



## 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 Thursday, August 10, 2023, at the Tualatin Valley Water District Headquarters, 1850 SW 170th Avenue, Beaverton, Oregon. Executive Session 6:00 pm; Regular Meeting 6:30 pm.

Present:

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

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

President Alfredo Moreno called executive session to order for the following purposes:

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

President Moreno 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 Alfredo Moreno on Thursday, August 10, 2023, at 6:30 pm.

### Agenda Item #3 – Action Resulting from Executive Session

**Felicita Monteblanco moved that the board of directors authorize acquisition of the property in the northwest quadrant of the district for the price discussed in executive session, using system development charge funds, subject to the standard due diligence review and approval by the general manager or designee. Tya Ping seconded the motion.**

Roll call proceeded as follows:

Barbie Minor	Yes
Miles Palacios	Yes
Tya Ping	Yes
Felicita Monteblanco	Yes
Alfredo Moreno	Yes

**The motion was UNANIMOUSLY APPROVED.**

### Agenda Item #4 – Swearing In of Newly Elected Board Members

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

- Marty and Debbie Palacios swore in Miles Palacios for Position #4
- Beaverton City Councilor, Nadia Hasan, swore in Tya Ping for Position #5

**Agenda Item #5 – Public Hearing: Request for Exemption from Competitive Bidding Process for Air Structures**

**A. Open Hearing**

Acting as the Local Contract Review Board, President Moreno opened the public hearing to review the request for exemption from the competitive bidding process for air structures.

**B. Staff Report**

Tim Bonnin, interim Design & Development manager, provided an overview of the memo included within the board of directors' information packet, noting that staff are requesting board approval of an exemption from the public bidding process for the selection of an air-supported fabric structure product, in accordance with the State of Oregon competitive bidding exemption process pursuant to ORS 279C.335. An exemption from the competitive bidding process would allow the district to negotiate with the supplier for an agreed-upon contract cost for design and materials, as well as allow the district to establish common maintenance, staff training, warranties, and product representation, rather than the process being a solely cost-based solicitation. Tim referenced the findings in support of the requested exemption included within the memo, noting that the action request this evening also includes approval for the resulting supplier selected from the RFP process to be exclusively included as the supplier in future air-supported fabric structure product construction or replacement contracts at district facilities. Staff will present the resulting supplier from the RFP process at a later date. Tim offered to answer any questions the board may have.

Tya Ping inquired how long the sole source agreement will be in effect after it has been awarded.

✓ Tim replied typically five years, but this timeline would be set during the RFP process.

**C. Public Comment**

There was no public comment.

**D. Board Discussion**

President Moreno expressed support for initiatives that enable the district to receive its best return on investment in providing these important assets to its community.

**E. Close Hearing**

President Moreno closed the budget hearing.

**F. Board Action**

**Tya Ping moved that the board of directors, acting as the Local Contract Review Board, approve the following actions: 1) Approval of the findings to exempt from competitive bidding the selection and installation of an air-supported fabric structure product for upcoming projects within the next 10 years, in accordance with the State of Oregon competitive bidding exemption provisions outlined in ORS 279C.335; 2) Approval for the resulting supplier selected from the RFP process to be exclusively included as the supplier in future air-supported fabric structure product construction or replacement contracts at district facilities; and 3) Authorization for the general manager or designee to negotiate and execute an agreement with the selected air-supported fabric structure supplier. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:**

<b>Barbie Minor</b>	<b>Yes</b>
<b>Miles Palacios</b>	<b>Yes</b>
<b>Tya Ping</b>	<b>Yes</b>
<b>Felicita Monteblanco</b>	<b>Yes</b>
<b>Alfredo Moreno</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #6 – Audience Time**

There was no public comment during audience time.

**Agenda Item #7 – Board Time**

**A. Committee Liaisons Assignments**

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

- Audit Committee: Tya Ping
- Fiduciary Committee: Felicita Monteblanco
- Nature & Trails Advisory Committee: Barbie Minor
- Parks & Facilities Advisory Committee: Miles Palacios
- Programs & Events Advisory Committee: Tya Ping
- Tualatin Hills Park Foundation: Alfredo Moreno

Felicita Monteblanco shared that she has been appointed to Metro’s Executive Advisory Committee for the Expo Future project, noting that the committee will meet quarterly to explore the future of the Expo Center in terms of regional opportunities, including sports and recreation.

President Moreno expressed appreciation for his fellow board members for nominating him to serve as board president and reflected on the collaborative environment and the support they offer each other in areas of personal development.

**Agenda Item #8 – Consent Agenda**

**Miles Palacios moved that the board of directors approve consent agenda items (A) Minutes of June 14, 2023 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statements, (D) Resolution Acknowledging Real Property Transactions for Fiscal Year 2022/2023 and Describing Funding Source(s) and Purpose, (E) Resolution Appointing Audit Committee Member, (F) Resolution Designating Finance Director as Plan Coordinator for Mission Square Retirement Accounts, (G) Greenway Park Trail Improvements Consultant Contract, and (H) Garden Home Recreation Center Classroom/Gym Roof Repair Contract. Barbie Minor seconded the motion. Roll call proceeded as follows:**

<b>Tya Ping</b>	<b>Yes</b>
<b>Felicita Monteblanco</b>	<b>Yes</b>
<b>Barbie Minor</b>	<b>Yes</b>
<b>Miles Palacios</b>	<b>Yes</b>
<b>Alfredo Moreno</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #9 – Unfinished Business**

**A. District Budget Priority FY23/24 – Sustainable Operating and Financial Models – Levy Task Force Planning**

At the board’s March 8, 2023 meeting, district staff provided an update on one of the district’s budget priorities for the next fiscal year: Developing Sustainable Operating and Financial Models for the Future. Following the presentation, staff committed to return in April for a board work session to continue the discussion. The work session explored strategies the district may pursue to develop long-term sustainable operating and financial models, as prioritized by the board. Staff shared information for the board’s consideration including impacts to current and future service levels based on budget projections, realistic operating scenarios given budget projections, and an examination of options to pursue for revenue enhancement, including the timeline and process for pursuing a potential voter-approved operating levy to help fund service delivery. Another board work session was held in May where staff shared information on THPRD’s historical use of operating levies.

Holly Thompson, Communications director, provided a detailed overview regarding plans to form a community-led Levy Task Force to help advise the district on preparing for a potential operating levy, via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Levy Task Force Role
  - Build on community visioning work
    - Recruit 9 to 11 people
    - Serve Fall 2023 (September to November)
    - Help advise on community engagement, scale and scope of levy
    - Reflect THPRD community
    - Strong familiarity with THPRD services
    - Advise on financial aid strategies
- Levy Task Force Recruitment
  - Please share this opportunity with your networks
- Levy Task Force Timeline
  - August: Recruitment
  - September 1: Applications due
  - September 13: Board appointment
  - September through October: Task force meetings
  - November: Levy Task Force recommendation to board
- Levy Task Force Meetings
  - 1<sup>st</sup> Meeting: Overview & background
  - 2<sup>nd</sup> Meeting: Public opinion research
  - 3<sup>rd</sup> Meeting: Recommendation

Holly concluded her presentation by noting that the culmination of these efforts will be to provide the board with the best and most complete information available in order to make an informed decision on the best path forward, and offered to answer any questions the board may have.

Felicita Montebianco asked whether the task force would make a recommendation about the timing of a potential levy ask.

- ✓ Holly replied that the timing would already be laid out based on feedback from the public opinion research firm, but that it would be a topic for discussion. The current timeline being explored is May 2024, if a levy is recommended.

Felicita commented that she hopes renters will be represented on the task force and referenced a recent newspaper article regarding the high percentage of renters within the Beaverton area taking into account that there is not a local university.

- ✓ Holly expressed agreement on the importance of this perspective and referenced an ongoing discussion regarding the best way to communicate that a levy would be investing in the district's free programming and mobile recreation opportunities.

Tya Ping inquired whether the public opinion research firm or levy task force would be recommending a potential levy amount.

- ✓ Holly explained that the public opinion research firm would test two different numbers, essentially leading to three different scenarios: do nothing; a lower option; and a higher option that would enable the district to better prepare for the future.

Barbie Minor asked for an overview of the task force member selection process and whether the board will have any purview into the types of qualifiers or questions. She would like to ensure a wide range of diversity on the task force due to the far-reaching implications of this decision.

- ✓ Holly described that the application will be modeled off the application that was used for the Visioning Task Force, followed by a thorough evaluation of the applications received in order to ensure diverse representation, including geographical, age, ethnicity, language ability, and more. This was a successful approach for the Vision Action Plan and the same

perspective will be applied to this effort. The application will ask informative open-ended questions about why the person wants to serve on the task force, their lived experience advocating for their community, and participation in THPRD programs, events and activities. The interview will also offer a chance to assess the applicant's interest in advocating for more than their own personal interests; the district will be looking for people who have a representative outlook.

Miles Palacios thanked Holly for clarifying the community-focused aspect of the task force, and Felicita for identifying renters as a focus area. As a renter himself, it is an important point to keep in mind as people continue to search for affordable housing to be able to live in the community they love.

- ✓ Holly committed to sharing the marketing materials and application with the board for their feedback.

President Moreno commented that this is an important decision for the district and its community, and that he appreciates all the work being done in order to make a thoughtful decision, noting that the district enjoys a very supportive voter base and that they do not want to take that for granted. It is important that we do as much research as possible and are able to communicate that a levy would be a smart investment in the district if that's the direction that the board pursues.

## **B. Downtown Beaverton Parks and Open Space Framework Plan**

Gery Keck, Design & Development manager, provided a detailed update on the joint planning effort currently underway between THPRD and the City of Beaverton for downtown Beaverton open space, via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Community Engagement 2011-2022:
  - Beaverton Downtown Equity Strategy
  - Central Beaverton Urban Renewal Plan
  - THPRD Vision Action Plan
    - We have heard the community wants spaces and events to:
      - Exercise
      - Connect with nature
      - Play for all ages and abilities
      - Gather and bring diverse communities together
      - Feel welcome, equitable, inclusive, accessible, and safe
      - Enjoy food, music, picnics, art, live theater, water, shade, restrooms, seating, and more
- Project Goals
  - Build on previous plans and outreach
  - Describe the types of parks
  - Recommend general areas for new or improved parks, natural areas, and open spaces
  - Identify amenities for an attractive, livable, and economically vibrant mixed-use downtown
  - Determine the look and feel of amenities
  - Ensure that all spaces are welcoming, inclusive, and accessible to everyone
  - Outline an implementation strategy with immediate and future actions
- Downtown Themes & Goals
  - Gather Community
  - Welcome & Celebrate
  - Reflect & Protect
  - Connect

- Implementation Strategy
- Project Timeline
  - July/August 2023: Review plan with city council, BURA, and THPRD board
  - September 2023: Revise plan as needed; seek approval from city council, BURA, and THPRD board
  - September/October 2023: Publicize and promote plan

Gery concluded his presentation by noting that staff are seeking board support and feedback on the draft framework plan and implementation strategy as included within the board of directors' information packet and offered to answer any questions the board may have.

Felicita Monteblanco expressed support for the document as presented, noting that she especially likes the maps on page 60. She's looking forward to the heat mapping data becoming available soon for these neighborhoods. She also likes the funding matrix included and is happy to see that some of the opportunities align with Metro funding.

Tya Ping expressed support for the four themes identified and commented on the timespan of public feedback from 2011 to current. She asked whether the feedback has remained somewhat consistent over time, especially from pre-pandemic, or if more weight is being given to the more recent feedback.

- ✓ Gery described the efforts made to take into consideration all of the feedback that has been received over time, noting that they have found a lot of overlap between feedback pre- and post-pandemic, as well as feedback from the district's Vision Action Plan and Parks Functional Plan. The team is comfortable with the amount of overlap and common themes across these plans.
- ✓ Holly described that this is another circumstance for which the board can center the district's Vision Action Plan as the foundation from which to build future engagement.
- ✓ Gery added that the district's partnership with the city has grown through this process and that the relationship has been strengthened by working together.

Miles Palacios referenced the online survey results that 42% of downtown residents identify as Hispanic and Latinx, and that 13% of Beaverton residents speak Spanish. He asked, of the 317 individual responses received, what was the level of engagement from the Spanish speakers?

- ✓ Gery replied that he does not have this information immediately available but will find out.

President Moreno commented that this is a watershed moment for downtown Beaverton and that the City and THPRD being robust, equal partners in this process opens up some big opportunities to make a meaningful impact for many years to come.

### **C. 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:

- CAPRA Reaccreditation Update
  - Aisha Panas, deputy general manager, and Keith Watson, Support Services manager, provided an update on the district's CAPRA reaccreditation status, via a PowerPoint presentation, a copy of which was entered into the record.

Barbie Minor offered her sincere congratulations to the staff involved for receiving a perfect score in the CAPRA reaccreditation process, noting that as the district begins going out to talk to the community about a potential levy, this type of information helps paint the picture of our service level and the vision of THPRD.

Felicita Monteblanco commented that she and Tya served on the interview panel for the CAPRA review team visit and that it was easy to talk about the wonderful work THPRD is doing as an

agency and that the review team was clearly moved by how the district uses its values and priorities as its guiding north star.

President Moreno noted that being one of only five CAPRA-accredited agencies in the state, and the only one in the Metro area, speaks volumes. He agrees that this is a testament to THPRD being an agency that is worth investing in and continuing to invest in.

General Manager Doug Menke described how the district's work done for CAPRA came into play as the district began to rebuild from the pandemic and the opportunity the reaccreditation process provided to ensure that the district is still delivering on its core values. He thanked the board for their support throughout this process.

**Agenda Item #7 – Board Time** (taken out of order)

Felicita Montebianco offered words of gratitude for the following recent events and initiatives:

- The heat mapping efforts and the leadership of Bruce Barbarasch, Nature & Trails manager.
- The Beaverton PRIDE Parade and the Peruvian Cultural Festival were awesome.
- The new AAPI (Asian, Asian American, or Pacific Islander) murals at the Babette Horenstein Tennis Center are gorgeous and highlight the district's values perfectly.

Tya Ping offered words of gratitude to district staff for their hard work in providing summer camps this season and a reminder that this upcoming weekend fall registration opens.

Miles Palacios thanked the board members and district staff for the warm welcome.

**Agenda Item #10 – Adjourn**

There being no further business, the meeting was adjourned at 7:50 pm.

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Alfredo Moreno, President

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Barbie Minor, Secretary

Recording Secretary,  
Jessica Collins