



**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, November 12, 2019, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Work Session 5 pm; Executive Session 6 pm; Regular Meeting 7 pm.

Present:

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| Felicita Monteblanco | President/Director |
| Tya Ping | Secretary/Director |
| Heidi Edwards | Director |
| Ashley Hartmeier-Prigg | Director |
| Doug Menke | General Manager |

Absent:

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| Wendy Kroger | Secretary Pro-Tempore/Director |
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Agenda Item #1 – Work Session

A Work Session of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Felicita Monteblanco on Tuesday, November 12, 2019, at 5 pm.

A. Partnership with Washington County

Keith Hobson, Director of Business & Facilities; Aisha Panas, Director of Park & Recreation Services; Holly Thompson, Communications Director; Jeannine Rustad, Planning Manager; and, Mark Pierce, Security Operations Manager, provided a detailed overview of the various aspects of THPRD’s partnership with Washington County via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Washington County & THPRD work together in the following ways:
 - Business & Facilities
 - Planning
 - Urban Service Agreement
 - System Development Charge (SDC) fee collection
 - Land acquisition for parks and trails
 - Funding for trails
 - Facilitating contacts with corporate property owners
 - Park & Recreation Services
 - Partner in Public Health Award
 - Participation in events, such as Party in the Park and Fiesta en el Parque
 - Communications
 - Community engagement
 - Security Operations
 - Emergency management

Staff offered to answer any questions the board may have.

Ashley Hartmeier-Prigg inquired about the SDC collection process.

- ✓ Jeannine described the process, noting that Washington County collects the district's SDC fees for development taking place within unincorporated Washington County, and that the county provides those payments to the district monthly along with a list of the properties for which the fees were collected.
- ✓ Keith added that the county charges a fee to THPRD of 1.6% of the total amount collected, but that this is a good value given that the credit card fees alone would offset that amount charged.

Ashley asked for additional information regarding the circumstances for which Washington County Sheriff would patrol on district property.

- ✓ Mark replied that the district has requested additional Washington County Sheriff surveillance when experiencing consistent issues such as vandalism and unauthorized camping at particular locations.

Heidi Edwards inquired what the board members can do to help with relationship building between the two agencies.

- ✓ General Manager Doug Menke described past instances where board members have been called upon to meet with county commissioners when specific development issues arise in order to help facilitate conversations between the district, county and developers. Serving as an additional communication channel between the county and THPRD is appreciated.
- ✓ Holly added that encouraging the county to hold events at THPRD facilities, such as the recent State of the County held at Conestoga Recreation & Aquatic Center, is another way to strengthen the partnership.

President Montebianco referenced the substantial number of community events that those within the City of Beaverton enjoy, and asked if THPRD has a willing partner in Washington County in order to be able to offer some level of community events for the unincorporated area, as well.

- ✓ Holly described a proposal in the process of being developed in partnership with the Tualatin Hills Park Foundation that would include expanded funding for culturally-specific programming by way of seed money that would be granted to community-based organizations in order to produce such events.

B. Partnership with City of Beaverton

Keith Hobson, Director of Business & Facilities; Aisha Panas, Director of Park & Recreation Services; Holly Thompson, Communications Director; Jeannine Rustad, Planning Manager; and, Mark Pierce, Security Operations Manager, provided a detailed overview of the various aspects of THPRD's partnership with the City of Beaverton via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- The City of Beaverton & THPRD work together in the following ways:
 - Business & Facilities
 - Maintenance/sharing of resources
 - Urban Service Agreement
 - System Development Charge (SDC) fee collection
 - Land acquisition
 - Affordable housing
 - Park & Recreation Services
 - Partnered on 16 different events in 2019
 - Communications
 - Safe Parking program
 - Severe weather shelter

- Community engagement
- Public information
- Equity and inclusion programs and events
- Security Operations
 - Park Patrol works with Beaverton Police Department

Staff offered to answer any questions the board may have.

Tya Ping asked if THPRD participates in yearly drills with the Beaverton Police Department for various emergency scenarios.

- ✓ Mark replied that the intent is to hold a parent reunification drill annually.
- ✓ Heidi referenced a drill Portland Community College Rock Creek Campus participates in with the Washington County Sheriff's office.

Ashley asked for additional information regarding the Safe Parking program, noting that she supports the district's participation in this program as there is a great need for such opportunities.

- ✓ Holly provided a detailed overview of the City of Beaverton's Safe Parking program, for which THPRD is currently its only partner. Three parking spaces are being provided by the district located at the Fanno Creek Service Center as a one-year pilot project. She noted that the next Safe Parking site is expected to come online in January/February and will be at the church next to the Elsie Stuhr Center, which could potentially cause some confusion as to who is authorizing the parking; however, it is the church's property. She stated that the district is proud to be the city's first partner in this program and suggested that the best way to continue to move it forward is to share the district's story about its participation and the lack of complaints received in order to encourage more community involvement, noting that there is a waiting list for parking spaces.
- ✓ Mark added that Park Patrol carries information about the Safe Parking program to distribute to those that they come in contact with who appear to be living in their cars.

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

President Montebalanco 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 Montebalanco 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 Montebalanco on Tuesday, November 12, 2019, at 7 pm.

Agenda Item #4 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

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

The board members read into the record a proclamation that THPRD declares the month of November 2019 as National Native American Heritage Month.

Agenda Item #6 – Audience Time

Ken Ratterree, 794 NW Pebblestone Lane, Beaverton, is before the THPRD Board of Directors this evening as chair of the district's Parks & Facilities Advisory Committee. He described the committee's work on reviewing additional opportunities for off-leash dog facilities within the district, noting that the committee took into consideration a variety of different suggestions and viewpoints, and that extensive public outreach was conducted. The committee is looking forward to the new off-leash dog run opening soon at Jackie Husen Park.

Irene Neale, 12120 SW 5th Street, Beaverton, is before the THPRD Board of Directors this evening to advocate for the foot care needs of Beaverton's seniors. She noted that these services were previously provided at the Elsie Stuhr Center, but were discontinued about four years ago. As a registered nurse providing foot care to the elderly, she can attest to the importance of such services, noting that while most private health companies have stopped providing these services, every other city in the area provides these services for their seniors except Beaverton. She has spoken with the Beaverton Committee on Aging about this need, but they did not show any interest in discussing it further. She requested that THPRD resume the provision of these important services and offered to be a resource for the district, noting that she has many ideas and suggestions.

Agenda Item #7 – Board Time

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

- The recent joint advisory committees meeting focused on opportunities for off-leash dog facilities within the district as well as the addition of welcome signage at district facilities.
- The Programs & Events Advisory Committee is currently focused on recruitment of new members, including youth recruitment.

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

- The Nature & Trails Advisory Committee is focused on committee member recruitment efforts, including youth members.
- The Tualatin Hills Park Foundation (THPF) is also focused on recruiting new members, as well as moving forward with its Corporate Sponsorship Task Force, and a full board of trustees meeting taking place next week.
- Attended a Meet the Funders event, along with Eileen Kravetz, THPF Executive Director, and district staff, which provided networking opportunities in relation to various funding opportunities.
- Attended the grand reopening event for Cedar Hills Park along with the other board members, noting that she was impressed by the scope of this significant project, as well as the district's partnership with the Beaverton School District at this site.

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

- Toured the district's new Chehalem Elementary afterschool program along with Wendy Kroger and district staff.
- The next Audit Committee meeting is being rescheduled to early December.
- Appreciated the theme of access in this month's district newsletter and is grateful for staff's continued attention on the careful consideration of the habitat at Fanno Creek.

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

- Referenced the recent joint board meeting with Beaverton School District, noting that she is hopeful it will be the beginning of fruitful conversations between the two agencies.
- Announced an intent to move the board's regularly scheduled board meetings from Tuesdays to Wednesdays starting July 1, 2020, in the interest of the district's partnership with the City of Beaverton, which also meets on Tuesday evenings.

- Heidi commented on the need to ensure that the district's board meetings do not conflict with the district's advisory committee meetings, which are commonly held on Wednesdays, as well.
- Tya noted that Wednesday evenings tend to be more difficult for her work schedule, but that she can plan ahead with advanced notice of meeting dates. Thursdays would be more convenient for her schedule.
- Referenced the board's previous discussions regarding a potential change to the board's stipend practice, noting that as the district moves toward the start of the budget planning process for FY 2020/21, it would be helpful to understand if there is board concurrence that the funding for a change in stipend practice should come from within the board's existing budget or whether an increase to the board's budget should be considered. She noted her preference of working within the board's existing budget by considering changes to the funding currently allocated for board travel opportunities.
 - Tya expressed support for considering any changes within the board's existing budget.
 - Heidi expressed agreement as well, noting that any increase should be within reason and that there should be a cap.
 - President Monteblanco commented that the board's future discussion regarding the particulars of a stipend increase will be in-depth, but that the determination of staying within the existing board budget will help staff as they move into the upcoming budget planning process.

Agenda Item #8 – Consent Agenda

Ashley Hartmeier-Prigg moved that the board of directors approve consent agenda items (A) Minutes of October 8, 2019 Regular Board Meeting, (B) Minutes of October 22, 2019 Board Retreat, (C) Monthly Bills, (D) Monthly Financial Statement, (E) Authorization to Execute Lease, and (F) Resolution Authorizing the Transfer of Appropriated Funds Within the 2019-20 System Development Charges Fund Budget. Tya Ping seconded the motion. Roll call proceeded as follows:

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| Heidi Edwards | Yes |
| Tya Ping | Yes |
| Ashley Hartmeier-Prigg | Yes |
| Felicita Monteblanco | Yes |

The motion was UNANIMOUSLY APPROVED.

Agenda Item #9 – Unfinished Business

A. Visioning Process

General Manager Doug Menke introduced Jaspreet Chahal, Community Engagement Specialist, to provide an update regarding the district's Community Visioning process currently underway.

Jaspreet, along with two Visioning Task Force (VTF) members, Rachel Gowland and Shreya Jain, provided a detailed overview of the recently-completed Outreach & Engagement phase of the Community Visioning project via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Community Visioning Project Phase 2: Outreach & Engagement
 - June - October 2019
- Visioning Task Force
 - Consisted of 13 people reflecting the rich diversity of THPRD
 - Each member committed to attending at least ten community events
 - Goal was to reach between 8,000 and 10,000 people by fall
 - Members trained to actively engage and connect with people

- Conducted community outreach and partnered with community-based organizations
- Engagement tools included:
 - In-person engagement
 - Comment drop boxes
 - Online open house
 - THPRD employee engagement
 - Focus groups with Unite Oregon
 - Youth engagement at nine Beaverton School District schools and nine THRIVE and Afterschool programs
- Outreach Results
 - VTF members attended 117 events and meetings
 - Over 10,000 people were spoken to
 - Over 12,000 ideas were collected
- Visioning Goal Areas
 - Welcoming and Inclusive
 - Play for Everyone
 - Preserving Natural Spaces
 - Accessible and Safe
- Community Visioning Project Phase 3: Action Teams
 - Four teams, one for each goal area
 - 13-15 members per team, consisting of THPRD board members, advisory committee members, VTF members, district staff and partners
 - Action team meetings will be held in November and December
- Community Visioning Project Phase 4: Community Review
 - January - March 2020
- Community Visioning Project Phase 5: Vision Report
 - May 2020

Jaspreet introduced the additional VTF members in the audience this evening and offered to answer any questions the board may have.

The board members thanked the VTF members and district staff for their dedication to the Community Visioning outreach and engagement process, noting that the result is a true testament to volunteerism and that the diversity reflected on the committee allowed the district to gain access to a wide variety of communities. The board is dedicated to carrying this project forward and is excited to embark upon the next steps and asks that the VTF help hold them accountable.

General Manager Doug Menke reflected on the different types of responses typically received from the community when volunteers are conducting the outreach instead of staff, and also commended district staff for approaching the project with a goal of not influencing the outcome.

Comments were made by the VTF members regarding their favorite suggestions received from the public, including a suggestion for a labyrinth by a persistent community member, as well as the comments from those in retirement homes and schools as being thoughtful and unique. The VTF members expressed appreciation for the public's participation and honesty in this process.

B. 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:

- Grant Program Update
 - Cindy Dauer, Grant Specialist, provided a detailed overview of the district's Grant Program via a PowerPoint presentation, a copy of which was entered into the

record. Additional information on the district's grant efforts, including background information on the district's grant strategy, active grants currently being pursued, and grant plan worksheets were distributed as handouts, copies of which were also entered into the record.

Doug offered to answer any questions the board may have.

Tya Ping asked whether most of the grants pursued by the district recur annually or are new opportunities that need to be researched and found.

- ✓ Cindy replied that some grants are anticipated annually, such as the larger grants offered at the state level for capital projects, whereas grants geared toward the funding of programs can represent multi-year formats and new opportunities. The large majority of the district's historical success in grant funding has been for capital projects.

President Montebianco commented that she is excited to see the district's grant program grow and encouraged district staff to use the board as a resource when needed.

Ashley Hartmeier-Prigg referenced the board's work session discussion earlier this evening regarding the district's support of granting funds to community-specific organizations in order to run events.

Agenda Item #10 – New Business

A. System Development Charge Methodology Update: Policy Framework Issues

Keith Hobson, Director of Business & Facilities, introduced Jeannine Rustad, Planning Manager, and Deb Galardi, Principal with Galardi Rothstein Group, the district's System Development Charge (SDC) Methodology Update consultant, to present policy framework issues for consideration by the board to be addressed in the upcoming methodology update. Keith explained that the discussion being requested by the board this evening is not intended to be a substantive discussion on the merits of each policy area, but rather is intended to provide the framework on the policies to be considered. The methodology update timeline calls for a board work session discussion on these policy areas in December and in order to gather the necessary information for this discussion, confirmation is needed that all of the right areas have been covered. While staff will attempt to capture data necessary for the December policy discussions, we will also be asking the board to provide direction at the work session that allows us to move forward with the methodology discussion without knowing all of the financial impacts. Direction can be adjusted later on, once fiscal impacts are known, but the number of iterations of the methodology prepared needs to be limited. Having the policy discussion at the beginning of the project will help guide the preparation of the methodology.

Jeannine provided a detailed overview of the proposed policy framework issues via a PowerPoint presentation, a copy of which was entered into the record, and which included the following areas for the board's consideration:

- Affordable Housing
 - How to maintain incentives for including public space in exchange for SDC credits.
 - Amount of waivers (i.e., full or partial)
 - Should the amount of SDC waivers be scaled and tied to eligible renters' income level?
 - Should additional waivers be provided if the project includes public space?
 - Backfill requirements
 - Should the anticipated number of affordable housing units be removed from the methodology?
 - Should the cost of SDC waivers be spread across for-profit housing?

- How long must the unit(s) for which fees are waived remain affordable?
- Should eligibility be restricted to non-profit affordable housing developers or should it include for-profit developers?
- Scaling Fees
 - Under the current methodology, housing is broken down into categories of single-family, multi-family, senior housing and accessory dwelling units.
 - Rates in these categories are the same, regardless of the size of the housing units.
 - Other agencies' SDC methodologies take into account the square footage and/or number of bedrooms of a dwelling unit to create a scale of SDC fee.
 - Staff is proposing investigating a scaled SDC rate approach to create a more equitable SDC fee.
- Level of Service
 - SDC fees are an equation of the cost of capacity-increasing capital projects per unit of growth that those projects will serve.
 - Decreasing the level of service in one or more categories could reduce the costs to be covered by SDCs and, thus, the SDC fee rate.
 - Should the district maintain its existing level of service? If not, what areas should be reduced?
 - What improvements should be considered for facilities such as recreation/aquatic centers? Expansion of existing facilities; or all or a portion of new facilities?

Jeannine concluded the presentation by providing a brief overview of the project timeline as well as the notifications provided to the affordable housing and development communities that the district's SDC Methodology is currently under review, and offered to answer any questions the board may have.

President Montebianco asked for confirmation that if the district changes its SDC Methodology, the backfill requirement would no longer apply.

- ✓ Jeannine confirmed this with the caveat that if the backfill requirement were removed, the district would still need to take into consideration how to provide for its 20-year capital improvement plan.

Affordable Housing

Tya Ping inquired whether the option of providing public space is feasible for most affordable housing developments.

- ✓ Jeannine replied that it wouldn't likely be feasible for every development, but that creativity on the part of THPRD will help, as will the district getting to the table earlier in the design process in order to start such conversations. However, these developments tend to be tight on space so it may not work for each one.
- ✓ Discussion occurred regarding Bend's affordable housing SDC fee waiver program which is a 100% waiver for up to 400 affordable units through December 31, 2022.
- ✓ Keith clarified that the discussion requested this evening is not to determine the final outcomes on these issues, but to confirm that there are no issues or sub-questions missing from the list that the board would like to see further considered, or specific information or calculations requested that would help the board make a decision.

President Montebianco stated that she is interested in the idea of a fee waiver cap, similar to what Bend has, noting that in her dream scenario there would be a specific dollar amount identified for SDC fee waivers where the district's level of service would not be impacted

Heidi Edwards commented that board member Wendy Kroger, who is absent from this evening's meeting, also has questions pertaining to this discussion that should be incorporated into the December work session information and/or discussion.

Felicita described a concept of being able to provide affordable housing developers with a menu, with the first tier being a partnership with THPRD in providing some form of public space in conjunction with their development, similar to the Community Partners for Affordable Housing Cedar Grove project. If public space cannot be accommodated due to feasibility or Department of Housing and Urban Development (HUD) restrictions, she would like to see other criteria established that would enable their participation in the waiver program. She believes affordable units should stay affordable for a really long time. She is unsure about limiting the district's SDC fee waiver program to only non-profit affordable housing developers as the need is so great, she is reluctant to close any doors.

Tya expressed agreement that affordable units need to remain affordable for a long time, noting that the district should have the ability to recoup some of the waived SDC fees if an affordable housing unit does not qualify as affordable in the future. This would also help incentivize that the unit stays affordable. She inquired whether there are a lot of for-profit affordable housing developers or whether it is a service mainly provided by non-profit developers.

- ✓ Keith replied that it depends on the level of affordability. Affordable housing for the most in-need is almost exclusively the realm of non-profit housing developers.

Tya asked, if the district were to determine that it only wished to work with non-profit affordable housing developers, would that decision shut the door on a lot of affordable housing being built?

- ✓ Jeannine replied that she does not believe it would be a significant impact. She described a recent for-profit development where 15 units out of over 200 were classified as affordable housing at the 85% average median income level.

President Montebianco commented that she has asked each board member to try to learn more about affordable housing between now and the December work session in order to help facilitate that discussion. While she leans toward limiting the district's work to non-profit affordable housing developers, she could change her mind with more education.

- ✓ Jeannine noted that she would do some additional research regarding for-profit affordable housing developers.

Tya described her overall goal to help promote affordable housing getting built that wouldn't otherwise be built without the district's SDC fee waiver, which seems contradictory in relation to for-profit affordable housing. She would support a delay in SDC fee collection for such for-profit developments, but wants to focus waivers on affordable housing opportunities that would not otherwise happen.

Ashley Hartmeier-Prigg expressed agreement with Tya's comments, noting that delaying SDC fee collections was one option she did not see provided in the presentation.

- ✓ Jeannine replied that what they have heard from affordable housing developers is that delaying the SDC fee collection until certificate of occupancy does not necessarily help them because they receive all of their financing up front; however, this might be a more helpful opportunity for for-profit affordable housing developers.

Felicita commented that she is open to partnership opportunities with for-profit affordable housing developers in terms of including public space within their developments.

General Manager Doug Menke suggested that the board have similar conversations with their peers, noting that while many of them do not have SDC fees, they do have development costs. Washington County has already made the determination that they will not waive their

transportation fees, but are exploring other ways to help. The concept of enabling affordable housing will be much more successful if other partner agencies join in.

Scaling Fees

Ashley commented that she is interested in the concept of fee scaling, but struggles with not wanting to negatively impact affordable housing opportunities for families.

Felicita stated that she is open to exploring this concept.

Heidi agreed that she would like to see additional information as well, but that Bend is a different demographic than THPRD and what works for them might not be appropriate for us. She is concerned about how a small house with five to six people living there might be impacted under such a structure.

- ✓ Jeannine noted that the City of Portland has four to five different scaling levels.
- ✓ Deb added that Clackamas County has also implemented this type of fee structure, which would be considered a better likeness to Washington County than Bend.

Level of Service

Ashley commented that she is open to learning more about this area, although it is a difficult concept in that the district is beloved by its community in part due to the level of service provided. She does not want to see what has happened to Portland Parks & Recreation happen to THPRD. However, there are a lot of layers in terms of what level of service means to the district, so there is room to explore that area further.

General Manager Doug Menke commented that it would be interesting to learn how other agencies are handling their capital improvement programs.

Keith commented that historically the district's SDC funding has been tied to funding the district's current level of service for new residential areas. While that is a worthwhile objective, the end result is that the district's SDC fees are high because development and land costs have also increased. The question being asked is whether it is acceptable to balance the scale by making a conscious choice to reduce the level of service or eliminate certain components from the capital improvement plan. It would be a policy deviation from what has been done in the past, but staff believes it is a worthwhile discussion.

Tya described that she would prefer that a set dollar amount be budgeted for affordable housing SDC fee waivers that would roll over to the next year if not used until the right project comes along. In order to determine how to distribute the waivers in an equitable and impactful manner, there needs to be a way to evaluate each project, not just issue fee waivers on a first come, first served basis, which might hinder some other more impactful project. She would like to see a more objective way to evaluate impact, such as by officially designating a desire to support multi-family affordable housing.

Heidi pondered how the board could speak to the public about the cause of affordable housing being tied to the district's mission. The association becomes clearer when an affordable housing development can include a public space component. She noted that the district's actions on this topic also serve as a point of leverage in the district's discussions with its partner agencies.

Ashley commented that the district can also lead in other ways besides funding, such as through partnerships and discussions with partner agencies. There is no singular answer to the issue of affordable housing.

General Manager Doug Menke noted that the ideal scenario is an affordable housing development that also creates public space, and creating a model by which the affordable housing developers can work with THPRD.

President Monteblanco noted that THPRD has been identified by some as a barrier to affordable housing and that the end goal is to work toward eliminating that barrier when possible while also being cognizant of the district's level of service.

B. System Development Charge 5-Year Capital Improvement Plan Update

Jeannine Rustad, Planning Manager, provided a detailed overview of the memo included within the board of directors' information packet presenting an update of the district's System Development Charge 5-year Capital Improvement Plan (SDC-CIP). Changes are being proposed to the SDC-CIP to break down the stages of park development (master planning, design and permitting, and construction) into three different years in order to better reflect the time it takes to move through these stages. Benefits of this change include appropriate funding in the year the stages occur, more accurately showing the timing of development stages, allowing a steady stream of projects, and expediting project delivery. Jeannine concluded by noting that no board action is being requested this evening; if the board approves of the approach used in the updated SDC-CIP, staff will present an updated SDC-CIP at the December 2019 board meeting for approval and use in the FY 2020/21 budgeting process. Jeannine offered to answer any questions the board may have.

The board members expressed agreement with the proposal as presented.

Discussion occurred regarding the history and merits of having the SDC-CIP defined in five-year increments.

Agenda Item #11 – Adjourn

There being no further business, the meeting was adjourned at 8:45 pm.

Felicita Monteblanco, President

Tya Ping, Secretary

Recording Secretary,
Jessica Collins