



Tualatin Hills Park & Recreation District Minutes of a Regular Meeting of the Board of Directors

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was held virtually on Wednesday, October 9, 2024. Executive Session 5:30 pm; Regular Meeting 6:30 pm.

Present:

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

Agenda Item #1 – Executive Session (A) Land

President Barbie Minor called executive session to order 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)(e).

President Minor 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 Barbie Minor on Wednesday, October 9, 2024, at 6:30 pm.

Agenda Item #3 – Action Resulting from Executive Session

Tya Ping moved that the board of directors authorize staff to acquire the property in the northwest quadrant of the district for the price discussed in executive session, using system development charge fees in escrow as well as cash, subject to the standard due diligence review and approval by the general manager or designee. Alfredo Moreno seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #4 – Proclamations

A. Indigenous Peoples' Day

Board members took turns reading the proclamation declaring Monday, October 14, 2024, as Indigenous Peoples' Day.

B. Lights On Afterschool Day

Emily Kent, Sports & Inclusion manager, read the proclamation declaring Thursday, October 24, 2024, as Lights on Afterschool Day.

Agenda Item #5 – Audience Time

There was no public testimony during Audience Time.

Agenda Item #6 – Board Time

General Manager Doug Menke introduced the district’s new Human Resources Director Steve Sutton and recognized Deputy General Manager Aisha Panas for her efforts in leading the Human Resources Department during the vacancy as well as heading up the recruitment effort.

- ✓ Steve noted that he has had a wonderful first week at the district, including attending the Northwest Public Employees Diversity Conference, and that he has felt very welcomed.

A. Committee Liaisons Updates

Miles Palacios provided the following updates and comments:

- ✓ Looking forward to attending the upcoming Joint Advisory Committees meeting.
- ✓ Attended a Metro Policy Advisory Committee meeting that focused on ample discussion around an Urban Growth Boundary expansion proposal for an area west of Sherwood.

Tya Ping provided the following updates and comments:

- ✓ Attended the annual Tualatin Hills Park Foundation meeting held at La Raíz Park.
- ✓ The most recent Programs & Events Advisory Committee meeting focused on discussion around the committee’s transition to the new Equity & Engagement Advisory Committee.
- ✓ The Audit Committee met recently to receive an update regarding the annual audit process that is beginning soon.

Alfredo Moreno provided the following updates and comments:

- ✓ Spoke at the Annie Feves Memorial Play Area dedication event at Schlottman Creek Greenway and recognized the efforts of the Tualatin Hills Park Foundation and district staff in bringing this donation and dedication request to fruition.

Felicita Monteblanco provided the following updates and comments:

- ✓ She and General Manager Doug Menke participated in the Policy Makers Bike Ride which was very informative and well-organized; kudos to those involved in the planning process, including Bruce Barbarasch, Sustainability manager.
- ✓ The Metro Executive Advisory Committee for the Expo Future is continuing their work, including contemplations around how to move forward in utilizing this public asset while also acknowledging its painful past as a Japanese internment center during WWII.

President Minor provided the following updates and comments:

- ✓ Also attended the annual Tualatin Hills Park Foundation meeting held at La Raíz Park and was inspired by the turnout and excitement of her fellow attendees.
- ✓ Participated in the Northwest Public Employees Diversity Conference, which was an impactful day and a good reminder of how important the work is being done by THPRD, especially when recognizing some of the negative sentiments and narratives currently afloat around DEI efforts. A fellow participant commented positively on the district’s new Equity & Engagement Advisory Committee which was a great indicator to her that THPRD is moving in the right direction and that people look to THPRD as a leader in these efforts to stay centered and committed to being representative of all members of our community.

Agenda Item #7 – Consent Agenda

Tya Ping moved that the board of directors approve consent agenda item (A) West Village Community Parks & Open Space Concept Plan. Miles Palacios seconded the motion. Roll call proceeded as follows:

- Felicita Monteblanco** Yes
- Alfredo Moreno** Yes
- Miles Palacios** Yes
- Tya Ping** Yes
- Barbie Minor** Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. Strategic Plan Annual Report

The district's 2023 Strategic Plan consists of a set of goals selected from the district's 2023 Comprehensive Plan to be accomplished between 2023 and 2028. While a 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), a strategic plan is a trim document intended to provide high-level direction to staff and a clear vision to stakeholders about where staff will focus over the next five years. Bruce Barbarasch, Sustainability manager, provided a progress update on efforts related to the district's 2023 Strategic Plan via a PowerPoint presentation, a copy of which was entered into the record, and which included updates in the following categories:

- Welcoming and Inclusive
- Play for Everyone
- Accessible and Safe
- Environmental Stewardship
- Diversity, Equity, Inclusion, and Access
- Technology and Innovation
- Financial Sustainability

Bruce also provided an overview of the upcoming focus areas for each of these categories and offered to answer any questions the board may have.

Miles Palacios expressed support for the next steps listed, noting that they seem to be a great representation of the district's values.

Alfredo Moreno referenced the information about the district's rentable shelters in the Accessible & Safe section of the report, noting that the district's webpage dedicated to park shelter reservations isn't very easy to find.

- ✓ Holly Thompson, Communications director, agreed and noted that district staff are close to completing an update to that portion of the website that will better profile all the district's amenities available for rent, including shelters.

Alfredo referenced the Diversity, Equity, Inclusion, and Access section of the report, noting that with the board being comprised of four people of color and one super ally, they are proud that our leadership at the highest level of the organization is diverse and inclusive. He would love to be more engaged if there are opportunities staff feel would be appropriate for board involvement.

Alfredo referenced the Financial Sustainability section of the report and asked if there is a way to articulate the district's collaboration and integration with the Tualatin Hills Park Foundation; to include a high-level goal to work more closely together, noting that a vibrant foundation is a huge key in maintaining and growing areas that might otherwise be at risk during lean financial times.

Felicita Montebianco complimented the report, noting that she is happy to see the next step of "Create methods to regularly evaluate, measure, and improve services." She described how there are many ways to measure impact and that she knows the district will think outside the box in determining creative ways to measure success, adding that the passage of the levy was its own success and indication of the trust of our community.

President Minor suggested that as action items move into the "completed" category, it would be helpful to have a summary listing these accomplishments within the report in order to celebrate those wins and inform the overall story.

- ✓ Bruce suggested that an appendix could be considered given that there are around 120 action items within the report.

Barbie complimented district staff on these efforts, and this condense but informative report.

B. General Manager's Report

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

- FY24 Annual Grant Report
 - Leilani Garcia, grants administrator, provided an overview of the FY24 Annual Grant Report as included within the board of directors' information packet, via a PowerPoint presentation, a copy of which was entered into the record.
- Affordable Housing Update
 - Peter Swinton, urban planner II, provided an update on affordable housing waivers issued in fiscal year 23-24, and an update on the number of waivers remaining before reaching the fee waiver cap, 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.

FY24 Annual Grant Report

Felicita Montebalanco inquired how long the district has had a grants administrator position, noting that it is clearly worth the investment and that she is appreciative of Leilan's skillset.

- ✓ Deputy General Manager Aisha Panas provided a brief overview of the evolution of the district's grants-focused position, noting that Leilani has taken it to the next level.
- ✓ Leilani acknowledged the efforts of district staff in helping move this work forward, noting that none of this would be possible without others' support.

Alfredo Moreno commented that the diversity of the projects and amount secured is impressive.

President Minor expressed agreement with her fellow board members' comments, adding that it is apparent that the grants administrator position is worth the investment and that she appreciates the heads up that changes in the world of grants are on the horizon but we won't be deterred.

Affordable Housing Update

Felicita Montebalanco expressed support for the district's system development charges (SDC) fee waiver program for affordable housing and acknowledged the years of work it took in establishing it and wanting to celebrate the results. She added that the program is clearly a reflection of the district's values and stretches the ways in which the district helps shape the community. She believes her fellow board members are supportive of continuing this program and she would like to better understand what housing projects are coming up to ensure that there are enough waivers available before reaching the cap.

- ✓ Peter replied that currently there are not any housing projects seeking SDC waivers this fiscal year, but district staff monitors the housing development projects being proposed within the city of Beaverton and Washington County and staff reaches out to any that might be a good candidate for the program. However, these projects tend to come on quickly and on average there are one-to-two affordable housing projects a year.

Alfredo Moreno commented that the district's role in affordable housing was one of the motivating factors in his desire to serve on the board and expressed gratitude to the previous and current board members who helped the district get to this point. He added that while he would like to see the program continue, he would also like more time to immerse himself in the details and learn more about the program and methodology.

Miles Palacios asked for additional information regarding how an increase to the cap would come before the board for consideration.

- ✓ General Manager Doug Menke replied that how an extension is framed is up for discussion and suggested that an informational board work session be scheduled with a resolution following at a future board meeting.

Miles commented that he, too, would appreciate a more thorough educational overview of the program, adding that the affordable housing projects being built are exciting and that this program is a great opportunity for THPRD to be engaged. He is looking forward to discussing how to best move forward in creating more opportunity for more affordable units through this methodology and policy.

Tya Ping commented that she is proud of this work and that it's being utilized. She asked if there are any additional ways the district could help incentivize utilization of waivers at the 30% MFI (median family income) and lower levels and to understand if there are any other barriers that the district might be unaware of. If possible, she would also like to know if any of the affordable housing projects that have taken advantage of this program wouldn't have been able to happen without it.

President Minor noted that the district's role in affordable housing was one of the motivating factors in her desire to serve on the board, as well, and that she appreciates district staff's careful monitoring of when the cap is approaching. She noted that as the policy is currently written, it is not automatically going to continue. She would like the board to explore different options for institutionalizing the program so that it doesn't always need to come back before the board for an extension and is simply a part of how the district does business. She expressed concern that the program is already at 80% of the cap and would like to get ahead of this while there is a supportive board in place in reframing the methodology to ensure that the program continues into the future.

Agenda Item #9 – Adjourn

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

Barbie Minor, President

Alfredo Moreno, Secretary

Recording Secretary,
Jessica Collins