



**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, May 12, 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, May 12, 2020, at 6:30 pm.

Agenda Item #3 – Action Resulting from Executive Session

Ashley Hartmeier-Prigg moved that the board of directors authorize staff to acquire a trail easement in the northwest quadrant of the district for the \$186,775.99 discussed in executive session, using system development charge funds, subject to the standard due diligence review and approval by the general manager. Heidi Edwards seconded the motion. Roll call proceeded as follows:

Wendy Kroger	Yes
Tya Ping	Yes
Heidi Edwards	Yes
Ashley Hartmeier-Prigg	Yes
Felicita Monteblanco	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #4 – Proclamations

A. National Water Safety Month

The board members read into the record a proclamation that the Tualatin Hills Park & Recreation District declares the month of May 2020 as National Water Safety Month.

B. Asian American and Pacific Islander Heritage Month

The board members read into the record a proclamation that the Tualatin Hills Park & Recreation District declares the month of May 2020 as Asian American and Pacific Islander Heritage Month.

Agenda Item #5 – Audience Time

Secretary Tya Ping read written testimony received into the record:

Rachael Duke, Executive Director for Community Partners for Affordable Housing (CPAH) provided written testimony as follows: The documented shortage of affordable housing continues to be one of the most challenging social issues that we face. THPRD has an opportunity to impact this in a significant way as System Development Charges (SDCs) have an enormous impact on the supply of affordable housing. These charges can total nearly \$1 million dollars for a single project, increasing the funding gap that a non-profit housing developer may be unable to fill. This can be enough to act as an impenetrable barrier to affordable housing development, limiting supply and the chance for some to have a safe, healthy and positive place to call home. The local support that SDC waivers demonstrates to other funders makes applications more competitive as we look for scarce state resources dedicated to affordable housing. Funding and stewarding the beautiful park system THPRD has developed can most likely be accomplished even with the impact of waiving SDCs. Public agencies, with the understanding that we are still working to create an equitable community, have historically found ways to avoid excluding lower income households from their services and benefits. If families are unable to afford to live in this community, they cannot benefit from the investment that THPRD is thoughtfully making.

Sheila Greenlaw-Fink, Executive Director for the Community Housing Fund (CHF) provided written testimony as follows: CPF would like to acknowledge the critical work that THPRD has been doing to establish a new framework for affordable housing SDC waivers. The benefits available to those who live and/or work within THPRD boundaries are significant and without a full or partial waiver of SDCs, many affordable housing developers will continue to be pushed outside THPRD's boundaries, where financial feasibility is easier to achieve. An equitable parks district must consider how it can balance the benefits it provides, with the tax and fee burdens it requires to develop and operate parks. The SDC fee waivers under consideration may be the most critical tool. To develop an affordable housing community, sponsors must work over several years to assemble anywhere between five to fifteen sources of funding to cover the cost of development. This leads to a situation where the challenges of paying out-of-district fees or commuting long distances into the district mean that many communities of color and families of modest means have not had the opportunity to access the amazing spaces and services offered by THPRD. Affordable housing sponsors compete for limited public and private funds, and while developing in a high-opportunity neighborhood with good access to parks contributes to successful applications, high soft costs such as SDCs will lower the chance of success. THPRD can help support the critically needed development of affordable homes by implementing a SDC fee waiver program. When thinking about how to target limited resources to achieve the greatest benefit, keep in mind that homes targeted to those at 30% of area median are a limited commodity, typically only made feasible when combined in a larger project with a majority of units serving slightly higher income households of up to 60% of median income. Regulated housing is needed across the spectrum and CHF would like to see meaningful support on a per project basis, and a program that is easy to understand and implement. CHF thanks THPRD for its important work on the SDC methodology which will benefit households in THPRD's district for generations to come.

President Monteblanco inquired of district staff regarding the SDC methodology update timeline.

- ✓ Jeannine Rustad, Planning Manager, noted that additional board presentations on this topic are expected in June and August, followed by board consideration of an affordable housing policy in late summer/early fall, and concluding with board adoption of an updated SDC methodology in the fall. A stakeholders list of interested parties is being kept informed of the progress and timeline.

Agenda Item #6 – Board Time

A. Committee Liaisons Updates

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

- The Parks & Facilities Advisory Committee members have been visiting parks and reporting back observations, comments and suggestions.
- The district's Fiduciary Committee has been meeting and the board can expect to see additional information at the June board meeting.

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

- Thanked district staff for their maintenance of parks, trails and natural areas.
- The Tualatin Hills Park Foundation will be meeting virtually next week.

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

- Has been participating, along with President Monteblanco, on weekly calls with other Washington County elected officials to advocate for THPRD during this crisis. Senator Merkley's office recently reached out to acknowledge the district's advocacy efforts.
- Complimented the completion of the pool deck project at Raleigh Swim Center.

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

- Referenced the district's recent budget committee work session and complimented district staff's efforts in presenting thorough and clear information.
- Has been visiting THPRD parks with her family and is proud of the community for following the physical distancing rules and playground closures in effect.

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

- Appreciation for the board's advocacy efforts during this state of emergency, noting that it is one of the best ways for the board to help during this time, and that it is beneficial to continue to cultivate these relationships.
- Inquired about the status of the assistance fund that has been discussed for recently separated district employees.
 - ✓ General Manager Doug Menke provided an update, noting that unfortunately the district has been met with multiple obstacles in establishing such a fund. A third concept is currently being evaluated but does not appear to be promising.
 - ✓ Felicita requested that those with any ideas to please share them with Doug.

Agenda Item #7 – Consent Agenda

Wendy Kroger moved that the board of directors approve consent agenda items (A) Minutes of April 14, 2020 Regular Board Meeting, (B) Monthly Bills, and (C) Monthly Financial Statement, (D) NW Quadrant Youth Athletic Field Construction Contract, (E) Bethany Creek Trail #2 Segment 3 Construction Contract, (F) Neighborhood Park in the Bonnie Meadow Area Construction Contract, and (G) Somerset West Park Phase I Redevelopment Construction Contract. Ashley Hartmeier-Prigg seconded the motion. Roll call proceeded as follows:

Heidi Edwards Yes
Tya Ping Yes
Ashley Hartmeier-Prigg Yes
Wendy Kroger Yes
Felicita Monteblanco Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – New Business

A. COVID-19 Response Efforts

General Manager Doug Menke provided opening comments, noting how quickly circumstances have been changing since the board last met in April. Since the start of the COVID-19 state of emergency two months ago, the organization's focus has been dominated by our pandemic response, ensuring the health and safety of our employees and the public we serve, and positioning the organization to weather this storm. Unfortunately, the district has experienced an unprecedented financial impact and has had to lay off and furlough many staff. He acknowledged this difficult transition and the loss to the organization, but also encouraged focus on the future in rebuilding the organization, including preparations for when we can welcome patrons, and hopefully displaced staff, back to the district. He noted that the focus of this evening's presentation to the board will be the future and what is anticipated over the next few months, taking into consideration how the district's plans fit within the governor's reopening framework. While this is still an evolving situation, staff is confident in their ability to plan for some summer programming beginning this July. While these plans will be subject to the limitations of the state and the trajectory of the virus, all indications right now are that some form of summer camps and classes will be viable, and staff is optimistically planning to be ready.

Keith Hobson, Director of Business & Facilities, and Aisha Panas, Director of Park & Recreation Services, provided a detailed presentation regarding the district's COVID-19 pandemic response efforts and planning for the future via a PowerPoint presentation, a copy of which was entered into the record, and which included information on the following topics:

- COVID-19 Data Modeling
- Estimated Financial Impacts of Closures
- Staffing Reductions
- Governor's Reopening Framework
- Oregon Recreation & Park Association Reopening Guidance
- Federal Legislative Priorities
- District Six-Month Work Plan
 - Bond, SDC, Natural Area Restoration and Facility Projects
 - Initiatives, such as Community Visioning, SDC Methodology Update and implementation of the Enterprise Resource Planning system
 - Maintenance activities
 - Programs and events, including innovative programming, planning for future facility openings, and community events within existing restrictions
- Virtual Recreation Center
- Summer Camps Programming

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

Heidi Edwards thanked district staff for their focus on future programming, as well as for the creativity shown in bringing forward the virtual recreation center. In addition, she thanked district staff for the continued focus on Diversity, Equity, Inclusion and Access (DEIA) when evaluating decisions being made.

Tya Ping referenced Portland Parks & Recreation's (PPR's) decision to close all of their facilities and activities through the end of summer and asked for any insight behind this decision.

- ✓ General Manager Doug Menke provided a brief overview of PPR's budgetary issues prior to the pandemic, which are now being further exacerbated by additional reductions in various funding sources being experienced by all cities and counties in the region.
- ✓ Aisha added that PPR's focus over the summer will be providing meals in their parks along with some recreation, noting that three of their recreation centers are currently being utilized as homeless shelters. THPRD staff regularly communicates and collaborates with PPR staff. Aisha reiterated the aspect of this evening's presentation focusing on THPRD's summer programming efforts, noting that staff is optimistic that we will be able to move forward with a scaled approach that is able to increase in capacity as restrictions are lifted and once demand levels from the public are better understood.

Tya asked if THPRD will still coordinate with the Beaverton School District on their summer meal program this year.

- ✓ Aisha confirmed that staff has been in contact with the school district's nutrition services to start this discussion. Additional state guidance is expected in the next week regarding the distribution of food in such circumstances and groups gathering for these purposes.

Ashley Hartmeier-Prigg referenced recent data indicating a rise in COVID-19 cases over the weekend for both Multnomah and Washington Counties, noting that the community must stay diligent in practicing physical distancing guidelines and other safety measures in order to be able to enter into Phase 1 reopening procedures. She hopes to be able to see the district's work come to fruition sooner rather than later.

Ashley thanked district staff for considering DEIA when making decisions related to the pandemic. She inquired how the district is going to enable equitable access for summer registration this year taking into consideration how limited the capacity will be for programs.

- ✓ Aisha responded that in addition to the innovative programming teams operating, there is also a staff team focused on registration. This team is currently discussing how the district will deliver a new registration strategy in light of the condensed summer activities being offered. One key component has been a focus on the continuation of Centro de Bienvenida, modified for the current environment. Feedback and suggestions will also be sought via the upcoming community outreach focus groups and town hall.

Wendy Kroger thanked district staff for their efforts and leadership during this challenging time and remarked on the difficulty of separating from so many district staff. She also complimented the district's collaboration with other agencies, noting that it is a critical time for agencies to work together in order to make as big an impact as possible. She offered that the board members stand willing and ready to help in any way needed.

President Montebianco echoed the comments of thanks and appreciation shown for the district's leadership. She offered the board's assistance as needed in thanking the Visioning Task Force for their efforts, which will serve the district for some time to come despite the current complications arising from the pandemic. She also referenced previous discussion regarding the utilization of advisory committee members who might be interested in visiting parks and trails to serve as a resource on current park rules and physical distancing guidelines. Lastly, she, too, greatly appreciates the district's continued focus on racial equity.

- ✓ Holly Thompson, Communications Director, noted that the adoption of the district's Community Visioning plan has been delayed to August, in part to be able to have the opportunity to recognize the work of the Visioning Task Force members in person; this date is flexible as things change. Regarding registration, she provided a few of the current thoughts regarding how to offer Centro de Bienvenida in person, but physically distant, noting that staff does not intend to back down from the commitment to communities of color. She also explained that since the district's summer activities guide

had already been printed and distributed just prior to the pandemic, there is no longer funding available for a reissued guide. Communications staff is researching various activities guides from across the country to help develop an online guide that better reflects THPRD and is more accessible. An initial conceptual layout was provided in today's Employee Update newsletter. Lastly, Holly provided a detailed overview of the outreach efforts and focus groups being conducted on the topic of summer programming, including a focus group specifically for advisory committee members, and the board's town hall taking place next week. As we move forward, advisory committee members will also be asked about their interest in becoming park ambassadors.

B. General Manager's Report

General Manager Doug Menke provided an overview of his General Manager's Report included within the board of directors' information packet, including the following:

- National Volunteer Month Recognition
 - Keith Watson, Community Programs Manager, noted that April is National Volunteer Month and provided a brief recognition in support of the many volunteers who contributed to THPRD over the course of the past year via a PowerPoint presentation, a copy of which was entered into the record.
- Partnerships to Address Homelessness
 - Sabrina Taylor Schmitt, Recreation Manager; Julie Rocha, Sports Manager; and, Holly Thompson, Communications Director, provided an update on the district's partnerships to address homelessness via a PowerPoint presentation, a copy of which was entered into the record.

Doug offered to answer any questions the board may have.

The board members offered compliments, words of encouragement, and thanked district staff for their efforts on these important initiatives.

Agenda Item #9 – Adjourn

There being no further business, the meeting was adjourned at 7:50 pm.

Felicita Monteblanco, President

Tya Ping, Secretary

Recording Secretary,
Jessica Collins