 7 pm.

Present:

John Griffiths	President/Director
Bob Scott	Secretary/Director
Jerry Jones Jr.	Secretary Pro-Tempore/Director
Joseph Blowers	Director
Larry Pelatt	Director
Doug Menke	General Manager

Agenda Item #1 – Executive Session (A) Land

President Griffiths called executive session to 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 Griffiths noted that representatives of the news media and designated staff may attend the executive session. All other members of the audience were asked to leave the room. 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 will return to open session and welcome the audience back into the room.

Agenda Item #2 – Call Regular Meeting to Order

President Griffiths called the regular meeting to order at 7:15 pm.

Agenda Item #3 – Action Resulting from Executive Session

Bob Scott moved that the board of directors, pursuant to a commitment of the 2008 Bond Measure, authorize staff to acquire a property in the southwest quadrant of the district for \$475,000 using bond measure funds designated for community park and community center land acquisition and system development charge funds, subject to standard due diligence review and approval by the general manager. Larry Pelatt seconded the motion.

Roll call proceeded as follows:

Jerry Jones Jr.	Yes
Joe Blowers	Abstain
Larry Pelatt	Yes
Bob Scott	Yes
John Griffiths	Yes

The motion PASSED by MAJORITY vote.

Bob Scott moved that the board of directors authorize staff to allow the expansion of existing easements as well as the granting of new permanent and temporary construction easements on five properties in the northwest quadrant of the district, and to further grant a permit of entry for a sixth property and to grant easements on this property after receiving payment of the appraised value of the easement areas. The authorization will be subject to an intergovernmental agreement and appropriate due diligence review and approval by the general manager. Larry Pelatt seconded the motion.

Roll call proceeded as follows:

Jerry Jones Jr.	Yes
Joe Blowers	Yes
Larry Pelatt	Yes
Bob Scott	Yes
John Griffiths	Yes

The motion was UNANIMOUSLY APPROVED.

Bob Scott moved that the board of directors authorize staff to allow new permanent easements in the southwest quadrant of the district, subject to appropriate due diligence review and approval by the general manager. Larry Pelatt seconded the motion. Roll call proceeded as follows:

Jerry Jones Jr.	Yes
Joe Blowers	Yes
Larry Pelatt	Yes
Bob Scott	Yes
John Griffiths	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #4 – Election of Officers for Fiscal Year 2015/16

President John Griffiths opened the floor to nominations for board officers for fiscal year 2015/16, taking effect on July 1, 2015.

Jerry Jones Jr. nominated Larry Pelatt to serve as president of the Tualatin Hills Park & Recreation District Board of Directors for fiscal year 2015/16. Bob Scott seconded the nomination. Hearing no further nominations, roll call proceeded as follows:

Larry Pelatt	Yes
Joe Blowers	Yes
Bob Scott	Yes
Jerry Jones Jr.	Yes
John Griffiths	Yes

The nomination to elect Larry Pelatt to serve as president for fiscal year 2015/16 was UNANIMOUSLY APPROVED.

Larry Pelatt nominated Jerry Jones Jr. to serve as secretary of the Tualatin Hills Park & Recreation District Board of Directors for fiscal year 2015/16. Joe Blowers seconded the nomination. Hearing no further nominations, roll call proceeded as follows:

Jerry Jones Jr.	Yes
Bob Scott	Yes
Larry Pelatt	Yes
Joe Blowers	Yes
John Griffiths	Yes

The nomination to elect Jerry Jones Jr. to serve as secretary for fiscal year 2015/16 was UNANIMOUSLY APPROVED.

Larry Pelatt nominated John Griffiths to serve as secretary pro-tempore of the Tualatin Hills Park & Recreation District Board of Directors for fiscal year 2015/16. Bob Scott seconded the nomination. Hearing no further nominations, roll call proceeded as follows:

John Griffiths	Yes
Joe Blowers	Yes
Jerry Jones Jr.	Yes
Bob Scott	Yes
Larry Pelatt	Yes

The nomination to elect John Griffiths to serve as secretary pro-tempore for fiscal year 2015/16 was UNANIMOUSLY APPROVED.

President John Griffiths recognized that this is board member Joe Blower's last board meeting and thanked him for his 12 years of service on the THPRD Board of Directors.

✓ Joe thanked the board and staff, noting that it has been a pleasure to work with them.

Agenda Item #5 - Budget Hearing: Resolution Adopting the Fiscal Year 2015/16 Budget, Levying Taxes and Making Appropriations

A. Open Hearing

President John Griffiths opened the Budget Hearing.

B. Staff Report

Keith Hobson, director of Business & Facilities, provided a brief overview of the memo included within the board of directors' information packet, noting that there are no adjustments to the approved budget being proposed by district staff this evening and that board approval is being requested of the resolution to adopt the FY 2015/16 budget, make appropriations, and levy ad valorem taxes.

C. Public Comment

There was no public comment.

D. Board Discussion

There was no board discussion.

E. Close Hearing

President John Griffiths closed the budget hearing.

F. Board Action

Joe Blowers moved that the board of directors approve Resolution 2015-11 to adopt the 2015/16 budget, make appropriations, and levy ad valorem taxes. Jerry Jones Jr. seconded the motion. Roll call proceeded as follows:

Larry Pelatt	Yes
Bob Scott	Yes
Jerry Jones Jr.	Yes
Joe Blowers	Yes
John Griffiths	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #6 – Audience Time

There was no testimony during audience time.

Agenda Item #7 – Board Time

Joe Blowers thanked the district for the opportunity to serve the community as a board member, noting that it has been a great education and a rewarding experience.

- ✓ Board members thanked Joe for his service on the board of directors.

General Manager Doug Menke recognized Jim McElhinny, director of Park & Recreation Services, who will be retiring at the end of the month after 35 years with the district, noting that Jim's care for customer service regardless of patron or staff member has shaped the district.

- ✓ President Griffiths thanked Jim for his service to the district, noting that Jim is one of the most dedicated and hardworking staff members he has had the pleasure of working with.

Agenda Item #8 – Consent Agenda

Jerry Jones Jr. moved that the board of directors approve consent agenda items (A) Minutes of June 8, 2015 Regular Board Meeting, (B) Monthly Bills, (C) Resolution Authorizing Issuance of Tax and Revenue Anticipation Notes for FY 2015/16, and (D) ADA Accessibility Audit and Transition Plan Contract. Joe Blowers seconded the motion. Roll call proceeded as follows:

Bob Scott	Yes
Larry Pelatt	Yes
Joe Blowers	Yes
Jerry Jones Jr.	Yes
John Griffiths	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #9 – Unfinished Business

A. Advisory Committee Structure Recommendation

General Manager Doug Menke introduced Bruce Barbarasch, superintendent of Natural Resources & Trails Management, to provide an overview of the memo included within the board of directors' information packet regarding the current policy discussion relating to the district's utilization of advisory committees, which was a recommendation made within the district's Comprehensive Plan Update adopted in late 2013. The initial presentation to the board on this subject occurred at the November 3, 2014 regular meeting, with a secondary presentation on May 4, 2015.

Bruce provided an overview of the process thus far, noting that at the May board meeting, staff recommended that the district's eight advisory committees be combined into three committees: Nature & Trails, Parks & Events, and Programs & Activities. Under this recommendation, the Stuhr Center Advisory Committee would transition to a friends group, which the committee supports, and senior programming would be folded into other areas. Based on the board's feedback at the May meeting, the following changes to the previous recommendation are being proposed this evening:

- Combining events with programs to create a Programs & Events Committee
- Broadening the definition of the Parks Committee to specifically include indoor facilities
- Placing environmental education under two committees to ensure it is looked at from both content and service delivery angles
- Adding details about committee structure and member expectations

Bruce noted that board approval of the proposed advisory committee structure and timeline is being requested this evening and offered to answer any questions the board may have.

Larry Pelatt inquired how the committees would be dividing their focus on each individual topic area. Would it be based on the current needs of the district or split evenly on each specific area? Would the committees ever provide input on topics outside of their designated areas?

- ✓ Bruce replied that the committees would set their focus areas around the needs of the district, especially relating to the district's Comprehensive Plan and Strategic Plan, which should help guide their discussions. Each of the committees may be involved in reviewing a specific master plan, depending on the type of site. He explained that the hope is that each committee would be guided by their work plans and that the end result would come close to the anticipated feedback, rather than on a totally different topic. He noted that there is overlap between some of the committees and this is why an opening general session could be very helpful.

Jerry Jones Jr. stated that he is a proponent of citizen involvement and believes that this restructuring will bolster that involvement where committee members can become impactful and essentially serve as an extension of the board of directors. He likes the proposed structure that would include some overlap of topic areas, noting that the process should be elastic enough to adapt. He also supports the idea of a general session in order to provide an orientation for the new committees.

- ✓ Bruce commented that a majority of the committee members have expressed willingness to try this new method of involvement and that staff attempted to incorporate as much of their feedback into the proposal as possible.

President Griffiths opened the floor for public testimony.

Tom Hjort, 15715 SW Division, Beaverton, is before the board of directors as chair of the Trails Advisory Committee (TAC). Tom referenced a letter provided to the board of directors from the TAC, a copy of which was entered into the record, expressing that the TAC is unanimously opposed to the proposed advisory committee restructure. Although the TAC supports the increased involvement by the board of directors, it is opposed to being combined with the Natural Resources Advisory Committee (NRAC). The TAC feels that the topic area of trails is large enough to warrant a dedicated committee and sees little overlap between the areas of trails and natural resources. He described the lengthy meetings and large membership of the TAC and questioned whether there is enough time and capacity to add another significant focus area to the mix. Concern was also expressed about what would happen to the TAC's active transportation ex-officio members under this new structure. The TAC requests that no changes, other than increased board interaction, be made to their committee so that they may continue to serve the district at the highest capacity. To combine their functioning committee with another committee would only serve to dilute its effectiveness, thereby diminishing the overall effectiveness of the district's advisory committees.

Larry asked whether a friends group could be created specifically for the topic area of trails.

- ✓ General Manager Doug Menke replied that this was discussed as an option, but that the TAC was not interested.

Larry commented that the new Trails & Natural Resources Advisory Committee would still be able to focus on planning for trails and that the expanded scope of including natural resources with trails makes sense since so many of the district's trails traverse natural areas. He described some of the topics areas that the potential for cooperation between the two committees could be substantial, such as how trails affect natural areas, how to best traverse natural areas, how to design natural areas with a component for trails, etc. He agrees that the TAC and NRAC are two high-functioning committees and his hope is that this new structure will help bolster some of the other committees as well.

Joe Blowers commented that the TAC's mission is clearly focused on enabling the connections of trail segments and questioned whether it would be difficult for the combined committee to

prioritize its focus with an expanded purview. He asked who would be responsible for setting the agenda for each meeting.

- ✓ Doug replied that setting the work plan for each committee will be critical, along with the participation of the board and staff liaisons. Designing the work plan in order to enable meaningful work together will be important so that the agenda items do not become compartmentalized to the previous committees' specific topic areas.
- ✓ Bruce explained that some advisory committees work at a high level, while others are more detailed, and that the new structure is envisioned to be more in the middle of those two extremes. He provided examples of issues that the new Trails & Natural Resources Advisory Committee could discuss, such as beaver habitat impacting trail corridors. Lastly, he agreed that setting the work plan for each committee will be extremely important and noted that it is likely that facilitators will be brought in to help the committees adjust for the first few years until a good flow is realized.

Larry commented that he believes that the proposed restructuring effort is indicative of the district being open to change and trying to adjust a system that is not working very well overall. If this restructuring effort also does not work, the board would be open to change once again.

Bob Scott acknowledged that although there may be difficulty in combining two committees very passionate about their specific focus areas, the overlap of the TAC and NRAC is undeniable and he sees a clear benefit to the two groups working together. He agrees that a critical piece in the success of this proposal will be the board's involvement.

- ✓ Joe stated that although he, too, sees the benefit of the two committees working together, he is troubled by the potential for diluting the passion when combining them.
- ✓ Larry expressed doubt that the groups would lose their motivation just because the committee structure has changed.
- ✓ Jerry commented that passion creates focus and suggested that there is a way to retain specific focus areas via action teams or subcommittees. Committee members interested in specific topic areas could participate on an action team when the need for detailed input arises that requires more focus than the overall committee could provide.
- ✓ Doug expressed support for the concept of action teams, noting that there may be discussion items for these committees that are very targeted and that it would be great to have a subcommittee involved in a specific, temporary topic.

President Griffiths recalled that the initial purpose for a restructure of the advisory committees was to increase their overall performance. However, some committees are already high-performers, while others are not. He stated that he would support the creation of four committees in order to enable the TAC and NRAC to retain their own committees, as both of those committees are high-performers and that the committees could work together via joint meetings when the need for collaboration arises.

- ✓ Jerry inquired about the reaction of the NRAC to being combined with the TAC.
- ✓ Bruce replied that the NRAC is excited about working with the TAC. The Natural Resources Functional Plan sets a goal to connect people to nature and the primary ways of doing that are through environmental education, stewardship, and trails. There is great value to both committees' focuses, but staff feels that the most efficient way to accomplish it is together since there is so much overlap.
- ✓ Joe questioned whether having four working advisory committees would be manageable and whether it would encourage other committees to resist the proposed mergers.
- ✓ Bob commented that increasing the number of committees also increases the board involvement required, noting that the board is also involved in other committees, such as the Parks Bond Citizen Oversight Committee, Budget Committee, and Audit Committee.

- ✓ Larry expressed support for the recommendation of three advisory committees, noting that the board will not know whether the proposal can be successful without trying it. He noted that staff has put a lot of effort and outreach to the committees into formulating this recommendation and that a majority of the committee members support it.

President Griffiths expressed concern that there may be a tendency for individual committee members to dominate others in such large groups and agrees that in order for it to work there will need to be participation by facilitators and adequate training resources to get them through the process. He reiterated his statement that the restructuring effort seems to be based on addressing low-functioning committees and that he does not want to see the district lose its high-functioning committees in the process. He stated that he would entertain a motion.

Bob Scott moved that the board of directors approve the proposed advisory committee structure and timeline as presented. Larry Pelatt seconded the motion. Roll call proceeded as follows:

Jerry Jones Jr.	Yes
Joe Blowers	Yes
Bob Scott	Yes
Larry Pelatt	Yes
John Griffiths	Yes

The motion was UNANIMOUSLY APPROVED.

President Griffiths commented that although he has some reservations regarding the advisory committee restructure as he has already explained this evening, he feels that it is beneficial for the board to have a unanimous front on this subject.

Larry Pelatt agreed with previous comments that the only way this transition is going to be successful is through a very strong education, facilitation and training effort, as well as through the participation of the board liaisons.

Jerry Jones Jr. suggested that a general session be held that would include all existing members of each of the current advisory committees in order to hear and discuss the next steps in this process at the same time.

- ✓ Larry expressed support for this suggestion, noting that it would also be beneficial for the board members to attend in order to hear the same information and clearly display their desire to be involved in this process going forward.

Agenda Item #10 – Adjourn

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

John Griffiths, President

Bob Scott, Secretary

Recording Secretary,
Jessica Collins