



**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, October 12, 2022. Work Session 5:15 pm; Executive Session 6:15 pm; Regular Meeting 7:30 pm.

Present:

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

Absent:

Heidi Edwards	Director
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Agenda Item #1 – Work Session: Legislative Preparation

A Work Session of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Felicita Monteblanco on Wednesday, October 12, 2022, at 5:15 pm.

President Monteblanco introduced Kylie Grunow, consultant with Meriwether Strategies, to provide an overview of the legislative process, noting that the board has learned much over the past year about engaging with the legislature through the work done to secure American Rescue Plan Act (ARPA) funds for new restrooms within the district. The success of this effort was due in part to the relationships already in place, the fact that our legislators understood and were aware of the district’s Vision Action Plan, and being ready for such an opportunity. We want to continue to be ready for such opportunities, whether on a proactive or reactive basis, and having a basic understanding of the legislative process is critical to this effort.

Kylie, along with President Monteblanco, provided a detailed PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Legislative Process
 - How an idea becomes law
- Long vs. Short Sessions
- Interim & Session Timelines
- Impacting Change
 - THPRD board impact points – 10 steps:
 - Know the issue
 - Know the process
 - Know the bill
 - Know the legislators
 - Monitor process
 - Contact legislators
 - Meet with legislators
 - Testify at hearing
 - Multiply message
 - Thank legislators
- New Senate Districts per Redistricting

- New Representative Districts per Redistricting
- Making the Ask
 - You know the district: you know your community and you likely know your legislators
 - Legislators want to hear from you: you are educating them and giving them an opportunity to support their district and their constituents
 - Bills will be passed and funds will be allocated: give legislators the chance to support THPRD
- Next Steps
 - THPRD 2023 Platform
 - Review and update in November
 - Focus on unique position, organizational values, shared constituencies, complementary services
 - THPRD Lobby Day
 - Early in legislative session - February?
 - Session/Bill Updates
 - Identify bills, monitor, report
 - Regular intervals
 - Work with partners/stakeholders (ORPA, SDAO, etc.)

President Monteblanco concluded the presentation by stressing the importance of board members building relationships with our legislators, noting that it is a critical role for board members that district staff can't play. President Monteblanco and Kylie offered to answer any questions the board may have.

Barbie Minor inquired about other ways in which the board members can build relationships with their legislators and show advocacy going beyond what THPRD directly needs.

- ✓ Kylie replied that she monitors other legislator's bills and will reach out to the board with opportunities to provide support when and where it's possible. She noted that all of our legislators, except for those that will be newly elected, have had contact with THPRD which makes it more accessible for board members to reach out to them for the first time. We also work to be a good partner to other organizations and associations.
- ✓ Felicita added that, as the legislative season progresses, board members may learn of other bills that speak to them on an individual basis that might not have a connection to THPRD. She encouraged board members to exercise their first amendment rights in these cases, which also helps build their skills for THPRD-specific advocacy.

Alfredo Moreno asked what events the district has held in the past that have attracted legislative attendance.

- ✓ Kylie replied that ribbon cuttings and grand openings tend to be popular.
- ✓ Aisha Panas, Park Services director, described a past event where the district invited all of the state senators and representatives within our district to Mt. View Champions Park as an opportunity to meet district board members and staff and to talk about the goals and activities of THPRD. We've also provided tours to elected officials of district parks and facilities. Some of the outreach has been spurred by the district's regular updates sent to its legislators, which staff is committed to doing more of in the future.
- ✓ General Manager Doug Menke noted that seldom is there a legislator living within THPRD boundaries who doesn't have a personal touch point with THPRD, which lends itself to the opportunity to build these relationships.
- ✓ President Monteblanco suggested that board members consider taking legislators for a walking meeting through one of our park sites.

Tya Ping referenced the ARPA funding opportunity that the board lobbied for and asked how often such opportunities arise or whether this was a unique circumstance.

- ✓ Kylie replied that the amount and rapid timeline for the ARPA funding was unique and similar opportunities will be rare; however, she described the budget allocations that happen during the long session only, including the budget reconciliation bill, which provide an opportunity for the district to identify a critical funding need. For those types of funding asks it is important to have much of the planning work done and matching funds identified.
- ✓ Felicita noted that childcare bills are anticipated for this year's legislative season, some of which could impact THPRD in terms of funding or staff training. These bills could be good areas for board members to advocate.
- ✓ Aisha added that ongoing funding for the district is an area for focus, as well, such as by ensuring that there is funding for the Local Government Grant Program and preserving park system development charges.
- ✓ Doug agreed that while situations like the ARPA funding will seldom occur, the real challenge is in protecting current revenue streams as well as advocating for larger blocks of funding allocated to grants that the district can then pursue. He described the need to continue stressing that special districts be identified as funding recipients, which was not the case for the ARPA funding.
- ✓ Kylie agreed, noting that this is a key area to monitor and partner with agencies like Special Districts Association of Oregon.

Barbie asked about the board's collective ability to support legislation that speaks to their values.

- ✓ Kylie described the past practice of submitting support letters signed by the full board.
- ✓ Doug added that it is a fluid process and sometimes only the board president will sign if time is too short to get authorization from the full board.

President Monteblanco thanked Kylie for the informative presentation and invited her fellow board members to email with any additional questions.

- ✓ Kylie requested that the board members please pass along to her any knowledge they might have regarding bills under discussion and any special relationships or connections that the board members might have with legislators.

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

President Felicita Monteblanco called executive session to order for the following purposes:

- To conduct deliberations with persons designated by the governing body to carry out labor negotiations, and
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Executive Session is held under authority of ORS 192.660(2)(d) and (e).

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 #3 – 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, October 12, 2022, at 7:30 pm.

Agenda Item #4 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

Agenda Item #5 – National Native American Heritage Month & Indigenous Peoples' Day

The board members read into the record a proclamation for National Native American Heritage Month & Indigenous Peoples' Day.

Agenda Item #6 – Washington County Department of Housing Services

Alex Devin, Washington County's Supportive Housing Services (SHS) Services Network Administrator, provided a detailed overview of the Department of Housing Service's SHS program, including the program's first year outcomes and progress, via a PowerPoint presentation, a copy of which was entered into the record. The SHS program is a housing-first approach to addressing homelessness by removing barriers and aligning resources with the support of a wide array of crucial community partners. At the conclusion of the presentation, Alex offered to answer any questions the board may have.

Barbie Minor expressed gratitude for this important program and inquired how hiring staff, which has been a challenge experienced across industries, is impacting their work.

- ✓ Alex described their methods used in attracting staff, which include providing a living wage and focusing on training those who are passionate about this work rather than instituting higher education requirements. He described the different trainings they offer, such as a training bootcamp and online training academy, noting that they are building up all of the resources they can to help give those who want to do this work the tools to succeed.

Barbie asked for an overview of the wraparound services SHS helps participants access.

- ✓ Alex described how SHS helps participants access existing programs through a partnership with Health and Human Services so that rehousing dollars are not spent on some of the behavioral health services that are needed. They have also made some adjustments to the assessment requirements in order to not be so overwhelming for participants, which helps connect participants to a variety of community partners, such as workforce training programs. The ultimate goal for SHS is that once a participant is in housing they don't have a reason to leave.

President Montebianco thanked Alex for the informative presentation, noting that affordable housing is an issue THPRD and its board members care deeply about. She added that she serves on the SHS Bond Oversight Committee and is impressed with the work that has been done by a variety of partners. The board is looking forward to hearing an update on the program in a year and staying engaged in this effort.

Agenda Item #7 – Public Hearing: Second Reading of Ordinance 2022-01 for the Purpose of Amending District Compiled Policies Chapter 7 – District Regulations

A. Open Hearing

President Montebianco opened the public hearing to conduct the second reading of Ordinance 2022-01 for the Purpose of Amending District Compiled Policies Chapter 7 – District Regulations.

B. Staff Report

Mark Pierce, Safety Services manager, provided a brief overview of the memo included within the board of directors' information packet and the proposed amendments to District Compiled Policies Chapter 7, District Regulations, updated to reflect the board's feedback provided at last month's public hearing.

C. Public Comment

There was no public comment received.

D. Board Discussion

There was no board discussion.

E. Close Hearing

President Monteblanco closed the public hearing.

F. Board Action

Tya Ping moved that the board of directors approve the second reading of Ordinance 2022-01 by title only. Barbie Minor seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

President Monteblanco read the ordinance title into the record: Ordinance No. 2022-01 of the Tualatin Hills Park & Recreation District, Oregon: An Ordinance Amending District Compiled Policies, Chapter 7, to Update District General Regulations.

Tya Ping moved that the board of directors adopt Ordinance 2022-01 Amending District Compiled Policies Chapter 7 – District Regulations. Barbie Minor seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Public Hearing: Second Reading of Ordinance 2022-02 for the Purpose of Amending District Compiled Policies Chapter 8 – District Property

A. Open Hearing

President Monteblanco opened the public hearing to conduct the second reading of Ordinance 2022-02 for the Purpose of Amending District Compiled Policies Chapter 8 – District Property.

B. Staff Report

Julie Rocha, Sports & Inclusion director, provided a brief overview of the memo included within the board of directors' information packet, noting that no further adjustments have been included since the board's first review of the proposed amendments at last month's public hearing.

C. Public Comment

There was no public comment received.

D. Board Discussion

There was no board discussion.

E. Close Hearing

President Monteblanco closed the public hearing.

F. Board Action

Alfredo Moreno moved that the board of directors approve the second reading of Ordinance 2022-02 by title only. Tya Ping seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

President Monteblanco read the ordinance title into the record: Ordinance No. 2022-02 of the Tualatin Hills Park & Recreation District, Oregon: An Ordinance Amending District Compiled Policies, Chapter 8, to Update District Property Regulations.

Alfredo Moreno moved that the board of directors adopt Ordinance 2022-02 Amending District Compiled Policies Chapter 8 – District Property. Tya Ping seconded the motion.

Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #9 – Audience Time

There was no public comment received during Audience Time.

Agenda Item #10 – Board Time

A. Committee Liaisons Updates

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

- ✓ Along with fellow board members Felicita Monteblanco and Tya Ping, and elected leaders from the City of Beaverton, visited Bend Parks & Recreation District to take a tour of some of their parks and facilities, garner new ideas and share best practices.
- ✓ Hosted elected leaders last week to meet with Congresswoman Suzanne Bonamici to learn when and how to best engage with the congresswoman and leverage future funding opportunities via congressional spending, which is a fast-moving process.
- ✓ Discussion topics at the most recent Programs & Events Advisory Committee meeting included Welcoming Week, the RISE volunteer program, and a committee review of the draft welcome packet.

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

- ✓ Also attended the visit to Bend Parks & Recreation District as referenced by Barbie and enjoyed the intergovernmental relationship building that resulted from their time together.
- ✓ Has been reaching out to elected officials regarding the importance of Cooper Mountain Nature Park and offering tours of the site.
- ✓ Attended the most recent Nature & Trails Advisory Committee meeting, during which discussion topics included the development of a climate change package, and information regarding a new invasive species, the emerald ash borer's arrival to Oregon.
- ✓ Referenced the current recruitment efforts for the district's advisory committees and budget committee and encouraged the public to apply.

Alfredo Moreno provided the following updates and comments during board time:

- ✓ Attended the most recent Parks & Facilities Advisory Committee meeting during which discussion topics included brainstorming project ideas for the Challenge Grant program.
- ✓ Met with Eileen Kravetz, Executive Director for the Tualatin Hills Park Foundation (THPF), and discussed ways the foundation can deepen its work and amplify the great, real-life stories of THPRD's impact on the community with the funding provided by the foundation.
- ✓ Recognized the passing of former THPRD and THPF volunteer, Frank Angelo, noting that he was exceedingly generous with his knowledge, time and warmth.

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

- ✓ Currently working on the board's retreat agenda with General Manager Doug Menke and facilitator Thomas Bruner, including a skill/team-building exercise.
- ✓ Along with Doug, met with the new Barnes Elementary School principal, Dr. Edgar Solares, regarding afterschool care needs.
- ✓ Provided a brief overview of the activities and events THPRD is hosting in honor of National Native American Heritage Month & Indigenous Peoples' Day.

Agenda Item #11 – Consent Agenda

Barbie Minor moved that the board of directors approve consent agenda items (A) Monthly Bills and (B) Monthly Financial Statement. Tya Ping seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #12 – Unfinished Business

A. Comprehensive Plan Update

As stated in the memo included within the board of director's information packet, a comprehensive plan (comp plan) is a high-level policy document that helps jurisdictions operationalize their community's vision and address complex issues over a longer period, usually 20 years. The board adopted the district's last comp plan in November 2006 and a subsequent update was adopted in July 2013. With adoption of the district's Vision Action Plan (VAP) in September 2020, the 2013 comp plan update nearing the end of its useful life, and the district kicking off its Commission for Accreditation of Park and Recreation Agencies reaccreditation process, staff began planning for a new 2022 comp plan. Updates on this project were previously provided at the board's January, May and September 2022 meetings. For this evening's update, staff are seeking board feedback on two questions related to the draft recommendations from the 2022 comp plan. A revised version of Attachment 1, Draft Comprehensive Plan Recommendations, was provided as a handout, a copy of which was entered into the record. Board feedback will be incorporated into the comp plan's recommendations, informing how staff will approach plan recommendations within future district strategic and functional plans and implement recommendations within agency and departmental practice.

Aisha Panas, Park Services director, and Peter Swinton, urban planner, provided a detailed overview of the comp plan update effort currently underway, via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- 2022 Comprehensive Plan Structure
- Recommendations by Goal
 - Draft recommendations are categorized according to the comp plan's seven goals
- Comp Plan Goals
 - Welcoming and Inclusive
 - Play for Everyone
 - Accessible and Safe
 - Environmental Stewardship
 - Diversity, Equity, Inclusion & Access
 - Technology & Innovation
 - Financial Sustainability
- Two Questions for Board Consideration:
 - Should any of the draft recommendations be consolidated or removed?
 - What recommendations integral to realizing the district's vision and comp plan goals are missing?

- Strategic Plan Integration
 - Recommendations become projects
 - Applies objectives, guiding principles, and actions
 - Allocates resources
- Planning Timeline

Aisha and Peter offered to answer any questions the board may have and invited feedback regarding the two questions previously referenced.

President Monteblanco expressed support for the recommendations around updating the district's registration system and reviewing the district's resource allocation model, noting that she is excited to see this effort move forward.

Barbie Minor inquired how the district's work in serving people experiencing disabilities is addressed within the recommendations, such as through the development of a park amenities standards analysis or within the Diversity, Equity, Inclusion, and Access goal area.

- ✓ Aisha explained how there will be some themes, such as serving people experiencing disabilities, that will be seen throughout a variety of the goal areas, which in this case would be applicable to Welcoming and Inclusive, Play for Everyone, Accessible and Safe, and Diversity, Equity, Inclusion & Access.
- ✓ Peter added that a lot of this work is captured via the action items contained within the VAP. While the recommendations are purposefully broad and expansive in their scope, when they are viewed through a strategic or functional plan lens, they would be broken out into more discreet projects addressing specific VAP action items and making progress in those more targeted areas.

Tya Ping expressed support for the recommendations as presented, noting that she appreciates that some of the recommendations listed could be applicable to multiple goal areas.

President Monteblanco asked if the comp plan is intended as an internal document.

- ✓ Aisha replied that it serves as a road map for the entire THPRD community. The community provided feedback through development of the VAP of how they wanted the district to look, and this is the strategy plan for how we get to that point.

Tya referenced the action items contained within the VAP and asked whether any crosschecking is being performed through the development of the comp plan update to ensure that it contains those action items.

- ✓ Aisha described the staff discussion thus far regarding how to best crosscheck the action items contained within the VAP, noting that some are already being operationalized. She described how the action items pertaining to desired park amenities were taken into consideration through the concept planning process for La Raíz Park.

President Monteblanco inquired what the district is committing to in terms of incorporating "an equity lens into all district processes" as stated in Recommendation #13, adding that the language doesn't seem strong enough. She wants to see the district be bold and hold itself accountable but is struggling for the appropriate phraseology.

- ✓ Aisha acknowledged that this is a big and ambitious recommendation and agreed that as-is it doesn't represent the level of detail desired. The intent was that it would become more flushed out once addressed via the strategic planning process. She described the various ways THPRD is already incorporating this work into so many facets of its operations, noting that while there is more work to do in this area, staff wanted to start the discussion with this recommendation so that people understood that this is a key value for the district. She welcomed any ideas or suggestions regarding how to approach this recommendation.

Felicita agreed, noting that the needs are clear for Recommendation #14, *Continue investing in training opportunities for all district staff to enhance DEIA efforts and engagement with the community*, but that Recommendation #14 is not as evident.

- ✓ Tya added that community engagement and relationship building is an important component in that the equity lens is not going to come from ourselves, but through a commitment to learning from and letting our community partners lead us in that development. She suggested that a bold statement could be committing to ensuring that everyone is at the table for this discussion and building the relationships to make sure the district is hearing from and representing the entirety of our community.

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:

- Recreation Services Programming Overview
 - Ann Johnson, center supervisor, and Emily Kent, center supervisor, provided a recap of summer 2022, including highlights of camps, classes, special events, and program evaluations, 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.

The board members thanked district staff for their efforts in developing and operating these important programs.

Agenda Item #13 – Adjourn

There being no further business, the meeting was adjourned at 9:05 pm.

Felicita Monteblanco, President

Barbie Minor, Secretary

Recording Secretary,
Jessica Collins