



**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 on Tuesday, December 10, 2019, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Work Session 4:30 pm; Executive Session 6 pm; Regular Meeting 7 pm.

Present:

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

**Agenda Item #1 – Work Session: System Development Charge Methodology Update – Policy Framework**

A Work Session of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Felicita Montebianco on Tuesday, December 10, 2019, at 4:30 pm.

Jeannine Rustad, Planning Manager, and Deb Galardi, Principal with Galardi Rothstein Group, the district’s System Development Charge (SDC) Methodology Update consultant, provided a detailed PowerPoint presentation, a copy of which was entered into the record, regarding potential options and data availability for creating the SDC policy framework for the following issues:

1. Residential SDC Scaling Options
  - a. Options for scaling SDC fees (square footage vs. number of bedrooms)
  - b. Application to type of housing (single family, multifamily)
2. Affordable Housing Incentives
  - a. SDC credit incentives for public improvements
  - b. Waivers for income qualified housing
3. SDC-funded level of service (LOS)
  - a. Planned vs. actual LOS
  - b. Inclusion of recreation facilities in SDCs

White papers on each of these three topics were provided to the board, copies of which were entered into the record. The policy framework discussed this evening will guide the update of the district’s SDC methodology, to be undertaken between January and August 2020.

Residential SDC Scaling Options

- Average occupancy linked to house size
  - Number of bedrooms and area of unit (square footage)
  - Data availability differs by unit type (single family and multifamily)
- Considerations

- Potentially revenue neutral
- Additional administrative requirements
- Bedrooms vs. square footage
  - Impact on family housing (fee higher for more bedrooms)
  - Bedroom definition
  - How to handle remodels/additions

Jeannine and Deb inquired whether there is interest by the board in pursuing development of scaling options and if there is a preference in terms of using bedrooms or square footage or seeing the data for both.

Board comments and discussion on this topic included the following:

- Affordable housing providers have identified a need for housing with zero to one bedrooms due to the number of single houseless individuals.
- The need for sufficient definitions and details in terms of how a bedroom is defined and the potential administrative burden in checking records for additional square footage added via renovations and additions.
- A desire for simplicity and equitability in administering the chosen method.
- Concern regarding a lack of district-specific data available for multifamily housing.
- Board support for exploring the option of scaling SDC fees for single family residences based on square footage, but not for multifamily; however, the board would like to see the data for that option, as well.
- Lack of board support regarding pursuing additional SDC fees owed due to square footage added via renovations and additions because of the administrative impact.

#### Affordable Housing Incentives

- Credits
  - Oregon SDC law requires some credits
  - Additional credits can be offered as incentive
  - Considerations
    - No reduction in LOS for credits as district receives public improvements
    - Credits in excess of legal requirements can be at district's discretion
    - Current policy provides flexibility
- Waivers
  - Typical eligibility criteria
    - Income: 60-80% of Area Median Income (AMI)
    - Years affordable: 20-30 years is typical
    - Exemption: Generally 100%, but could be scaled
  - Typical limitations
    - Number of units (annually or specified period of time)
    - Financial limit
    - Other conditions, such as district financial thresholds
  - Potential financial impacts
    - Based on number of multifamily affordable housing units estimated by City of Beaverton and Washington County over next five to seven years:
      - 100% waiver: \$6.6 million
      - Scaled waivers: \$4.05 million

Jeannine and Deb inquired whether there is interest by the board in pursuing the development of waiver options.

Board comments and discussion on this topic included the following:

- Any waivers would represent actual SDC funding forgone by the district.

- Affordable housing is typically multifamily so would not be affected by the district's scaling of SDC rates for single family residences.
- Some affordable housing providers have identified those with AMIs of between 30-60% and 0-30% as having the greatest unmet need. Board support was expressed for offering waivers only for housing serving those with AMIs at 60% or lower.
- Whether limiting waivers to nonprofit affordable housing providers is legally defensible and in the best interest of the community. There was agreement to continue additional research on this topic through conversations with affordable housing providers.
- The need to have conversations with other partner agencies, such as the City of Beaverton and Washington County, regarding the ways in which they are supporting affordable housing, as it is a community-wide issue requiring everyone's participation.
- Board support for the establishment of a cap for fee waivers, taking into consideration a commitment to keeping the district's overall LOS and quality of services intact. The rolling cap could be for three to five years and updated each year.
- Board support for scaling fee waivers in relation to AMI, such as a 100% waiver for housing serving those with AMIs of 30% and under, and a 50% waiver for AMIs of between 30-60%.
- The need to better understand the market of affordable housing in relation to the AMI ranges served, including concerns regarding the longevity of housing serving those with under 30% AMI.
- A suggestion to limit waivers initially to projects associated with Metro's recently-passed affordable housing bond measure in order to fast track bond projects, as such projects will already have an additional level of oversight and are funded via taxpayers.

#### Level of Service (LOS)

- Current methodology
  - SDC based on planned LOS based on project list
- Changes to LOS assumptions apply districtwide; are not targeted to affordable housing
- Inclusion of recreation facilities in SDCs
  - Approximately 25% of the current SDC rate is to fund recreation facilities

Jeannine and Deb inquired whether there is interest by the board in pursuing any changes to the district's current LOS.

Board comments and discussion on this topic included the following:

- How the SDC LOS compares or contributes to the GRASP analysis conducted of district service levels. Generally, as improvements are made based on the SDC LOS, the district's GRASP score would also improve, although there may be exceptions.
- Creative means by which affordable housing developments might be able to provide public space in lieu of paying SDC fees, including by siting such improvements off-site.
- Opportunities to fulfill LOS through other means, such as grants and general obligation bonds.
- Whether reducing LOS would actually contribute to more affordable housing being built.
- Historically, LOS has driven the SDC rates. The cost increase to the current project list in relation to this methodology update may be dramatic due to the change in construction costs since the previous update five years ago, coupled with the fact that some of the more difficult trail projects remain and the annual inflationary adjustment may not be keeping pace with true inflation.
- Reluctant board support for considering a slight reduction in LOS, but not a substantial reduction, along with additional information.

The work session concluded with board discussion regarding the participation of partner agencies in supporting affordable housing, including a question of whether the district could

make its fee waivers contingent upon the participation of other agencies. The board agreed that additional discussion with other elected officials is needed. President Monteblanco will assign elected official contacts to her fellow board members for follow up.

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

President Monteblanco called executive session to order for the following purposes:

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

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

President Monteblanco 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. At the end of executive session, the board welcomed the audience into the room.

### **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 Felicita Monteblanco on Tuesday, December 10, 2019, at 7:05 pm.

### **Agenda Item #4 – Action Resulting from Executive Session**

There was no action resulting from Executive Session.

### **Agenda Item #5 – Audience Time**

Brian Garrison, 14355 SW Cherryhill Drive, Beaverton, is before the THPRD Board of Directors this evening regarding boardwalk safety concerns at the Tualatin Hills Nature Park. He referenced his previous testimony to the board two years ago, noting that at that time he had recently suffered injuries from a fall on one of the wet, slippery boardwalks in the park. He noted that no improvements to the boardwalks have been made since that time other than a portion of boardwalk over Beaverton Creek being replaced and that visitors to the park continue to fall on the slippery surfaces. He referenced an upcoming project by Clean Water Services that will be impacting two or three boardwalks within the park, noting that he hopes that those boardwalks can be totally replaced using a surface with traction, and discouraged partial replacement.

- ✓ Keith Hobson, Director of Business & Facilities, commented that the district's new standard for boardwalks is pultruded plastic and that boardwalks will be upgraded using this new material as they are replaced. The details of the project referenced within the Tualatin Hills Nature Park are in the process of being negotiated.

Lee O'Connor, 17247 NW Oakley Court, Portland, is before the THPRD Board of Directors this evening representing the Tualatin Hills Barracudas swim club. He noted that over the past two years, some club members have experienced heat exhaustion while using the 50-meter pool at the Tualatin Hills Aquatic Center. He described that it is not uncommon to see swimmers get out of the pool in order to cool down and that some club members have discontinued participation due to health concerns arising from the pool's temperature. He noted that the standard operating temperature for the 50-meter pool is 84 degrees and that the locker room showers are hot water only, as well. He referenced multiple national organizations that oversee aquatic exercise as well as the American Red Cross, noting that all agree that a competitive use swimming pool should be kept between 77 and 82.4 degrees. He asked the board of directors for guidance as to how to be successful in getting the temperature lowered in the district's 50-meter pool to within the recommended guidelines.

- ✓ President Montebianco commented that she is unfamiliar with this topic but pledges to learn more, and would also like to provide an opportunity for district staff to respond.
- ✓ General Manager Doug Menke noted that Sharon Hoffmeister, Aquatics Manager, will get in touch with Mr. O'Connor regarding these concerns. The reality is that the Tualatin Hills Aquatic Center is a multiuse pool and that while the competitive use is important to the district, it represents one of the many activities that occur at the aquatic center.

#### **Agenda Item #6 – Board Time**

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

- Met with Eileen Kravetz, Tualatin Hills Park Foundation Executive Director, regarding recruitment.
- The next Audit Committee meeting will be taking place next week.
- Participated in the recent Accessible & Safe Action Team meeting in relation to the district's visioning process. The meeting was engaging and well-facilitated.

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

- Participated in the recent Preserving Natural Spaces Action Team meeting in relation to the district's visioning process.
- Thanked the district staff responsible for bringing the district's recent purchase of a 25-acre natural area to fruition.

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

- Met with Eileen Kravetz, Tualatin Hills Park Foundation Executive Director, regarding recruitment.
- Participated in the recent Play for Everyone Action Team meeting in relation to the district's visioning process.
- Met with Mercedes Elizalde, Public Policy Director with Central City Concern, on the topic of affordable housing.

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

- The Tualatin Hills Park Foundation (THPF) is currently focused on recruitment of new members and donors and each THPRD board member will be contacted for leads. THPF also recently received a clean audit report. She asked that THPF be kept in mind for end-of-year giving.
- Participated in the recent Welcoming & Inclusive Action Team meeting in relation to the district's visioning process.
- The Nature & Trails Advisory Committee will be meeting tomorrow evening.
- She and Felicita met with various affordable housing providers in order to learn more on the topic.

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

- Participated in the recent Welcoming & Inclusive Action Team meeting in relation to the district's visioning process.
- Met with Lorraine Clarno, President/CEO of the Beaverton Chamber of Commerce, on the topic of affordable housing.
- Attended the Community Partners for Affordable Housing ground breaking ceremony that took place recently for their new housing project, on which THPRD is a partner.
- Attended Metro's celebration of the passage of their natural areas bond measure.
- She would like to review and discuss the board's parking lot items at the February board meeting and asks the board members to please submit any items they would like considered by the end of January.

**Agenda Item #7 – Consent Agenda**

President Monteblanco noted that district staff has requested removal of Consent Agenda Item (E), Resolution Authorizing Application for Community Development Block Grant for Somerset West Park. In addition, Consent Agenda Item (F), Resolution Appointing Advisory Committee Members, has been updated, a copy of which is at the board’s places this evening.

**Tya Ping moved that the board of directors approve consent agenda items (A) Minutes of November 12, 2019 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) System Development Charge 5-Year Capital Improvement Plan, (F) Resolution Appointing Advisory Committee Members, and (G) Resolution Appointing Budget Committee Members. Wendy Kroger seconded the motion. Roll call proceeded as follows:**

<b>Heidi Edwards</b>	<b>Yes</b>
<b>Ashley Hartmeier-Prigg</b>	<b>Yes</b>
<b>Wendy Kroger</b>	<b>Yes</b>
<b>Tya Ping</b>	<b>Yes</b>
<b>Felicita Monteblanco</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #8 – Unfinished Business**

**A. General Manager’s Report**

General Manager Doug Menke provided an overview of his General Manager’s Report included within the board of directors’ information packet, including the following:

- Park & Trail Naming Process
  - Liana Harden, Engagement & Partnership Specialist with Design & Development, provided an update regarding the district’s new naming process for parks and trails currently under development via a PowerPoint presentation, a copy of which was entered into the record.

Doug offered to answer any questions the board may have.

Ashley Hartmeier-Prigg described the importance in acknowledging those who lived on the land prior to us, noting that she is excited to see how this might come into play via the naming list. She asked how often the district typically names sites.

- ✓ Liana replied that there will be five sites to name this year. One consideration as the district moves through this process is to determine how often the master list of names should be updated. She referenced Ashley’s comment regarding First Peoples noting that it sparks a larger conversation about how the First Peoples may wish to be honored and the opportunity for the district to embark upon a deeper partnership with tribal organizations, which has the potential for opening extraordinary doors, as well as presenting profound challenges.

Wendy Kroger inquired whether the namings and grand opening events for these sites would dovetail somehow.

- ✓ Liana replied that ideally the names would be ready when the grand opening event occurs, although this might not happen in all instances.

President Monteblanco noted that she visited all of the district’s parks over the last two years and often contemplated the parks named after people and wondered how that person was connected with the district, noting that there are many ways to honor the contributions of individuals to the district. She values placemaking and helping people to connect with the land they are standing on, and the district’s new naming process will provide some exciting opportunities for that. She is looking forward to hearing more.

**Agenda Item #9 – New Business**

**A. Amending District Compiled Policies Chapter 5 to Change Public Contract Rules**

Keith Hobson, Director of Business & Facilities, provided a detailed overview of the memo included within the board of directors’ information packet regarding proposed changes to the District Public Contract Rules contained in Chapter 5 of the District Compiled Policies (DCP 5). The proposed changes reflect changes to statute made by the Oregon Legislature, but also include other recommended changes proposed by staff related to sustainable and socially equitable purchasing. The proposed changes can be summarized as follows:

- Increases dollar thresholds for small procurements.
- Updates sustainable purchasing requirements to recognize that the human health, environmental, social and economic impacts of products and services occur throughout their life cycle and throughout the associated supply chains.
- Updates Minority, Women and Emerging Small Businesses (MWESB) purchasing requirements to align with dollar thresholds in the remainder of DCP 5, and to encourage support of self-defined MWESB companies.

Keith noted that based on board review and direction this evening, staff will prepare an amendment to the policy and schedule a public hearing on the changes at the January board meeting, and offered to answer any questions the board may have.

President Monteblanco noted that in the district’s commitment to equity, anything that can be done to increase its work with MWESB companies is helpful. She is looking forward to when the new financial software is able to track this information in order to set benchmarks for the district.

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

President Monteblanco reconvened executive session for the following purposes:

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

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

**Agenda Item #10 – Adjourn**

There being no further business, the meeting was adjourned at 8:25 pm.

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Felicit Monteblanco, President

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Tya Ping, Secretary

Recording Secretary,  
Jessica Collins