



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 on Wednesday, November 13, 2024, at the Tualatin Valley Water District Headquarters, 1850 SW 170th Avenue, Beaverton, Oregon. Work Session 5:30 pm; Executive Session 6:30 pm; Regular Meeting 7:30 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 – Work Session

A. Art in Parks

A Work Session of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Barbie Minor on Wednesday, November 13, 2024, at 5:30 pm.

At the December 2023 board meeting, staff provided an overview regarding art within park district sites. During that meeting, board members were asked for input on potential policy elements that would relate to incorporating art into more park projects as well as the desired size and scale of art installations. During this evening's work session, staff will share recommendations for the board's consideration and seek additional input on developing an art strategy and associated implementation guidelines.

Deputy General Manager Aisha Panas provided a PowerPoint presentation, a copy of which was entered into the record. The first portion of the presentation showed the current distribution of art across the district, as well as pictures of some of the district's existing art in parks and examples from other areas. The following recommendations were offered regarding art in parks:

- Develop an art strategy, not an art policy
 - Establishes "where, when, and what" for art in parks
- Reference strategy in the functional plans
 - New parks/facilities/sites will include artistic installations or elements
 - Find opportunities to incorporate art into existing parks
- Strategy to include:
 - Selection process
 - Longevity and care of art
 - Decommissioning of art

At the conclusion of this portion of the presentation, Aisha offered the following questions for the board's consideration:

- Will an art strategy that's referenced in the district's functional plans address the board's interests?
- Does the forward-looking and backward-looking approach meet the board's needs?
- Should staff focus their work in another direction?

Felicita Montebalanco suggested that the district look to some of our local agency partners for ideas and inspiration around this work, such as the City of Beaverton's painted garbage cans. She noted that art doesn't need to be a large installation in order to be impactful and appreciates the wide scope of possibilities that district staff is using to approach this work. She wondered if there are others that the district could partner with, such as the Beaverton Arts Council, and commented on the extent of wall space the district has available for possibilities. She appreciates how well dispersed the district's existing art is and ponders giving more art to park-deficient areas. She also believes that this is a great opportunity to work with MWESB and artists of color during the selection process.

Alfredo Moreno commented that this is essential work and that he supports embedding it into the functional plans. He described his vision of art that reflects the community around it and the ways in which it can also reflect the district's values, and the opportunity for art to breathe new life into an existing park in a way that's impactful without having to update all the amenities. He added that interpretive signage is also key and that he would love to see more of this that explains the intent behind the art. He suggested giving people a tool to find out where all the art is within the district so that they can visit it. In terms of funding, he supports designating funds for art in parks, both existing and new, and relying on staff to determine where the best opportunities are for impact versus making it mandatory for every site.

Miles Palacios loves that staff is considering both indoor art as well as outdoor. When he thinks about the district's values and how it operates, he thinks about play and recreation as well as interaction and education opportunities. He loves the idea of play structures that convey interaction for young people and having a park that feels alive in its own sense by working art into a space centered on recreation. He also appreciates exploring opportunities at existing sites as well as new ones, and the possibility that all the different spaces within the district can have some form of integration of art. He suggested having an art walk video on our website that showcases all the art within the district to spread awareness of what is available.

Tya Ping commented that she likes this strategy more than simply dedicating a 1% budget for art in projects since the strategy provides an opportunity to look at existing sites, as well. She described the need for features in parks that help establish the site's identity and spark imagination, especially interactive elements. Other ideas include story walks along trails and a parks passport to encourage people to visit different areas. Working with the Tualatin Hills Park Foundation on different memorial benches could also be an opportunity, such as swinging benches or a catalog of various amenities that can be selected as memorials rather than being limited to benches. In terms of indoor art, she described how art that the children in our programs make could be hung in the centers' hallways, which would not only provide an art element, but promote the various classes available.

President Minor recapped the board's discussion thus far as being supportive of a strategy in that it provides more flexibility and nuance versus a policy and supportive of both a forward-looking and backward-looking approach. The way in which the district is now using community engagement and feedback in the development of park sites has created parks with more voices and nuances represented and art can be an accessible way to bring life to a current park, as well, whether that's a talking wall or interactive feature with both form and function. Art provides a wonderful path to learning, and through interpretive signage and placemaking there is an opportunity to teach and to learn and stay connected to the educational piece of the "why."

Deputy General Manager Aisha Panas continued the PowerPoint presentation, moving on to the second portion of the presentation showing pictures of some of the district's existing interpretive signage and examples from other areas. The following recommendations were offered regarding interpretive signage:

- Establish a flexible approach based on site conditions and circumstances
- Storytelling and interpretation can highlight:
 - Indigenous people who inhabited the area
 - Historic, cultural, and natural information
 - Property donors
 - Innovative development process
 - Community support and advocacy for the site
- Post draft interpretive signage in park kiosks and solicit input from community members before finalizing

At the conclusion of this portion of the presentation, Aisha offered the following questions for the board's consideration:

- Should THPRD have a district standard or best management practices for interpretive signage?
- Should signage be customized for each location?
- Are we missing anything that could be the basis for interpretation at a site?

Tya Ping loves all the thought being put into this and suggested considering the height of signage in order to encourage interaction with children. She described signage at the zoo that integrates different senses, like sound and touch. She would prefer not to have a standard at this point since the district is still learning about what works best and in order to give staff the ability to try new and different things; however, wayfinding signage should be consistent.

Felicita Montebianco commented that she would like to see interpretive signage that is instantly recognizable as being THPRD and noted the need to consider accessibility in terms of font size and background color. She suggested consideration be given to highlighting people, families or companies that had a powerful impact on the community, even if they don't have the ability to donate property.

Miles Palacios noted that, for branding's sake he likes having a district standard, but also wants the signage to be engaging and fun. With that being said, there should be some flexibility, especially for culturally significant signage and spaces to make sure we're doing our best to represent those communities as they desire to be represented. He also likes Tya's suggestion around interactive, multi-sensory signage.

Alfredo Moreno stated that he is more supportive of having best management practices rather than a standard in order to enable some flexibility and described how placemaking stories and memorable creative should be the end goal for interpretive signage, with the logo being the anchor to identifying the sign as THPRD. Although this approach can add complexity in ensuring that all needs are being met, such as those around accessibility. Regarding a basis for interpretation, when appropriate he would add consideration of whether there is a surrounding immediate neighborhood story worth telling. He described Tigard's Heritage Trail as being a great example of contracting with an outside source to help the local government agency tell a story.

President Minor agreed that while having a standard is good, she also agrees that having some flexibility makes sense, as well. She described how best management practices could center the discussion around what the goals are for the signage, including access, ability and language, and the best ways in which to get to that outcome, which is a different approach than a brand standard. She added that the district wouldn't need to start with something new every time; there could be templates available for the various common situations, such as donor recognition or placemaking, which would have different objectives behind the need for the sign. She concluded that it is all about being intentional around looking at the larger story and determining the purpose and meaning behind the signage.

B. Elections Roles & Responsibilities

Holly Thompson, Communications director, introduced this evening's work session topic as an opportunity to look both forward and backward in terms of elections roles and responsibilities and the lessons learned through the district's recent levy effort in May 2024. She provided a detailed overview of the first attachment included within the board of director's information packet titled *Future Bond Measure or Levy Planning – Role of Staff and Board Members* and invited board comments on the following two questions in relation to the recent levy effort:

- What went well, what did you learn, or what do you want to highlight as a success from our May levy experience?
- What are some lessons we learned that we may want to consider doing differently in future levy/bond efforts?

Holly kicked off the discussion by providing her thoughts on these two questions and then invited the board members' comments.

What went well, what did you learn, or what do you want to highlight as a success from our May levy experience?

- Miles Palacios complimented the public information and community education campaign, including staff's efforts on getting out the neutral information and the easy-to-understand mailers. He was also happy with the support shown from fellow community leaders, noting the voters' pamphlet as an example. In the future, he would like the board to consider how to organize voters' pamphlet submissions more strategically.
- Felicita Montebalanco described the benefit of the district's strong reputation within the community and also appreciated the task force and how they candidly informed the board and created buy-in. However, the board barely scratched the surface in terms of their roles and the things they are able to do that staff cannot, such as door knocking, fundraise, and form a PAC, and the district's partner agencies are a great resource to help guide these efforts. She described how board involvement benefits not just the levy effort but provides an opportunity to build relationships with their peers and the community at large in hearing about what matters to them most, which can then inform other areas, like policy decisions. She noted that there is a lot more that the board can do during the next election, with the caveat of being within the capacity for a volunteer board.
- Alfredo Moreno noted that, from the perspective of being board president during this time, he was happy to see the board and staff working together and seeing staff in the centers passing out informational fliers. He described the beneficial combination of a strong informational campaign along with the board's advocacy efforts, noting that the board's past relationship building work translated into endorsements and public support without a lot of lobbying, even from organizations that may have otherwise been opposed.
- Tya Ping expressed gratitude for the work of the task force, adding that their input made her feel better about moving forward with the ask since the recommendation was coming from an outside perspective. She was impressed by the level of community engagement, adding that most of the people she spoke to about the levy were already aware of it.
- President Minor commented on the amount of signage all around the area regarding the district's levy, which started conversations organically and also presented a learning opportunity around the distinction between informational signage and advocacy signage. She had never participated in something like this before, so the learning curve was throughout, and she is excited to learn more in order to better prepare for next time. She appreciated that the timeline allowed for adequate research and discussion prior to the board deciding whether to move forward with a levy request, especially with regards to the efforts of the task force whose perspectives shared were a huge success.
- Holly thanked two community members in particular, Maureen Foster and Connie Harris, who initially vehemently disagreed with the district's levy request, but after learning more, became two of our biggest supporters.

What are some lessons we learned that we may want to consider doing differently in future levy/bond efforts?

- Alfredo Moreno stated that, as board president at the time, he felt very unprepared, adding that there wasn't a play sheet to guide the board through this process and although a grassroots effort did emerge, it felt like the board was scrambling most of the time. His overarching question is, given that board members change over time, how does this collective knowledge carry forward through time to inform new members of their roles and responsibilities in elections? Additionally, he described how the district can begin storytelling the services provided and how tax dollars are being used well in advance of the next funding ask in order to begin building that value around the impacts of the taxpayers' investments.
- Felicita Montebianco offered that there will be opportunities for the board members to learn from and engage with Washington County's upcoming library and public safety levy requests.
- Tya Ping expressed agreement with Alfredo's comments around the need for a play sheet from which the board could work on distributing tasks amongst each other. She is happy to have more time to prepare for the bond request since she felt that they were rushed for the levy request. She expressed agreement with Alfredo's comments around storytelling, noting that the bond renewal informational effort can show exactly what was provided in past bonds and what the upcoming bond would do.
- Miles Palacios commented on the need to leverage more of the relationships the district has within the community and with other elected officials.
- President Minor described the hindsight in understanding now that once the board votes to move forward with the levy, their roles come into play in terms of specific advocacy work the board can take on versus the limitations of staff toward educational-only work. For future efforts, she would like to see clear deadlines noted for things like the voters' pamphlet and suggests that the board starts the work of seeking endorsements well in advance. She would also be in favor of exploring and understanding what it means to form a PAC. Lastly, she expressed the need to be mindful of staff augmentation as the work that comes along with elections is on top of staff's existing workloads.

General Manager Doug Menke described relying upon the science behind this work and the reality that a yes vote in the range of almost 57% is outstanding, but there are still some things the district could do better. He expressed appreciation for President Minor's comments regarding staff workloads, noting that several staff took on other duties to help keep Holly focused on the levy effort and it was still a major lift in the end. He is very proud of the district and the board, whose message via the task force was that, as representatives of the public, moving forward with a levy ask was the right thing to do.

Holly expressed gratitude to the board for the discussion this evening, noting that it has been incredibly helpful to her and that she will work on creating a play sheet outline for the board identifying key tasks. Typically, the board would designate a specific board member as the point person for assigning those tasks to be evenly distributed and coordinated. The play sheet will be created and provided to the board prior to voting on moving forward with the next measure, after which the majority of those tasks begin to need attention and to move forward.

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

President Barbie Minor called executive session to order for the following purposes:

- To conduct deliberations with persons designated by the governing body to negotiate real property transactions; 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.

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

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 #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 Barbie Minor on Wednesday, November 13, 2024, at 7:30 pm.

Agenda Item #4 – Action Resulting from Executive Session

Alfredo Moreno moved that the board of directors authorize the sale of land in the SE quadrant of the district for the price discussed in executive session, subject to the standard due diligence review and approval by the general manager or designee. Miles Palacios seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Alfredo Moreno moved that the board of directors authorize the acquisition of land in the NW quadrant of the district for the price discussed in executive session, subject to the standard due diligence review and approval by the general manager or designee. Tya Ping seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #5 – Proclamation: National Native American Heritage Month

President Minor welcomed two guests in attendance this evening, Brandon Culbertson and Tana Atchley Culbertson, to share with the board in reading the National Native American Heritage Month proclamation, on which they collaborated with the district.

Brandon and Tana provided comments on their backgrounds and the impact THPRD has had on their lives. Brandon is a lifelong community member and dedicated advocate for local parks and educational programs and is an associate member of the Northern Arapaho Tribe and of the Assiniboine and Sioux Tribes of the Fort Peck Reservation. Tana is a proud member of the Klamath Tribes and has called the Portland Metro area her home since 2005; she and her family find joy in exploring the outdoors and treasuring THPRD’s abundant parks and natural areas.

Brandon and Tana took turns reading the proclamation along with President Minor and Secretary Moreno, after which President Minor thanked Brandon and Tana for sharing their time with the district this evening.

Agenda Item #6 – Public Hearing: Resolution Amending Fiscal Year 2024/25 Budget

A. Open Hearing

President Minor opened the public hearing for consideration of amending the Fiscal Year 2024/25 Budget.

B. Staff Report

Jared Isaksen, Finance Director, provided a brief overview of the memo included within the board of directors’ information packet, noting that this budget amendment would appropriate funds to be received in the amount of \$21,128,446 in order to receive and spend grant funds and execute a facility sale and purchase.

C. Public Comment

There was no public comment.

D. Board Discussion

There was no board discussion.

E. Close Hearing

President Minor closed the public hearing.

F. Board Action

Tya Ping moved that the board of directors approve Resolution 2024-18 amending the FY 2024/25 budget and appropriating grant and other funds in the amount of \$21,128,446.

Miles Palacios seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #7 – Audience Time

There was no public testimony during Audience Time.

Agenda Item #8 – Board Time

A. Committee Liaisons Updates

Alfredo Moreno provided the following updates and comments:

- ✓ Was proud to say a few words and hand out medals at a Special Olympics ceremony held at the Howard M. Terpenning Recreation Complex on November 3 and expressed gratitude to the district staff who made that event a success.
- ✓ Thanked Brandon Culbertson and Tana Atchley Culbertson for being here this evening to participate in reading this month’s proclamation and for sharing their backgrounds. To be able to know people with different lived experiences within our communities is among the best ways to celebrate all of our community members, in this particular case that of our Native American and Indigenous friends, and uplift them.
- ✓ In recognition of Veterans Day, expressed gratitude to all our community members, including Brandon, who have served.

Felicita Montebianco provided the following updates and comments:

- ✓ Expressed gratitude to Alfredo for his thoughtful comments and thanked district staff who have served, as well.
- ✓ Along with General Manager Doug Menke, met with Washington County Commissioner elect Jason Snyder for a wonderful conversation around shared values and goals.

Miles Palacios provided the following updates and comments:

- ✓ Expressed gratitude for the board’s recent retreat and the opportunity it provided to come together to talk about the district’s values. He is excited about the future and next steps pertaining to how these values are represented in the district’s work.

- ✓ In connection to Veterans Day, he referenced his grandfather's recent passing who was a WWII veteran, noting that he is mindful of the role that so many have played in protecting and serving the community and that he is grateful for their service.

Tya Ping expressed gratitude to Miles for his thoughtful comments.

President Minor provided the following updates and comments:

- ✓ Attended the recent Joint Advisory Committees meeting and was excited to see projects continuing to move forward, including some utilizing the district's Challenge Grant funds, which has sparked interest in other areas of the district, as well. She also expressed gratitude for the level of interest and support from our community members interested in serving on the district's advisory committees.
- ✓ Acknowledged last week's national election results and expressed gratitude for the work being done by the district around its values, including leading with equity and ensuring that we're creating a space that is welcoming, accessible and inclusive for all. She acknowledged that there are communities that are fearful and concerned about what spaces may or may not be safe for them, and that she is grateful that the board and district are committed to ensuring that everyone can feel safe and welcome at THPRD.

Agenda Item #9 – Consent Agenda

Felicita Monteblanco moved that the board of directors approve consent agenda items (A) Minutes of September 11, 2024 Regular Board Meeting, (B) Minutes of October 9, 2024 Regular Board Meeting, (C) Board Values & FY 2025/26 Budget Priorities, (D) Resolution Authorizing Metro Regional Flexible Funding Allocation Grant Application for Westside Trail, (E) Resolution Authorizing Issuance of Interfund Loan, and (F) Resolution Approving Service District Initiated Annexation. Tya Ping seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #9 – 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:

- THPRD Staff Updates Following National and State Park and Recreation Conferences
 - Deputy General Manager Aisha Panas provided highlights from staff sessions presented at both the National Recreation and Park Association (NRPA) and Oregon Recreation & Park Association (ORPA) annual conferences in October 2024, via a PowerPoint presentation, a copy of which was entered into the record. Sabrina Taylor Schmitt, Recreation & Aquatic director, and Julie Rocha, Sports & Inclusion director, also shared information regarding the acknowledgments and awards presented to THPRD staff during the ORPA conference.
- Diversify Internship Program Recap
 - Myles Hamlett, fitness program aide II, McKenzie Miller, administrative specialist, and Salma Solano-Ramirez, Diversify program support, presented a detailed overview of the Diversify Internship Program, highlighting its goals, intern projects, and overall impact, 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.

THPRD Staff Updates Following National and State Park and Recreation Conferences

The board members offered congratulatory remarks and expressions of gratitude to district staff, such as that they are not just good at their jobs, but leaders in their field, and that these efforts are great examples of the quality of staff funded via the district's tax dollars for a park and recreation agency that is one of the premier organizations of its kind in the country and that as this knowledge is shared with other park departments, they can better serve their communities, as well.

Diversify Internship Program Recap

Tya Ping expressed gratitude for the community and staff who share the values of the board, noting that it makes the board's job easy when staff has such a great pulse on what the community wants. She described how being a leader is the best way to impact the most people and that she commends the district for having so many leaders across so many levels of the organization and for bringing in other organizations through sharing our knowledge. A great quality of leadership is not just being the best at what you do but creating more leaders to do more great work.

Miles Palacios stated that this is an incredible program and described how the investment made by the district into the lives of their interns continues forward via the investment the interns are making into the district as employees or through sharing that investment with other areas of the community.

Felicita Monteblanco described the program as amazing, profound and thoughtful. She is appreciative and aware that so much of these efforts are in addition to normal job duties and expressed gratitude to the district's leadership for supporting this work.

Alfredo Moreno commented that these kinds of programs are trailblazing and are the type of work that put the wind in the board's sails and that they're proud to support it. He expressed gratitude for every person involved, including the interns' mentors, and described the positive impact this type of program has as it is carried forward not just within the district, but throughout the community as a whole.

President Minor inquired how Salma and Myles found out about the Diversify program.

- ✓ Salma and Myles both replied that they found out about the program through a Google search and described their individual paths toward participation in the program.

President Minor referenced the statistics around access to internships based on race/ethnicity, noting that the real, lived experiences can't be denied, and that she particularly appreciates the phrase used in reference to people "whose journeys have been impacted by identity." She commended this approach to dismantling systemic systems and creating opportunities to be welcoming through a lens of what a potential career in parks and recreation could look like. She expressed gratitude to the interns for their willingness to step into learning something new and for sharing their experiences with the board this evening. She hopes that the Diversify program is able to expand and evolve as more become aware of the opportunity.

General Manager Doug Menke acknowledged the leadership and support from the board that brings these types of programs to fruition, noting that when the board sets their values and priorities, that gives staff the ability to move forward with confidence that it is the right thing to do and that they have the board's support.

Agenda Item #11 – Adjourn

There being no further business, the meeting was adjourned at 8:35 pm.

Barbie Minor, President

Alfredo Moreno, Secretary

Recording Secretary,
Jessica Collins