



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, April 13, 2022. Executive Session 6 pm; Regular Meeting 7 pm.

Present:

Tya Ping	President/Director
Heidi Edwards	Secretary/Director
Barbie Minor	Secretary Pro-Tempore/Director
Felicita Monteblanco	Director
Alfredo Moreno	Director
Doug Menke	General Manager

Agenda Item #1 – Executive Session (A) Personnel (B) Land

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; and
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

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

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 #2 – Call Regular Meeting to Order

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Tya Ping on Wednesday, April 13, 2022, at 7 pm.

President Ping requested a moment of silence to recognize the recent loss of Amara Marluke, an exceptional young woman who volunteered in a variety of capacities with the district, including substantial contributions to the district's Talking Walls murals.

Agenda Item #3 – Action Resulting from Executive Session

Heidi Edwards moved that the board of directors authorize the acquisition of land and the use of system development charge credits for trail improvements in the southwest quadrant of the district for consideration discussed in executive session, subject to the standard due diligence review and approval by the general manager. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Heidi Edwards moved that the board of directors authorize the dedication of right of way and temporary construction easement in the southeast quadrant of the district for consideration discussed in executive session, subject to the standard due diligence

review and approval by the general manager. Barbie Minor seconded the motion. Roll call proceeded as follows:

Felicita Montebianco	Yes
Alfredo Moreno	Yes
Barbie Minor	Yes
Heidi Edwards	Yes
Tya Ping	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #4 – Proclamations

A. National Volunteer Month

The board members read into the record a proclamation declaring the month of April as National Volunteer Month.

B. National Arab American Heritage Month

Julie Rocha, interim Sports & Inclusion director, introduced Rita Salmo, customer engagement representative at Garden Home Recreation Center, who provided information regarding her background and career with the district, and invited the board members to the Marhaba Arab Celebration at Garden Home Recreation Center taking place on May 7. The board members read into the record a proclamation declaring the month of April as National Arab American Heritage Month. Rita also read the proclamation in Arabic.

Agenda Item #5 – Audience Time

There was no testimony during Audience Time.

Agenda Item #6 – Board Time

A. Committee Liaisons Updates

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

- The Washington County Preschool for All Task Force's work is moving into Phase 2, for which board member Heidi Edwards has stepped in to serve on the task force.
- Attended the most recent Nature & Trails Advisory Committee meeting, during which discussion topics included a presentation from the Washington County Tree Keepers and information regarding spring maintenance operations and the Climate Action Plan.
- Joined Mayor Beaty in meeting with representatives interested in opening a children's museum in Beaverton.

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

- The Tualatin Hills Park Foundation just concluded its Week of Giving fundraising campaign and brought in almost \$4,000.

Barbie Minor provided the following updates and comments during board time:

- The most recent Programs & Events Advisory Committee meeting included discussion on the expansion of the district's Centro de Bienvenida program, and the results of a recent public survey regarding preferred registration times, of which the results indicated that there is not an overwhelming demand for change.

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

- Attended the Venezuela's Voice event recently held at the Jenkins Estate.
- Expressed gratitude for the opportunity to participate on the Washington County Preschool for All Task Force.
- Attended the memorial service for Amara Marluke and commented on the positive impact Amara had on our community.

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

- Along with Felicita, attended a meeting with elected officials and representatives from the City of Beaverton, Beaverton School District, and Washington County regarding expanding access to afterschool programming. Mayor Beaty and Washington County Chair Treece have committed to leading the charge in exploring funding opportunities.
- Referenced the children’s museum mentioned earlier by Felicita, noting that she has been invited to serve on their board and that they have recently received their nonprofit status.

Agenda Item #7 – Consent Agenda

Felicita Monteblanco moved that the board of directors approve consent agenda items (A) Minutes of March 9, 2022 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Appointing District Budget Officer, (E) Resolution Delegating Authority to the General Manager to Make Decisions Regarding District Litigation, (F) Intergovernmental Agreement with City of Beaverton for Fanno Creek Trail Segment #5, (G) Intergovernmental Agreement with City of Beaverton for the Cooper Mountain Community Plan, (H) Agency Agreement with Oregon Department of Transportation to Deliver Phase 2 of the Beaverton Creek Trail Federal Project, (I) Coronavirus State Fiscal Recovery Fund Grant Agreement with Oregon Department of Administrative Services for a Permanent Restroom, (J) Abbey Creek Park Phase 2 Consultant Contract, (K) Pointer Road Neighborhood Park Consultant Contract, and (L) Harman Swim Center Construction Contract. Alfredo Moreno seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. Sports Affiliation Review Process Recommendations

Julie Rocha, interim Sports & Inclusion director, announced that she is joined by the following presenters this evening to present the final recommendations of the sports affiliation review process for the board’s consideration: Stan Hawkins, stakeholder workgroup member and field coordinator for Westview Youth Baseball; Carrie Andrews, stakeholder workgroup member and president of Tualatin Hills Dive Club; Brian Yourstone, center supervisor; Lori Leach, center supervisor; and, Jeff Lee, Sports program specialist.

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

- Stakeholder Workgroup
 - Process
 - Accomplishments
- Recommendations
 - Updated criteria for affiliation and created a new application
 - Created an equitable review process and review committee of volunteers
 - Embedded diversity, equity, inclusion, and access (DEIA)
 - Updated capacity limits for pools, gyms, and fields
 - Coordinated process for all sports
 - Created a scorecard to evaluate affiliates
 - Developed a policy and procedure
 - Created an affiliation timeline on a 3-year cycle
 - Implemented out-of-district fees

- Next Steps
 - Educate current and interested affiliates
 - Provide DEIA resources
 - Publish affiliation timeline
 - Add information to website

The group offered to answer any questions the board may have.

Felicita Montebianco thanked the volunteers and staff for their hard work on this review process, noting that it is a critical program for our community. She inquired what type of materials are desired in terms of the requirement for demonstrating a group's commitment to DEIA.

- ✓ Julie noted that as part of the application process, district staff will be providing a resource guide to help groups begin this work. There are also resources on the national level.
- ✓ Brian added that there are sections of the scorecard pertaining to DEIA to ensure that each affiliate has policies and practices in place that demonstrate DEIA as a priority.
- ✓ Julie provided examples, such as: providing DEIA training for their members and coaches; having equal employer policies in place if they have hired staff; having a mission statement and values around DEIA posted on their website; and, providing scholarship opportunities.

Heidi Edwards expressed gratitude to the volunteers and encouraged their continued participation in other areas of the district. She asked if there was any consideration given through this review process in relation to participants' age ranges.

- ✓ Julie replied that this process was all-encompassing regardless of age group, noting that varying age groups were represented on the stakeholder workgroup, as well.

President Ping asked for additional information regarding the process for community users to secure field time, including events cosponsored by the district, and the associated costs.

- ✓ Julie replied that if the district is cosponsoring an event, there typically would not be usage fees involved. She described the three tiers of community use: events sponsored by the district, drop-in time for use on a first come first served basis, and community use time that is permitted on a consistent weekly basis for community groups without charge.

Tya asked if information regarding how to access community use time is readily available on the district's website.

- ✓ Julie replied that this is part of the next steps in this process.

Tya inquired whether the district has ever had to decline a potential affiliate's application due to lack of capacity.

- ✓ Julie replied that applications for affiliation have been on hold while this review process has been taking place. Usually, groups are declined due to the 80% in-district requirement. She described the upcoming challenges expected in being able to accommodate all of the aquatics affiliate requests due to the current capacity issues of district pools, but that options to address this issue are being explored.

Tya asked if the scorecard will be used as a tool to deny affiliation or as a method of providing a prioritization of which groups are reaffiliated.

- ✓ Julie replied that there will be multiple processes working in tandem, one being reevaluating the capacity each year and identifying when clubs are consistently handing back significant blocks of unused time. Youth sports participation has been down significantly over the course of the pandemic. Additionally, when growth is expected, the district needs to be aware of that in order to be able to anticipate that future need. Lastly, another goal will be better utilization of existing space, such as by programming two practices on one large field.

President Ping thanked the presenters this evening for their hard work and dedication to this review, and the result of a more transparent process.

Barbie Minor moved that the board of directors approve the affiliation process recommendations as presented and direct district staff to begin work in updating the Affiliate Policy contained within the District Compiled Policies. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

B. General Manager's Report

General Manager Doug Menke introduced Jared Isaksen, the district's new Finance Services Director/Chief Financial Officer, who began work at the district in late March. The following presentations were provided as listed within the General Manager's Report included in the board of directors' information packet:

- Volunteer Programs
 - Melissa Marcum, volunteer specialist, shared recent updates regarding the district's volunteer program via a PowerPoint presentation, a copy of which was entered into the record.
- Diversify Internship Program
 - Julie Rocha, interim Sports & Inclusion director, McKenzie Miller, administrative specialist, and Myles Hamlett, fitness intern, shared an overview of the district's Diversify internship program 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.

The board members provided comments of gratitude and appreciation for the Diversify internship program.

- ✓ Heidi Edwards suggested the potential for involving AmeriCorps in helping oversee and guide this program, which could also open doors for grant funding. McKenzie shared an overview of the district's outreach to AmeriCorps thus far and the exploration of other funding opportunities, as well.
- ✓ Felicita Monteblanco inquired if there are ways the board can contribute, such as through interacting with the interns, and asked for additional information regarding the budget for this program. Julie provided an overview of the budget as well as the different internships that are available, noting that it is a paid internship program on a part-time basis. Funding to continue the program will be requested via the FY 2022/23 budget process.
- ✓ General Manager Doug Menke commented that this type of program development is possible through the board's stated values, which give district staff the ability to propose some unique programs via the budget process. He theorized that acting as mentors to the interns can help reignite the passion that park and recreation professionals have for their chosen profession, while also helping open doors for the interns.

Agenda Item #9 – New Business

A. System Development Charge 5-Year Capital Improvement Plan Update

Gery Keck, Design & Development manager, provided an overview of the proposed updated system development charge five-year capital improvement plan (SDC CIP) for use in the FY 2022/23 budgeting process, via a PowerPoint presentation, a copy of which was entered into the record and which included the following information:

- SDC Five-Year CIP Update Process
 - Updated annually
 - Informs the budget process

- Add new projects
 - Align funding and staff capacity
- Project Phasing Approach
 - Three major phases for each project:
 - Concept planning
 - Design and permitting
 - Construction
 - Intended to be more transparent about timeline of multi-year development
- Proposed Project List Updates
 - New projects
 - Added Fiscal Year 2026/27 project list
 - Refined anticipated project sequencing within five-year project list
- New Projects Added to 5-Year CIP
 - HMT Recreation Complex improvements
 - New trail developments: Finnley Woods, Lolich Farms, Scholls Valley Heights
 - New neighborhood parks and community trail: South Cooper Mountain Blackbird Farms Parks A & B
 - New park developments: South Cooper Mountain Main Street Park, Lolich Farms

Gery noted that, if approved by the board this evening, district staff will return at the May board meeting with a formal resolution to adopt the SDC CIP on the consent agenda, and offered to answer any questions the board may have.

President Ping asked for additional information regarding how SDC credit projects are managed. Does the developer complete all of the design and outreach elements, as well as construction, and then hand the site over to the district to manage? Or is the district involved in the process?

- ✓ Gery described a typical SDC credit project process, noting that the developer is the lead and hires the consultants, who are typically already on board through the development of the housing. The district assembles an internal design team and meets with the consultants to provide feedback throughout the process. Depending on the project, the district may assist more with the public engagement process. The developer will also submit all of the land use applications with district staff's review. Lastly, the contractors will build the site with district staff approval at the end. District staff is involved in the project from start to finish to ensure that what is ultimately provided is what is desired by the public and can be maintained by the district.

Tya inquired how the scope of the SDC credit project is determined in the beginning.

- ✓ Gery replied that typically the builder is aware early on how many units they will be building at the site and what the district's SDC fee will total for those units. District staff will then negotiate with the developer; for example, sometimes the developer will donate the land. District staff looks at the designs to ensure that they are not overdesigning the site. We want to make sure the developer stays within the SDC credit amount, preferably under. By the time the concept plan is presented to the board, district staff will have an idea of its cost and scope to ensure it fits into what is needed for that particular area.

Alfredo Moreno moved that the board of directors approve the System Development Charge Five-year Capital Improvement Plan project list. Heidi Edwards seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 8:20 pm.

Tya Ping, President

Heidi Edwards, Secretary

Recording Secretary,
Jessica Collins