



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 electronically on Wednesday, March 9, 2022. Work Session 5:15 pm; Executive Session 6:15 pm; Regular Meeting 7 pm.

Present:

Tya Ping	President/Director
Heidi Edwards	Secretary/Director
Felicita Monteblanco	Director
Alfredo Moreno	Director
Doug Menke	General Manager

Absent:

Barbie Minor	Secretary Pro-Tempore/Director
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Agenda Item #1 – Work Session: Sports Affiliation Review Process Recommendations

A Work Session of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Tya Ping on Wednesday, March 9, 2022 at 5:15 pm.

General Manager Doug Menke introduced Julie Rocha, interim Sports & Inclusion director, to share an update on the affiliation review process and the resulting recommendations, noting that this has been an in-depth process including multiple presentations to the board, and extensive outreach and participation by the volunteer-led stakeholder workgroup.

Julie provided a detailed overview of the affiliation review process that has taken place and the recommendations of the stakeholder workgroup via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Purpose of Review
 - Create equitable access for community use
 - Streamline a process for all affiliated sports
 - Understand THPRD's capacity levels
 - Implement a tool to evaluate partnerships
- Work to Date
 - Performed outreach and mobilized community members to review the affiliate process
 - Facilitated nine stakeholder workgroup meetings
 - Facilitated seven subcommittee meetings
- Recommendations
 - Update criteria
 - Affiliate application
 - Affiliate scorecard
 - Capacity overview
 - District Compiled Policy
 - Policy & Procedure
 - Update review process
 - Create equitable review process
 - Establish review committee of volunteers and staff
 - Provide affiliation timeline

- Embed Diversity, Equity, Inclusion & Access (DEIA)
 - Create process for community access to facilities
 - Establish expectations for responsive communication and information sharing
 - Require:
 - Annual DEIA training for staff and members
 - Alignment with THPRD mission, vision, and values
 - Code of conduct for players, coaches, and spectators
 - Zero-tolerance discrimination policy
 - Anti-discrimination policies against protected classes

Julie provided an overview of the next steps in this process, which include presenting the final recommendations for board consideration of approval at their April meeting, and offered to answer any questions the board may have.

Felicita Montebianco thanked those involved in this process, acknowledging the difficult conversations it entailed. She asked for additional information regarding the scorecard and if incidences such as unacceptable behavior or language used on the field would be reflected.

- ✓ Julie noted that the scorecard will be filled out by district staff and confirmed that such incidences would be reflected. Additionally, a code of conduct is required under the DEIA component of the recommendations in order to enable the district to quickly address such situations. It's also been made clear that affiliates must send out messaging from the district without altering the content.
- ✓ Doug added that, equally important to the consequences faced by the particular offender in such circumstances, will be how the organization handles the situation overall.

Felicita asked for additional information regarding the process for groups to return unused hours.

- ✓ Julie explained that affiliates need to return their unused time for reallocation or release two weeks after their allocation. In the past there have been different timelines for various sports, but all of the groups are being brought under a single timeline. She described some of the different factors that can influence whether an affiliate returns time.

Felicita expressed support for the annual DEIA training requirement and encouraged district staff to assist the groups by providing a list of resources or basic information as to how to get started.

- ✓ Julie expressed agreement, noting that each affiliate will need to determine what makes the most sense for their members and that a lot of the national governing bodies have some of this work already in place. District staff is available to offer suggestions in terms of how to get started.

President Ping inquired whether other groups are notified when unused hours are returned or if there is a method by which the community can take advantage of those hours.

- ✓ Julie replied that in the past when a group has returned time, those hours were offered to the other groups. The recommendation moving forward is to hold out the time that has historically been turned back for community use instead, while still having time available for renters and outside users. She described a pilot project of community field use at the HMT Recreation Complex that has been successful for two seasons now. A different way of scheduling is being used successfully, along with the acknowledgement that affiliates are not always going to be the only ones using assets during prime time.

Tya asked how a community member might inquire about available hours.

- ✓ Julie explained that for unorganized play, such as a casual game with friends, there will be predetermined fields in various quadrants set aside for drop-in use advertised. Community use would still require permits for semi-consistent use and those interested should reach out to district staff at the centralized sports@thprd.org email address.

Tya asked how often the scorecard will be completed and how often groups will reapply for affiliation.

- ✓ Julie replied that the scorecard will be completed after each allocation, which varies by sport. For example, competitive soccer has four allocations per year, while football has one. The reaffiliation process is recommended to change from every five years to every three years, and the scorecards will help evaluate those partnerships to ensure that our affiliates are being good stewards of public resources and that we have the right partners. This was the stakeholder workgroup's idea in order to increase accountability.

Tya asked whether new groups seeking affiliation would need to wait until the three-year cycle has concluded.

- ✓ Julie replied that new groups seeking affiliation should reach out to district staff six or more months in advance of the start of their season.

Tya asked who determines weather-related field closures.

- ✓ Julie explained that the decision can come from the group or the district. The district will typically close fields when they are not safe, but there are also times when groups will make that decision themselves, for which they can turn back the hours for no charge.

Heidi Edwards thanked everyone involved in this work and inquired whether the stakeholder workgroup would continue on or disband.

- ✓ Julie replied that a component of the scorecard includes giving back and being partners with the district, so they will be asking each affiliate or group of affiliates to sit on the review committee, but not evaluating their own sport.

Alfredo Moreno asked for additional information regarding the nonprofit designation requirement for affiliates.

- ✓ Julie explained that the stakeholder workgroup felt strongly that affiliates should have nonprofit status. If not, the door would be opened to for-profit organizations, which wouldn't meet the district's mission. Nonprofit status also helps hold clubs financially responsible and assists with liability issues. Currently, all 41 of the district's affiliates are nonprofits, as are the four groups seeking affiliation.

Alfredo asked what if there is a specific activity or service being provided by a for-profit organization in the Metro area that our non-profits aren't currently providing.

- ✓ Julie explained that the district's focus is to provide recreational-level opportunities, and that the affiliates provide the next level. Specialized or private organizations can rent time on our fields, but not at school district sites, which requires them to go through their own process to gain access. This is where the time set aside for renters comes into play, which would be the appropriate opportunity for for-profit organizations.
- ✓ Doug added that there are always groups claiming that the district is restricting a particular activity, but the highest and greatest recreational need is our priority. Intentionally setting aside time for others will be a new step for the district.

Tya asked whether the affiliated groups are ranked in some way. What evaluation is conducted when a new group wants to become affiliated for a service that is already being provided by current affiliates?

- ✓ Julie explained that the determination is going to be based on capacity and whether the district has the capacity available to serve another club, which can fluctuate. She described the push and pull involved in fulfilling the aquatics clubs' needs while also enabling district programming. While affiliate rankings have not been discussed, it begs the question of whether the district should affiliate with a club that serves 1,000 in-district participants over one that serves 100. If everyone is granted affiliate status, eventually there isn't enough capacity for any of them to operate their clubs effectively. The capacity issue was thoroughly studied during this process in order to understand: what times are

groups using? What times are being turned back? Are there trends in what is being turned back? And can that time be used elsewhere? The intentionality behind carving out community use and drop-in times will also limit the capacity for affiliates.

Tya asked how a new group could be granted affiliate status if the district is already at capacity. Will the current affiliates be grandfathered in? How will the review committee determine with whom to affiliate if more groups apply than for which we have capacity?

- ✓ Julie replied that current affiliates are not being grandfathered in. All groups will be given the equal opportunity to apply at the same time for affiliate status. After which, once we approach the three-year review cycle, that is when the scorecard comes into consideration in evaluating whether a group should be reaffiliated. There has been much intentionality in making this process fair for all groups seeking affiliation by looking at the capacity levels, evaluating the affiliates after each allocation via the scorecard, and then applying for reaffiliation at the end of the three-year cycle.

Heidi asked how tournaments fall into this discussion.

- ✓ Julie replied that affiliation applies to games and practices only; tournaments have different fees, forms and timelines and is a separate process from affiliation.

President Ping thanked Julie for the informative presentation and asked whether the stakeholder workgroup has any questions for the board.

- ✓ Julie replied that the stakeholder workgroup has been intentional in weaving the board's feedback into this process and are hopeful that they have provided the desired outcome.

Agenda Item #2 – Executive Session (A) Land (B) Personnel (C) Legal

President Tya Ping 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 conduct deliberations with persons designated by the governing body to negotiate real property transactions;
- To consider information or records that are exempt by law from public inspection; and
- 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.

Executive Session is held under authority of ORS 192.660(2)(d)(e)(f) and (h).

President Ping 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.

Agenda Item #3 – Call Regular Meeting to Order

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Tya Ping on Wednesday, March 9, 2022, at 7 pm.

Agenda Item #4 – Action Resulting from Executive Session

Felicita Monteblanco moved that the board of directors authorize the general manager to continue with and finalize negotiations with the Portland Timbers which will ensure all key negotiation points as those presented during executive session are included in an agreement between the Portland Timbers and the district subject to review by the district's legal counsel. Heidi Edwards seconded the motion. Roll call proceeded as follows:

Alfredo Moreno	Yes
Heidi Edwards	Yes
Felicita Monteblanco	Yes
Tya Ping	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #5 – Proclamations

A. National Developmental Disabilities Month

The board members read into the record a proclamation declaring the month of March as National Developmental Disabilities Month.

B. National Women’s History Month

The board members read into the record a proclamation declaring the month of March as National Women’s History Month.

Agenda Item #6 – Audience Time

Secretary Heidi Edwards read written testimony received, a copy of which was entered into the record:

Matt McLinden provided testimony regarding the district’s lifeguard shortage and wages and benefits. He saw on the news that the district is seeking to hire 100 lifeguards and referenced his past employment with the district over a decade ago as a lifeguard earning a few dollars over minimum wage, noting that was reasonable due to the certification requirement and job responsibilities. However, the starting wage for THPRD lifeguards now is under \$15 an hour without health insurance benefits, which is less than what fast-food establishments pay. He noted that nearby aquatic providers in Hillsboro and Tigard/Tualatin pay higher wages for lifeguards than THPRD. He suggested that the district consider offering a sign-on bonus, as well as increasing benefits in order to encourage more people to fill these important positions that are such a great benefit to the community.

Sabrina Taylor Schmitt, interim Recreation & Aquatic director, acknowledged the competitive market for hiring part-time staff, noting that THPRD is looking at adding a cost of living increase before the summer to help close the gap between the district and its competitors. The district has also removed the fee to become a lifeguard. Twenty new lifeguards completed the winter training class, and more are signed up for future classes. We are making slow but steady progress.

- ✓ Felicita Montebianco inquired about the average demographics of someone who takes the lifeguard class.

Sabrina replied that historically it has been taken by teenagers and college-age young adults, but she is not sure if that has changed. She will pull demographics information to further evaluate.

Agenda Item #7 – Board Time

A. Committee Liaisons Updates

Alfredo Moreno provided the following updates and comments during board time:

- Welcomed new Board of Trustees member Rep. Lisa Reynolds to the Tualatin Hills Park Foundation.
- Attended the most recent Parks & Facilities Advisory Committee meeting, during which the committee discussed the district’s work with the City of Beaverton to gain oversight of their community gardens.
- Referenced a recent family tragedy and thanked those across the district who reach out, mentor, and offer support to children, teenagers, young adults and people of all ages.

Felicita Montebianco provided the following updates and comments during board time:

- Attended a meet and greet with gubernatorial candidate Speaker Tina Kotek hosted by City of Beaverton Mayor Beaty and shared THPRD’s work around system development charges and the opportunities that exist in Beaverton.
- The Washington County Preschool for All initiative has moved from phase one, plan development, to phase two, focusing on funding and support. There will be opportunities for board engagement, for which she will keep the board informed.

Heidi Edwards provided the following updates and comments during board time:

- Thanked the budget committee members and district staff for a successful THPRD Budget Committee meeting in late February.
- Recently met with Eileen Kravetz, Executive Director for the Tualatin Hills Park Foundation, to touch base and offer support of the foundation's efforts.
- Attended the most recent Fiduciary Committee meeting during which the pension fund's quarterly activities were reviewed, as well as the investment policy.
- Visited the district's archery range at the Portland Community College Rock Creek Recreation Facility.

President Ping provided the following updates and comments during board time:

- Thanked district staff for a successful THPRD Budget Committee meeting in late February and for keeping the district on track, especially in the absence of a CFO.
 - ✓ General Manager Doug Menke announced that the district has hired a new CFO. Jared Isaksen, formerly with the City of Tigard, will be joining the district at the end of this month.

Agenda Item #8 – Consent Agenda

Alfredo Moreno moved that the board of directors approve consent agenda items (A) Minutes of February 9, 2022 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, and (D) Resolution Amending District Compiled Policies Chapter 6 - Finance. Heidi Edwards seconded the motion. Roll call proceeded as follows:

Felicita Monteblanco	Yes
Heidi Edwards	Yes
Alfredo Moreno	Yes
Tya Ping	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #9 – Unfinished Business

A. South Cooper Mountain Heights Park Concept Plan

Gery Keck, Design & Development manager, and Tim Bonnin, senior park planner, provided a detailed overview of the proposed concept plan for Heights Park located in South Cooper Mountain (SCM), via a PowerPoint presentation, a copy of which was entered into the record. This neighborhood park would be designed and constructed by Lennar Northwest, Inc., in exchange for system development charge credits. The proposed park, currently known as "Heights Park," is intended to be simple by design with an internal path, play area, furnishings, and an open lawn area, and will deliver immediate recreational opportunities for incoming homeowners. Gery and Tim offered to answer any questions the board may have.

President Ping asked for additional information regarding the swings proposed for the park. Will the swings be able to accommodate users of all abilities?

- ✓ Tim described the different styles of swings for a variety of abilities that can be explored. He also described the play equipment that will serve all abilities through offering opportunities for play at a seated level, and amenities located closer to the ground.

Tya expressed support for exploring different styles of swings and suggested that the district keep an inventory of the different amenities at its park sites that are designed for all abilities to ensure that variety is being provided across the district.

- ✓ Felicita Monteblanco expressed support for more swings in general, noting that it is an all-abilities, all-ages activity.

Tya inquired about the amount of open lawn space proposed for this site, noting that in her experience, this type of space tends not to be used as much by the public. Are there specific activities planned for this space? Or other amenities that could go there instead? More trees or

greenery would be appreciated by both people and wildlife. She expressed support for the proposed perimeter pathway.

- ✓ Tim explained that the initial design for this site was intended to be simple since the surrounding community has not yet filled in and homes are not yet occupied. The developer wished to construct a park fairly quickly in preparation for the community arriving. He noted that district staff can certainly discuss with the developer providing more greenery, such as additional trees along the perimeter and around the play area.
- ✓ Gery added that the size of the open space is smaller than it may appear on the design, and described the density of this area and overall lack of greenspace for casual play.

Heidi Edwards acknowledged the density of this area and is happy to see that the district will be providing some open space at this site, along with some amazing larger nature parks nearby. She suggested that the open space component could be revisited once the community has had a chance to use it in order to evaluate whether the space is being used to the best of its ability. She inquired about the district's fence standards, such as type of fence and when a fence is required.

- ✓ Tim replied that a playground within 100 feet of a street will typically have a barrier and that fencing can also be required via the development approval process. Black vinyl fencing is preferred as it looks better than galvanized and holds up better.

Tya asked whether there is a community garden located in or near South Cooper Mountain and, if not, whether this site could be a potential garden location.

- ✓ Gery replied that he is not aware of any community gardens nearby.
- ✓ Aisha Panas, Park Services director, described the balancing act in building out a park site before anyone lives in the immediate area and the limitations in conducting public outreach in this circumstance. The plan being presented this evening represents what the developer is willing to build in exchange for credits. The option moving forward would be to conduct community outreach once there are people living in the area to see what other amenities might be desired.

Alfredo Moreno commented on the need for open space when the surrounding neighborhoods are so densely populated and lack personal outdoor space and yards. He expressed agreement with the previous comments encouraging swings that can accommodate all abilities and suggested that pendulum-type swings and splash pads/water features are popular amenities, too.

Heidi Edwards moved that the board of directors approve the preferred concept plan for Heights Park located in South Cooper Mountain. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:

Alfredo Moreno	Yes
Felicita Monteblanco	Yes
Heidi Edwards	Yes
Tya Ping	Yes

The motion was UNANIMOUSLY APPROVED.

B. General Manager's Report

The following presentation was provided as listed within the General Manager's Report included in the board of directors' information packet:

- Spring Registration & Afterschool Program Updates
 - Sabrina Taylor Schmitt, interim Recreation & Aquatic director, provided an update regarding spring registration and afterschool programs, via a PowerPoint presentation, a copy of which was entered into the record.
- Centro de Bienvenida Update
 - Holly Thompson, Communications director, and Lulú Ballesteros, cultural inclusion specialist, shared an update regarding Centro de Bienvenida serving English

Language Learners and financial aid recipients, via a PowerPoint presentation, a copy of which was entered into the record.

Doug and the presenters offered to answer any questions the board may have.

Spring Registration & Afterschool Program Updates

Heidi Edwards asked for additional information regarding how the district prepares to offer afterschool programs on early-release days.

- ✓ Sabrina described the considerations and flexibility required in serving the community on early-release days, noting that programming and capacity is adjusted at various facilities around the district to be able to accommodate the students. Typically, the early-release days are known well in advance, but the schedule varies from school-to-school.

President Ping asked whether our participation rate for spring programming this year is higher or lower than what was experienced for Spring 2019, and what we anticipate for summer.

- ✓ Sabrina explained that the district is seeing strong interest in programming and that the public is ready to return. While we're in the process of increasing and onboarding our staff, there will be a bit of a lag between the public's interest level and our ability to accommodate. The district continues to take steps toward normalcy, but it will take time.

Heidi inquired what the district's mask policy will be in light of the mandate being lifted by the state on March 12.

- ✓ Holly replied that THPRD will be moving toward a policy of encouraging mask usage, but not requiring. Announcements have and will continue to go out, and updated signage will be posted at district facilities.

Centro de Bienvenida Update

The board members expressed gratitude and appreciation for this important work and congratulated staff on the success of the program.

- ✓ Heidi Edwards expressed support for seeking out ways to grow the staff that supports this program in order to offer it year-round. Holly described the core customer engagement team being headed under Recreation Services, who are going to be key to Centro de Bienvenida going forward. Staff is also discussing piloting Centro de Bienvenida at different centers, and our full-time Financial Aid Specialist also spends a significant amount of time conducting outreach in the community.
- ✓ Felicita Monteblanco expressed her full support to this commitment to equity.
- ✓ Alfredo Moreno described the generational impact this program will have on families.
- ✓ President Ping inquired whether this is a service that families use repeatedly, or if we teach them how to use the registration system at the same time. Lulú replied that participants can have a combination of needs, from language, to technology, to gaining access to financial aid. She noted that center staff is also prepared to help users navigate the registration system. Holly added that while there is an educational aspect, staff is always happy to welcome back and assist families repeatedly.

Agenda Item #10 – New Business

A. Permanent Restroom Additions Update

Aisha Panas, Park Services director, introduced Gery Keck, Design & Development manager, and Matt Kilmartin, park planner, and thanked the board members for their legislative outreach efforts that were instrumental in helping the district secure American Rescue Plan Act (ARPA) funding for the three permanent restroom structures under discussion this evening.

Gery and Matt provided a detailed overview of the process used in identifying park sites within the district having the highest need for restroom additions while offering the greatest benefit to the community, via a PowerPoint presentation, a copy of which was entered into the record. Staff is

proposing three primary sites to receive restroom additions (Hazeldale Park, Evelyn M. Schiffler Memorial Park, and Greenway Park - option 1) and have also identified two secondary sites (A.M. Kennedy Park and Greenway Park - option 2) as possible alternatives. Final locations will be determined through a planning and evaluation process. The grant funding requires completion of all restroom improvements by June 30, 2024. Gery and Matt provided an overview regarding the next steps in this process, including the public outreach planned, noting that staff will return to seek board approval of the selected construction bid at a future meeting, and offered to answer any questions the board may have.

Felicita Montebianco thanked Aisha for her leadership in helping the board through this process. She inquired whether the portable restrooms at some of these proposed locations would be transferred to other district sites. Will there be a net increase in restrooms available to the community or is it more relative to improved restroom access?

- ✓ Aisha explained that the district does not own the portable restrooms - they are rented - and are strategically placed at high-use sites, such as locations with programmed sports fields. District staff can explore moving the portable restrooms to other sites as acknowledgement of the community's expressed desire for additional restroom facilities via the visioning process. She described the abbreviated process in identifying these locations during the fast-moving discussions with legislators while attempting to secure this funding; ultimately, after more due diligence is completed, the sites may change.
- ✓ General Manager Doug Menke added that the district provides restrooms at all high-activity sites; however, the improvement of having a permanent restroom available over a portable restroom is significant and likely of much greater preference by the community.

Heidi Edwards expressed concern regarding the Greenway Park location proposed closest to Hall Boulevard and wonders if there might be a better location within Greenway Park for a double or single restroom. She asked if Safety Services will be involved in this process to help provide a safe, welcoming park setting, as sometimes restrooms can attract illicit activities.

- ✓ Aisha noted that this process has been an exercise in balancing competing interests, and more will be learned via the public engagement process, including any potential for adjustments. Regarding locations near roadways, Safety Services has advised that clear sightlines to the restroom doors is critical in minimizing unwanted activity. Being closer to the road also means being closer to the utilities, which dramatically improves costs.

Alfredo Moreno thanked his fellow board members for their work on this effort which pre-dates his service on the board. He referenced a school near Greenway Park that uses the park as their playground, noting that a restroom at that location would be beneficial for the students. Overall, he is very supportive of more restrooms in parks and is grateful for this effort.

President Ping requested background information regarding the funding allocation processes that transpired involving Washington County and legislators in designating the ARPA funds, and asked whether any locations in the northern part of the district were considered for restrooms. She added that sites like Pirate Park, Somerset Meadows Park and Somerset West Park are all very busy with a variety of users and meet some of the site conditions previously described.

- ✓ Aisha provided a detailed overview of the funding allocation process that transpired, noting that originally funding for two restrooms was under discussion, but was fortuitously increased to three. She confirmed that sites in the northern portion of the district were explored, as well, noting that existing factors ruled out sites like Pirate Park due to the proximity of utilities. Although some site constraints can technically be addressed, the district also must work within the funding amount provided. Somerset West Park was also evaluated, but was ruled out due to proximity of utilities.
- ✓ Matt added that a portable restroom is available at Somerset West Park.

Tya noted that there isn't a portable restroom available at Somerset Meadows Park. Regarding the list of sites being proposed this evening, she expressed support for Hazeldale Park, Schiffler Park and Greenway Park over A.M. Kennedy Park, due to the amount of usage Greenway experiences over A.M. Kennedy.

B. THPRD Board Endorsement of Beaverton School District Measure 34-313

Heidi Edwards read into the record a proposed endorsement of Beaverton School District Measure 34-313 by the THPRD Board of Directors:

"We, the Tualatin Hills Park & Recreation District Board of Directors, value our long-standing, extraordinary partnership with Beaverton School District and are proud to serve our THPRD community through our shared resources, programming, facilities and sites within the district.

Measure 34-313 will be on the May 2022 ballot for Beaverton Schools. If approved, this will raise funds for Beaverton school classroom improvements including air ventilation and earthquake safety upgrades, covered outdoor play areas, security upgrades, replacement computers and school buses, and other repairs and updates. It would also rebuild Beaverton High School and Raleigh Hills Elementary.

These are significant improvements that we know our community will benefit from and need, therefore we, the Tualatin Hills Park & Recreation District Board of Directors, hereby support and endorse Measure 34-313 for Beaverton Schools this May.

We encourage our community members to vote YES on Measure 34-313 in May to further provide for the safe and healthy environments needed for a high-quality education."

Felicita Monteblanco moved that the board of directors endorse Beaverton School District Measure 34-313. Alfredo Moreno seconded the motion. Roll call proceeded as follows:

Heidi Edwards	Yes
Alfredo Moreno	Yes
Felicita Monteblanco	Yes
Tya Ping	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #11 – Adjourn

There being no further business, the meeting was adjourned at 8:45 pm.

Tya Ping, President

Heidi Edwards, Secretary

Recording Secretary,
Jessica Collins