



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, January 12, 2022. Executive Session 5:30 pm; Regular Meeting 7 pm.

Present:

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

Agenda Item #1 – Executive Session (A) Personnel (B) Land

President Tya Ping called executive session to order for the following purposes:

- To consider the employment of a public officer, employee, staff member or individual agent;
- 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)(a)(d) and (e).

President Ping 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 Tya Ping on Wednesday, January 12, 2022, at 7 pm.

Agenda Item #3 – Action Resulting from Executive Session

Heidi Edwards moved that the board of directors authorize staff to dedicate right of way and a slope easement in the northwest quadrant of the district for consideration discussed in executive session tonight, subject to the standard due diligence review and approval by the general manager. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:

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|-----------------------------|------------|
| Barbie Minor | Yes |
| Alfredo Moreno | Yes |
| Felicita Monteblanco | Yes |
| Heidi Edwards | Yes |
| Tya Ping | Yes |

The motion was UNANIMOUSLY APPROVED.

Agenda Item #4 – Presentation

A. **Audit Report on Park District Financial Statements and Schedule of Expenditures of Federal Awards for Fiscal Year 2020/21**

Olivia Tsujimura, accounting and budget manager, thanked the district's Audit Committee members for their efforts, 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 park district's financial statements and schedule of expenditures of federal awards for the fiscal year ended June 30, 2021.

Julie provided a brief overview of the audit process and the district's audit results for the year ended June 30, 2021, 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. The district was also subject to its first single audit in relation to the spending of \$4.3 million in Coronavirus Relief Funds, which resulted in an unmodified opinion with no findings. Julie concluded her presentation by noting that the district has applied for the Government Finance Officers Association Certificate of Excellence in Financial Reporting Award, which would be the district's 17th consecutive year for this award. Julie thanked the district's finance staff for helping facilitate the audit process and offered to answer any questions the board may have.

President Ping thanked the district's auditor, Audit Committee, and district staff for their efforts in preparing and presenting another successful audit process this year.

- ✓ General Manager Doug Menke added that this year was unique in that the district's Chief Financial Officer (CFO) position is currently vacant and the district's Finance staff, in particular Olivia and Cindy Hopper, fiscal operations manager, and their respective teams, rose to the occasion. He thanked Julie for her efforts as well and for her willingness to help the district in its hiring process for a new CFO.

Alfredo Moreno moved that the board of directors accept the Audit Report on the park district's Annual Comprehensive Financial Report and Schedule of Expenditures of Federal Awards for the fiscal year ended June 30, 2021. Heidi Edwards seconded the motion. Roll call proceeded as follows:

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|-----------------------------|------------|
| Felicita Monteblanco | Yes |
| Barbie Minor | Yes |
| Heidi Edwards | Yes |
| Alfredo Moreno | Yes |
| Tya Ping | Yes |

The motion was UNANIMOUSLY APPROVED.

Agenda Item #5 – Audience Time

Nisha George, 16822 NW Vetter Drive, Portland, is before the THPRD Board of Directors this evening regarding a proposed gas station development on the southeast corner of NW 185th Ave. and NW West Union Rd. adjacent to THPRD's Rock Creek Greenway. She noted that Washington County has approved this development application, which would result in 52,000 gallons of petroleum being stored within 80 feet of the wetlands in Rock Creek Greenway. Current Washington County land use code for gas stations does not require any additional setbacks from sensitive areas or limits on the size of underground fuel storage tanks. According to the Oregon Department of Environmental Quality, in the last year 3% of the roughly 1,700 underground storage tanks across the state have leaked. At a yearly failure rate of 3%, it is not a question of if, but when, a leak will happen. A spill into the Rock Creek Greenway wetlands would cause irreparable damage to the park and ecosystem that would be costly to clean up. She and a group of neighbors are asking the Washington County Board of Commissioners to pass a land use code update to ban the development of gas stations within 1,500 feet of residences, schools, public parks and playgrounds, hospitals, churches, theaters, public libraries or buildings for public assembly, as well as any wetlands, floodplains, streams, rivers, or environmentally sensitive areas. Many other counties and cities across the country have already passed these code updates. She asked if THPRD is supportive of Washington County adding a setback requirement

to protect public lands from damage caused by gas station leaks. If so, she encouraged the board to submit letters to the Washington County Board of Commissioners to show their support.

President Ping thanked Nisha for her testimony this evening, noting that this is an important topic to the board and that future discussions are anticipated.

- ✓ General Manager Doug Menke confirmed that district staff is also interested in looking into code adjustments and will follow the county's process. THPRD will have an opportunity to comment on the development and can bring it back before the board, as well.

Agenda Item #6 – Board Time

A. Committee Liaisons Updates

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

- Complimented the district's Audit Committee, on which she serves as board liaison, and the district's finance team for a successful audit process.
- She is looking forward to the district's upcoming budget process and welcoming two new Budget Committee members.

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

- Recently forwarded a Washington County Preschool for All Taskforce document to her fellow board members for review.
- Attended the most recent Nature & Trails Advisory Committee meeting, during which officers were elected and a presentation was given on the district's Integrated Pest Management program. The committee is looking forward to welcoming their new members at their next meeting later this month.

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

- Shared appreciation for the district's work with the Five Oaks Museum, for which he also serves as a board member, in hosting a Museo Ambulante exhibition (Walking Museum) at six different park sites.

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

- The next Programs & Events Advisory Committee meeting will take place next week, during which they look forward to welcoming their new members.

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

- Met with Representative Janeen Sollman, along with General Manager Doug Menke, to provide various THRPD-related updates.
- Her family was happy to begin participating in THPRD programs for winter term and she appreciates district staffs' diligence in ensuring participants are masked, especially preschool participants who aren't eligible for vaccinations yet.

Agenda Item #7 – Consent Agenda

Barbie Minor moved that the board of directors approve consent agenda items (A) Minutes of December 8, 2021 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, and (D) Request to Reallocate 2008 Bond Funds. Alfredo Moreno seconded the motion. Roll call proceeded as follows:

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|-----------------------------|------------|
| Heidi Edwards | Yes |
| Felicita Monteblanco | Yes |
| Barbie Minor | Yes |
| Alfredo Moreno | Yes |
| Tya Ping | Yes |

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. 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:

- Language Access Policy
 - Holly Thompson, Communications director, and Jaspreet Chahal, community engagement specialist, shared information about the development of a Language Access Policy to guide the district's efforts in serving English language learners, via a PowerPoint presentation, a copy of which was entered into the record.
- Bridge & Boardwalk Update
 - Bruce Barbarasch, Nature & Trails manager, provided an update on the new boardwalk at the Tualatin Hills Nature Park and a Fanno Creek Greenway bridge, via a PowerPoint presentation, a copy of which was entered into the record.
- Comprehensive Plan Update
 - Aisha Panas, Park Services director, and Jeannine Rustad, Planning manager, presented on the strategic planning efforts underway at the district, via a PowerPoint presentation, a copy of which was entered into the record.

Time was also spent recognizing the departure of Jeannine from the district and the impact of her work at THPRD. Doug and the presenters offered to answer any questions the board may have.

Language Access Policy

Heidi Edwards expressed support for the approach being taken, noting that language access is a topic that both large and small institutions struggle with, and that the district's efforts in this area reflects its values, one of which is being of service to our diverse community.

Felicita Montebianco complimented district staff on these efforts and inquired about language accessibility plans for the district's website, noting that for many it is their first point of contact with the district.

- ✓ Holly explained how such an effort will essentially require a complete update of the district's website. Since our website is built and maintained in-house, traditional translation services used for other websites aren't compatible. District staff has been discussing the timeline for a website redesign, which will be preceded by the Tyler Munis implementation. A website redesign and update could be coupled with the plans for a new registration system to ensure compatibility between the two.

President Ping inquired about any plans to offer programming in languages other than English.

- ✓ Holly replied that we have had some bilingual programs already and that programming staff is always looking to enable and expand such opportunities.

Alfredo Moreno expressed appreciation for this work, noting that he looks forward to seeing the results of the pilot program that will help bridge the gap for languages for which we don't have fluent speakers. Once we build that capacity, word will travel through the community and make the district even more welcoming.

Bridges & Boardwalks

Heidi Edwards complimented district staff on these efforts and the success in leveraging outside funding for such projects.

Comprehensive Plan Update

Heidi Edwards asked how many other park and recreation districts are CAPRA-accredited and whether new district employees are trained on CAPRA.

- ✓ Aisha provided an overview of local and national CAPRA accreditation rates, noting that of the approximately 8,000 park and recreation agencies across the nation, less than 500

are accredited. She noted that orientating new staff about CAPRA is potentially an area for improvement, but that the products of the CAPRA process, such as handbooks, manuals and best practices, are shared with new staff during the onboarding process.

Felicita Monteblanco wondered if there are ways to increase the accessibility of the district's strategic planning documents for our community members.

- ✓ Aisha referenced the importance of storytelling aspects in such documents through pictures and graphics.
- ✓ Jeannine described the vision for the Comprehensive Plan Update being comprised of one-third text, one-third graphics, and one-third images, and how to increase the approachability of such a document.

Agenda Item #9 – New Business

A. South Cooper Mountain Blackbird Farms Park A & B Concept Plans

Gery Keck, Design & Development manager, and Tim Bonnin, senior park planner, provided a detailed overview of the proposed concept plans for Parks A & B at Blackbird Farms in South Cooper Mountain, via a PowerPoint presentation, a copy of which was entered into the record. These two pocket parks would be designed and constructed by Wishcamper Development Partners for system development charge credits with an estimated project cost of \$2.8 million, including trail improvements. District staff have worked closely with Wishcamper's consultant, Otak, Inc., to refine the concept plans and relied on public comment to select the play equipment layouts. Gery and Tim offered to answer any questions the board may have.

Heidi Edwards inquired how community members were notified about the outreach opportunities for these sites.

- ✓ Tim replied that community members were notified by THPRD's website specifically dedicated to development in South Cooper Mountain, and the opportunity for input was also shared with the area's neighborhood association committee.
- ✓ Gery added that it was impressive to receive this amount of public feedback considering that there aren't any homes built in the immediate area, yet.

Heidi agreed and hopes that such participation continues. She suggested opportunities to provide some history about this land, noting that the families in the area used to go to the pumpkin patch and orchards at Blackbird Farms.

Felicita Monteblanco inquired about the accessibility of the grading for the ramp incline at Park A.

- ✓ Tim replied that the play areas and equipment were designed with accessibility in mind, and that the ramp specifically is graded at around 5%, which is under the 8% maximum.

Alfredo Moreno thanked district staff for the creativity that goes into planning these parks, noting that children enjoy interesting and unique parks, such as the nature play elements shown here.

President Ping referenced the two nature play areas proposed for Park B that are designed for children of different ages, but are separated by a nature exploration area. She noted that there is no way for a parent with a younger child and an older child to watch both areas at the same time. She would like to see less separation between the two areas in order to facilitate parents being able to watch both areas at the same time, and to have elements within or nearby each area that children of various ages can enjoy in order to encourage more intermingling and less separation.

Tya inquired whether the picnic tables proposed for Park A would be moveable or fixed.

- ✓ Tim replied that while movable tables were discussed, these are intended to be fixed since there's a high school next to the site and the tables could end up elsewhere outside of the park.

Tya referenced the open space shown for Park A and inquired whether there is a programming reason behind the lack of trees proposed for the area. She commented on the desire for shade at parks and how common it is to see park users congregating under trees at our sites.

- ✓ Tim noted that the size of this open space is actually quite small, but that the area could potentially be used for Fitness in the Park. He described the design efforts that were made to maximize different types of recreational opportunities at both of these park sites, and that Park B has more trees and shade.

Tya asked if a chip trail could be added to the right side of the open space to enable lap walking.

- ✓ Tim replied that the size of the open space, which is approximately that of a tennis court, might not be conducive to walking laps, but that the new trail connections in the area will enable this activity as well as link users to another nature play area outside of the immediate neighborhood. District staff is excited about the connectivity of this area and the variety of recreational opportunities proposed.

Felicita Monteblanco moved that the board of directors approve the preferred concept plans for Park A and Park B located in South Cooper Mountain. Barbie Minor seconded the motion. Roll call proceeded as follows:

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| Heidi Edwards | Yes |
| Alfredo Moreno | Yes |
| Barbie Minor | Yes |
| Felicita Monteblanco | Yes |
| Tya Ping | Yes |

The motion was UNANIMOUSLY APPROVED.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 8:40 pm.

Tya Ping, President

Heidi Edwards, Secretary

Recording Secretary,
Jessica Collins