



## 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, January 11, 2023. 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) Legal

President Felicita Monteblanco called executive session to order to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Executive Session is held under authority of ORS 192.660(2)(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, January 11, 2023, 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

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

- ✓ Along with board member Alfredo Moreno, attended a recent town hall with Senator Lieber and Representative Helm; the bulk of the questions from the audience related to affordable housing and homelessness, which has also been declared as a state of emergency by our new governor.
- ✓ The upcoming Programs & Events Advisory Committee meeting will focus on welcoming its new members.

#### B. Parking Lot

President Monteblanco opened the floor for discussion regarding the board's Parking Lot, a copy of which was entered into the record. The Parking Lot is a list of ideas or suggestions that board members would like to be further considered. Currently, there are three items in the Parking Lot:

- SDC (System Development Charges) Waiver Program
- Complimentary Workout Room Use
- Korean Garden

Board discussion occurred on each Parking Lot submission as follows:

#### SDC (System Development Charges) Waiver Program

- ✓ Barbie Minor provided information regarding this submission, noting that she would like to explore codifying and/or formalizing the district's SDC waiver process for affordable housing, to formally recognize this program and provide it in perpetuity beyond the current cap established when initially approved by the board.
- ✓ Aisha Panas, deputy general manager, provided an overview regarding the current status of the district's affordable housing SDC waiver program, noting that the resolution approved by the board in 2020 was for 632 waivers, with 225 of those being 100% waivers. To date, of the 632 waivers, 103 100% waivers and 273 50% waivers have been issued, leaving 256 waivers remaining, of which 122 are required to be 100%. Whether a 100% waiver is issued depends on the proposal received, and the median family income intended to be served. As part of this pilot program, staff provides an annual update to the board in September regarding how these projects, which are notoriously difficult to bring to fruition, are coming along. Staff understands the desire to have a plan in place before the cap is reached and suggests a renewed focus and discussion once the district has reached a threshold of 25% of its waivers remaining. An annual update would be provided in September or earlier if the district is encroaching the 25% threshold.
- ✓ Barbie expressed appreciation for the information provided and hopes that the pace of affordable housing projects starts to pick up. She is agreeable to renewed discussion once the 25% threshold has been met.
- ✓ General Manager Doug Menke noted that both the city and county have been making progress on affordable housing projects, but that the increase in interest rates has presented yet another barrier to these types of projects.
- ✓ Tya Ping inquired whether there was also a date-related sunset provision for the pilot program. Doug replied that while that was discussed, the board moved forward with only a cap on the number of waivers. He suggested that another status update could be provided to the board this spring. Tya expressed support for a review once the 25% threshold has been met and would also like an overview of the grants the district has received in order to offset the waiver program. Aisha noted that at the board's September presentation, staff anticipated around \$2 million in SDC waivers, and that later this evening the board will be hearing information regarding the most recent grants that THPRD has been awarded.
- ✓ Doug inquired whether the board would like an update earlier this spring on this topic, or to wait until the annual update in September unless the number of affordable housing waivers begin to encroach the 25% threshold, at which point the discussion will be brought forth sooner. The board members expressed agreement for waiting until September for the annual update unless the waivers encroach 25% sooner than that.

#### Complimentary Workout Room Use

- ✓ Tya provided information regarding this submission, describing that if a parent has dropped off their child at a THPRD program, it could be beneficial to introduce that parent to the district's workout rooms/indoor track by offering a complimentary pass to be used only during their child's class time. She acknowledged that some classes require a parent to be readily available for situations like bathroom breaks, but for the parents of older children this could be an opportunity to use the facilities instead of being on their phones. It could be offered as a trial at one location to gauge feasibility and level of interest.
- ✓ Sabrina Taylor Schmitt, Recreation & Aquatic director, commented that this is an idea worth exploring, whether it is a one-time pass or ongoing opportunity, but first she would like the opportunity to survey the parents to see what their interests are and for staff to prepare a few different options to further explore.

- ✓ Tya described her vision of a pass that could be checked out from the child's teacher and shown to the front desk, which could also lead to more purchases of monthly passes as the parent becomes more familiar with the district's amenities.
- ✓ Heidi Edwards commented that she likes the idea of offering a one-time pass to parents, but that she would be concerned about overcrowding and revenue loss if offered every time. Additionally, equitable access would need to be considered in the future.
- ✓ President Monteblanco agreed that a one-time pass may be easier to accommodate logistically and have less impact on revenue.
- ✓ Alfredo Moreno likes the idea of a short-term pass that allows parents to sample something that they may not otherwise do and create awareness of the opportunity.
- ✓ Barbie also likes the idea of offering a one-time pass, noting that it could help generate revenue by introducing new people to the district's amenities who may go on to purchase a monthly pass.
- ✓ Tya clarified that she is not interested in an option that would reduce the district's revenue.
- ✓ President Monteblanco concluded that there is board consensus to move forward with this idea via the decision-making tool and that district staff would return to the board with additional information.

#### Korean Garden

- ✓ President Monteblanco provided information regarding this submission, noting that this idea is based on a conversation she had with Beaverton City Councilor, Dr. Edward Kimmi, who noticed a lack of gardens in the region to honor Korean heritage and thought that there could be a potential partnership with the Korean Society of Oregon. She would like to highlight this potential partnership from a community reaching out to us as the district explores its next few park designs.
- ✓ General Manager Doug Menke acknowledged that this type of idea fits well within the beginning of the development phase for a park and the helpful aspect of having a partner.
- ✓ Aisha Panas, deputy general manager, agreed that this type of idea fits well in terms of how the district is evolving its process in providing parks. She noted that this would be a great opportunity to make a connection with Councilor Dr. Kimmi and the Korean Society of Oregon, which happens to be located very close to Garden Home Recreation Center. There may also be an opportunity to look at the district's naming catalog to see what we learned about our community members through that process that could help direct the district to other groups that might be interested in participating. This is all becoming part of the district's normal practice in the last few park development projects. Staff would be happy to reach out to start building that relationship and talk about a partnership.
- ✓ Felicita appreciates approaching the idea from the aspect of relationship building and also appreciates the thoughtful and intentional process that's been created for outreach in designing the district's park projects and doesn't wish to step in front of that.
- ✓ Alfredo expressed agreement that adding voices to our existing process and exploring potential partnerships is beneficial.
- ✓ Tya agreed as well, adding that starting discussions early could give partners time to start fundraising.

President Monteblanco thanked the board for their thoughtful conversation this evening regarding the Parking Lot and encouraged her fellow board members to continue submitting items for consideration and periodic discussion and review.

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

**Barbie Minor moved that the board of directors approve consent agenda items (A) Minutes of December 14, 2022 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) THPRD's 2023 Regional Transportation Plan Projects List Endorsement, (E) Arborist Contract Amendment, (F) Trash Bag Contract Amendment, (G) Electric Vehicles**

**Purchase, (H) Willow Creek Greenway East Boardwalk Replacement Consultant Contract, and (I) Office Equipment Contract. Heidi Edwards seconded the motion. Roll call proceeded as follows:**

<b>Tya Ping</b>	<b>Yes</b>
<b>Alfredo Moreno</b>	<b>Yes</b>
<b>Heidi Edwards</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 #7 – Unfinished Business**

#### **A. Comprehensive Plan Update: Strategic Plan Development**

As stated in the memo included within the board of director's information packet, as the process to update the district's Comprehensive Plan comes to a close, staff has begun drafting the Strategic Plan which will help carry out the initial recommendations identified in the plan over the next five-year period. Updates on the Comprehensive Plan update process were previously provided at the board's January, May, September, October and December 2022 meetings. Staff intends to bring a final draft 2023 Comprehensive Plan update to the board for consideration of approval in early 2023.

Aisha Panas, deputy general manager, and Bruce Barbarasch, Nature & Trails manager, provided an overview of the development process and proposed focus areas for the Strategic Plan currently being drafted, via a PowerPoint presentation, a copy of which was entered into the record, and offered to answer any questions the board may have.

President Monteblanco referenced the board's discussion at the December meeting regarding a planned redesign of the district's website, noting that she appreciates that the timeline for this project has been moved up to a near-term priority. She referenced the multiple Information Services-related projects that are currently in process, including the district's financial software system implementation, website and registration program updates. She requested that a status update be provided to the board within the next six months in order to begin managing expectations and to better understand the visions for these projects in terms of what will be improved versus issues that are impacted by factors outside of these areas.

- ✓ General Manager Doug Menke expressed agreement that an overview would be beneficial and described the increased workload for the Information Services department that resulted from the pandemic and the move to a virtual/hybrid work environment.
- ✓ Holly Thompson, Communications Director, added that another area of focus is emergency management and coordination with our county partners. While great progress is being made on the financial software system implementation, it will be a significant focus over the next 18 months, but headway will be made on other projects at the same time, as well.

#### **B. 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:

- THPRD Receives Two Grant Awards
  - Gery Keck, Planning manager, provided an overview of recent grant awards received by the district, via a PowerPoint presentation, a copy of which was entered into the record. Gery also introduced Leilani Garcia, the district's new grants administrator.

Doug and Gery offered to answer any questions the board may have.

Heidi Edwards referenced the Future Ready Grant received from the Oregon Youth Development Division and offered information regarding the NW Youth Careers Expo for recruiting purposes.

**Agenda Item #8 – Adjourn**

There being no further business, the meeting was adjourned at 7:15 pm.

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Felicita Monteblanco, President

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Barbie Minor, Secretary

Recording Secretary,  
Jessica Collins