



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 Wednesday, August 11, 2021, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Work Session 5:30 pm; Executive Session 6 pm; Regular Meeting 6:30 pm.

Present:

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

Agenda Item #1 – Work Session: Equity in Procurement

A Work Session of the Tualatin Hills Park & Recreation District Board of Directors was called to order by Secretary Tya Ping on Wednesday, August 11, 2021, at 5:30 pm.

General Manager Doug Menke introduced Mark Hokkanen, Risk & Contract manager, and David Thames, procurement administrator, to present an update on the district's equity in procurement efforts.

Mark and David presented information regarding the district's equity in procurement efforts via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- District vision
- Challenges faced by small businesses
- Procurement procedures
- Self-Defined businesses
- Staff training
- Tracking the use of MWESB-SDV owned businesses
- COVID-19 pandemic response

Mark and David offered to answer any questions the board may have.

Felicita Montebianco commented on the board's values being reflected through these efforts. She asked what it means to "strongly encourage" district staff to solicit and give preference to MWESB-SDV owned businesses.

- ✓ David replied that staff is encouraged to draw from the COBID (Certification Office for Business Inclusion and Diversity) certified and self-defined businesses list for all procurements, and that when bids require a MWESB-SDV quote, the use of that business is encouraged.

Felicita acknowledged the draw of using vendors repeatedly due to efficiency and relationships that have been built, and commented that she would like to see some incentives put in place that go a step beyond strongly encouraging the use of MWESB-SDV businesses, especially considering that the district currently does not have the ability to track such procurements in order to measure its progress in this area.

- ✓ Lori Baker, Business Services director, added that an important component is the training process and providing district staff the resources in order to be able to make these

informed decisions. She noted that the Conestoga Recreation & Aquatic Center Pool Renovation project is a good example of the district's steps forward in this area in that the bid was awarded to a self-identified MWESB business. She described how different procurement levels have varying rules, but for purchases under \$10,000 district staff is able to simply make a choice regarding the vendor, so that is the area being focused on to ensure that staff is using MWESB-SDV owned businesses and starting to build those relationships.

Felicita thanked district staff for their leadership in this area, noting that she is not surprised that THPRD is one of the only agencies in the region with a Self-Defined Business program.

Heidi Edwards asked for additional information regarding how the district reaches out to businesses to inform them of the opportunity to become a self-defined MWESB-SDV business.

- ✓ David described the outreach to businesses, which starts by inquiring whether they are COBID certified. If they are not, but staff is aware that they are a MWESB-SDV owned business, the conversation is turned to our Self-Defined Business program. Staff is also evaluating previous procurements to see if there might be such opportunities. If so, he helps walk them through the process of getting signed up.

Barbie Minor expressed appreciation for seeing the board's values lived out in this manner and offered the board's assistance in communicating this priority to increase community awareness.

Alfredo Moreno requested an overview of the Tyler Munis enterprise resource planning project and how it might enable better tracking of the district's procurements.

- ✓ Lori provided a detailed overview of this multi-year software transition project, noting that starting in October, the financial side of the system will begin to be implemented, which includes procurements. Once implemented, which is a major project, the new system has the capability to identify a vendor as MWESB-SDV owned, both COBID certified and self-defined, which will enable the district to run reports in order to determine the percentage of business the district is doing with these businesses. Once we have the ability to track this information, we could also incorporate it into the district's annual budget process with the establishment of new key performance indicators. Our current system does not allow us to identify vendors by type. She noted that one challenging area will be the district's larger projects, as the main contractor is the information being tracked, so whether a subcontractor is MWESB-SVD owned would not be reflected. District staff is already thinking about how to be more creative in working around this limitation.

Tya Ping inquired how long the district has been offering the opportunity to be a self-defined MWESB-SDV business and how many businesses have taken advantage of this to date.

- ✓ David replied that the district's Self-Defined Business program started in June and that since the program is so new, only two businesses have registered so far.

Tya asked for confirmation that it is acceptable should a business wish to remain self-defined rather than go through the COBID certification process.

- ✓ Lori confirmed this and described the barrier that such a certification process can present, particularly to smaller businesses, and that other agencies in the region have been reaching out to THPRD to learn more about our Self-Defined Business program in order to consider implementing a similar program.

Tya lauded the district's leadership in this area and echoed Felicita's suggestion that incentives be put in place that go a step beyond strongly encouraging staff to use MWESB-SDV businesses. She would also like to see the district eventually institute a requirement of its larger contractors that a certain percentage of their subcontractors are MWESB-SDV owned businesses for district projects so that the onus is not only on the district.

- ✓ Lori and Mark described how being an MWESB-SDV owned business positively impacts scoring via the Request for Proposals process.

Felicita commented that the board should also hold itself accountable to this process when considering purchases.

- ✓ Lori offered to provide a list of MWESB-SDV vendors for any purchasing the board is considering.

Agenda Item #2 – Executive Session (A) Legal (B) Land

Secretary Tya Ping called executive session to order for the following purposes:

- To conduct deliberations with persons designated by the governing body to negotiate real property transactions, and
- 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)(e) and (h).

Secretary Ping 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 #3 – Call Regular Meeting to Order

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by Secretary Tya Ping on Wednesday, August 11, 2021, at 6:30 pm.

Agenda Item #4 – Action Resulting from Executive Session

There was no action resulting from executive session.

Agenda Item #5 – Swearing In of Newly Elected Board Members

A swearing in ceremony for the district's newly elected board members was conducted as follows:

- Diane Doctor swore in Felicita Monteblanco for Position #1
- José Esparza swore in Alfredo Moreno for Position #2
- Kalie Minor swore in Barbie Minor for Position #3

Agenda Item #6 – Election of Officers for Fiscal Year 2021/22

Secretary Ping opened the floor to nominations for board officers for Fiscal Year 2021/22.

Felicita Monteblanco nominated Tya Ping to serve as President of the Tualatin Hills Park & Recreation District Board of Directors for Fiscal Year 2021/22. Heidi Edwards seconded the nomination. Hearing no further nominations, roll call proceeded as follows:

Tya Ping	Yes
Alfredo Moreno	Yes
Barbie Minor	Yes
Heidi Edwards	Yes
Felicita Monteblanco	Yes

The nomination to elect Tya Ping to serve as President for Fiscal Year 2021/22 was UNANIMOUSLY APPROVED.

Tya Ping nominated Heidi Edwards to serve as Secretary of the Tualatin Hills Park & Recreation District Board of Directors for Fiscal Year 2021/22. Alfredo Moreno seconded the nomination. Hearing no further nominations, roll call proceeded as follows:

Heidi Edwards	Yes
Barbie Minor	Yes
Felicita Monteblanco	Yes
Alfredo Moreno	Yes
Tya Ping	Yes

The nomination to elect Heidi Edwards to serve as Secretary for Fiscal Year 2021/22 was UNANIMOUSLY APPROVED.

Felicita Monteblanco nominated Barbie Minor to serve as Secretary Pro-Tempore of the Tualatin Hills Park & Recreation District Board of Directors for Fiscal Year 2021/22. Tya Ping seconded the nomination. Hearing no further nominations, roll call proceeded as follows:

Barbie Minor	Yes
Alfredo Moreno	Yes
Heidi Edwards	Yes
Felicita Monteblanco	Yes
Tya Ping	Yes

The nomination to elect Barbie Minor to serve as Secretary Pro-Tempore for Fiscal Year 2021/22 was UNANIMOUSLY APPROVED.

Agenda Item #7 – Audience Time

Dawn Geschrey, 20665 NW Highland Court, Portland, is before the board of directors this evening regarding the district's memorial bench program. She expressed frustration that she paid the district for a memorial bench months ago but that the bench was only ordered two weeks ago. She described the misinformation she has received when calling to check the status of the bench and is frustrated to the point that she no longer wants the bench and would like a refund instead. She expressed disappointment in that she felt that purchasing a memorial bench would be a benefit for the community, as well as her family.

- ✓ General Manager Doug Menke apologized for the delay and confirmed that Ms. Geschrey would receive a refund.

Agenda Item #8 – Board Time

A. Committee Liaisons Updates

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

- Attended the recent Nature & Trails Advisory Committee field trip along the Fanno Creek Trail, and noted that another opportunity for a tour with the committee is coming up next week on August 18 and that the board members are welcome to attend.
- The Tualatin Hills Park Foundation (THPF) has formed a strategic task force to focus on ways the foundation can move forward in its fundraising. Additionally, the board members should have received their invitations to the foundation's annual meeting coming up on September 15. If the board has additional invitation suggestions, please let her know.

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

- Attended the most recent joint advisory committees meeting which included presentations on the district's Talking Walls, Safety Services, an operational update, and an overview of grant funding received by the district from the Beaverton School District to provide summer programming for migrant students.

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

- She is participating on a task force exploring preschool for all in Washington County, and invited the board members to reach out to her with any questions. She has requested a board work session on this topic for later this fall so that the board can make an informed decision regarding the district's level of engagement on this effort in the future.

President Ping led the board discussion regarding board members' preferences in serving as liaisons to district committees. The discussion resulted in the following assignments:

- Nature & Trails Advisory Committee: Felicita Monteblanco
- Parks & Facilities Advisory Committee: Alfredo Moreno

- Programs & Events Advisory Committee: Barbie Minor
- Audit Committee: Heidi Edwards
- Tualatin Hills Park Foundation: Alfredo Moreno
- Fiduciary Committee: Heidi Edwards
- Local Government Liaison: The board agreed that this would be handled as a collective effort rather than assigned to one individual board member.

Agenda Item #9 – Consent Agenda

Heidi Edwards moved that the board of directors approve consent agenda items (A) Minutes of June 9, 2021 Regular Board Meeting, (B) Minutes of June 16, 2021 Regular Board Meeting, (C) Monthly Bills, (D) Monthly Financial Statements, (E) Resolution Acknowledging Real Property Transactions for Fiscal Year 2020/2021 and Describing Funding Source(s) and Purpose, (F) Resolution Appointing District Budget Officer, and (G) THPRD.gov Domain Registration. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:

Barbie Minor	Yes
Alfredo Moreno	Yes
Heidi Edwards	Yes
Felicita Monteblanco	Yes
Tya Ping	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #10 – Unfinished Business

A. Sports Affiliation Review Process

Julie Rocha, Sports & Inclusion manager, provided an update on the sports affiliation review currently in progress. THPRD works with nearly 50 entities, called “affiliates,” who provide both recreational and competitive sports for youth and adults. The board had requested that staff perform a review of the district’s affiliates policy and process for affiliation and reaffiliation. A board work session was held on February 10, 2021, during which the board established priorities for this review process. An update was also provided at the board’s April 14, 2021, meeting regarding the recruitment process for the Affiliates Stakeholder Workgroup.

Julie presented an update on the sports affiliation review process via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Board Priorities
 - Prioritize in-district participants
 - Prioritize recreational sports
 - Equal field access for youth and adult sports
 - Affiliates should be non-profit entities
 - Support groups that serve historically underrepresented communities
 - Define frequency of reaffiliation requirements
 - Address diversity, equity, inclusion & access considerations
 - Accommodate community use of fields outside of the affiliate program
- Scope of Affiliates Stakeholder Workgroup
 - Review current process
 - Examine impacts to existing affiliated clubs
 - Help staff revise options for affiliate requirements
- Affiliate Considerations
 - In-district priority
 - Recreational youth and adult
 - Competitive youth and adult
 - Frequency and timing of affiliation
 - Equity focus/community engagement

- Affiliation only covers games and practices
- New affiliate requests
- Work to Date
 - Hosted three virtual stakeholder workgroup meetings
 - Affiliate stakeholders survey
 - Subcommittee has been selected to draft recommendations
- Next Steps
 - Review subcommittee draft recommendations
 - Present draft to the board for input
 - Outreach to all affiliated sports users

Julie offered to answer any questions the board may have.

Heidi Edwards inquired whether it is assumed that the current affiliates will be grandfathered in.

- ✓ Julie replied that every group will be expected to reaffiliate under the new recommendations, so there may be some situations where a current affiliate may not meet the new affiliation requirements.

Heidi expressed support for the inclusion of a community engagement aspect for affiliates and how that affiliate is contributing not just to the district, but giving back to the community overall.

Felicita Monteblanco commented that she is pleased to see the board's values reflected through this process and also appreciates the community engagement requirement being discussed for the affiliates. She inquired how representative the stakeholders workgroup is of the current affiliates and their willingness to be open to new ideas and processes.

- ✓ Julie replied that almost every sports group is represented via the stakeholders workgroup except football and water polo. She described how the group is diverse and has been very open to the process, thinking on a big picture level, and setting the stage for what is best for the community and THPRD taking into considering the board's values. She commented that it has been exciting to see the new ideas and concepts that the workgroup is coming up with, and that they have been focusing on the best outcome moving forward as a whole, not necessarily pertaining to their own best interests.
- ✓ General Manager Doug Menke added that some of the affiliated groups are extremely well established, and that change can be complex in a lot of different ways, especially for groups who have become accustomed to a certain level of access for so long.
- ✓ Heidi reflected on the value in having the community make these decisions and lead the way for such changes. It will be great to have the stakeholders be able to champion what this next phase of the affiliate program may look like for the district.

Barbie Minor asked if there is a maximum threshold as to how many affiliate groups we can accommodate and about how many requests for affiliation we receive per year.

- ✓ Julie described the supply and demand issues currently faced by the district and how the pandemic shed a light on how reliant the district is on access to other agencies' facilities, such as the Beaverton School District and Portland Community College. There isn't a set number of affiliates that the district can accommodate; rather, the threshold is whether the district can serve them with the resources available. New requests for affiliation can be sporadic, usually around a few per year. Part of the current policy states that if the district already has an affiliate providing the same type of service for which a new group is applying, we wouldn't add an additional group unless there is a unique reason to do so.
- ✓ Heidi described how multilayered and complex the field allocation process is.
- ✓ Aisha Panas, Recreation Services director, added that at the conclusion of this process, the desired outcome for the board's involvement is a review and consideration of amendments to the language pertaining to affiliated groups within the District Compiled Policies. After that has taken place, district staff will then create the paperwork and forms that guide the details of the affiliation process.

Alfredo Moreno thanked district staff for the informative presentation, noting that he supports the prioritization of recreational sports as listed in the board's priorities, and that he looks forward to seeing if there are any new affiliate groups that come forward through this process. He is pleased to hear that the tone of the stakeholders workgroup meetings have been positive and collaborative.

President Ping asked how many members of the stakeholders workgroup are currently non-affiliated.

- ✓ Julie listed the makeup of the committee, noting that three members currently serve on affiliated group boards, two are parents with children who participate with affiliated groups, and one member is not affiliated with any of the groups.

Tya asked what is the current reaffiliation timeline.

- ✓ Julie replied that the current process requires reaffiliation every five years for field sports and three years for aquatics. The current discussion is to reduce that to every two years with a one-year update of financials and if their board has changed.

Tya confirmed that the board's priorities as listed are reflected accurately and that she is excited to see the recommendations.

B. General Manager's Report

The following presentations were provided as listed within the General Manager's Report included within the board of directors' information packet:

- Annual Grant Report
 - Cindy Dauer, grant specialist, presented the annual grant report via a PowerPoint presentation, a copy of which was entered into the record.
- Financial Aid Update
 - Holly Thompson, Communications director, and Aisha Panas, Recreation Services director, shared an overview of the district's partnerships with organizations to provide free summer programming and learn to swim classes, via a PowerPoint presentation, a copy of which was entered into the record.

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

Annual Grant Report

The board members complimented district staff on the growth and progress of the district's grant program, including the intentionality and focus on equity of these efforts.

- ✓ General Manager Doug Menke thanked the board for their involvement in working with legislators to secure federal relief funding, noting that more involvement will be needed in the near future.

Financial Aid Update

Felicita Monteblanco commented on the life-saving benefits of the district's free learn to swim classes. She also suggested that we share this information with Beaverton School District (BSD) at a future joint board meeting as a reflection of the value in building these partner relationships. She also acknowledges that the administrative load in order to provide such programming is real.

Alfredo Moreno reflected on this important work of the district, noting that good experiences within the Latino community are passed along via word of mouth and that he is excited to see how this will continue to grow over time.

Heidi Edwards reflected on the unique beneficial partnership between THPRD and BSD in that BSD has direct access to the migrant population for THPRD to step in to serve. She would also like to better understand what type of financial aid programming we have available for seniors and what our focus has been for serving that population, as well. The pandemic has shown a light on the importance of the district's services for its senior community members. Lastly, she relayed

a conversation she had recently with a BSD parent who wished to take advantage of these grant-funded THPRD programs, but they do not reside within THPRD boundaries.

- ✓ Holly agreed that the fact that THPRD and BSD's boundaries don't exactly align will always create challenges, noting that the district's financial aid is restricted for use by those in-district. She agreed that all aspects of the district's financial aid program need to be evaluated, but it is difficult to track a participant's age via the district's current financial aid system. This is something to keep in mind as we redesign our systems going forward.

Heidi wondered if there is the potential for some type of partnership between THPRD and BSD in order for BSD families who live outside THPRD boundaries to be recognized as being in-district.

President Ping recognized the work of district staff in providing these programs and the flexibility and dedication required in order to pull things together with short notice and with such intentionality and care. She also reflected on the positive memories that have been created for the participants of these programs during a time period fraught with stress and difficulties, and expressed gratitude to staff for working so hard to provide these opportunities.

Agenda Item #11 – New 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 last fiscal year, 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, Recreation 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:

- Financial Update
 - Pandemic impacts have spanned three fiscal years
 - Net revenue loss of \$16.7 to \$18.7 million
- Revised Spending Plans
- Staffing Challenges
 - Currently 300 job openings
 - Vacancies throughout the agency, with most in: aquatics (100), instructors (80), program leaders (5), custodians (15), and front desk support (20)
- Construction Closure at Conestoga
 - Project started August 2; completion is expected December 2021
- Facility Reopening Schedule
 - Beaverton Swim Center has reopened
 - Offering lap swim and independent exercise
 - Hours will expand in the fall
 - Elsie Stuhr Center reopening
 - Limited reopening planned for September 13
 - Amenities expected to be offered include: weight/cardio rooms, fitness classes, game room for social activities, and congregate meals
- Monthly Passes
 - Available beginning August 16
 - Options include: General Pass, Deluxe Pass, and Silver Upgrade Pass
 - Other pass options will be evaluated in early 2022
- Fall Registration
 - Online activities guide available August 6
 - Registration open August 28 for in-district patrons; August 30 for out-of-district
 - Centro de Bienvenida on August 28 at HMT Complex from 7:30 am to noon

Aisha offered to answer any questions the board may have.

Heidi Edwards inquired about the number of different languages spoken at Centro de Bienvenida.

- ✓ Holly Thompson, Communications director, replied that district staff is recommending that Centro focus on providing services in Spanish as that is by far the most in demand language for this event. However, people who speak all languages are welcome to attend and can be served via the language line. She described past attempts at providing in-person assistance in a variety of other languages, but the demand was not there. Staff is open to reevaluating this if a community partner steps forward to assist.

Felicita Monteblanco expressed appreciation for the critical work being done by district staff during these times when everyone's lives have been touched in some way by the pandemic, and also referenced the national shortage of lifeguards.

President Ping opened the floor for public testimony.

Laura Osborn, 12705 SW Park Way, Portland, is before the board of directors this evening to voice concerns regarding some of the operational changes that have taken place at the district. She described the financial burden that patrons, seniors in particular, had faced with the discontinuation of monthly passes, noting that some had to completely stop using district facilities due to the cost. For some seniors, this is their only form of exercise. Although she is pleased to hear that monthly passes will again be offered, she questioned whether there has been a price increase to the passes. She also commented regarding the inconvenience of having Sunset Swim Center remain closed, noting that she spoke with a former district staff person who told her that they are unable to return to their former job because they do not speak Spanish. She theorized that the district would be able to open more facilities if it were willing to rehire former employees who are already familiar with the district's operations, and that a translation app could be used for those who come in needing assistance in another language. Lastly, she asked if there is financial aid assistance for seniors. She concluded by stating she and her fellow senior-aged swim users just want to be able to use the pools and get their exercise.

General Manager Doug Menke explained that the hiring challenges being experienced are for part-time positions, especially lifeguards, and that the position Ms. Osborn is referencing with a bilingual preference is a full-time position. The bilingual preference is to enable the best welcoming environment possible. Any kind of translation process, while it can work, is not the most welcoming and we are trying to create an environment where the first experience is the best experience, not the last experience, for all of our community members. Doug also confirmed that there is financial aid available for seniors.

Heidi Edwards thanked Ms. Osborn for her testimony, noting that the board also desires for all of the district's facilities to reopen, but that these are unfortunate times. She noted that the board is elected to listen to the community and encourages continued participation by the public.

Felicita Monteblanco expressed agreement with Heidi's comments and noted that she is excited and appreciative to learn that we are hiring front desk positions with a bilingual Spanish preference as this is a direct reflection of the board's values and priorities.

Agenda Item #12 – Adjourn

There being no further business, the meeting was adjourned at 8:20 pm.

Tya Ping, President

Heidi Edwards, Secretary

Recording Secretary,
Jessica Collins