



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, May 11, 2022. Work Session 5:15 pm; Executive Session 6:15 pm; Regular Meeting 7:30 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 – Work Sessions

A. Americans with Disabilities Act Transition Plan

A Work Session of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Tya Ping on Wednesday, May 11, 2022 at 5:15 pm.

General Manager Doug Menke introduced Aisha Panas, Park Services director, and Keith Watson, support services manager, to share an update on the district's Americans with Disabilities Act (ADA) Transition Plan. Approved in 2016, the plan was developed with the goal of providing equal access to programs, services, and activities at THPRD.

Aisha and Keith provided a detailed update of projects and programming adjustments to remove physical barriers and improve access to programs and services, via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Program Overview
 - ADA Transition Plan approved December 2016
 - Goal of providing equal access to programs, services, and activities
 - Access audits performed on 127 facilities/parks/trails
 - Over 8,000 unique barriers identified
- Focus Areas
 - Physical barrier removal
 - Improved access to programs and services
- Priorities
 - Categorizing facility improvements
 - Entrances and primary paths of travel
 - Improve access to program areas
 - Amenities, like drinking fountains
 - Areas and elements not required to be modified
 - Criteria for prioritizing access improvements
 - Level of public use
 - Unique programs or services
 - Geographic distribution
 - Identified complaints
- Funding Sources
 - Capital Improvement Program
 - Operating budget
 - 2008 Bond Measure

- Progress Report
 - Indoor projects completed over the past five years: 953
 - Outdoor projects completed over the past five years: 828
- Common Barriers
 - Pedestrian walks (cross slopes exceeding 2%)
 - Doors (hard to open, fast to close, furniture placed in maneuvering area)
 - Restrooms (dispensers too high, missing signs)
 - Exit signs (must have accompanying Braille and tactile letters)
 - Drinking fountains (two required, including a wheelchair accessible fountain and higher standing person fountain)
- Future Projects & Projects in Planning
- Challenges
 - Managing work in-house
 - Smaller staff-level projects have been completed
 - Original 15-year time frame
 - Funding sources
- Opportunities
 - Reassessment of priorities
 - Continue to program around deficiencies/barriers
 - Incorporate universal design
 - Focus on meaningful access
 - Celebrate our successes

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

Heidi Edwards expressed appreciation for the accessibility information included on the district's website. She inquired whether ramps for sidewalks are funded by the district or city/county.

- ✓ Keith replied that sidewalk improvements are typically the responsibility of the property owner, so that cost would be funded by the district.

Heidi inquired whether Braille can be added to the district's existing exit signage or if new signs will be needed.

- ✓ Keith replied that new signage will likely be needed and that as the older signage is replaced, it will also be a good opportunity to bring the new signage in line with the district's Signage Master Plan.

Heidi encouraged the district to find a creative way to recycle the old signage. She asked if the 2008 Bond Measure had other specific ADA improvement projects other than at Cedar Hills Park.

- ✓ Aisha confirmed that there was an entire category dedicated to ADA improvement projects funded by the 2008 Bond Measure.

Felicita Monteblanco asked who identifies the barriers and whether the district's office space is included in the ADA assessment.

- ✓ Keith replied that a consultant helped the district identify the barriers for the existing plan. A reassessment would likely require the use of a consultant again that specializes in ADA barrier identification.
- ✓ Aisha added that while the ADA Transition Plan focused on publicly accessible locations throughout the district, the district also accommodates employees who have ADA requests.

Barbie Minor inquired whether any ADA projects have been prioritized for the upcoming budget.

- ✓ Aisha confirmed that the proposed FY 2022/23 budget includes capital funding specifically for ADA improvements. Additionally, any project added to the capital projects list is evaluated to identify existing barriers that could be corrected as part of that project. That is why the dollars shown as having been allocated to ADA is not a true reflection, as there are often barriers addressed within non-ADA-specific projects, as well.

President Ping asked if ADA access was a theme heard from the public during the district's outreach in developing the Vision Action Plan.

- ✓ Aisha confirmed this and described the information and action items contained within the Vision Action Plan under the goal of being Accessible and Safe.

Tya asked if the Vision Action Plan identifies specific ADA amenities desired by the public that the district currently lacks that could be added as sites are developed.

- ✓ Aisha described how Mountain View Champions Park was holistically designed with an accessibility lens, not only in terms of mobility, but for sensory needs, as well. The topic of how amenities are chosen for park sites will be touched upon in greater detail during the next work session topic regarding the park development process.

B. Park Development Lifecycle

General Manager Doug Menke introduced Aisha Panas, Park Services director, and Gery Keck, Design & Development manager, to share an overview of the district's park development lifecycle, a comprehensive review of the various phases and elements of planning, design, and construction that bring every park and trail project to fruition.

Aisha and Gery provided a detailed overview of a typical park development process, from prioritizing which projects to proceed with to construction completion, via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Prioritizing Projects
 - Functional Plans
 - 5-Year Capital Improvement Plan
 - Vision Action Plan
- Project Review & Permitting
- Project Duration Timeline
- Request for Proposal Process
- Community Engagement
 - Level I through V outreach requirements
 - Expanded outreach techniques
 - Multilingual information
 - Link to Vision Action Plan
- Design Considerations
 - Vision Action Plan
 - Existing conditions
 - Access for All
 - Safety
 - Activities for everyone
 - Maintenance
- Evolving Topics
 - Play surfacing
 - Shade for play areas
 - Dog runs
 - Flexible spaces
- Current & New Projects

Aisha and Gery concluded the presentation by providing an overview of two recently completed successful projects (Pío Pío Park and Recuerdo Park) and offered to answer any questions the board may have.

Alfredo Moreno described the need for more outdoor amenities that are usable during the winter months, such as play equipment under a large metal roof.

- ✓ Gery noted that district staff have considered this, but that cost has been a deterrent. Non-permanent shade structures have also been explored, such as shade sails, but those are recommended to come down during the winter. District staff are in the early stages of this research, but ultimately any such amenity will require additional funding.
- ✓ President Ping expressed agreement with Alfredo, noting that she refers to this as a “four-season park.” She would like the district to be ready to move forward with such a project should a funding opportunity present itself, such as through the district’s legislative outreach. She envisions an outdoor shelter that could accommodate a variety of uses, such as outdoor fitness programs, food distribution events, children riding bikes under shelter, etc., along with possibly some small play equipment.

President Ping asked if the public outreach and design efforts for System Development Charge (SDC) credit projects are led by the developer or the district.

- ✓ Gery explained that it can be done both ways depending on the relationship the district has with the developer, as well as the type of project and community being served. He described the typical outreach and design process that takes place for a SDC credit project, noting that in the end, there are checks and balances to ensure that the developer has met the district’s needs and standards before the district will accept the project.

Tya asked for additional information regarding how public input received via the Vision Action Plan process is taken into consideration when designing a new park. Is there a checklist of amenities desired by the public that staff can reference and check off?

- ✓ Gery replied that, while there isn’t a list of desired amenities outside of the action items list included within the plan, staff evaluates the geographical distribution of amenities to ensure that there is variety across the district. Neighbors are also invited to help select certain amenities, such as play equipment, and fortunately a lot of the play equipment manufacturers already include ADA design elements.

Tya described the need for multi-generational park sites that have amenities that appeal to a wide range of ages, including a park specifically designed for teenagers. Has the district committed to providing a multi-generational park and is there an idea of where it might be located?

- ✓ Aisha described the aspects of our existing community parks that are multi-generational, such as Cedar Hills Park that has a splash pad, sand volleyball, and other amenities that appeal to the entire age spectrum. Since community park sites have a larger amount of space, it is easier to accommodate a wide range of amenities. She explained that the public can have preconceived notions about what amenities constitute a park, such as play equipment and swings, and the conversations that are taking place regarding other options. District staff is in the process of developing a park amenities analysis that looks at the types of parks we have and who they appeal to across the district in order to identify gaps. She described the park developments taking place in the South Cooper Mountain area that individually are more specific in focus due to their limited size, but together provide varied recreational amenities.

President Ping thanked district staff on behalf of the board of directors for the informative presentations this evening.

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

President Tya Ping called executive session to order for the following purposes:

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

- To conduct deliberations with persons designated by the governing body to carry out labor negotiations.

Executive Session is held under authority of ORS 192.660(2)(d)(e) 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, May 11, 2022, at 7:30 pm.

President Ping requested a moment of silence to recognize the loss of Milana Li, a 13-year-old student at Conestoga Middle School whose body was discovered yesterday along the Westside Trail. Our thoughts are with her family and the Beaverton School District community.

Agenda Item #4 – Action Resulting from Executive Session

Alfredo Moreno moved that the board of directors authorize the acquisition of land in the northwest quadrant of the district for the price discussed in executive session, subject to the standard due diligence review and approval by the general manager. 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 #5 – Proclamations

A. National Water Safety Month

The board members read into the record a proclamation declaring the month of May as National Water Safety Month.

B. Asian American and Pacific Islander Heritage Month

The board members read into the record a proclamation declaring the month of May as Asian American and Pacific Islander Heritage Month.

C. Jewish American Heritage Month

The board members read into the record a proclamation declaring the month of May as Jewish American Heritage Month.

Agenda Item #6 – Audience Time

There was no testimony received for Audience Time.

Agenda Item #7 – Board Time

A. Committee Liaisons Updates

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

- ✓ Attended the most recent joint advisory committees meeting, during which information was presented regarding the district’s collaboration with the City of Beaverton on the downtown Beaverton parks planning process.
- ✓ Encouraged her fellow board members to get the word out regarding the district’s open position on its Audit Committee.

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

- ✓ Along with President Ping and district staff, attended meetings with staff from Congresswoman Bonamici's office to promote the district's request for funding for electric vehicle charging stations and community outreach.
- ✓ Encouraged the public to vote in the upcoming election.

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

- ✓ Encouraged the public to vote in the upcoming election and referenced the board's endorsement and support for the Beaverton School District's bond measure on the ballot.
- ✓ Attended the most recent Washington County Preschool for All pre-referral committee meeting, which focused on preparation for a November 2022 ballot measure. Early polling indicates public support for providing preschool for children ages three and four.
- ✓ Thanked the budget committee members and district staff for a successful THPRD Budget Committee Work Session in late April.

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

- ✓ Recognized the Tualatin Hills Park Foundation's successful Spring Giving Week that raised \$8,500 for the district's Access for All efforts.
- ✓ Referenced May as Water Safety Month, noting that the work the district is doing with its welcome centers has opened doors for children to learn to swim.

Agenda Item #8 – Consent Agenda

Felicita Monteblanco moved that the board of directors approve consent agenda items (A) Minutes of April 13, 2022 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, and (D) Resolution Adopting System Development Charge 5-Year Capital Improvement Plan. Barbie Minor seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #9 – Unfinished Business

A. 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:

- Comprehensive Plan Update
 - Aisha Panas, Park Services director, and Peter Swinton, urban planner, provided a detailed update regarding the district's strategic planning efforts currently underway, via a PowerPoint presentation, a copy of which was entered into the record.

During the presentation, seven proposed goals for the Comprehensive Plan update were provided:

1. Welcoming and Inclusive
2. Play for Everyone
3. Preserving Natural Spaces
4. Accessible and Safe
5. Diversity, Equity, Inclusion & Access
6. Technology & Innovation
7. Financial Sustainability

The board was asked whether these seven goals help the district achieve its desired future, and whether there is anything missing from these goals and objectives that is needed in order to realize our community's vision. The following comments and feedback were received:

- ✓ How is the word "Safe" defined in this circumstance? Peter noted that the Vision Action Plan (VAP) addresses it very broadly, including items such as involving the public in watching over parks, to lighting of district trails, and playground design.
- ✓ Appreciation for the intentional work in supporting the board's values and for the distinction between the work of being "Welcoming and Inclusive" and that of "Diversity, Equity, Inclusion & Access."
- ✓ When the VAP was developed, were items focused on addressing climate change included within the scope of "Preserving Natural Spaces" and would using "Environmental Stewardship" as the category title be a broader way to address this area, within which "Preserving Natural Spaces" would fall? Aisha confirmed that action items pertaining to climate change and environmental stewardship fall within the Preserving Natural Spaces portion of the VAP and described a discussion that occurred during the most recent joint advisory committees meeting regarding the potential alignment of this item around the board value of Environmental Stewardship. Holly Thompson, Communications director, described the intent of the VAP vs. the Comprehensive Plan, noting that it is appropriate to broaden areas of the VAP for the purpose of the Comprehensive Plan.
- ✓ How will the district include the voices of those who have been excluded from traditional park settings or programs? How will we reach out to those who don't use parks and therefore may not be interested in providing input regarding parks? Aisha described how the VAP outreach effort was foundational in setting a new stage for how THPRD conducts community outreach. Holly provided a detailed overview of the district's community outreach methods and an example of THPRD leading the community engagement strategy for the city's downtown Beaverton parks planning process.

Agenda Item #10 – New Business

A. Intergovernmental Agreement with the City of Beaverton Relating to Community Gardens

Aisha Panas, Park Services director, introduced Jessica Kittleson, the district's administrative specialist who also coordinates the district's community garden program. Together, they provided a detailed overview of THPRD's community garden program and the City of Beaverton's request to transfer their two community garden sites to THPRD, via a PowerPoint presentation, a copy of which was entered into the record. THPRD's community garden program has been active since 1998 and currently hosts 15 garden sites, totaling 405 garden plots. THPRD receives requests for plots on a regular basis, and maintains an ongoing wait list for more gardening opportunities. Staff is requesting board approval of an intergovernmental agreement with the City of Beaverton that would transfer management of the Kennedy Community Gardens and the Welch-Centennial Garden to THPRD, and identifies contributions that will be made by the city to facilitate the transition. Aisha and Jessica offered to answer any questions the board may have.

Felicita Monteblanco inquired whether THPRD financial aid monies can be used toward renting a community garden plot.

- ✓ Aisha confirmed this.

Felicita complimented the raised beds designated as ADA garden plots, and wondered if it would be possible for all plots to be built like this, as they would appeal to many users, including multi-generational gardeners. She asked whether these are more expensive to build.

- ✓ Jessica confirmed that the additional lumber and materials needed for these beds do increase the cost. She agreed that having more raised plots would be desirable, not just for those who use a mobility device, but for anyone who would rather garden from a standing position.

Heidi Edwards commented on the potential for pests being drawn to community gardens and impacting nearby neighbors, and asked whether pest control measures are in place at any of the gardens.

- ✓ Jessica noted that while pests can be drawn to the community gardens in search of food sources, the district does offer advice to gardeners regarding how to limit the attraction. She described the various measures gardeners and the district have taken to try and deter pests, such as placing decoy birds of prey at the gardens, keeping plots clean, and regularly harvesting the produce. The gardeners are good at supporting each other with advice regarding what techniques work best. She does not hear many complaints from nearby neighbors, but would be happy to help address any concerns if they arise.

Barbie Minor moved that the board of directors authorize the general manager or designee to execute an intergovernmental agreement with the City of Beaverton relating to the provision of community gardens. Alfredo Moreno seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #11 – Adjourn

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

Tya Ping, President

Heidi Edwards, Secretary

Recording Secretary,
Jessica Collins