



**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, April 14, 2020. Executive Session 6:00 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, 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.

**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, April 14, 2020, at 6:30 pm.

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

**Heidi Edwards moved that the board of directors authorize staff to acquire a property in the SE 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. Tya Ping seconded the motion. Roll call proceeded as follows:**

<b>Ashley Hartmeier-Prigg</b>	<b>Yes</b>
<b>Wendy Kroger</b>	<b>Yes</b>
<b>Tya Ping</b>	<b>Yes</b>
<b>Heidi Edwards</b>	<b>Yes</b>
<b>Felicita Monteblanco</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #4 – Audience Time**

Secretary Tya Ping read written testimony received into the record as follows:

Dan Valliere, Chief Executive Officer for REACH Community Development, provided written testimony as follows: REACH appreciates the THPRD board's discussions and staff efforts around system development charge (SDC) waivers to support affordable housing. REACH recommends that the SDC waiver policy be defined broadly to allow for long-range flexibility, while also making clear any immediate priorities. REACH recommends that 100% waiver be allowed in policy for all units 60% median family income (MFI) and below. We also support prioritizing resources for homes reserved for 30% MFI and below households. For example, the board could award full waiver to 30% MFI units automatically, and then allow a case-by-case decision on the waiver percentage and availability for 30-60% MFI housing. REACH also recommends avoiding any absolute requirement of public benefit, since housing affordability is in itself a public benefit. However, we recognize that public benefits aligned with the open space and community uses could be criteria used to determine the amount of waiver approved for specific projects. Thank you for your work on this important initiative.

President Montebianco thanked REACH for their testimony this evening, noting that it would be further considered at a future board meeting during which this topic is a scheduled agenda item.

### **Agenda Item #5 – Board Time**

#### **A. Committee Liaisons Updates**

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

- Has been visiting THPRD parks often over the past few weeks and complimented the quality to which the sites are being maintained and kept safe, including signage posted regarding physical distancing requirements.
- Thanked district staff for their efforts during this unprecedented time and offered words of support.
- Due to physical distancing requirements, advisory committee meetings are not currently being held. She asked that consideration be given to holding electronic meetings, including the possibility of a check-in meeting with all advisory committees jointly, depending on how long the distancing requirements are in place and staff capacity.

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

- Has been participating on calls with other local elected officials to advocate for THPRD during this crisis.
- Observed that parks and trails have been crowded and offered assistance in getting out messaging to the public regarding physical distancing requirements.
- Thankful for the district's willingness and involvement in hosting the Project Homeless Connect temporary shelter at the Elsie Stuhr Center.

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

- Thanked district staff for their hard work and dedication during the pandemic, including those still working in the field. The expedited public communications and posting of closure signage and new rules signage was appreciated.
- The high usage of district parks and trails during the pandemic is a clear testament to the role THPRD plays in the mental and physical health of the community.
- Participated in discussions with Tualatin Hills Park Foundation regarding how the foundation may be of assistance during this time.
- Contacted state and federal legislators to advocate for the needs of THPRD during this state of emergency.

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

- Reached out to Parks & Facilities Advisory Committee members to ask them to report back with any observations, comments or suggestions while using district sites.

- Described the legislative advocacy efforts taking place during the pandemic and thanked State Representative Sheri Schouten who has worked hard to support special districts in federal legislation addressing the current state of emergency.

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

- The board can play a critical role in continuing to build legislative contacts in support of THPRD and she thanks the board members for their continued efforts in this area.
- Thanked General Manager Doug Menke and district staff for their efforts during this crisis, noting that she appreciates their responsiveness and creative thinking.
- Referenced the suggestion to consider holding electronic advisory committee meetings, noting that she agrees wholeheartedly that advisory committees are an integral part of the district's success, but that she would also like to be mindful of district's staff current workloads. She will wait to hear from district staff regarding this suggestion.

**Agenda Item #6 – Consent Agenda**

**Ashley Hartmeier-Prigg moved that the board of directors approve consent agenda items (A) Minutes of March 10, 2020 Regular Board Meeting, (B) Monthly Bills, and (C) Monthly Financial Statement. Wendy Kroger seconded the motion. Roll call proceeded as follows:**

<b>Heidi Edwards</b>	<b>Yes</b>
<b>Tya Ping</b>	<b>Yes</b>
<b>Wendy Kroger</b>	<b>Yes</b>
<b>Ashley Hartmeier-Prigg</b>	<b>Yes</b>
<b>Felicita Monteblanco</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #7 – New Business**

**A. COVID-19 Response Efforts**

General Manager Doug Menke provided opening comments, noting how quickly things have changed over the past few weeks since the board last met. The COVID-19 pandemic is unlike anything THPRD has experienced before, resulting in the closure of all of our buildings to the public, most of our outdoor amenities, the separation of all of our part-time and seasonal staff, and the cancellation of spring registration and summer programming on hold with no certainty on when we will be able to safely reopen.

Doug described the steps the district has taken in working through the logistics of this unprecedented challenge, including:

- Redesigning the organization to operate under an Incident Command Structure
- Reassigning employees to new roles
- Implementing work from home for many staff
- Planning for and redesigning what summer programming may look like
- Prioritizing physical distancing and focusing on employee safety
- Implementing new work policies
- Administering new federal rules
- Communicating regularly with our employees and public

Doug thanked the board and district staff, noting that although the past few weeks have been incredibly difficult, we are all committed to the importance of safety and the actions we are taking today are saving lives. He introduced the management team to continue this evening's presentation with a greater level of detail regarding the district's response and forward-looking plans for the district.

The district's management team, consisting of Keith Hobson, Director of Business & Facilities; Aisha Panas, Director of Park & Recreation Services; Holly Thompson, Communications Director; and, Geoff Roach, Director of Community Partnerships, provided a detailed presentation regarding the district's COVID-19 pandemic response efforts via a PowerPoint presentation, a copy of which was entered into the record, and which included information on the following topics:

- COVID-19 Timeline of Events
- Incident Command Structure
- COVID-19 Data Modeling
- Scenario Planning & Financial Impacts
- Legislative Engagement
- Internal & External Communications
- Tualatin Hills Park Foundation Actions
- Programming Scenarios for Summer/Fall
- Innovative Programming & Programming Focus Areas

The management team offered to answer any questions the board may have.

The board offered their thanks and words of support to district staff, noting that the board members stand ready to help and support the district through this crisis. Comments and discussion by the board included the following:

- Legislative advocacy efforts are positioning the district well for federal financial relief, if and when it becomes available, as well as the clarity this situation has provided in defining the importance of parks and recreation to the community. The board members are available to assist in any additional legislative advocacy efforts needed.
- Support for the creative ideas being developed in relation to summer programming. Parents are anxiously waiting to better understand what opportunities will be available for summer camps this year.
- Interest in the innovative programming opportunities being considered to be provided virtually, noting that this concept presents a great opportunity to keep young families engaged with the district.
- Question regarding whether THPRD is able to assist in providing childcare for first responders with a response that Beaverton School District is currently heading up this effort and has adequate capacity available.
- Appreciation for the frequency and transparency in district communications with the public and its staff, including recently separated staff.
- Offers of board member participation in assisting separated district staff as more information on this effort becomes available.
- Other volunteer opportunities available for district board members, including donating needed items for the Project Homeless Connect shelter operating at the Elsie Stuhr Center and volunteering with Meals on Wheels (at locations other than the Elsie Stuhr Center, which is at capacity for volunteers).

#### **B. Metro Natural Areas Bond Measure – Local Share Projects**

General Manager Doug Menke introduced Keith Hobson, Director of Business & Facilities, to present a proposed list of projects for the district's local share allocation of the Metro Natural Areas Bond Measure for board consideration and feedback. Metro Bond Measure No. 26-203, passed in November 2019, authorized \$475 million in general obligation bonds to continue regional programs to further protect clean water, restore fish and wildlife habitat and provide opportunities for people to connect with nature close to home. The measure includes a Local Share allocation of up to \$92 million; THPRD's allocation is \$8,628,870.

Keith provided an overview of the criteria identified in evaluating projects for consideration, as well as the steps taken in developing the projects list via a PowerPoint presentation, a copy of which was entered into the record. The district's proposed projects list was presented as:

- North Bethany Trail Development - \$1.5 million
- Natural Resources Land Acquisition - \$1.5 million
- Somerset West (Phase 2) - \$1.3 million
- Abbey Creek (Phase 2) - \$1.3 million
- Willow Creek (Far West) - \$1 million
- Commonwealth (West Side / Weir / Bridge) - \$800,000
- Mt. View Champions Park Sport Court - \$400,000
- Accessible Play Structures (x2) - \$700,000

Keith noted that staff have discussed the district's approach with Metro and received positive feedback. The final projects list would be further screened through Metro's criteria, including community engagement and racial equity. Additionally, staff will have conversations with the City of Beaverton and Washington County to see how our projects may align with their projects lists. Keith offered to answer any questions the board may have.

President Monteblanco thanked district staff for their work in developing the proposed projects list, noting that it represents a thorough thought process. She commented that during this state of emergency, it is important to realize that these projects would be putting dollars back into the local economy, providing jobs, and benefiting the community's overall physical and mental wellbeing once completed.

Heidi Edwards expressed appreciation for the level of information provided and for the efforts to keep the board informed of this process as it has moved forward. She agreed with President Monteblanco's comments regarding the need to push forward in this process despite the current crisis because of the economic and community benefits that will result.

Wendy Kroger inquired about coordinating project lists with Washington County.

- ✓ Keith explained that Washington County's allocation is mainly meant to serve their populations outside of THPRD and the City of Beaverton. They received a small allocation to be spread over a wide area, but the district does wish to collaborate with the county as much as possible and they are interested in collaboration, as well.

Wendy emphasized that the district's proposed projects list should reflect the highest priorities of Metro's bond measure, those being environment and climate resilience, nature, and trails. She expressed concern regarding some of the district's proposed projects, such as the sport court at Mt. View Champions Park and the accessible play structures, unless those structures are designed as nature play. Although she is not opposed to these projects in general, she believes that a different funding source should be used. She would also like to see the east end of Willow Creek addressed as well as the west end.

- ✓ President Monteblanco noted that Metro's bond language was left broad in terms of what types of projects are allowed, noting that Mt. View Champions Park serves a diverse and low-income area, and aligns well with the values of the bond measure. She appreciates the story the district's projects list tells in it being spread throughout the district's geographical area and featuring a variety of types of projects. There will also be an opportunity for additional trails funding if the upcoming Metro transportation bond measure is successful in the fall.
- ✓ General Manager Doug Menke added that the scope of the Metro bond measure is wide and the district's projects list includes substantial funding allocated for natural resource land acquisition and trail development. As other funding sources grow tighter, the district is desirous of leveraging the maximum benefit possible from the Metro dollars received.

Wendy added that she understands and sees the value in these projects, but hopes other funding sources might be available. She appreciates the level of work and detail district staff went into in preparing the projects list.

Ashley Hartmeier-Prigg expressed support for the projects list as presented, noting that she also likes how the projects are spread geographically throughout the district and that the district's GRASP analysis was used in helping identify potential projects. She inquired about the timeline for Metro's process.

- ✓ General Manager Doug Menke noted that although Metro has also been deeply impacted by the pandemic, the desire is to keep the bond projects moving forward, especially as a positive contribution toward the local economy. Eventually, the THPRD Board of Directors will be asked to adopt a projects list, including cooperative projects with the City of Beaverton and Washington County.

Tya Ping expressed support for the projects list as presented and looks forward to seeing how the district will partner on projects with the City of Beaverton and Washington County, especially given that THPRD is the city's parks provider.

President Monteblanco confirmed the board's enthusiasm for the projects list as presented and thanked district staff for the informative presentation.

**Agenda Item #8 – Adjourn**

There being no further business, the meeting was adjourned at 8:10 pm.

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Felicita Monteblanco, President

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Tya Ping, Secretary

Recording Secretary,  
Jessica Collins