



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, December 14, 2022. Executive Session 5:30 pm; Regular Meeting 6:30 pm.

Present:

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

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

Executive session was cancelled due to a lack of discussion items.

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 Wednesday, December 14, 2022, at 6:30 pm.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

Agenda Item #4 – Presentations

A. Audit Report on Park District Financial Statements for Fiscal Year 2021/22

Jared Isaksen, Finance Services director, 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 for the fiscal year ended June 30, 2022.

Julie provided a brief overview of the audit process and the district's audit results for the year ended June 30, 2022, 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. This year also marked implementation of the Governmental Accounting Standards Board's Statement No. 87, Leases, which was a challenging item handled well by district staff. The district has applied for the Government Finance Officers Association Certificate of Excellence in Financial Reporting Award, which would be the district's 18th consecutive year for this award. Julie concluded her presentation by thanking district finance staff for helping facilitate the audit process and offered to answer any questions the board may have.

President Monteblanco thanked the district's auditor and staff for another successful audit report.

Barbie Minor moved that the board of directors accept the Audit Report on the park district's Annual Comprehensive Financial Report for the fiscal year ended June 30, 2022.

Tya Ping seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

B. Tualatin Valley Highway Public Transit Improvements

Bernadette Le, Community Affairs Coordinator with TriMet, provided a detailed overview of a Metro-led study for enhanced transit service on Tualatin Valley (TV) Highway, via a PowerPoint presentation, a copy of which was entered into the record. The project will address concept planning and design for public transit improvements on TV Highway and is supporting the creation of a community-led equitable development strategy to counteract gentrification. A preferred alternative is planned for consideration of adoption in summer 2023. At the conclusion of the presentation, Bernadette offered to answer any questions the board may have.

Heidi Edwards inquired whether the project might include additional crosswalk opportunities.

- ✓ Bernadette confirmed that a project goal is to improve safety for people accessing transit, which will include crossing opportunities.

President Montebianco thanked Bernadette for the informative presentation and commented on the board's commitment to safety and access, noting that the board would be happy to help promote opportunities for public feedback on this project.

Agenda Item #5 – Audience Time

There was no public comment received during Audience Time.

Agenda Item #6 – Board Time

A. Committee Liaisons Updates

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

- ✓ The most recent Nature & Trails Advisory Committee meeting included farewells to departing committee members, election of officers, highlights and accomplishments of the committee, Comprehensive Plan update review, and a presentation from Safety Services.

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

- ✓ Promoted the Tualatin Hills Park Foundation's fundraising effort, Splash for Life, with a goal to raise \$75,000 to provide 440 students, ages five to eleven, with free swim lessons.
- ✓ The most recent Parks & Facilities Advisory Committee meeting included farewells to departing committee members and election of officers; he is continually impressed by the committee members' dedication and the thoughtful insight they provide.

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

- ✓ Echoed Alfredo's promotion of the Splash for Life fundraising campaign, noting that participants will also receive a free life jacket; she encouraged her fellow board members to share this important giving opportunity throughout their networks.
- ✓ Attended the most recent Audit Committee meeting and commended Jared Isaksen, Finance Services director, and Julie Fahey, audit partner, for their leadership through the audit process.
- ✓ She has been participating in the Special Districts Association of Oregon's online leadership training for board members which she has found very interesting and would recommend for newer board members in particular as it has been very educational.

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

- ✓ Attended an open house for the Estuary Center, a program serving individuals impacted by autism that is housed within the Garden Home Recreation Center.

Agenda Item #7 – Consent Agenda

Alfredo Moreno moved that the board of directors approve consent agenda items (A) Minutes of October 26, 2022 Board Retreat, (B) Minutes of November 9, 2022 Regular Board Meeting, (C) Monthly Bills, (D) Monthly Financial Statements, (E) Resolution

Amending District Compiled Policies Chapter 4 – Administration, (F) Resolution Approving Service District Initiated Annexation, (G) Addendum to the Employment Agreement for the District General Manager, (H) Broadband Users Group Intergovernmental Agreement Amendment, and (I) Permanent Restroom Additions District-Purchased Materials Contract. Tya Ping seconded the motion. Roll call proceeded as follows:

Barbie Minor	Yes
Heidi Edwards	Abstention due to technical difficulties
Tya Ping	Yes
Alfredo Moreno	Yes
Felicita Monteblanco	Yes

The motion PASSED by MAJORITY vote.

Agenda Item #8 – 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, September and October 2022 meetings. This work has culminated in a draft 2023 Comprehensive Plan provided within the board of director’s information packet. In order to finalize the comp plan, district staff is seeking board feedback this evening on the following three questions:

1. Does the wording and sequencing of comp plan goals, objectives, and guiding principles in draft section III.C and recommendations in draft section IV.B accurately capture the board’s previous feedback?
2. Do the connections made in draft sections I.A-B and IV.B between the 2023 comp plan and future strategic plans provide clarity for how the comp plan will affect future strategic plan priorities and actions?
3. Do you feel the time frames associated with each recommendation in draft section IV.B are appropriate?

Board feedback on these questions will be incorporated into a final 2023 comp plan that staff intend to bring back to the board for consideration in early 2023.

Aisha Panas, Park Services director, and Peter Swinton, urban planner, provided an overview of the comp plan update effort currently underway, via a PowerPoint presentation, a copy of which was entered into the record. Peter described how the board’s previous feedback provided is reflected within the current draft comp plan and invited feedback on the first question referenced above. Does the wording and sequencing of comp plan goals, objectives, and guiding principles accurately capture the board’s previous feedback?

- ✓ President Monteblanco confirmed, noting that she sees three years of board discussions and values reflected throughout the document. She is comfortable with the sequencing proposed if district staff feels that it is realistic and accomplishable.
- ✓ Barbie Minor expressed agreement, adding that she is appreciative of the integration of the board’s discussions into this document and is impressed that it is only the first draft.

Aisha provided background information and invited board feedback regarding the second question referenced above. Does the plan clearly state the relationship between the comp plan and future strategic plans?

- ✓ President Monteblanco referenced the graphic provided on page 10 of the draft document, as well as the graphic shown in the PowerPoint. While visuals do help her understand information, she wonders whether the board members are the right audience to answer this question. She described the challenge in making such in-depth planning documents accessible to the public.
- ✓ Tya Ping expressed agreement, noting that while she loves the plan as drafted and the information within makes sense, the challenge is in wading through the document in order to get to the information needed.
- ✓ Heidi Edwards inquired whether the draft plan has been presented to the district's advisory committees for discussion that could provide a different lens.
 - Aisha confirmed that advisory committee feedback is being sought. She agreed that the average person is not likely going to read through the entire document, but that this wasn't the intent; the intent was to create a beautiful document reflecting a point in time of where THPRD is as an organization and where our organizational values and priorities and community vision is leading us. Whereas, the average person, as well as district staff, will spend more time referring to the Strategic Plan, which will be the more accessible and summarized document in guiding the work of the district over the next three to five years.
 - Peter added that both advisory committees that staff met with this month were asked this same question and the feedback received was that the relationship between the two plans was clear. However, he suggested that perhaps the description in the executive summary could be a little more visual so that people can engage with this information at the front of the document.
- ✓ Barbie referenced the visual on the PowerPoint noting that it is somewhat incomplete as it should also reflect the 20-year life of the comp plan. She likes the idea of incorporating a visual into the executive summary.

Aisha and Peter walked through each of the comp plan's seven goal areas and the associated recommendations and timelines, noting how the board's previous feedback provided is reflected within the current language, and invited board feedback on whether the wording and sequencing of plan recommendations are consistent with the board's values and priorities. Near-term recommendations are intended to be addressed within the next five years, mid-term recommendations within six to ten years, and long-term recommendations in ten or more years.

Goal: Welcoming & Inclusive

Recommendations & Timelines:

- Update community engagement review process to align policy with evolving district methods and industry best practices. (Mid-term)
- Update THPRD's website and registration systems to improve patron experience and agency utilization. (Mid-term)
- Continue to place importance on reflecting our community in our staff, volunteers, and programs, with an emphasis on underrepresented communities. (Ongoing)

President Monteblanco expressed concern regarding the mid-term timeframe for a new district website and registration system. While she understands the huge scope of such a project, she hopes that it can be done sooner than six-to-ten years as it is also a top concern that the district hears about from its patrons.

- ✓ Aisha described how the implementation of the district's financial software system needs to be the top priority for systems within the district, which is why the website and registration system updates are listed as mid-term. Once the financial software system implementation is finished, district staff will have the capacity to move on to the website and registration system updates. However, the timing is flexible and could be sooner than six-to-ten years, but this is our best guess based on the information available at this time.

Tya inquired why updating the district's community engagement review process has a mid-term timeline, noting that the district is constantly conducting community outreach and engagement. Seeing this designated as mid-term rather than near-term or ongoing is confusing.

- ✓ Peter replied that this recommendation was labeled as mid-term since so much work had been recently completed updating these processes, so the next time we'd want to revisit it in a wholesale way would be within the mid-term timeframe. That said, there are going to be best practices that evolve sooner than the six-to-ten-year timeframe and these would not be constrained by this designation.

Tya commented that the way the recommendation is currently framed makes community engagement appear not to be a priority; she wonders if there is a better way to phrase it.

- ✓ Aisha suggested rephrasing it in terms of conducting a periodic review.

Alfredo Moreno commented that while he understands why the timeframe for the website and registration system updates is designated as mid-term, he would like to encourage that this be approached with as much urgency as possible. The user experience of our website and registration systems do not match the user experience of our programs and activities.

- ✓ Aisha provided background information on how the sequencing of recommendations can be impacted as other projects and priorities are completed. She suggested adding a note that this particular item be considered for a near-term designation should such circumstances present themselves.
- ✓ Barbie expressed agreement with Felicita and Alfredo's comments, noting that with the district's website and registration systems being the top issues that the district hears about from its customers, she is concerned regarding the optics of having these listed as a mid-term priority. She would like to hear what tradeoffs the board could consider in order to elevate this priority, while also respecting its tie to the completion of the financial software system implementation. Perhaps the website and registration system projects could be designated as a second phase rather than tying them to the six-to-ten-year timeframe.
- ✓ Heidi referenced all of the work that the district has done in expanding access and providing assistance for the registration system through its Centro de Bienvenida program. She wondered if those efforts could be reflected within the recommendation statement as a way to improve the optics.
- ✓ Holly Thompson, Communications director, expressed appreciation for the board's discussion, noting that the plan is to move immediately to the website and registration system updates as soon as the financial software system implementation is complete, if not before. She acknowledged that while the comp plan is a great indication of where an organization is at that point in time, it doesn't necessarily reflect exactly how the work will occur. Scoping, documentation and preparation work for the website and registration system updates is already happening. The website update will likely be completed in the more near-term timeframe, which sets the stage for the registration system update to be completed in the early mid-term timeframe if all goes as planned. Regarding the community engagement process recommendation, this is speaking more to the formal policy-driven way that dictates our outreach for new park development, but there is also a lot of non-policy-directed community engagement done every day across the district to increase access to district programs. She supports the mid-term designation for this recommendation as the district has already done an exemplary job of updating its formal practices for new park development and land acquisition engagement and it likely won't need a formal update for some time. District staff is always trying new outreach strategies and improving upon its community engagement practices.

Tya referenced the board's budget priority of "Investing in our Employees and Technology" noting that one of the drivers behind that priority was to move forward with a website and registration system update, but it feels as if we're no closer now than we were three years ago. However, it is helpful to hear that there is some progress being made in the background in order to set the

district up as best as possible to move forward once the financial software is implemented. She wondered if that progress should be referenced within the recommendation statement in order to reflect that work is being done on such an important item.

- ✓ General Manager Doug Menke acknowledged that the realities of going through the pandemic over the past three years has unquestionably caused the timeline to slip. District staff is highly motivated to move forward on the website and registration system updates, but the financial software implementation needs to be completed first.
- ✓ Felicity expressed agreement, noting that it's important to keep in mind that documents like these can lack nuance.
- ✓ Peter suggested that a write-up proceeding the goals and recommendations tables could include some of the nuance being discussed this evening.
- ✓ Aisha described that there will also be, at minimum, an annual reporting mechanism to the board regarding the progress being made on implementing the Strategic Plan that could help inform the board's values and priorities discussion and the district's budget process, as well as influence the recommendations' designated timeframes.

Goal: Play for Everyone

Recommendations & Timelines:

- Ensure the district's selected level of service methodology measures factors relevant to comprehensive plan goals. (Long-term)
- Assess program service determinants and service assessment processes through an update of the Programs Functional Plan. (Near-term)
- Use relevant play, nature education, sports, and fitness trends to assess and prioritize developing new programs, classes, and camps. (Ongoing)

The board expressed agreement with the recommendations and timelines as presented.

Goal: Accessible & Safe

Recommendations & Timelines:

- Fund and allocate staff resources to review district functional plans on a periodic basis. (Mid-term)
- Develop a Facilities Functional Plan that incorporates current and future facility needs to align with capital planning processes. (Near-term)
- Develop a park amenities standards analysis to align physical assets with the capital planning program, accounting for asset condition, geographic distribution, and community recreation preferences. (Near-term)

The board expressed agreement with the recommendations and timelines as presented.

Goal: Environmental Stewardship

Recommendations & Timelines:

- Revise land management and disposition policies and procedures in alignment with best practices and district values. (Mid-term)
- Update Parks Functional Plan to reflect site development criteria that prioritizes protecting high-functioning natural areas and habitat. (Mid-term)
- Complete Climate Action Plan and implement climate resiliency practices. (Near-term)

Tya commented that during the Nature & Trails Advisory Committee's discussion of this goal, the terminology of Environmental Stewardship came into question as seeming limited to just taking care of what the district already has and not necessarily investing more or climate resiliency.

- ✓ Aisha explained that when the district talks about protecting natural areas, that often means acquiring more natural areas and that district staff certainly doesn't see the term as

limiting to only taking care of current assets. She described the continuous efforts of staff in evaluating natural areas for acquisition, noting that a future bond measure would likely not be successful without including natural area protection and acquisition, which was a big component of the district's previous bond measure, as well.

Goal: Diversity, Equity, Inclusion & Access

Recommendations & Timelines:

- Using industry best practices, develop a community-led equity decision-making framework and assess all district processes to ensure the resulting outcomes & resource allocation are compatible with THPRD values. (Near-term)
- Continue investing in training opportunities for all district staff to enhance DEIA efforts and engagement with the community. (Ongoing)

Barbie commented that she would like to see expanded language pertaining to enhancing DEIA "efforts" noting that referencing education and commitment might help further clarify the intent of this recommendation.

- ✓ Peter confirmed that additional language would be considered in order to include more specificity while also retaining flexibility to allow the district to adapt to the changing environment over the coming years.

Goal: Technology & Innovation

Recommendations & Timelines:

- Establish processes to centralize district asset property data and identify a future asset management solution. (Long-term)
- Develop infrastructure for data-driven and forward-looking decision making to improve and evolve service delivery, community engagement, customer experience, and asset management to support innovation. (Mid-term)

The board expressed agreement with the recommendations and timelines as presented.

Goal: Financial Sustainability

Recommendations & Timelines

- Review and align long-term park, trail, facility, and natural resource development funding strategies and grant planning processes. (Mid-term)
- Design budgetary and administrative process to facilitate development of district strategic plans. (Mid-term)
- Create process to align departmental performance measures with district values and guiding documents. (Mid-term)
- Develop strategies to monitor existing revenue streams and identify and develop future revenue streams to fund comprehensive plan goals and actions. (Near-term)
- Review and update the district's resource allocation model. (Near-term)

Tya asked for additional information regarding how these recommendations will complement each other and suggested that language be added to the recommendation to develop strategies to monitor existing revenue streams that would denote action.

- ✓ Aisha provided additional information regarding the holistic look the district will be embarking upon of its financials and how many of the recommendations throughout the comp plan will speak to that effort in a variety of ways.

President Monteblanco commented that she is looking forward to seeing the evolution of the district's resource allocation model. She complimented the draft comp plan noting that the board is excited to see this beautiful plan come to fruition and thanked district staff for their hard work.

Aisha concluded this evening's presentation by providing an overview of the project timeline, acknowledging the staff that have headed up this effort. An update on the Strategic Plan will be provided at the board's January meeting and in February, staff will bring a final version of the 2023 Comprehensive Plan to the board for consideration of adoption.

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
 - Emily Kent, Sports & Inclusion manager, and Kristin Smith, Recreation manager, provided a fall and winter registration recap, including highlights of camps, classes, special events, and youth and adult sports leagues, 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.

President Montebianco complimented the efforts of district staff and recognized the district's Centro de Bienvenida program, noting that it keeps getting better and better.

Agenda Item #9 – New Business

A. Park Development

Aisha Panas, Park Services director, introduced Gery Keck, Planning manager, and Tim Bonnin, interim Design & Development manager, to provide an overview of the district's park development strategy, including a comprehensive review of the phases and key principles of development that deliver high-quality parks and trails to the community. Staff will also share opportunities for code amendments that could help improve the delivery of parks and trails.

Gery and Tim provided an overview of the district's park development strategy via a PowerPoint presentation, a copy of which was entered into the record, and which included the following:

- Overview of the Park Services Division
- Types of Development Projects
- Prioritization
 - Vision Action Plan
 - Functional Plans
 - Five-year Capital Improvement Plan
- Development Timeline
- Common Challenges
 - Land Use Development Codes
 - Building Permits
- Adapting to Today's Environment
 - Construction Realities
 - Finding Efficiencies
- Working with Partners
 - City of Beaverton
 - Washington County
 - Clean Water Services
- Park Development Opportunities
 - Collaborate with the City of Beaverton to:
 - Allow land use approval for new or existing parks to stay within Type I or II
 - Allow smaller improvements to go through a simpler process
 - Recognize dog parks and runs as allowable and a common park amenity
 - Re-evaluate city code for residential zones
 - Continue to evaluate procurement, bidding, and contracting process to shorten project timelines and support MWESB opportunities

Gery and Tim welcomed feedback from the board on the proposed code amendment topics as presented and offered to answer any questions the board may have.

Barbie Minor expressed support for the code amendment recommendations, especially those pertaining to dog parks within the City of Beaverton. She offered the board's assistance in engaging with our partners at the city to help move forward on this topic.

- ✓ President Monteblanco expressed agreement with Barbie's comments and acknowledged the need for additional dog parks, noting that the board is ready to engage.

B. Resolution Appointing Advisory Committee Members

Holly Thompson, Communications director, provided a brief overview of the memo included within the board of directors' information packet, noting that board appointment of 15 advisory committee members is being requested this evening to fill vacancies on the Nature & Trails, Parks & Facilities, and Programs & Events advisory committees. She noted that 48 applications were received this year and provided an overview of the public outreach conducted to increase awareness throughout the community of these volunteer opportunities. Applicants who were not selected for appointment have been contacted regarding other volunteer opportunities with THPRD. Holly offered to answer any questions the board may have.

President Monteblanco thanked district staff for their thoughtful work in promoting these important volunteer opportunities.

Heidi Edwards commented that she is happy to see so many people interested in serving their community and is also glad to hear that district staff is reaching out to those not selected since volunteer service is so critical to the work done by THPRD.

Heidi Edwards moved that the board of directors approve Resolution 2022-15 appointing advisory committee members. Barbie Minor seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

C. Resolution Appointing Budget Committee Members

There are two open positions on the district's budget committee. Notice of the vacancies was published and applications were accepted September 15 to October 24. Twelve applications were received. President Monteblanco directed each board member to individually review and rank the applications received to determine whether interviews should be conducted. A subcommittee comprised of two board members, Felicita Monteblanco and Barbie Minor, along with assistance from General Manager Doug Menke and Finance Services Director Jared Isaksen, conducted four interviews in early December.

President Monteblanco thanked the board members for reviewing the applications received and provided a brief overview of the interview process, noting a desire for balance on the budget committee of technical expertise and user perspective. The two recommended candidates, Carolyn Uy and Jonathan Cascino, stood out for their thoughtful responses and questions, as well as their passion for THPRD.

Tya Ping moved that the board of directors approve Resolution 2022-16 appointing Carolyn Uy and Jonathan Cascino to the THPRD Budget Committee, each for a term of three years. Alfredo Moreno seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 8:30 pm.

Felicita Monteblanco, President

Barbie Minor, Secretary

Recording Secretary,
Jessica Collins