



## Tualatin Hills Park & Recreation District Minutes of a Regular Meeting of the Board of Directors

A meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Tuesday, October 8, 2019, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Executive Session 6:30 pm; Regular Meeting 7 pm.

Present:

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

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

President Felicita Monteblanco called executive session to order for the following purposes:

- 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 negotiate real property transactions.

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

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

### **Agenda Item #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 Felicita Monteblanco on Tuesday, October 8, 2019, at 7 pm.

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

There was no action resulting from Executive Session.

### **Agenda Item #4 – Metro Update**

President Monteblanco introduced Metro Councilor Craig Dirksen to provide an update regarding Metro's most recent projects and initiatives.

Councilor Dirksen provided an overview of Metro's current funding initiatives via a PowerPoint presentation titled *Investing in a Growing Region*, a copy of which was entered into the record, and which included the following information:

- Current and proposed funding initiatives to address:
  - Affordable homes for our communities
  - Protecting parks and natural areas
  - Safe, reliable and affordable transportation
- Affordable housing bond measure passed by voters in November 2018
- Parks and nature bond proposed for November 2019 ballot
  - Would result in \$475 million without raising property taxes
  - Six proposed program areas:
    - Land purchase and restoration
    - Metro park improvements
    - Nature in Neighborhoods grants
    - Local parks and nature projects
    - Walking and biking trails
    - Complex community projects
- Transportation bond proposed for November 2020 ballot
  - Engagement outcomes:
    - Improve safety
    - Prioritize investments supporting communities of color
    - Make it easier to get around
    - Address climate change
    - Support resiliency
    - Support clean air and water, and healthy ecosystems
    - Drive economic growth
    - Leverage regional and local investments
  - Washington County Tier 1 Corridors
    - Southwest Corridor
    - Tualatin Valley Highway
    - 185<sup>th</sup> Avenue
    - Burnside/Barnes Roads

Councilor Dirksen offered to answer any questions the board may have.

Ashley Hartmeier-Prigg inquired how much THPRD would receive through local share funds via the natural areas bond measure and the process by which those funds would be accessed.

- ✓ Councilor Dirksen replied that THPRD would receive over \$8.6 million in local share funds and that those funds would simply be distributed to the district. He provided a breakdown of how the entire \$475 million bond amount would be allocated, including local share funds for agencies near THPRD, such as \$3.2 million for Washington County and \$5.7 million for City of Beaverton.

Wendy Kroger inquired how different trail components, such as regional trails, neighborhood trails and trail connectors, would interplay between the natural areas and transportation bond measures.

- ✓ Craig replied that if both the natural areas and transportation bond measures are approved by voters, the trails components of each measure could combine. He explained that active

transportation is going to be a significant part of the transportation bond measure and that Metro will be identifying the regional trails that act as active transportation corridors which would then qualify for funding from both bond measures.

Heidi Edwards thanked Metro for their leadership in moving forward with finding solutions for three very important regional matters and inquired whether there has been any vocal opposition to the natural areas bond measure.

- ✓ Councilor Dirksen replied that there has not been any organized opposition. The only negative comments have been in relation to the overall tax burden, but that is dampened by the fact that the natural areas bond measure represents the continuation of an existing tax, not an increase in taxes. He thanked the THPRD Board of Directors for their official endorsement of the measure.

President Monteblanco referenced her service on Metro bond measure committees, including a natural areas bond measure stakeholder committee and a Local Investment Team (LIT) for the transportation bond measure. She applauded Metro's commitment to equity and centering the voices of communities of color for these measures. She is excited that a significant portion of the identified corridors for the transportation measure are within THPRD boundaries. She commented that the overarching theme resulting from the LIT she participated on was pedestrian safety and the safety of individuals dependent on public transportation. As one of the largest parks provider in the region, THPRD is looking forward to being an active partner with Metro in the coming months and years.

- ✓ Councilor Dirksen commented that it will be important for the transportation measure to accomplish two things: fund a suite of projects that will truly make a difference to the regional transportation system, and that it resonates with the voters in order to gain their support. He referenced a public survey conducted earlier this year on transportation priorities, noting that 57% of respondents replied to fix the roads. As important as public transit and pedestrian safety is, a lot of people are demanding improvements for their car commutes, as well. A balance of projects will be needed that brings all of these different modes of transportation together to work better. He described how by choosing specific corridors to focus on improving the functionality for transit, pedestrians and bicycles, will also make traffic flow better, ultimately benefiting everyone.

#### **Agenda Item #5 – Audience Time**

There was no testimony during Audience Time.

#### **Agenda Item #6 – Board Time**

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

- Thanked district staff for coordinating her and Wendy Kroger's attendance at the recent National Recreation and Park Association (NRPA) annual conference in Baltimore, as well as a legislative side trip to Washington, D.C.
- Thanked Wendy for attending the Nature & Trails Advisory Committee meeting on her behalf as she had a schedule conflict.
- Attended the Northwest Public Employees Diversity Conference earlier today.
- Tomorrow she will meet with Eileen Kravetz, the new executive director for the Tualatin Hills Park Foundation.

- Eileen has recruited a business to participate on the corporate sponsorship task force; the first meeting will take place next week.
- She and Eileen will be attending Vision Action Network's Meet the Funders event next week.

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

- The Programs & Events Advisory Committee has been continuing their work on:
  - Creating welcome signage for district facilities.
  - New neighbor packets for people who have recently moved into the area.
  - Development of a public survey to gain feedback about ways to improve the district's registration system and process.
  - New member recruitment.
- The committee is supportive of the suggestion made during the September Regular Board Meeting that the committee present annually to the THPRD Board of Directors.
- Described recent positive experiences through her family's use of THPRD programs, including a positive interaction between her daughter and a district art class instructor.

Wendy Kroger provided the following updates and comments during board time:

- Attended the recent NRPA annual conference in Baltimore, as well as a legislative side trip to Washington, D.C. Highlights included:
  - An off-site tour of eleven different examples of public/private partnerships for which she brought back additional information for staff's review.
  - An off-site tour of Carroll Creek Linear Park, a mixed-use urban park that also helps address flooding issues.
  - A workshop on trends in park and recreation, which included micro-mobility device impacts on parks, crowd sourcing data, parks designed with resiliency in mind, combining recreation facilities with other government services, and the use of parks after dark.
  - A workshop on carbon credits in urban forests and natural areas, which is a tool to recruit new corporate funding for tree planting and preservation.
    - She requested that district staff convene a meeting with local area agencies, including Clean Water Services, Metro, City of Beaverton and Washington County, to invite City Forest Credits based out of Seattle to come speak about earning and selling carbon credits. She recognized that this is a new project concept and suggested that it be further discussed at the board's upcoming retreat. She described Microsoft's participation in this concept in Washington state where they have bought and preserved "tree parks" for which the funding then goes directly to the local park and recreation district for maintenance.
  - Shared the district's federal priorities information with Congresswoman Suzanne Bonamici's staff and also met with the House Committee on Transportation and Infrastructure staff regarding better trail project management and broadening the district's ability to pursue grants in the after-school program arena without directly competing with school districts.

- The Parks & Facilities Advisory Committee has been continuing their work on dog parks and a pesticide-free park pilot project. This committee is also supportive of the opportunity to have an annual presentation to the THPRD Board of Directors.
- Provided a brief overview of events that she attended, including events in association with Welcome Week at Conestoga Recreation & Aquatic Center, Beaverton's Welcoming Walk at Greenway Park, and the Bonny Slope trail grand opening.

Ashley Hartmeier-Prigg provided the following updates and comments during board time:

- The Audit Committee's next meeting will be in late November. Between now and then, the district's audit firm will be conducting the annual audit.
- She referenced a letter received by the THPRD Board of Directors from REACH Community Development requesting a waiver or reduction of district System Development Charge (SDC) fees for their upcoming affordable housing development on SW Main Avenue in Beaverton, a copy of which was at the board's places this evening and entered into the record. She recalled that some funding had been set aside during the district's FY 2019/20 Budget process for SDC waivers for affordable housing development projects.
  - ✓ President Monteblanco commented that with the passage of Metro's affordable housing bond measure, there will be similar opportunities in the future. She stated that she would like to see the district develop criteria as to how to utilize and allocate the funds already budgeted for SDC fee waivers. Additionally, she believes that there is board support for revisiting the district's SDC methodology, as well as discussing the outreach process to use when making such decisions.
  - ✓ Keith Hobson, Director of Business & Facilities, replied that district staff would be commencing shortly a review of the district's SDC methodology, noting that at the November Regular Board meeting there will be a review of the policy areas up for discussion in order to ensure that none are overlooked, followed by more in-depth board discussion and policy direction at the December Regular Board meeting. Public outreach would follow as well as updating the district's Capital Improvement Plan, which will in turn update the SDC Methodology, with the intent to have the majority of this completed by the end of this fiscal year. Regarding the waiver request received from REACH, he explained that an opportunity that already exists in the district's current SDC administrative procedures is the ability to defer collection of the district's SDC fees until certificate of occupancy. This could be applied at the staff level for REACH until the previously-described process is further along.
  - ✓ General Manager Doug Menke confirmed that district staff would correspond with REACH in order to present information on the deferral option. He described that it is a matter of timing in that if REACH's project is moving too quickly for the deferral option, staff would then return to the board to inquire about utilizing the already-budgeted SDC waiver funds.

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

- Attending the Welcoming Walk at Greenway Park was the highlight event of the month for her and she is especially happy to see that THPRD is partnering with Unite Oregon.
- Referenced the board's past discussion regarding a potential change in their stipend practice, noting that she has been reflecting on the funding expended via the board's

existing budget categories. As she reviewed the board's policies, she questioned whether there should be guidelines established regarding the board members' utilization of funds for professional development, community engagement, and travel.

- ✓ Heidi commented that she believes it is important to have established guidelines regarding board travel and how those funds are utilized among board members. She provided an example of another board on which she serves where the travel funds are distributed fairly equally among board members and that they look for ways each individual can be included in attending trainings and board development opportunities. She agrees that it is a worthy conversation, as is discussion regarding what the expectations are for those who travel in bringing back and sharing information.
- ✓ Felicita noted that it is an exciting challenge to have in that the board members are extremely engaged and want to be able to represent THPRD as much as possible; however, the question is how this can be done equitably. She has reached out to peers on other boards to see if they have any such policies that the board can review.
- ✓ Tya expressed agreement with further evaluating this issue, noting that it is important to be as efficient with taxpayer dollars as possible. She commented that it would be interesting to see the board's history of spending such funds.
- ✓ General Manager Doug Menke suggested that district staff research and provide the last three years of board conference expenses, as well as expenses tied to partnership engagement with nonprofit agencies.
- ✓ President Monteblanco commented that she believes it would be worth discussing how to be most strategic with those dollars.
- ✓ Ashley agreed, noting that it may also be beneficial to discuss how to be most strategic in investing in the community and making sure that meaningful choices are being made.

Heidi inquired how the board would like to move forward regarding the annual advisory committees' presentations, noting that there is a joint advisory committee meeting taking place later this month at which it could be further discussed.

- ✓ President Monteblanco cautioned against asking more from district staff at this time. If the committees desire to come to the board, she is fully supportive of that, but she wants to be cautious regarding increasing the workload for staff in relation to this suggestion.
- ✓ General Manager Doug Menke commented that district staff could provide guidelines to the committees regarding such presentations, but that the development of the actual presentation would be organic resulting from the committee members' efforts. He noted that fall would be a good time for these presentations as a lead up to the district's budget process should there be any funding requests.

Heidi expressed agreement that district staff should not have any additional work resulting from this effort, and that it should come from the efforts of the committees' chairs and members. She noted that it could serve as a worthwhile development opportunity for committee members to learn more about the district through their attendance at a board meeting.

### **Agenda Item #7 – Consent Agenda**

**Wendy Kroger moved that the board of directors approve consent agenda items (A) Minutes of September 4, 2019 Special Board Meeting, (B) Minutes of September 10, 2019 Regular Board Meeting, (C) Monthly Bills, (D) Monthly Financial Statement, and (E) Westside Trail Bicycle and Pedestrian Bridge Over Highway 26 Design Contract. Tya Ping seconded the motion. Roll call proceeded as follows:**

**Heidi Edwards Yes**

**Ashley Hartmeier-Prigg Yes**

**Tya Ping Yes**

**Wendy Kroger Yes**

**Felicita Montebianco Yes**

**The motion was UNANIMOUSLY APPROVED.**

### **Agenda Item #8 – Unfinished Business**

#### **A. General Manager's Report**

General Manager Doug Menke provided an overview of his General Manager's Report included within the board of directors' information packet, including the following:

- Human Resources Department Updates
  - Christine Hoffmann, Human Resources Manager, provided an overview of the HR Department's work in the areas of recruitment, selection and onboarding, employee training and development, and district policies, via a PowerPoint presentation, a copy of which was entered into the record.
- Free Rec Mobile Summer Camps
  - Sabrina Taylor Schmitt, Recreation Department Manager, and Emily Kent, Garden Home Recreation Center Supervisor, provided an overview of the nine weeks of free summer camp offered this summer through use of the Rec Mobile, via a PowerPoint presentation, a copy of which was entered into the record.
- Welcome Signs
  - Holly Thompson, Communications Director, and Sharon Hoffmeister, Aquatics Manager, unveiled welcome signage intended for display at all district sites that was developed in partnership with the Programs & Events Advisory Committee.

Doug offered to answer any questions the board may have.

Tya Ping inquired about the transportation aspects of the Rec Mobile summer camp program.

- ✓ Emily explained that, depending on the week, the pickup sites were either at low-income apartment complexes that the district has partnerships with or at the Elsie Stuhr Center.

Heidi Edwards complimented the Rec Mobile summer camp program and asked what needed to be done in order to expand the capacity of the program via the upcoming budget process.

- ✓ Emily replied that further evaluation of the department's existing budget needs to be completed, as well as consideration given to the purpose of the Rec Mobile. The district has one other Rec Mobile that completed its typical visit schedule over the summer.
- ✓ Sabrina added that the program was created through rethinking how the existing Rec Mobile budget could be utilized in a more targeted way with a focus on underserved children. Part of the capacity issue is due to space limitations within the district in order to offer the program correctly and in a safe manner.

- ✓ General Manager Doug Menke described how this subject could be a good target area for the Tualatin Hills Park Foundation. Being able to prove our ability to offer such programming puts the district ahead of the competition when requesting funding from foundations.

Heidi inquired about how entrance fees to attractions are paid for the free camp program participants, noting that the costs associated with operating this program are more than just district staffing and the vehicle.

- ✓ Emily replied that the district paid for those entrance fees directly. When possible, the free camp program participants were combined with the traditional camp program participants for field trips in order to cut expenses associated with transportation and to take advantage of group discounts.

Heidi commented that she would like to see how the district could increase support for this program long-term through the budget process.

- ✓ Wendy Kroger expressed agreement, noting that she is interested in seeing staff's work in how to move forward via the budget process, noting that although she appreciates that staff is being careful with funding for this program, she would also welcome an ask via the budget process.
- ✓ Ashley Hartmeier-Prigg expressed agreement as well, noting that it is a touching program and that she would love to see it offered to the best of the district's abilities.

President Montebianco described how going to residences is critical in the current political climate and that every child deserves access to recreation, noting that this program is shaping the future generation in ways the district cannot know. She applauded staff's efforts and commented that this is an area that the board is passionate about.

## **Agenda Item #9 – New Business**

### **A. Feasibility of Phasing Park Development**

General Manager Doug Menke introduced Gery Keck, Design & Development Manager, to provide an overview of the research staff conducted into the feasibility of phasing new park development.

Gery provided a detailed overview of the memo included within the board of directors' information packet regarding the feasibility of phasing new park development, via a PowerPoint presentation, a copy of which was entered into the record and which included the following information:

- A typical neighborhood park project timeline
- Land use and permit approval requirements
  - Although interim parks within Washington County could qualify for a Type I land use review, the City of Beaverton only has Type II or III review options.
- Public survey information
  - Survey results for Highlands Park in North Bethany showed that 87% preferred waiting an extra year for a fully-developed park rather than building an interim park.
- Conclusion of feasibility study
  - Based on the review of jurisdictional permits and phasing considerations, it appears that any benefits of interim park development are limited to a select number of sites and may be more complicated and expensive than completing a full park buildout.
  - Based on the survey conducted, the community may not desire this approach.



- Phasing new park development requires more time to coordinate and manage, limiting staff resources to work on other capital projects.
- Staff identified changes in the budget process to budget by park development stages. Budgeting for the master planning, design and development stages will provide clearer expectations for completing each project and could accelerate the project delivery of the current five-year Capital Improvement Plan.

Gery offered to answer any questions the board may have.

Wendy Kroger thanked district staff for the thorough evaluation. She expressed concern regarding park-deficient neighborhoods that do not currently have a project listed on the five-year Capital Improvement Plan, such as central Beaverton and the West Slope neighborhoods. Although the changes to the budget process will help, she asked whether the district could work with the City of Beaverton on a land use code change in order to offer a Type I land use review like Washington County as an option to be able to provide very basic improvements in these deficient areas.

- ✓ Keith Hobson, Director of Business & Facilities, noted that other code changes the district desires are already in process and he would hesitate to add this in the event that it slows down that process. He noted that it might be worth it if that were the only issue holding back the concept of phasing; however, there are other concerns as well, such as a potential lack of community support and the duplication of costs.

Wendy commented that she is envisioning a very basic interim park, even less than the phase one amenities described within the survey for Highlands Park.

- ✓ Gery described the various improvements that trigger a project to go from Type I to Type II or III land use review.

Wendy noted that it would need to be very clear that the interim park would be developed only to a certain point and only in very park deficient areas; otherwise, she agrees with the assessment that it makes more sense to complete the full buildout of a park.

President Montebianco thanked district staff for their efforts, noting that although there is some disappointment that phasing is not a viable concept, she appreciates all of the information provided and the thorough evaluation that was completed. She wondered if the existing open space in very park-deficient areas could be intentionally programmed or somehow activated.

- ✓ Gery described how in newly developing areas, the district is working with developers to ensure that the park property received by the district is at least graded smooth. Already developed areas of the district where the district owns property on which a former residence still stands is more challenging.
- ✓ Keith noted that a hopeful outcome of the change in the budget process is to be able to spend System Development Charge funds faster, thereby completing projects faster until a resource limitation arises, causing the district to explore other funding sources, such as a bond measure.
- ✓ Holly Thompson, Communications Director, described the difficulty in communicating to the public the concept of phasing park development, noting that ultimately it leaves the public feeling frustrated and disappointed that they are unable to get the amenities desired. She noted that staff is already discussing different ways of programming areas that are park-deficient.

Ashley Hartmeier-Prigg commented that she loves hearing creative ideas on how to offer programming within park-deficient areas when development of a traditional park is cost prohibitive at the time. As the district continues to go through the visioning process, and perhaps as a result of a successful Metro natural areas bond measure, we can make a choice to invest in the more established but underserved parts of the district. She appreciates the detailed information provided by staff, noting that it helps the board do their job, as well.

Heidi Edwards thanked district staff for their thorough evaluation of this topic, noting that she was surprised by the survey results indicating a large majority would rather wait for full buildout of a park instead of an interim development.

- ✓ Wendy theorized that those who were in favor of waiting already trust the process and know that they will eventually get their park; whereas, those who live in the underserved areas feel like they have gotten the short end of the stick. She likes the idea of exploring creative programming for those particular areas.

**Agenda Item #10 – Adjourn**

There being no further business, the meeting was adjourned at 8:40 pm.

---

Felicita Monteblanco, President

---

Tya Ping, Secretary

Recording Secretary,  
Jessica Collins