



## 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, November 9, 2022. Executive Session 5:30 pm; Regular Meeting 6:30 pm.

Present:

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

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

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

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

Executive Session is held under authority of ORS 192.660(2)(d)(e) and (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 Wednesday, November 9, 2022, at 6:30 pm.

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

There was no action resulting from Executive Session.

### Agenda Item #4 – Audience Time

There was no public comment received during Audience Time.

### Agenda Item #5 – Board Time

#### A. Committee Liaisons Updates

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

- ✓ Attended the recent Oregon Recreation & Park Association annual conference, which was a great experience and very educational. He focused on the big-picture aspects of the sessions, many of which were detail-oriented and geared toward programming staff. He thanked district staff that reached out to him to make him feel welcome at the conference.

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

- ✓ Along with President Monteblanco and district staff, provided a tour of Cooper Mountain Nature Park to Metro Council President Lynn Peterson.
- ✓ Upcoming meetings this month include the district's pension and audit committees.

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

- ✓ Attended the quarterly leader luncheon hosted by City of Beaverton Mayor Beaty held at Cedar Hills Recreation Center, which included discussion regarding building partnerships.
- ✓ Attended the most recent joint advisory committees meeting where discussion included potential uses for the district's challenge grant funds that are available to the committees.
- ✓ Expressed appreciation for the dialogue that took place during the board's recent retreat in establishing their values and budget priorities for FY 2023/24.

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

- ✓ Also attended the quarterly leader luncheon and thanked President Montebianco for her work in facilitating intergovernmental relationships, noting that a key takeaway during the discussion was collectively elevating the work being done and collaborative partnerships.
- ✓ Expressed appreciation to the voters for the passage of the Beaverton School District and Metro Parks & Nature local option levies via yesterday's election.

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

- ✓ Welcomed the district's new legislative leaders that won their seats during yesterday's election and encouraged her fellow board members to reach out to welcome these new senators and representatives.
- ✓ Thanked Bruce Barbarasch, Nature & Trails manager, for his knowledge and support during the recent Cooper Mountain Nature Park tours being hosted by the board members and provided an overview of the recent tours that have taken place.
- ✓ Recently spoke with Eileen Kravetz, executive director for the Tualatin Hills Park Foundation, regarding future work and partnerships. Eileen will be reaching out to each board member to touch base.
- ✓ Referenced the enthusiastic response from the community regarding the openings on the district's budget committee. In the past, the board members have reviewed the applications received and completed a scoring matrix, followed by interviews conducted by a subcommittee of two board members.
  - General Manager Doug Menke added that 12 applications were received for two open positions. Hopefully the board's scoring exercise will result in a clear delineation of how many candidates to interview, during which he and Jared Isaksen, Finance Services director, will assist. The subcommittee would bring a recommendation to the board, likely at their January meeting.
  - The board members expressed agreement with this approach.

General Manager Doug Menke provided comments regarding the Oregon Recreation & Park Association conference, noting the presentation given by Julie Rocha, Sports & Inclusion director, on the topic of gender inclusion. He thanked the board for representing the community they serve, noting that the board's values and support enables the district to do this type of work.

#### **Agenda Item #6 – Consent Agenda**

**Tya Ping moved that the board of directors approve consent agenda items (A) Minutes of September 14, 2022 Regular Board Meeting, (B) Minutes of October 12, 2022 Regular Board Meeting, (C) Monthly Bills, (D) Monthly Financial Statements, and (E) Garden Home Recreation Center Boiler Replacement Project. Barbie Minor seconded the motion. Roll call proceeded as follows:**

|                             |            |
|-----------------------------|------------|
| <b>Heidi Edwards</b>        | <b>Yes</b> |
| <b>Alfredo Moreno</b>       | <b>Yes</b> |
| <b>Barbie Minor</b>         | <b>Yes</b> |
| <b>Tya Ping</b>             | <b>Yes</b> |
| <b>Felicita Montebianco</b> | <b>Yes</b> |

**The motion was UNANIMOUSLY APPROVED.**

## **Agenda Item #7 – Unfinished Business**

### **A. Operations Update**

Since March 2020, THPRD has experienced dramatic shifts in programming and operational levels due to the COVID-19 pandemic. After successfully working within a revised spending plan over the course of the previous fiscal years since the start of the pandemic, staff have approached the current fiscal year with a similar strategy to best manage expenditures within a changing environment in which lower overall revenue is projected. Aisha Panas, Park Services director, and Jared Isaksen, Finance Services director, provided an operations update via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Revised Operating Plan FY 2022/23
  - First quarter results
    - Increase in beginning cash on hand has offset decreases expected in program revenues, other resources, and grants
    - 28% of the revised budget was collected through the second half of the summer, but only 22% of the adopted budget
    - 20% of the revised operating budget and 4% of the capital projects revised budget has been spent
  - Monitoring expense areas
    - Classification compensation study implementation
    - Utilities increases
  - Comparisons to FY 2018/19
    - 3% difference in operating expenses
    - 13% difference in program revenues
      - Decreased participation in some program activities
      - Lack of programming staff needed to offer programs
      - Not all facilities are open and several are operating on limited hours
- Fall Registration Update
  - 43% increase in registrations over last fall
  - 18% below 2019 fall registration numbers
- DEIA Update
  - THPRD map in Spanish
  - Welcoming Week took place in September
  - Welcome packet in English and Spanish
- Fall 2022 Events & Activities Overview
- Staffing Report
  - 25% of full-time positions have turned over since the pandemic
  - Classification and compensation structure update underway
  - Part-time wages increase
- Facility Updates
  - Harman Swim Center reopened and ADA projects completed
  - Aloha Swim Center will reopen November 14
  - Garden Home Recreation Center roof and ceiling repairs concluding
- Maintenance Operations Updates
  - Roof maintenance and repairs
  - Edging fields and maintaining landscaping
  - Heating, HVAC and plumbing preparations for winter
- Nature & Trails Updates
  - Trailside maintenance activities
  - Addressing beaver activity as necessary
  - Fall native plantings

- Planning, Design & Development Updates
  - Parivar Park grand opening
  - Abbey Creek concept planning
  - Downtown Parks & Open Space Framework Plan
  - Comprehensive and Strategic Plan Updates

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

- ✓ Hearing no comments or questions, President Monteblanco introduced the next agenda item.

**B. Abbey Creek Park Phase 2 Preferred Concept Plan**

Tim Bonnin, interim Design & Development manager, and Rene' Brucker, park planner, provided a detailed overview of the proposed phase 2 concept plan for Abbey Creek Park located in North Bethany, via a PowerPoint presentation, a copy of which was entered into the record. The concept plan being presented this evening for consideration of approval builds upon the existing amenities from the phase 1 development of the site and reflects the interests heard through the community engagement process, such as an expanded play area, picnic shelter gathering space, teen area, loop path, open lawn, shade, and additional site furnishings. The estimated project cost for the preferred concept plan exceeds the project budget and may require additional funds to complete; efforts are being made to seek additional funding through an upcoming grant opportunity. Tim and Rene' offered to answer any questions the board may have.

Tya Ping inquired whether the current play structure at the site would remain in place and what age group this equipment is designed to serve.

- ✓ Tim replied that the existing play equipment is planned to stay.
- ✓ Rene' added that it is designed for those aged 5 to 12 years old, along with swings and a spinner that are multi-aged.

Tya inquired whether the community engagement surveys include options for people facing disabilities to be able to specify particular amenities and if the plan as presented is accessible.

- ✓ Rene' replied that all of the amenities will be ADA accessible, including hard surfacing for the teen area and an accessible surface for the toddler play area, as well.

President Monteblanco expressed support for the concept plan as proposed, noting that it will be a nice addition to the neighborhood.

Alfredo Moreno expressed appreciation for the teen zone proposed and inquired whether the district has any other specified teen areas.

- ✓ Rene' replied that this is a new feature for the district and that staff welcomes ideas regarding the possibilities of what could be included in such an area.

Heidi Edwards expressed support for the proposed teen zone as well and loves all-ages recreation items, too.

**Heidi Edwards moved that the board of directors approve the preferred concept plan for Abbey Creek Neighborhood Park Phase 2. Alfredo Moreno seconded the motion. Roll call proceeded as follows:**

|                             |            |
|-----------------------------|------------|
| <b>Tya Ping</b>             | <b>Yes</b> |
| <b>Barbie Minor</b>         | <b>Yes</b> |
| <b>Alfredo Moreno</b>       | <b>Yes</b> |
| <b>Heidi Edwards</b>        | <b>Yes</b> |
| <b>Felicita Monteblanco</b> | <b>Yes</b> |

**The motion was UNANIMOUSLY APPROVED.**

### **C. Board Values & FY 2023/24 Budget Priorities**

During their October 26, 2022, retreat, the board of directors began a discussion to establish the board values and budget priorities to guide district staff's work for the upcoming fiscal year. Holly Thompson, Communications director, presented an updated draft of the values and priorities for the board's consideration of approval based on the input the board provided at their retreat, via a PowerPoint presentation, a copy of which was entered into the record, and as follows:

- Board Values
  - Leading with Equity with special attention to Racial Equity
    - THPRD values all dimensions of equity including ability, age, ethnicity, gender, race, sexual orientation, and other identities. We see it as an essential core value that we prioritize all aspects of equity. A commitment to equity means looking at individuals' needs and understanding that people need different things to achieve equitable outcomes. THPRD recognizes that to achieve meaningful equity we must prioritize investments in activities to reach those most marginalized, therefore we support a comprehensive investment in equitable outcomes for the most impacted people and at this time, due to disparate impacts, a special focus on activities to advance racial equity is an important component of our overall equity strategies.
  - Environmental Stewardship
    - THPRD values the environment and demonstrates this through how we acquire, plan for, and maintain lands. Environmental stewardship extends to the way we build and maintain our facilities, and the practices we use to procure goods and services. THPRD is committed to protecting and improving the environment and to hold ourselves accountable to reducing our carbon footprint and addressing climate change. We commit to continuing to be an active ally and leader on environmental education, natural resource protection, and by adopting practices that uphold environmental stewardship, to ensure we pass on a healthy environment to future generations.
  - Commitment to Community Vision
    - We are committed to honoring and realizing the community feedback captured through the district's visioning process and see this work as foundational to our ongoing community engagement work. We will integrate the visioning feedback into our planning and operational efforts to honor the four visioning goals to be Welcoming and Inclusive, provide Play for Everyone, to be Accessible and Safe, and to practice Environmental Stewardship. The community vision serves as a beacon to illuminate our ongoing community engagement efforts, infused with a deep commitment to actively engage underserved and historically marginalized voices.
- FY 2023/24 Budget Priorities
  - Invest in our Employees and Technology
    - We are committed to attracting and retaining exceptional employees and prioritizing employee professional development, support, and well-being. We must also ensure we are investing in technology to operate more efficiently, stay current, provide staff the tools they need to be effective, and to provide improved customer service to THPRD patrons.
  - Focus on Strengthening Programming Opportunities
    - We will continue to focus on strengthening and innovating programming options that have been challenged due to the pandemic, staffing levels, and changes in public participation. As we expand program offerings, we will continue to work to break down barriers and actively welcome historically underserved and marginalized people. We will continue to

- provide free programming and expand our efforts through grant-supported partnerships, community events, and broaden our financial aid services.
- Develop Sustainable Operating and Financial Models for the Future
  - We are committed to ensuring that we can continue to offer programs, facilities, parks, and trails that meet the needs of our community while ensuring that we can sustainably care for and maintain our offerings and spaces in the long term.

Holly concluded her presentation by referencing the board’s discussion regarding its parking lot that occurred during the retreat, particularly the discussion regarding where parking lot items that need additional time to be developed, or need additional community partners and resources, are documented in order not to lose track of the idea. Staff is suggesting that such items be reviewed annually between the board and general manager via the general manager’s work plan process. Holly welcomed any additional feedback from the board on the proposed values and priorities as presented and offered to answer any questions.

Heidi Edwards expressed support for the parking lot suggestion, noting that her biggest concern was the potential for such ideas being lost through board member and staff transition. Including them within the general manager’s work plan instead is a great way to address that concern.

President Monteblanco expressed appreciation for staff’s work on this item.

**Barbie Minor moved that the board of directors approve the Board Values & FY 2023/24 Budget Priorities. Tya Ping seconded the motion. Roll call proceeded as follows:**

|                             |            |
|-----------------------------|------------|
| <b>Alfredo Moreno</b>       | <b>Yes</b> |
| <b>Heidi Edwards</b>        | <b>Yes</b> |
| <b>Tya Ping</b>             | <b>Yes</b> |
| <b>Barbie Minor</b>         | <b>Yes</b> |
| <b>Felicita Monteblanco</b> | <b>Yes</b> |

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #8 – New Business**

**A. 2023 Legislative Platform**

Aisha Panas, Park Services director, introduced Kylie Grunow, state legislative consultant for the district, to provide an overview of the draft 2023 Legislative Platform developed for the board’s review that is intended to guide THPRD’s legislative consultant in engaging on topics of interest to the district during the upcoming legislative session. Kylie provided an overview of the district’s proposed legislative topic areas via a PowerPoint presentation, a copy of which was entered into the record, and which included the following:

- Local Agency Control & Authority
  - Maintain local agency control and authority to implement statewide policies within the context of agency and community needs.
  - Request careful consideration of the full impact of mandates on park and recreation agencies and services, especially unfunded mandates.
- Equitable Access to Parks and Recreation
  - Advance efforts for equitable, affordable, culturally relevant, inclusive, developmentally appropriate, safe, and community-led social supports for our community, including preschool and afterschool care.
  - Seek opportunities to direct funding of social supports that align with our mission and values to further the Access for All initiative.
- System Development Charges (SDCs)
  - Partner to proactively address our region’s needs for affordable housing through locally designed efforts that apply to all cost impacts.

- Build upon tools and policies developed by THPRD and maintain local agency autonomy on policy decisions regarding local SDC resources.
- Preserve ability to utilize SDCs to ensure that new growth is financially self-sustaining.
- Climate Adaptation and Community Resiliency
  - Ensure that our planning and development efforts address climate change and resiliency in parks, facilities, and operations. Prioritize cybersecurity efforts and emergency management practices and coordination.
  - Provide and partner with other agencies to offer essential services and spaces to serve as hubs for resources and refuge.
- State Funding for Parks & Recreation and Trails
  - Preserve and enhance funding levels for local government grant, state parks and recreation department, and other programs.
  - Prioritize parks and recreation in funding decisions by Connect Oregon and maintain ownership of decision-making.

Kylie welcomed any feedback from the board on the proposed legislative platform as presented and offered to answer any questions the board may have.

President Montebalco commented on the board's role in educating others about the purpose of SDCs as critical infrastructure funding.

- ✓ Kylie noted that one of the highlights in support of retaining SDCs is that there currently are no other viable alternatives for funding this type of infrastructure. Additionally, there hasn't been sufficient analysis conducted regarding the other cost drivers behind housing development. She referenced the many interested parties that are gathering to strategize on this issue.

Felicita encouraged her fellow board members to begin reaching out to their new legislators to begin building those relationships.

Tya Ping asked about additional information that will be provided to the board on the topic of SDC legislation.

- ✓ Aisha replied that summary information will be provided for the board tomorrow, followed by talking points and other supportive materials for their use in conversations with fellow electeds.

President Montebalco noted that the board's values and budget priorities are in alignment with the legislative platform presented this evening.

- ✓ The board members expressed nonverbal agreement in support of the legislative platform as presented.

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

President Felicita Montebalco reconvened executive session for the following purposes:

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

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

President Montebalco 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 #9 – Adjourn**

There being no further business, the meeting was adjourned at 8:30 pm.

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Felicita Monteblanco, President

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Barbie Minor, Secretary

Recording Secretary,  
Jessica Collins