



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 Thursday, November 12, 2020. Executive Session 5:15 pm; Regular Meeting 5:30 pm.

Present:

Ashley Hartmeier-Prigg	President/Director
Tya Ping	Secretary/Director
Heidi Edwards	Secretary Pro-Tempore/Director
Wendy Kroger	Director
Felicita Montebianco	Director
Doug Menke	General Manager

Agenda Item #1 – Executive Session (A) Legal

President Ashley Hartmeier-Prigg called executive session to order for the following purposes:

- To consider information or records that are exempt by law from public inspection, 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.

The Executive Session is held under authority of ORS 192.660(2)(f) and (h).

President Hartmeier-Prigg 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 Ashley Hartmeier-Prigg on Thursday, November 12, 2020, at 5:30 pm.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

Agenda Item #4 – Public Hearing: Resolutions Adopting an Updated System Development Charge Methodology, Adopting the System Development Charge Fee Schedule, and Adopting a 20-year System Development Charge Capital Improvement Project List

A. Open Hearing

President Hartmeier-Prigg opened the public hearing.

B. Staff Report

As noted within the memo included within the board of directors' information packet, district staff is requesting the board conduct this public hearing in order to gather public input relating to the proposed System Development Charge (SDC) methodology update. At the close of the hearing, staff requests that the board approve resolutions adopting the updated SDC methodology, the SDC fee schedule, and a 20-Year SDC capital improvement project list.

Jeannine Rustad, Planning Manager, and Deb Galardi, Principal with Galardi Rothstein Group, the district's SDC Methodology Update consultant, provided a detailed PowerPoint presentation regarding the SDC Methodology Update, a copy of which was entered into the record, and which included the following information:

- Methodology Update Engagement Process
- Policy Issues and Recommendations
- SDC Costs and Schedules
- Resolutions for Consideration of Adoption:
 - 2020-25: Adopting an Updated System Development Charge Methodology
 - 2020-26: Adopting a System Development Charge Fee Schedule
 - 2020-27: Adopting a System Development Charge Capital Projects List

Jeannine and Deb offered to answer any questions the board may have.

- ✓ Hearing none, President Hartmeier-Prigg opened the floor to Public Comment.

C. Public Comment

There was no public comment received for the public hearing.

D. Board Discussion

Wendy Kroger thanked district staff and its consultant for their efforts throughout this rigorous process, which has taken over a year. She referenced her recent vote against using SDC funding to accommodate affordable housing fee waivers, but agrees with those who believe that there is an affordable housing problem within our community. She reiterated her concerns regarding the impact that the loss of this funding will have on the district's ability to provide services in the future; however, she acknowledged that the district's new affordable housing policy was passed by majority vote. She noted that parts of the larger SDC Methodology Update before the board this evening include a new tiering approach, a more appropriate fee schedule, more realistic levels of service, and a more current 20-year SDC capital projects list, and she supports the efforts in these areas. She is also cognizant of the statewide scrutiny of SDCs and that this is an attempt on THPRD's part to serve as an example of how to create a more equitable approach to SDCs. In conclusion, even though she does not support the earlier-adopted affordable housing policy, she does support the SDC Methodology Update as a whole.

Felicita Monteblanco thanked district staff and its consultant for the thoughtful work that went into this process, which included vigorous board discussion, proactive community engagement, and a lot of public feedback that helped shape the proposal before the board for consideration this evening.

Heidi Edwards thanked district staff, as well as her board peers for being open to having and considering dissenting voices, which is very important for a board.

Tya Ping expressed gratitude toward district staff as well, and excitement for the future to see the impact of the board's new policies.

President Hartmeier-Prigg echoed her fellow board members, and called out the amount of public outreach that was conducted as part of this process, and the collaborative conversations that resulted in policy that is reflective of the board's and community's values.

E. Close Hearing

President Hartmeier-Prigg closed the public hearing.

F. Board Action

Felicita Monteblanco moved that the board of directors approve Resolution 2020-25 Adopting an Updated System Development Charge Methodology; Resolution 2020-26

Adopting the System Development Charge Fee Schedule; and, Resolution 2020-27 Adopting a System Development Charge Capital Project List. Heidi Edwards seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #5 – Audience Time

There was no public testimony received for audience time.

Agenda Item #6 – Board Time

A. Committee Liaisons Updates

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

- The Tualatin Hills Park Foundation will hold a quarterly meeting next week. Discussion is anticipated regarding facilitating holiday giving in the absence of the annual holiday event.
- The most recent Nature & Trails Advisory Committee meeting included continued education regarding the Natural Resources Functional Plan, including the plan's focus on community engagement and habitat management.

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

- Attended the recent virtual Westside Trail Bridge Community Conversation that she found to be inclusive and accessible.
- Attended a Talking Walls committee meeting leading up to the Talking Walls event taking place this Sunday at Greenway Park; she appreciates all of the work that has taken place leading up to this fantastic community event.
- Recognized that Veteran's Day was yesterday and thanked the district's veteran staff for their service.

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

- Provided an overview of the most recent pension committee meeting, noting that discussion topics included: plan asset updates, Individual Account Program spinoff status, investment policy, voluntary account program spinoff status, a fiduciary delegation charter update, and some participant appeals.
- The most recent Parks & Facilities Advisory Committee meeting included a review of the temporary dog run installed at Jackie Husen Park, with the committee recommending that the feature become permanent. The committee also discussed the Bark Day Pawty taking place this Saturday at Ridgewood Park. The committee is interested in exploring this area to locate additional dog runs and hopes to have two recommended sites per year.
- Announced that due to health reasons, she will not be running for reelection to the THPRD Board of Directors this spring, and provided comments regarding the valuable experience this has been for her.

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

- The most recent Programs & Events Advisory Committee meeting included a presentation on the district's fitness programming, and discussion regarding out-of-school programming and the welcoming packet in process.

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

- Thanked district staff for supporting the board during a busy meeting schedule in October.

- Referenced a previous request by the Tualatin Hills Park Foundation to present to the board, noting that January looks likely, and to please keep the board informed as to how they can help amplify the message of the foundation and assist in holiday giving.
- The district is sponsoring a gift card drive in lieu of the annual giving trees and could benefit from board promotion.
- Participated in the recent drive-thru trick-or-treat event in late October, noting that while there were some challenges with traffic, it was a fun event with many happy participants.

Agenda Item #7 – Consent Agenda

Wendy Kroger moved that the board of directors approve consent agenda items (A) Minutes of October 14, 2020 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, and (D) Resolution Authorizing Amendment to the Tualatin Hills Park & Recreation District Retirement Plan Fiduciary Responsibility Delegation Charter. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. General Manager’s Report

General Manager Doug Menke provided a brief update regarding the budget committee application process, noting that nine applications were received for two open positions, which will be reviewed by the board via a scoring matrix process in order to determine next steps. He also provided a brief update regarding a list of board work session topics currently in development, which will kick off in December with the topic of legislative priorities.

District staff provided the following presentations as listed within the General Manager’s Report included within the board of directors’ information packet:

- Park Ambassadors and Park Rangers Update
 - Bruce Barbarasch, Nature & Trails Manager, provided an overview of the activities of the district’s park ambassadors and park rangers, via a PowerPoint presentation, a copy of which was entered into the record.
- Westside Trail Bridge
 - Jeannine Rustad, Planning Manager, provided an update on the Westside Trail Bridge project’s field studies, community engagement and next steps, 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.

Park Ambassadors and Park Rangers Update

Felicita Monteblanco expressed gratitude for the park ambassador volunteers and inquired whether any are bilingual and if there are lessons learned for moving forward with this program.

- ✓ Bruce replied that he is not aware that any of the current park ambassadors are bilingual, but that this would be a desired skill. The program is likely to be reviewed by the district’s new bilingual community engagement ranger in the spring for how best to move forward.

Westside Trail Bridge

Tya Ping inquired whether moving the powerlines is possible to accommodate the bridge.

- ✓ Jeannine replied that this will be one of the options explored.

Tya asked if THPRD will be the owner of the bridge and responsible for its maintenance.

- ✓ Jeannine confirmed this.

Tya suggested that, if the project budget allows, an art component be considered along the walls of the bridge, like a Talking Walls mural.

- ✓ Jeannine confirmed that an art element is being explored for the project.

Tya inquired whether the bridge will be used by any Sunset High School students once the high school boundary changes take effect.

- ✓ Jeannine replied possibly, but that she would double check.

Wendy Kroger asked whether this project is impacted by Metro's transportation bond measure that failed to pass earlier this month.

- ✓ Jeannine replied that it is hard to determine, since it was not certain whether the project would have received any funding if the measure had passed. However, they are seeking out funding from Metro's successful natural areas bond measure in terms of the paths connecting to the bridge, or the bridge itself. Funding conversations with partner agencies have been taking place for a few years now.

Wendy expressed agreement with Tya's suggestion regarding inclusion of an art component, noting that metal artwork would be a good fit, as well.

Heidi Edwards asked district staff to let the board know if their assistance is needed in reaching out to fellow elected officials in order to help secure funding sources.

Felicita Montebianco expressed support for the project, noting that she is pleased with the prioritization of community feedback.

President Hartmeier-Prigg commented on the commuter use expected for this bridge and inquired about the district's practice in lighting such bridges and trails that serve a transportation purpose.

- ✓ Jeannine replied that lighting the bridge will be investigated through the design process. In the past, the district has not installed lighting along trails for several reasons, but would like to explore this in the future specifically for trails that are major transportation routes. Considerations for lighting include being able to accommodate Bonneville Power Administration regulations, sensitivity to lighting trails through natural areas, as well as trails near residential properties. It will take finding a balance. Best practices will be explored for this topic when updating the Trails Functional Plan, as well as through the design work for the bridge. She also noted that conversations with the city and county are ongoing regarding lighting for trails that run parallel to roadways.
- ✓ Felicita expressed appreciation for this discussion around safety and may contemplate submitting an item for the board's Parking Lot in relation to this topic.

Wendy Kroger referenced the Management Report included within the board of directors' information packet and asked if there is an update regarding the Tualatin Valley Trail community engagement process.

- ✓ Jeannine replied that more information will be available next month, noting that district staff will be attending the Washington County Planning Commission's meeting next week where an update on this project will be provided.

Wendy referenced the System Development Charge Report for September 2019 included within the board of directors' information packet and asked for confirmation that SDC collections are under expectations at this point.

- ✓ Jeannine confirmed that SDC collections are lower than anticipated due to the impact the pandemic had on building activities earlier this year. The city and county are reporting that collections have increased somewhat but are still a little lower than anticipated. She will be returning to the board at a future meeting with an updated Five-Year SDC Capital Improvement Program, which will include revised forecasts.

Agenda Item #9 – New Business

A. System Development Charges Administrative Procedures Guide

Jeannine Rustad, Planning Manager, provided an overview of the memo and draft System Development Charges (SDC) Administrative Procedures Guide (APG) 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:

- What is an Administrative Procedures Guide?
 - Procedures for implementation and administration of the district's system development charges for new development within the district
- Key Updates
 - Definitions
 - Accessory dwelling units
 - Single-family & multi-family to reflect tiering consistent with methodology
 - Index to be used for annual adjustment
 - Update non-residential categories for simplification and consistency with current data
 - Affordable Housing Policy
 - Update to Section 7 – SDC credits to reflect lessons learned over last 4 years
- Affordable Housing Policy
 - Make it clear that staff will continue to seek public open space in affordable housing developments
 - Requirements for annual reporting to the board
 - Both number and value on an annual and cumulative basis
 - Requirements for eligibility
 - Reflect board adopted policy on waivers
 - Provide that SDC credits for public improvements be applied before waivers
- Section 7 – SDC Credit Projects
 - Recognizes that the district provides credits beyond what is required in ORS
 - Will make using 3rd party estimators preferred option to avoid disputes over costs
 - Added items such as soft costs for developers and our project management

Jeannine concluded her presentation by noting that district staff will incorporate input from the board received this evening, as well as stakeholders, into a final SDC APG to be brought to the board for consideration of approval in January 2021, and offered to answer any questions the board may have.

Wendy Kroger complimented Jeannine on the development of this helpful guide, and thanked her for inclusion of the items specific to public open space and the annual reporting requirements. She suggested that a definition for Affordable Housing also be included.

President Hartmeier-Prigg complimented the APG as accessible and readable.

General Manager Doug Menke commented that the APG is a tool to further the district's relationships with developers in providing transparency and consistency.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 6:55 pm.

Ashley Hartmeier-Prigg, President

Tya Ping, Secretary

Recording Secretary,
Jessica Collins