



**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 Tuesday, June 9, 2020. Executive Session 4:45 pm; Regular Meeting 6:30 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,
- To consider information or records that are exempt by law from public inspection, 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)(f) & (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.

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, June 9, 2020, at 6:30 pm.

President Monteblanco opened the meeting by providing comments on the Black Lives Matter movement and the recent murder of George Floyd at the hands of police, noting that thousands of people have taken to the streets in every state to energize, challenge and unite the country against systemic racism. She referenced board members’ participation in local organized demonstrations, noting that the board is committed to doing the work needed to break down the institutional protections that allow systemic racism to go unchecked. As elected leaders, it is the board’s responsibility to work together and take actions reflecting what is being heard from the community. She challenged her fellow board members to hold each other accountable in this regard; not to be silent; and to be active and a part of the healing that is needed to be done together. She announced that next month, the board will have a work session focused on the district’s Security Operations Department and she encouraged her peers and the district’s patrons to send in questions that they would like to see answered during the work session.

Agenda Item #3 – Action Resulting from Executive Session

Ashley Hartmeier-Prigg moved that the board of directors authorize staff to acquire property in the northwest quadrant of the district for the purchase price discussed in executive session, using system development charge funds, subject to the standard due diligence review and approval by the general manager. Heidi Edwards seconded the motion. Roll call proceeded as follows:

Wendy Kroger	Yes
Tya Ping	Yes
Heidi Edwards	Yes
Ashley Hartmeier-Prigg	Yes
Felicita Monteblanco	Yes

The motion was UNANIMOUSLY APPROVED.

Wendy Kroger moved that the board of directors authorize staff to acquire property in the northeast quadrant of the district for the purchase price discussed in executive session, using funds from the Bond Fund Natural Area Acquisition category, subject to the standard due diligence review and approval by the general manager. Ashley Hartmeier-Prigg seconded the motion. Roll call proceeded as follows:

Heidi Edwards	Yes
Tya Ping	Yes
Ashley Hartmeier-Prigg	Yes
Wendy Kroger	Yes
Felicita Monteblanco	Yes

The motion was UNANIMOUSLY APPROVED.

Wendy Kroger moved that the board of directors authorize staff to acquire property in the northwest quadrant of the district for the price discussed in executive session, using the remaining Bond Fund Natural Area Acquisition category and reallocating funds from the Bond Fund Natural Area Restoration category, subject to the standard due diligence review and approval by the general manager. Heidi Edwards seconded the motion. Roll call proceeded as follows:

Tya Ping	Yes
Ashley Hartmeier-Prigg	Yes
Heidi Edwards	Yes
Wendy Kroger	Yes
Felicita Monteblanco	Yes

The motion was UNANIMOUSLY APPROVED.

Heidi Edwards moved that the board of directors authorize staff to grant a public utility easement to Portland General Electric in the northwest quadrant, subject to the appropriate due diligence review and approval by the general manager. Tya Ping seconded the motion. Roll call proceeded as follows:

Wendy Kroger	Yes
Ashley Hartmeier-Prigg	Yes
Tya Ping	Yes
Heidi Edwards	Yes
Felicita Monteblanco	Yes

The motion was UNANIMOUSLY APPROVED.

Tya Ping moved that the board of directors authorize staff to extinguish all right, title and interest to an easement, as well as any obligations for maintenance of the easement, on property in the northeast quadrant, subject to the appropriate due diligence review and

approval by the general manager. Wendy Kroger seconded the motion. Roll call proceeded as follows:

Ashley Hartmeier-Prigg	Yes
Heidi Edwards	Yes
Wendy Kroger	Yes
Tya Ping	Yes
Felicita Montebianco	Yes

The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #4 – Proclamation: LGBTQ Pride Month

The board members read into the record a proclamation that the Tualatin Hills Park & Recreation District declares the month of June 2020 as LGBTQ Pride Month.

Agenda Item #5 – Audience Time

Secretary Tya Ping read written testimony received into the record:

Nicole Easley, district resident, provided written testimony regarding the Funny Farm preschool that leases space from the district at Garden Home Recreation Center. Her daughter attends the preschool which has not been able to open to provide care to essential workers such as her family due to the district's facility closures. She expressed concern regarding the prospect of having to find alternate childcare at this time and the impact the closure is having on the Funny Farm's business. She asked that the board reconsider allowing the Funny Farm to have access to their leased space in order to reopen under an emergency operations plan.

- ✓ Aisha Panas, Director of Park & Recreation Services, provided a brief update on this topic, noting that district staff is actively discussing options to be able to allow lessees back into their spaces at Garden Home. The library has also expressed an interest.

Agenda Item #6 – Board Time

A. Committee Liaisons Updates

Ashley Hartmeier-Prigg thanked President Montebianco for her poignant comments at the start of the meeting, noting that she has been reflecting on how to do a better job actively working for equity even more so than the board has already committed. She is committed to doing the work beyond listening and learning in order to really advocate for change within the community.

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

- Thanked President Montebianco for her comments at the start of the meeting and reflected on the Black Lives Matter movement and systemic racism, noting that the district needs to do more to address racism, but also needs to focus on how we serve the Black community. This has also been a topic of discussion for the Nature & Trails Advisory Committee and she looks forward to that continued dialogue.
- The Tualatin Hills Park Foundation recently met and is currently focused on corporate sponsorships and partnership opportunities, and is also working on their response to the current events in support of the Black Lives Matter movement.
- Reflected on PRIDE month as evidence of the societal change that can come from protesting and voicing the need for change.

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

- Expressed solidarity with her fellow board members' comments reflecting on the Black Lives Matter movement, noting that she is thankful for the current THPRD board and staff and the opportunity to have a positive impact on the district's Black community.
- Recognized the recent attrition of district staff due to the COVID-19 pandemic and thanked those remaining for their tireless efforts.
- She is excited to see the results of summer camp registration occurring this weekend.

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

- Recognized the impact of the Black Lives Matter movement and expressed agreement with her fellow board members' comments, noting that she looks forward to the work ahead for the district.
- Thanked district staff for their efforts in working with Project Homeless Connect in facilitating the emergency shelter at the Elsie Stuhr Center.
- The district's Fiduciary Committee is continuing ahead with their work.

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

- Expressed agreement with her fellow board members' comments thanking district staff for their efforts during this difficult time.
- Inquired about the status of the district's work with the Beaverton Black Parent Union.
 - ✓ General Manager Doug Menke provided a brief update, noting that the district is working in partnership with the Tualatin Hills Park Foundation in sponsoring an outdoor graduation event at the Jenkins Estate for the students.
- Encouraged board members to submit their questions prior to the board's work session next month on Security Operations in order to facilitate a robust discussion.
- Requested a federal legislative update.
 - ✓ Keith Hobson, Director of Business & Facilities, provided a legislative update, noting that there are three primary issues being tracked by the district: two bills moving through the legislative process related to COVID emergency relief funding, and the exciting news that the Land & Water Conservation Fund (LWCF) is being considered by the senate for full, permanent funding.
 - ✓ President Montebianco encouraged her fellow board members to reach out to our Oregon legislator cosponsors of the LWCF bill to thank them for their support.

Agenda Item #7 – Consent Agenda

Ashley Hartmeier-Prigg moved that the board of directors approve consent agenda items (A) Minutes of May 12, 2020 Regular Board Meeting, (B) Monthly Bills, and (C) Monthly Financial Statement, and (D) Resolution Authorizing Issuance of Tax and Revenue Anticipation Notes for FY 2020/21. Tya Ping seconded the motion. Roll call proceeded as follows:

Heidi Edwards	Yes
Wendy Kroger	Yes
Tya Ping	Yes
Ashley Hartmeier-Prigg	Yes
Felicita Montebianco	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. System Development Charge Methodology: Residential Tiering

Jeannine Rustad, Planning Manager, and Deb Galardi, Principal with Galardi Rothstein Group, the district's System Development Charge (SDC) Methodology Update consultant, provided a detailed PowerPoint presentation, a copy of which was entered into the record, regarding the potential for tiering residential SDCs. Specifically, staff are seeking consent from the board to proceed with the tiering structure being presented for single-family homes and a flat fee for multifamily homes. Information included:

- Board Policy Issues
 - Residential Scaling
 - Scaling approaches (square footage vs. number of bedrooms)
 - Application to type of housing (single family, multifamily)

- Level of Service (LOS)
 - Planned vs. actual LOS
 - Inclusion of recreation facilities in SDCs
- Affordable Housing
 - SDC credit incentives for public improvements
 - Waivers for income qualified housing
- Framework for Residential SDCs
- Residential Scaling Findings
 - Single Family Findings
 - Local data supports average occupancy increases based on dwelling size
 - Number of bedrooms and area of unit (SQ FT)
 - 3 or 4 tier living area options balance equity and administrative considerations
 - Sufficient sample size and differences in occupancy rates between tiers
 - Number of bedrooms likely more complex to administer
 - Multifamily Findings
 - Local and regional data supports average occupancy increases based on dwelling size
 - Number of bedrooms and area of unit (SQ FT)
 - Differences in occupancy also apparent based on scale and subsidized vs. non-subsidized
 - Tiered structure would shift costs to family-sized units
- Recommendations
 - Implement tiered rate structure based on living area for single family
 - Either 3 or 4 tier structure
 - Smallest tier cut-off at 1,500 SQ FT to capture >5% of homes constructed
 - Flat rate per dwelling unit for Multifamily
- Next Steps
 - Discussions with City of Beaverton and Washington County staff related to SDC administration
 - Level of Service analysis
 - Stakeholder Meeting: June
 - Board Work Session: July
 - LOS and unit costs, affordable housing waivers, and recommendations
 - Board Meeting: August
 - Final recommendations
 - Board Meeting: October
 - Board adoption of Affordable Housing Waiver Policy
 - Board Meeting: November
 - Board adoption of SDC Methodology Update and Capital Improvement Plan

Jeannine and Deb offered to answer any questions the board may have.

Heidi Edwards thanked district staff for the clear and understandable information presented this evening and expressed support for the recommendations of a three to four-tiered structure for single family SDC fees and a flat rate per dwelling unit for multifamily SDC fees.

Tya Ping inquired whether the multifamily SDC fee would remain the same as it is currently under the recommendation of a flat rate per dwelling unit.

- ✓ Jeannine confirmed this.
- ✓ Deb added that the actual SDC rate could change based on the board's future considerations of other policy areas, such as Level of Service, but in terms of how the

fee is assessed based on the type of development, it would remain the same. There would also be different fees for the senior and Accessory Dwelling Unit (ADU) categories based on estimated occupancy rates.

Tya questioned whether there might be potential defensibility challenges when applying a fee based on square footage for single family housing and a flat fee for multifamily housing.

- ✓ Jeannine replied that nothing in the state statutes prevents the board from having a different fee structure for various housing classes and that it is a practice already used by other agencies, as well.

Tya inquired whether any input has been received from affordable housing developers in support of or against the recommendation of a flat fee for multifamily housing.

- ✓ Jeannine replied that the input that has been received so far has been focused on the district's ability to provide SDC waivers for affordable housing.

Tya expressed support for the three to four-tiered structure recommendation for single family SDC fees, but would like to further consider the multifamily recommendation.

- ✓ Discussion occurred regarding the limited data available to the district in terms of multifamily housing square footage and number of bedrooms, and that the board can revisit this information in the future as more data becomes available.

Tya explained that her hesitation regarding the recommendation for the flat fee for multifamily housing is that she was hoping for a SDC rate that would encourage the development of more multifamily housing rather than maintaining the status quo.

- ✓ Jeannine described that under the tiered option, when applied to multifamily housing, it would encourage the development of more studio and one-bedroom units instead of housing suited for families. Staff believes that the flat rate per dwelling unit for multifamily housing would better encourage the development of family-sized units.

Tya expressed support for the recommendation regarding a flat rate per dwelling unit for multifamily SDC fees.

Wendy Kroger expressed support for the recommendations of a three to four-tiered structure for single family SDC fees and a flat rate per dwelling unit for multifamily SDC fees. She expressed a preference for the four-tiered structure over the three-tiered structure, if possible. She would like to see continued collection of data specific to the district regarding multifamily housing in order to enable the most informed decisions possible in the future.

Ashley Hartmeier-Prigg expressed support for the recommendations of a three to four-tiered structure for single family SDC fees and a flat rate per dwelling unit for multifamily SDC fees. She would also like consideration given to waiving SDC fees for ADUs. She asked for an overview of upcoming discussion topics for the board's consideration in the SDC Methodology Update process, such as when the board would next discuss the concept of waivers for affordable housing, which will occur during a board work session in July.

President Monteblanco expressed support for the recommendations of a three to four-tiered structure for single family SDC fees and a flat rate per dwelling unit for multifamily SDC fees and opened the floor to written testimony received on this topic.

Jeannine Rustad, Planning Manager, read written testimony received into the record:

Kelly Ritz, President of Venture Properties, provided written testimony noting that Venture Properties develops new detached housing subdivisions throughout the Portland metro area, including within the service area of THPRD. Along with others in the industry, they are concerned about the region's challenge in providing housing access and affordability for everyone. This issue has now become even more urgent due to the severe economic disruption caused by the COVID-19 pandemic. Shortages in materials and capital will make it increasingly difficult to maintain new housing production even at already inadequate levels. This in turn will

lead to ever-scarcer housing at higher costs until economic conditions can return to normal. They support the district's current efforts to examine its SDC methodology to more efficiently allocate park development costs to new residential units according to size. After evaluating the four scaling options for detached homes set forth in the April 28, 2020 Technical Memorandum prepared by Galardi Rothstein Group, they support Option 3. As the district's consultant notes, square footage is a more statistically reliable measure for household size than number of bedrooms. Further, using four square footage tiers instead of three more equitably correlates the SDC fee with a given home's presumed number of occupants and, by extension, demand on the park system. On a more general note, they are deeply concerned about the total cost of all SDCs. The high cost of these fees is an important contributor to the high cost of housing. The district's current single-family residential rate of \$11,895 is more than twice what they typically pay in other jurisdictions throughout the metro area. Given the unprecedented economic conditions and pressing need for greater housing affordability, the timing would be appropriate for the district to expand the current study to examine options for reducing SDC rates, including the timing for when such fees are paid. Such an approach would lead to more comprehensive conclusions and have a greater impact on the affordability of regional housing.

Dan Grimberg, Director of Land Development for West Hills Land Development, provided written testimony noting that West Hills Development is in full agreement with the concerns listed in the Home Builders Association letter dated May 20, 2020. The current economic turmoil has and will continue to cause serious problems for home builders in the Portland metro area, as well as nationally. Projects are being dropped and delayed, which obviously has serious impacts on the housing supply available in our area. For the buyers willing to move forward with a home purchase during these uncertain times, cost is a huge factor. The cost of fees, permits, SDCs, etc. is a large cost component of the purchase price of a home. It appears the proposed fee structure will only increase the cost of a home. The Urban Growth Boundary expansion areas that West Hills has built in previously, to include North Bethany, Bonny Slope and South Cooper Mountain, have yet to see any parks actually built by the district despite having paid the THPRD park fees. The only parks built have been by developers, who then receive credits at the time of each home building permit. The district has purchased some park land, but has yet to build any park improvements.

President Montebalco recognized the testimony provided this evening and referenced the upcoming board work session on this topic currently being scheduled for July, during which the board will discuss aspects of the SDC Methodology that impact the SDC rates, and encouraged continued public input.

B. 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:

- Doug recognized the passing of Rod Harman, a legendary local swim coach, for which the district's Harman Swim Center is named.
- COVID-19 Response Efforts Update
 - Keith Hobson, Director of Business and Facilities, provided an update on the current state of COVID-related restrictions, as well as changes due to Washington County entering Phase 1 of the state's reopening framework, via a PowerPoint presentation, a copy of which was entered into the record.
- Park Maintenance Operations Update
 - Jon Campbell, Maintenance Operations Manager, and Mike Cero, Park Maintenance Supervisor, provided an update on how park maintenance operations continue to adjust and adapt to the changing COVID environment, via a PowerPoint presentation, a copy of which was entered into the record.

Doug offered to answer any questions the board may have.

Heidi Edwards inquired about upcoming sports tournaments.

- ✓ Keith replied that all sports tournaments have been cancelled through August, noting that the district continues to follow state guidelines when making such decisions and expects that, due to the strong discouragement of travel right now, it will likely be smaller, local tournaments that resume first.

Heidi asked whether the district's parks have experienced an uptick in vandalism.

- ✓ Jon replied that there has been an uptick in vandalism and due to the reduction in staffing because of the pandemic, the response time has been a little slower than normal, but is anticipated to increase with the recent additions of some part time staff.

The board expressed thankfulness for the continued efforts of Park Maintenance staff and commented on the quality maintenance of the park sites they routinely visit.

Agenda Item #9 – New Business

A. Summer Camps

Aisha Panas, Director of Park & Recreation Services, and Sabrina Taylor Schmitt, Recreation Department Manager, provided a detailed overview of the district's summer camp options for 2020; how the district might scale up to provide additional camps as the summer continues based on demand and staffing resources; and, the additional training and protocols that will be in place to respond to new health guidance regarding COVID-19, via a PowerPoint presentation, a copy of which was entered into the record. Information included the following topics:

- Summer Camp Planning Elements
 - Key community priority: safe, consistent child care option
 - Start small and plan on growth
 - Follow reopening/Oregon Health Authority guidance
 - Outside options only
 - Utilize available infrastructure
 - Sustainable financial model
- Logistics & Planning
 - 2020 summer camps webpage
 - Camp locations
 - Tennis, nature, and summer fun options available at HMT Recreation Complex and Mountain View Champions Park
 - Morning half-day camp additions at Raleigh Park and Camp Rivendale
 - Interest lists established for areas within district, activity and camp length
 - New COVID-19 best practices, reviewing Oregon Health Authority rules and the district's Communicable Disease Plan
 - Camp procedures include creating outdoor, site-specific plans
- Staffing & Training
- Implementation
 - Signage plan
 - Developing ingress/egress plans for each camp site to include drop-off points, traffic flow, and safe entry into camp locations
 - Creating signage related to best practices within camp sites, i.e. physical distancing, hand washing, cleaning procedures
 - Inventory and supplies
 - Consolidating site prep requests, such as tables, canopies, trash receptacles, to assist maintenance staff in preparing sites
 - Updating first aid and personal protection equipment (PPE) lists to outfit staff with supplies to maintain safe camp areas
 - Preparing storage and transporting supplies to central locations for distribution to sites

- Volunteers
 - Outlining a plan to utilize volunteers during drop-off/pick-up times to assist with flow in traffic areas and dissemination of information
- Information
 - Developing curriculum, parent information, and PSA announcements
 - Planning and executing procedures for campers to safely enter camp, interact in camp, and exit camp within guidelines
- Registration
 - Centro de Bienvenida/Welcome Center Event
 - Saturday, June 13, 7:30 to 10:30 am at the Administration Office
 - Bilingual staff and volunteers, and telephone language line assistance available to serve people speaking other languages
 - In-person assistance for English speakers
 - PPE and acrylic barriers; regular disinfection of high touch areas
 - In-District registration
 - Saturday, June 13 from 8 am to noon at the Aquatic Center
 - Five telephone operators and three workstations to assist walk-in patrons
 - Increased signage
 - PPE and acrylic barriers; regular disinfection of high touch areas
 - Out-of-district registration
 - Monday, June 15
 - Online registration only; no dedicated phone-in option
 - Online registration only for camp additions and future summer rolling registrations

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

President Monteblanco complimented district staff on the recent Town Hall event focused on receiving input from the public regarding the district's summer camp offerings, as well as district staff's efforts in pulling summer camp offerings together under such challenging conditions. She is excited to hear that there will be volunteer opportunities available and that the continuation of Centro de Bienvenida has been prioritized.

Heidi Edwards expressed anticipation for the upcoming summer camp opportunities and the valuable resource they will be for working families and inquired how the wait lists will work.

- ✓ Aisha provided an overview regarding how the district anticipates ramping up programming in order to serve any resulting wait lists, noting that additional staff would need to be hired as well as more camp locations secured.

Wendy Kroger commented that she is excited to see the district begin to move forward in offering programs during these challenging times.

Tya Ping suggested that the wait list option be heavily promoted within the district's informational materials, encouraging patrons to sign up for the wait lists and stressing the importance of doing so.

Ashley Hartmeier-Prigg inquired whether potentially reopening some additional facilities in August could positively impact summer camp offerings.

- ✓ Aisha replied that district staff is in the process of evaluating this, noting that reopening some facilities could provide opportunities for additional outdoor summer camps adjacent to those facilities where restrooms could be more easily accessed. She described the balancing act of staffing levels in being able to provide staff for summer camps while also reopening some facilities.

Ashley inquired about the free summer camp program the district provided last year.

- ✓ Aisha replied that district staff is currently evaluating the budget for the RecMobile to consider offering such a program again, but that the focus on field trips would not be an option this year.

B. Resolution Amending the District's Retirement Plan

C. Resolution Adopting District Individual Account Program Retirement Plan

Lori Baker, Chief Financial Officer, noted that in August 2019, the district engaged a new actuary, Milliman, to perform services related to the district's defined benefit pension plan. After initial review of the plan funding, Milliman recommended that the district increase their funding in the current year, and the board approved a budget transfer to fund almost \$5 million in additional pension trust funding. The district has engaged Miller Nash to act as legal counsel for the pension trust. Miller Nash and Milliman have been working together to complete a review of the plan, and have formalized a proposal for changes in order to provide long term financial security to the plan. The district has worked with the employee association on the proposals and appreciates their support. Two resolutions are before the board this evening for consideration of approval that move forward with the proposed changes. Lori introduced Matt Larrabee with Milliman to present a summary of the pension plan review supporting the recommended plan revisions.

Matt provided a detailed PowerPoint presentation on the topic of actuarial equivalence and Milliman's review of the district's defined benefit pension plan, a copy of which was entered into the record.

Lori provided a brief overview of the proposed changes for the board's consideration this evening. The amendment to the district's Retirement Plan includes a spin-off of an Individual Account Program (IAP) and updates certain other provisions of the Plan. The IAP Plan will provide participants with the ability to direct the investment of their account. Lori and Matt offered to answer any questions the board may have.

President Monteblanco commented on the board's responsibility to the financial health of the organization and acknowledged that, while these are tough choices, the board must lead with that value, although they are also mindful of the impact to employees. She is pleased to hear that there is a communication plan in place to inform the employees of their options in terms of their financial health.

Wendy Kroger moved that the board of directors approve Resolution 2020-08, amending the Retirement Plan, and Resolution 2020-09, adopting the IAP Plan. Ashley Hartmeier-Prigg seconded the motion. Roll call proceeded as follows:

Heidi Edwards	Yes
Tya Ping	Yes
Ashley Hartmeier-Prigg	Yes
Wendy Kroger	Yes
Felicita Monteblanco	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 9:12 pm.

Felicita Monteblanco, President

Tya Ping, Secretary

Recording Secretary,
Jessica Collins