



**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, July 23, 2019, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Regular Meeting 7 pm; Executive Session to follow Regular Meeting.

Present:

Felicita Monteblanco	President/Director
Tya Ping	Secretary/Director
Wendy Kroger	Secretary Pro-Tempore/Director
Heidi Edwards	Director
Ashley Hartmeier-Prigg	Director
Doug Menke	General Manager

Agenda Item #1 – Call Regular Meeting to Order

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by Secretary Felicita Monteblanco on Tuesday, July 23, 2019, at 7 pm.

Agenda Item #2 – Swearing in of Newly Elected Board Members

A swearing in ceremony for the district’s newly elected board members was conducted as follows:

- Becky Tymchuk, Beaverton School District Board Chair, swore in Wendy Kroger for Position #2
- Felicita Monteblanco, THPRD Board Secretary, swore in Ashley Hartmeier-Prigg for Position #3
- Lynn Peterson, Metro Council President, swore in Heidi Edwards for Position #4
- Lacey Beaty, City of Beaverton Council President, swore in Tya Ping for Position #5

Agenda Item #3 – Election of Officers for Fiscal Year 2019/20

Secretary Monteblanco opened the floor to nominations for board officers for fiscal year 2019/20.

Wendy Kroger nominated Felicita Monteblanco to serve as president of the Tualatin Hills Park & Recreation District Board of Directors for fiscal year 2019/20. Tya Ping seconded the nomination. Hearing no further nominations, roll call proceeded as follows:

Heidi Edwards	Yes
Tya Ping	Yes
Ashley Hartmeier-Prigg	Yes
Wendy Kroger	Yes
Felicita Monteblanco	Yes

The nomination to elect Felicita Monteblanco to serve as president for fiscal year 2019/20 was UNANIMOUSLY APPROVED.

Heidi Edwards nominated Tya Ping to serve as secretary of the Tualatin Hills Park & Recreation District Board of Directors for fiscal year 2019/20. Felicita Monteblanco seconded the nomination. Hearing no further nominations, roll call proceeded as follows:

Ashley Hartmeier-Prigg Yes
Heidi Edwards Yes
Tya Ping Yes
Wendy Kroger Yes
Felicita Monteblanco Yes

The nomination to elect Tya Ping to serve as secretary for fiscal year 2019/20 was UNANIMOUSLY APPROVED.

Felicita Monteblanco nominated Wendy Kroger to serve as secretary pro-tempore of the Tualatin Hills Park & Recreation District Board of Directors for fiscal year 2019/20. Heidi Edwards seconded the nomination. Hearing no further nominations, roll call proceeded as follows:

Ashley Hartmeier-Prigg Yes
Tya Ping Yes
Heidi Edwards Yes
Wendy Kroger Yes
Felicita Monteblanco Yes

The nomination to elect Wendy Kroger to serve as secretary pro-tempore for fiscal year 2019/20 was UNANIMOUSLY APPROVED.

Agenda Item #4 – Presentation: Recognition of Arts & Communication Magnet Academy Students

Holly Thompson, Communications Director, and Liz Eischen, Communications Specialist - Digital Engagement, recognized students and faculty in attendance this evening from Beaverton School District's Arts & Communication Magnet Academy. The students have produced a short video to highlight what THPRD means to the community, with Access for All as the central theme, which was then played for the audience.

The board members complimented and thanked the students for their efforts on the video.

- ✓ The students' teacher, Kevin Bennett, thanked the district for the opportunity provided to the students in producing this video.

Agenda Item #5 – Audience Time

Initially, there was no testimony during Audience Time; however, President Monteblanco accommodated a request for testimony later in the meeting from a community member who missed the first opportunity to testify.

Agenda Item #6 – Board Time

A. Board Liaison Assignments

President Monteblanco led the board discussion regarding board members' preferences in serving as liaisons to district committees. The discussion resulted in the following assignments:

- Nature & Trails Advisory Committee: Heidi Edwards
- Parks & Facilities Advisory Committee: Wendy Kroger
- Programs & Events Advisory Committee: Tya Ping
- Audit Committee: Ashley Hartmeier-Prigg
- Tualatin Hills Park Foundation: Heidi Edwards
- Fiduciary Committee: Wendy Kroger

Ashley Hartmeier-Prigg inquired whether these liaison assignments are for one year.

- ✓ General Manager Doug Menke replied that it is up to the board, but generally yes.
- ✓ Felicita noted that she served as the liaison to the Tualatin Hills Park Foundation for two years and felt that the first year was more educational, while the second year she was able to assist and contribute more.

Agenda Item #7 – Consent Agenda

Wendy Kroger moved that the board of directors approve consent agenda items (A) Minutes of June 11, 2019 Regular Board Meeting, (B) Minutes of June 18, 2019 Regular Board Meeting, (C) Monthly Bills, (D) Monthly Financial Statement, (E) Intergovernmental Agreement with City of Tigard for Scholls Ferry Road Trail Crossing Study, and (F) Abbey Creek Park Phase 1 Construction Contract. Heidi Edwards seconded the motion. Roll call proceeded as follows:

Ashley Hartmeier-Prigg	Yes
Tya Ping	Yes
Heidi Edwards	Yes
Wendy Kroger	Yes
Felicita Monteblanco	Yes

The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #8 – Unfinished Business

A. Annual Planning Cycle

General Manager Doug Menke introduced Keith Hobson, director of Business & Facilities, and Aisha Panas, director of Park & Recreation Services, to present information relating to the district’s annual planning cycle. This information is being provided as an update to an initial presentation to the board on this topic at the February 2019 Regular Board meeting.

Keith and Aisha 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
- Budget Planning Process During Visioning
 - Preparing for the district’s visioning process
 - District priorities completed in FY 2018/19, upcoming priorities for FY 2019/20, and future priorities for FY 2020/21 and FY 2021/22 contingent on board priorities
 - October 2019 board retreat
 - Review the budget and work plan for FY 2019/20
 - Discuss and reach consensus on board member priorities for FY 2020/21
- Budget Planning Process Post-Visioning
 - Service & Financial Sustainability Plan Update
 - Includes update to resource allocation plan, cost recovery philosophy and service assessments
 - New strategic plan
 - Functional plans would be updated via staff review
 - Proposed annual planning cycle for FY 2021/22
 - July – September 2020: Hold board retreat for FY 2021/22 planning
 - October 2020 – June 2021: Develop business plans and budget
 - April – June 2021: Develop district work plan from budget
 - July 2021 – June 2022: Implement work plan and budget

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

Heidi Edwards thanked staff for providing the board with a copy of the THPRD Workplans for FY 2019/20 through FY 2021/22 planning document, noting that it is detailed and helpful information.

Wendy Kroger inquired whether any items had been removed from the THPRD Workplans document as previously presented to the board in February 2019.

- ✓ Keith replied that no items have been removed.

Heidi inquired about the typical interval for updating the district's Strategic Plan.

- ✓ Keith replied that historically the district's comprehensive plans have been the master planning documents. The proposal is to discontinue the comprehensive plan, with the Vision and Strategic Plan in its place. Comprehensive plans were targeted for updates every five to eight years.

President Monteblanco complimented staff on the continual improvements made to this process, noting that so much of what is listed on the THPRD Workplans document aligns with the new board members' priorities, as well.

B. Visioning Process

General Manager Doug Menke introduced Holly Thompson, Communications Director, and Jaspreet Chahal, Community Engagement Specialist, to provide an overview of the memo included within the board of directors' information packet regarding the district's visioning process. Previous updates were provided to the board on this topic at the November 13, 2018 and May 14, 2019 Regular Board meetings. Also in attendance is Lulu Ballesteros Jones, the district's Cultural Inclusion Specialist, who has been assisting in this project, as well.

Holly and Jaspreet provided a detailed overview of the visioning process currently underway via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Project Timeline
 - Phase One: Preparation (April – May 2019)
 - Phase Two: Outreach (June – October 2019)
 - Phase Three: Action Teams (October – November 2019)
 - Phase Four: Community Review (December 2019 – February 2020)
 - Phase Five: Vision Report (March – May 2020)
- Current Phase: Outreach
 - Recruited Visioning Task Force (VTF) members
 - VTF members trained to actively engage and connect with people
 - Partnered with community-based organizations
 - Have spoken to over 2,200 people and collected over 2,400 ideas so far
 - Goal is to reach 8,000-10,000 people by fall
- Visioning Task Force
 - Outreach events
 - Over 70 events planned
 - Engagement tools
 - Comment drop boxes
 - Online open house
 - THPRD employee engagement
 - Identifying our partners

Holly and Jaspreet offered to answer any questions the board may have.

President Monteblanco commented that the board is excited to participate in the outreach events in whatever way that is most helpful to the project.

- ✓ Holly thanked the board members for their interest and described how community members can react differently to providing feedback to volunteers versus district staff. She added that training could be provided to board members interested in assisting, such as that if a community member's feedback is based on incorrect information, to resist the urge to correct the community member and to collect the feedback as it is provided.

Tya Ping inquired whether community members who have given feedback are provided with information as to other outreach opportunities should they wish to provide additional input.

- ✓ Jaspreet confirmed that the outreach process is a multi-pronged approach and that those who provide one-on-one feedback are also given information regarding how to access the project website and additional ways to participate.
- ✓ Holly added that district staff recognizes that there are a variety of ways people want to or are comfortable with sharing information, so the district's event tables have a variety of methods available.

Heidi Edwards commented that VTF members and district staff recently presented at the joint advisory committees meeting and that they did an excellent job. She was impressed seeing them in action and how they engaged in the questioning, including the response given about the creative approach of the visioning process when asked why a mascot is being used in the visual outreach materials versus people or families.

President Montebianco complimented the wide variety of events included on the outreach events calendar.

- ✓ Holly welcomed suggestions regarding any groups that appear to be missing from the list.

Agenda Item #5 – Audience Time (taken out of order)

Charles Osborne, 15074 SW Barcelona Way, Beaverton, is before the THPRD Board of Directors this evening regarding an encroachment issue affecting multiple homes adjacent to the Brookhaven Woods and Lowami Hart Woods Natural Areas. Mr. Osborne stated that he is not before the board this evening to argue the encroachment issue, but to request a meeting with the board members in order to discuss and resolve the situation to the mutual satisfaction of all parties. He stated that over the past year, district staff has refused to discuss the situation with the group of homeowners and that he in particular was told that because he was a renter, he should not participate. The group went as far as to request the assistance of the City of Beaverton's dispute resolution center but was told that they could not help unless both parties were willing to participate. He concluded by requesting a meeting with the board at their convenience, noting that district staff has issued a deadline of the end of August to resolve the encroachment. A written copy of Mr. Osbourne's testimony was entered into the record.

President Montebianco thanked Mr. Osbourne for his testimony this evening, noting that the board strives to be accessible to the public, and asked if district staff has any comments on this topic that they would like to share.

- ✓ General Manager Doug Menke commented that the district's encroachment policy is a board policy that is very regulated and structured with the goal of protecting public property. District staff is well-aware of this particular situation which has been ongoing. The original deadline to resolve the encroachments had already been extended substantially at the request of the homeowners. District staff remain available to meet with Mr. Osbourne as has been previously offered. He would be happy to provide the board with a full update once the meeting with Mr. Osbourne has taken place.

President Montebianco agreed, noting that the board is interested in learning additional details.

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:

- Maintenance Operations Sustainability Updates
 - Danelle Hauther, Capital Projects Coordinator, provided an overview regarding recent changes in Maintenance Operations' practices in support of sustainability efforts 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.

Wendy Kroger inquired whether district staff has experienced any difference in performance with the new electric mowing equipment.

- ✓ Danelle replied that there have not been any performance issues reported and that the new equipment is easier to maintain than traditional gas-powered mowers.

Ashley Hartmeier-Prigg complimented staff on their philosophy of an overall reduction in the use of asphalt by reusing old asphalt, noting that reducing her own use of natural resources, versus simply recycling, is a personal goal.

Tya Ping thanked district staff for these efforts, noting that she believes sustainability is a value and priority that the entire board shares.

President Montebalanco described the ripple effect THPRD can have on other agencies' choices when others see THPRD successfully lead by example in sustainability efforts.

President Montebalanco described an intent to hold topic-specific work sessions in conjunction with existing regular board meetings consistently over the next fiscal year that would allow the board to dig deeper into subject matters the board is passionate about. She is open to discussing the work session start times based on board member schedules, noting that some subjects may require an additional meeting date, but that she is cognizant of the other commitments the board members have, as well.

Agenda Item #9 – Executive Session (A) Legal (B) Land

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

- 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.

The Executive Session is held under authority of ORS 192.660(2) (e) & (f).

President Montebalanco noted that the news media and designated staff may attend executive session. Representatives of the news media were directed not to disclose information discussed during executive session. No final action or final decision may be made in executive session. At the end of executive session, the board welcomed the audience into the room.

Agenda Item #10 – Reconvene Regular Meeting

President Montebalanco reconvened the Tualatin Hills Park & Recreation District Board of Directors meeting for Tuesday, July 23, 2019.

Agenda Item #11 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

Agenda Item #12 – Adjourn

There being no further business, the meeting was adjourned at 8:50 pm.

Felicita Montebalanco, President

Tya Ping, Secretary

Recording Secretary,
Jessica Collins