



**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, December 9, 2020. Work Session 4:30 pm; Executive Session 5:15 pm; Regular Meeting 6:15 pm.

Present:

Tya Ping	Secretary/Director
Wendy Kroger	Director
Felicita Montebianco	Director
Doug Menke	General Manager

Absent:

Ashley Hartmeier-Prigg	President/Director
Heidi Edwards	Secretary Pro-Tempore/Director

**Agenda Item #1 – Work Session: 2021 Legislative Policy**

A Work Session of the Tualatin Hills Park & Recreation District Board of Directors was called to order by Secretary Tya Ping on Wednesday, December 9, 2020, at 4:30 pm.

General Manager Doug Menke provided opening comments and introduced Aisha Panas, Director of Park & Recreation Services, who introduced Kylie Grunow, state legislative consultant for the district. Kylie provided an overview of the district’s legislative topic areas for the 2021 legislative season via a PowerPoint presentation, a copy of which was entered into the record, including the following position statements proposed to guide the district’s advocacy efforts:

- Martin v. Boise / Right to Rest
  - Balance the needs of the region’s population experiencing homelessness while ensuring THPRD’s facilities and amenities remain safe and accessible to all THPRD residents.
- System Development Charges (SDCs)
  - Leverage THPRD participation in an interim workgroup focused on SDCs to:
    - Proactively seek to address our region’s needs for affordable housing through locally-designed efforts that apply to all cost impacts.
    - Building upon tools and policies developed by THPRD, 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.
- State Funding for Parks & Recreation and Trails
  - Preserve and enhance funding levels for Local Government Grant, Oregon Community Paths, State Parks & Recreation Department, and other programs.
  - Prioritize parks and recreation in Connect Oregon and maintain ownership of decision-making.
- Local Agency Control & Authority
  - Maintain local agency control and authority to implement statewide policies within the context of agency and community needs.



**Wendy Kroger moved that the board of directors authorize staff to grant a permanent waterline easement and temporary construction easement for the price discussed in executive session to the Tualatin Valley Water District in the southeast quadrant, subject to the appropriate due diligence review and approval by the general manager. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:**

**Felicita Monteblanco            Yes  
Wendy Kroger                    Yes  
Tya Ping                         Yes**

**The motion was UNANIMOUSLY APPROVED.**

#### **Agenda Item #5 – Presentations**

##### **A.        Audit Report on Park District Financial Statements for Fiscal Year 2019/20**

Lori Baker, Director of Business Services, thanked the volunteers serving on the district’s Audit Committee and introduced Julie Fahey, Audit Partner with Talbot, Korvola & Warwick, LLP, the district’s auditor, to make a presentation on the Audit Report on the district’s Comprehensive Annual Financial Report for the fiscal year ended June 30, 2020.

Julie provided a brief overview of the audit process and the district’s Comprehensive Annual Financial Report for the year ended June 30, 2020, via a PowerPoint presentation, a copy of which was entered into the record. She noted that the Independent Auditor’s Report includes an unmodified opinion, meaning that the district’s financial statements have been fairly presented, and that there were no non-compliance issues discovered, nor were there any material weaknesses or sufficient deficiencies to report. Julie concluded her presentation by commenting that the district has been awarded the Government Finance Officers Association Certificate of Excellence in Financial Reporting Award for 15 consecutive years, and thanked the district’s financial staff, noting that they are a great support to the auditors through this process. She offered to answer any questions the board may have.

The board members thanked the auditor, Audit Committee and district staff for their efforts.

- ✓ General Manager Doug Menke echoed these comments, noting that this year presented challenges in terms of the pandemic and the district’s Finance staff rose to the occasion.

**Felicita Monteblanco moved that the board of directors accept the Audit Report on the park district’s Comprehensive Annual Financial Report for the fiscal year ended June 30, 2020. Wendy Kroger seconded the motion. Roll call proceeded as follows:**

**Wendy Kroger                    Yes  
Felicita Monteblanco        Yes  
Tya Ping                         Yes**

**The motion was UNANIMOUSLY APPROVED.**

##### **B.        Budget Committee Interviews**

There are currently two open positions on the district’s budget committee due to the expiration of committee members’ terms. Notice of the vacancies was published and applications to serve on the committee were accepted from October 19 through November 9, 2020. Nine applications were received. Board President Hartmeier-Prigg directed that each board member individually review and rank the applications received with the intent to conduct board interviews of the finalists. Based on the results of the scoring exercise, three candidates were selected for interviews: Ann Albrich, Elizabeth Edwards and Alfredo Moreno.

Secretary Ping opened the floor for interviews of candidates for the THPRD Budget Committee.

The three candidates were asked the following interview questions:

1. Why would you like to serve on the district’s budget committee?

2. What do you believe is the role of the budget committee for the district?
3. What professional or volunteer experience do you have that would help in your role as a budget committee member?
4. What do you believe is the most important financial issue of the district, and why do you believe it is important?

After the interviews concluded, Secretary Ping thanked the candidates for their time, noting that board discussion and appointment of two candidates is anticipated at the January Board meeting.

#### **Agenda Item #6 – Audience Time**

There was no public testimony received for audience time.

#### **Agenda Item #7 – Board Time**

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

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

- Attended the virtual grand opening event for Community Partners for Affordable Housing's (CPAH) Cedar Grove housing development, on which THPRD partnered. President Hartmeier-Prigg did an excellent job representing the district during the event.
- Attended City of Beaverton meetings as the board's local government liaison. Topics of discussion included the city's Climate Action Plan, for which THPRD has only one action item attached within the plan. She followed up with mayor-elect Beaty, and councilor-elect Tivnon to discuss some items in the plan that THPRD is already involved in and ways THPRD can engage in this work.
- Met with Metro councilor-elect Gerritt Rosenthal, along with General Manager Doug Menke, to introduce him to THPRD.
- Relayed a conversation she had with city councilor-elect Nadia Hassan and her positive experience serving on the district's Visioning Task Force.
- Expressed gratitude for district staff's inclusive work on the parks and trails naming process, noting that she was personally touched by the name proposal of Pío Pío.

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

- Also attended CPAH's grand opening event, and was impressed by their opening statement acknowledging being on the land of indigenous peoples.
- Happy to hear THPRD will begin engaging with the City of Beaverton on their Climate Action Plan as the district has much to contribute in this area.
- Discussion topics at the most recent Parks & Facilities Advisory Committee meeting included dog runs, and staff presentations on the parks and trails naming proposal, nature play guidelines, and a park master plan for the Wishcamper housing development site in South Cooper Mountain, which is on the agenda for later this evening.
- Expressed gratitude for Director of Business Services Lori Baker's leadership and knowledge on the Pension Committee, noting that discussion topics at the most recent meeting included the status of the US Bank conversation, a potential funding policy for the pension trust, and review and approval of actuarial assumptions for pension evaluation.
- Attended the Homebuilders Association housing forecast meeting.
- Spoke at the Washington County Speakers Forum on the topic of parks and trails and how the pandemic has affected the district.
- Attended the most recent Greenway Neighborhood Association Committee meeting.

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

- Discussion topics at the most recent Programs & Events Advisory Committee meeting included the continued closures of the district's facilities due to the pandemic, and finalizing the district's welcoming packet for new people moving into the area.

- Expressed gratitude to district staff for their efforts in serving the community in creative ways as the pandemic continues to alter what types of services we can provide, and encouraged staff to take time for self-care and to enjoy the holiday season.

**Agenda Item #8 – Consent Agenda**

Felicita Monteblanco moved that the board of directors approve consent agenda items (A) Minutes of October 28, 2020 Board Retreat, (B) Minutes of November 12, 2020 Regular Board Meeting, (C) Monthly Bills, (D) Monthly Financial Statement, (E) Service District Initiated Annexation Resolution, (F) Amendment to Intergovernmental Agreement with Washington County for Cities and Special Districts Assistance Grant Allocation for COVID-19 Response Cost Relief, and (G) SEQ2 Baker Loop Neighborhood Park Consultant Contract. Wendy Kroger seconded the motion. Roll call proceeded as follows:

Felicita Monteblanco            Yes  
 Wendy Kroger                    Yes  
 Tya Ping                            Yes

The motion was **UNANIMOUSLY APPROVED**.

**Agenda Item #9 – Unfinished Business**

**A. Revised Operating Plan**

Lori Baker, Director of Business Services, provided an overview of the updated Revised Operating Plan included within the board of directors’ information packet, via a PowerPoint presentation, a copy of which was entered into the record. Highlights included:

- Given the recent closure mandates, actual revenue is anticipated to be lower than the most recent forecasts.
- The projections presented do not include the recent grant award to the district from Washington County of \$3.1 million.
- Next steps include a mid-year forecast to take place in late February at the first THPRD Budget Committee meeting of the year.

Lori offered to answer any questions the board may have.

Wendy Kroger requested that this presentation be given at the January joint advisory committees meeting.

The board members expressed gratitude for staff’s efforts and flexibility in adapting to the continuous changes brought on by the pandemic.

- ✓ General Manager Doug Menke echoed these comments, noting that each staff person has a role to play in the district’s ability to transition financially through this time, and that the Revised Operating Plan provides a good tool in moving forward.

**A. General Manager’s Report**

The following presentation was provided as listed within the General Manager’s Report included within the board of directors’ information packet:

- Volunteer Services: Girl Scout Gold Award Project Update
  - Melissa Marcum, Volunteer Coordinator, and Miriam Van Orman, a Gold Award scout with the Girl Scouts of America, shared photos and described the process of the construction and installation of a library nook at Schlottmann Creek Greenway.

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

- ✓ The board members congratulated Miriam on the completion of her project and the accomplishment in earning her Gold Award.

**Agenda Item #10 – New Business**

**A. Proposed Amendments to Intergovernmental Agreements for System Development Charge Collection with City of Beaverton and Washington County**

Jeannine Rustad, Planning Manager, provided an overview of the memo and draft amendments to the intergovernmental agreements (IGAs) as included within the board of directors' information packet, via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Updates to the IGAs are required due to the district's 2020 System Development Charge (SDC) Methodology update
  - Change in collection fee:
    - Increase from 1.6% to 2.6%
    - Flat fee for SDC credits of \$50
    - No fee for affordable housing waivers
    - Allow for annual adjustment to coincide with SDC annual index
  - One-time payment to update software, not to exceed \$10,000 (staff/consultant time to accommodate residential tiering and waivers)
  - Requirement of good-faith effort to collect any "missed" fees
  - District notice requirements for waivers/credits
  - Consistency – replace "implementing ordinance or resolution" with "Administrative Procedures Guide"

Jeannine concluded her presentation by noting that the next steps in this process will be to complete negotiations with City of Beaverton and Washington County, followed by legal review, then final THPRD Board of Directors approval at a future board meeting. Jeannine offered to answer any questions the board may have.

- ✓ Hearing none, Secretary Ping requested the staff report for the next agenda item.

## **B. South Cooper Mountain Main Street Master Plan**

Gery Keck, Design & Development Manager, and Tim Bonnin, Senior Park Planner, provided an overview of the South Cooper Mountain Main Street Master Plan as included within the board of directors' information packet, via a PowerPoint presentation, a copy of which was entered into the record. The park, an urban plaza, will be designed and constructed by Wishcamper Development Partners, an affordable housing developer, in exchange for system development charge (SDC) credits. Tim and Gery offered to answer any questions the board may have.

Wendy Kroger referenced a suggestion made by a member of the district's Parks & Facilities Advisory Committee regarding built-in games for the site.

- ✓ Tim replied that district staff is interested in exploring this suggestion further.

Wendy inquired about lighting for the park.

- ✓ Tim replied that lighting is allowed for urban plazas as detailed within the district's Parks Functional Plan, and that some lighting will be incorporated into the plan that will complement the nearby commercial space's lighting.

Wendy asked whether there might be a way to limit any wind tunnel effects that may occur along the breezeway proposed.

- ✓ Tim replied that he has shared this concern with the architect for the project, who will further explore.

Tya Ping inquired about the amount of tree loss at the development location.

- ✓ Tim described the site, noting that four sizable trees will be retained, Sweet Gums and Giant Sequoias.

Tya suggested that the logs from any felled trees be considered for use as benches at the park and/or nature play.

**Wendy Kroger moved that the board of directors approve the preferred master plan for Main Street Park. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:**

Wendy Kroger                    Yes  
Felicita Montebianco        Yes  
Tya Ping                         Yes  
The motion was **UNANIMOUSLY APPROVED.**

Wendy Kroger requested that an update on the Tualatin Valley Trail community engagement process be provided at the next board meeting.

**Agenda Item #11 – Adjourn**

There being no further business, the meeting was adjourned at 7:45 pm.

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Ashley Hartmeier-Prigg, President

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Tya Ping, Secretary

Recording Secretary,  
Jessica Collins