



Administration Office  
503/645-6433  
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**Board of Directors Regular Meeting  
Wednesday, December 11, 2024**

**5:30 pm Executive Session  
6:00 pm Regular Meeting**

**Online Meeting: [https://www.youtube.com/live/m\\_1gQHssKzo](https://www.youtube.com/live/m_1gQHssKzo)**

**AGENDA**

1. Executive Session\*
  - A. Land
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. Audience Time\*\*
5. Board Time
  - A. Committee Liaisons Updates
6. Consent Agenda\*\*\*
  - A. [Approve: Minutes of October 29, 2024 Board Retreat](#)
  - B. [Approve: Minutes of November 13, 2024 Regular Board Meeting](#)
  - C. [Approve: Quarterly Financial Report](#)
  - D. [Approve: Resolution Appointing Advisory Committee Members](#)
  - E. [Approve: Intergovernmental Agreement with Oregon Parks and Recreation Department for Local Government Grant Program Project at Saqsqa Park](#)
  - F. [Approve: Arborist Agreement Amendment](#)
7. Adjourn

**The THPRD Board of Director's December 11, 2024, Regular Meeting will be conducted electronically. Live streaming of this meeting will be available at [www.youtube.com/live/m\\_1gQHssKzo](https://www.youtube.com/live/m_1gQHssKzo) and also posted on the district's website at [www.thprd.org](http://www.thprd.org)**

**\*Executive Session:** Executive Sessions are permitted under the authority of ORS 192.660. Copies of the statute are available at the offices of Tualatin Hills Park & Recreation District.

**\*\* Audience Time / Public Testimony:** Testimony is being accepted for this meeting virtually via MS Teams. If you wish to testify virtually, please sign up by emailing [boardofdirectors@thprd.org](mailto:boardofdirectors@thprd.org) or calling 503-645-6433 **by 12 pm the day of the meeting** with your name, email address, and testimony topic. You will be provided additional instructions and a link to access the meeting. Testimony will be taken with a 3-minute time limit during the applicable agenda item, or Audience Time.

At the board's discretion, agenda items may not be considered in the order listed. More information and helpful tips on how to provide testimony can be found at the following link: <https://www.thprd.org/district-information/how-to-give-testimony>

**\*\*\*Consent Agenda:** Testimony regarding an item on the Consent Agenda will be heard under Audience Time. Consent Agenda items will be approved without discussion unless there is a board member request to discuss a particular Consent Agenda item. The issue separately discussed will be voted on separately.

In compliance with the Americans with Disabilities Act (ADA), this material in an alternate format, or special accommodations for the meeting, will be made available by calling 503-645-6433 at least 48 hours prior to the meeting.



# MEMORANDUM

**DATE:** December 2, 2024  
**TO:** Board of Directors  
**FROM:** Doug Menke, General Manager  
**RE:** **Information Regarding the December 11, 2024 Board of Directors Meeting**

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## **Agenda Item #6 – Consent Agenda**

Attached please find the following consent agenda items for your review and approval:

- A. [Approve: Minutes of October 29, 2024 Board Retreat](#)
- B. [Approve: Minutes of November 13, 2024 Regular Board Meeting](#)
- C. [Approve: Quarterly Financial Report](#)
- D. [Approve: Resolution Appointing Advisory Committee Members](#)
- E. [Approve: Intergovernmental Agreement with Oregon Parks and Recreation Department for Local Government Grant Program Project at Saqsaga Park](#)
- F. [Approve: Arborist Agreement Amendment](#)



## Tualatin Hills Park & Recreation District Minutes of a Retreat of the Board of Directors

A Retreat of the Tualatin Hills Park & Recreation District Board of Directors was held at 4:30 pm on Tuesday, October 29, 2024, at the Tualatin Valley Water District Headquarters, 1850 SW 170th Avenue, Beaverton, Oregon.

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 – Call to Order

A Retreat of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Barbie Minor on Tuesday, October 29, 2024, at 4:35 pm.

### Agenda Item #2 – Strategic Plan Update

Deputy General Manager Aisha Panas and Holly Thompson, Communications director, provided an overview of district highlights and achievements over the past year, as well as upcoming focus areas in relation to the district's Strategic Plan, via a PowerPoint, a copy of which was entered into the record.

### Agenda Item #3 – District Values & Priorities

General Manager Doug Menke welcomed the board members to their annual retreat and introduced facilitator Thomas Bruner with Bruner Strategies.

Thomas referenced the three core values and value statements adopted by the board last year:

- Leading with Equity with special attention to Racial Equity
  - THPRD values all dimensions of equity including ability, age, ethnicity, gender, race, sexual orientation, and other identities. We see it as an essential core value that we prioritize all aspects of equity. A commitment to equity means looking at individuals' needs and understanding that people need different things to achieve equitable outcomes. THPRD recognizes that to achieve meaningful equity we must prioritize investments in activities to reach those most marginalized, therefore we support a comprehensive investment in equitable outcomes for the most impacted people and at this time, due to disparate impacts, a special focus on activities to advance racial equity is an important component of our overall equity strategies.
- Environmental Stewardship
  - THPRD values the environment and demonstrates this through how we acquire, plan for, and maintain lands. Environmental stewardship extends to the way we build and maintain our facilities, and the practices we use to procure goods and services. THPRD is committed to protecting and improving the environment and to hold ourselves accountable to reducing our carbon footprint and addressing climate change. We commit to continuing to be an active ally and leader on environmental education, natural resource protection, and by adopting practices that uphold environmental stewardship, to ensure we pass on a healthy environment to future generations.

- Commitment to Community Vision
  - We are committed to honoring and realizing the community feedback captured through the district’s visioning process and see this work as foundational to our ongoing community engagement work. We will integrate the visioning feedback into our planning and operational efforts to honor the four visioning goals to be Welcoming and Inclusive, provide Play for Everyone, to be Accessible and Safe, and to practice Environmental Stewardship. The community vision serves as a beacon to illuminate ongoing community engagement efforts, infused with a deep commitment to actively engage underserved and historically marginalized voices.

Thomas opened the discussion for the board’s consideration of reaffirming these values or to consider changes. General Manager Doug Menke added that district staff is comfortable with the values as-is, noting that the values were adjusted slightly last year.

Value: Leading with Equity with special attention to Racial Equity

- Miles Palacios expressed satisfaction with this value as-is, noting that it is important for government to continue to lead with equity as a priority and that he appreciates the emphasis on racial equity especially in terms of the community served by the district.
- Felicita Monteblanco noted that as a board with a majority of BIPOC members, this value shapes everything the board does, and she couldn’t be prouder of the emphasis on racial equity and how this is reflected in the district’s budgets and priorities.
- Alfredo Moreno commented that this is a core personal value of his, as well as a board value, and that he is happy to see the district living it.
- Tya Ping expressed support for this value but wondered if there is a way to specifically include those within our neurosensory community and others facing unseen disabilities.
- President Minor expressed agreement with the previous comments and referenced her attendance at the recent Northwest Public Employees Diversity Conference and the work being done in addressing the past in a truthful manner as a way to lift up the entire community. She confirmed the board’s satisfaction with this value, with no changes needed other than that which was suggested by Tya.
- Staff will return with proposed updated language for the board’s consideration at the November 13, 2024, Regular board meeting.

Value: Environmental Stewardship

- Miles Palacios expressed satisfaction with this value as-is, noting that he loves the intentionality and thoughtfulness around the district’s procurement process.
- Tya Ping expressed support for the value as-is.
- Felicita Monteblanco described the district’s role to play in setting the tone on this topic and linking the district’s responsibilities and actions around environmental stewardship to our patrons’ varied and specific connections to THPRD programs and amenities.
- Alfredo Moreno expressed support for the value as-is, noting that this is a core value that the district does its best to live and center.
- President Minor wondered if there is a way to incorporate the district’s Climate Action Plan into this value, which speaks very directly to environmental stewardship.
- Staff will return with proposed updated language for the board’s consideration at the November 13, 2024, Regular board meeting.

Value: Commitment to Community Vision

- Alfredo Moreno expressed satisfaction with this value as-is, noting that as ambassadors of the community, it is important that the board members stay connected to the community and that retaining this as a value helps with this. He added that it is important to also pay attention to those who did not support the district’s operating levy request, as well; not just the desires of those who supported the district.

- Felicita Montebianco expressed support for the value as-is, noting that there were so many voices that spoke into the Vision Action Plan and that it represents an amazing tool to which the board needs to hold itself accountable. She added that one of the top priorities heard through that process is a new registration system.
- Miles Palacios commented that he loves the language of this particular value as it beautifully articulates the important job the district has in serving its constituents.
- Tya Ping expressed support for the value as-is, noting that the Vision Action Plan is the gold standard that has won awards, and both justifies the decisions made by the board and provides direction on what the community wants.
- President Minor expressed agreement with the previous comments, noting that this value is not stagnant and reflects the ongoing work of the district as the dynamics of the community and environment changes, adding that she appreciates and respects how this value brings the other two values together in the district's service to the community.

Thomas congratulated the board on re-establishing their values and observed that a common sentiment expressed throughout this evening's discussion was around the reality that they serve on behalf of, informed by, and in service of hundreds of thousands of community members.

Thomas opened the discussion for the board's consideration of the budget priorities as proposed by district staff:

- Focus on Long-Term Funding
  - Prepare for upcoming bond measure renewal in 2026 and levy replacement in 2028. Expand efforts to diversify revenue opportunities through grant strategy, mutually beneficial strategic investments with government partners, and continue to evaluate the district's resource allocation model. At the same time, continue to expand efforts to invest in financial aid and equity initiatives to ensure THPRD is welcoming and accessible to everyone, regardless of race, or economic status.
- Enhance Environmental Sustainability and Climate Resilience
  - Incorporate environmental sustainability into all aspects of our operations, programs, and capital improvements. Protect natural areas, enhance green spaces, and implement climate resilience practices. This includes adopting strategies to reduce our environmental impact, conserving natural resources, and aligning future development with long-term sustainability goals. Pursue opportunities to integrate sustainability in facility planning, maintenance, and programming, ensuring that we are adaptable and resilient to environmental challenges. Invest in social justice partnerships to create opportunities for collaboration on environmental work.
- Investing in Efficient Technologies
  - Invest in technology to improve service delivery and efficiency. Work toward updating the district's legacy technology systems such as the website and registration systems to improve accessibility to English Language Learners and people experiencing disability. Invest in technology upgrades to improve safety and user experience.

#### Budget Priority: Focus on Long-Term Funding

- Deputy General Manager Aisha Panas and Communications Director Holly Thompson provided a brief overview regarding the thoughts behind this proposed budget priority, noting that it represents the natural next step from last year's budget priority of "Develop Sustainable Operating and Financial Models for the Future." Important progress has been made in identifying efficiencies and revenue areas that could be grown, as well as getting the levy in place, but there were some important messages heard through that process around taking care of what we have and preparing for the future.

- Felicita Montebianco commented that she likes that the resource allocation model is mentioned, noting that she is looking forward to learning more and being able to better communicate about it with the community, especially in relation to what their property taxes do and don't pay for. She referenced Alfredo's point made earlier about being mindful of those who did not support the district's operating levy request and the need to continue to be good stewards of the district's resources and maximize what we have.
- Tya Ping suggested reference be made to the district's community partners in relation to the district's journey toward financial sustainability and wondered if more detail is needed in relation to financial sustainability overall, especially if the levy renewal request fails.
- Miles Palacios commented on the need to continue thinking about how to communicate with the district's constituents regarding how their taxpayer dollars are being used and reinforcing that the district is being good stewards of its resources. He referenced the previous year's important budget priority around investing in district staff and noticed that it is missing from this year's budget priorities.
  - Holly Thompson, Communications director, respectfully noted that more information regarding supporting and investing in staff would be provided under the third budget priority for discussion this evening.
- President Minor referenced the component of this priority around preparing for a levy renewal and wondered if there is a way to better articulate and take into account the percentage of people who were not supportive of the district's levy request in light of the discussions already taking place around a renewal effort.
  - Holly commented that she loves the intention around this idea and would appreciate some time to give it more thought. She provided detailed comments around past decisions the district has made that have impacted its current financial state and the need to learn from those past decisions in moving forward, including how to communicate with the community that the district is not just being good stewards of today's budget dollars, but is also planning for the future in taking care of our assets and resources so that our people, buildings, and amenities will be there for us in the future at a lesser expense than waiting until things are critical.
- Miles expressed agreement with President Minor's comments, adding that this is an opportunity for transparency and education in that unless something drastically changes with Oregon's tax structure, additional funding requests will be forthcoming, and it will help if the district is able to clearly communicate why.
- Alfredo Moreno commented that this is a timely budget priority on the heels of the levy as the district needs to be able to show all of the tools needed in order to fulfill the community's vision of what they want this park district to be, which in Oregon is increasingly inclusive of local option levies and bond measures. He wondered whether reference to the Tualatin Hills Park Foundation is needed in this priority.
  - Felicita acknowledged that while the foundation is critical to the district's success, she is unsure of calling this out within a budget priority unless the district is intending to increase its investment, which is another conversation.
  - President Minor suggested that the foundation could fall under the term "community partners" as suggested earlier by Tya.
- Tya referenced President Minor's comments around the preparation for a levy renewal request and suggested adding reference to an educational component around this effort.
- Staff will return with proposed updated language for the board's consideration at the November 13, 2024, Regular board meeting.

Budget Priority: Enhance Environmental Sustainability and Climate Resilience

- Deputy General Manager Aisha Panas provided a brief overview regarding this proposed budget priority, noting that it builds upon what has already been done and recognizes that the district is now better poised to move forward in implementing its Climate Action Plan.

- Felicita Monteblanco commented that she really likes the sentence “Invest in social justice partnerships to create opportunities for collaboration on environmental work,” noting that climate change disproportionately impacts BIPOC communities and that the sentence also alludes to giving others the chance to lead the conversation. It also aligns very well with the board’s values.
- Alfredo Moreno expressed agreement with Felicita’s comments and appreciates the framing that staff believes that this is the right time to move forward.
- Miles Palacios expressed agreement with Felicita’s comments as well and appreciates the intentionality of looking both backward and forward, acknowledging that updating older infrastructure is more challenging than new improvements.
- Tya Ping suggested removing “Pursue Opportunities to” at the beginning of the fourth sentence in order to formalize the intent, instead of making it sound optional.
- President Minor inquired whether there are specific actions or categories within the Climate Action Plan that should be pulled forward and referenced within the priority itself.
  - Aisha described how specific actions in relation to the board’s budget priorities show up in greater detail through the budget process.
- Staff will return with proposed updated language for the board’s consideration at the November 13, 2024, Regular board meeting.

Budget Priority: Investing in Efficient Technologies

- Holly Thompson, Communications director, provided context in terms of how this proposed priority morphed from the last few years’ priority of “Invest in our Employees and Technology” noting that the prior years’ focus had been heavily weighted toward investing in staff and that now it is time to focus on investing in technology. She provided an overview of the upcoming large technology-related projects on the horizon for the district, such as the website redesign and new registration system, all of which when completed will help and improve staff’s work districtwide.
- Miles Palacios described how the district’s technology expertise is important for both the safety of the district itself and its community members in relation to cyber security threats. He sees the intentionality behind this effort and in celebrating the staff support that has taken place leading up to this.
- Felicita Monteblanco expressed confusion around the term “English Language Learners” and wondered if it could be rephased to “regardless of language ability” or similar.
- Tya Ping expressed support for the proposed budget priority as stated, especially knowing that the district is successfully sustaining the improvements previously made for its staff.
- Alfredo Moreno expressed support for the proposed budget priority as stated and likes how specific it is in calling out the user experience, noting that community members will directly experience tangible improvements from this investment.
- President Minor expressed agreement with Alfredo’s comments regarding the focus on user experience, adding that the improvements will benefit both our patrons and those behind the scenes, as well.
- Tya wondered whether a reference to equity is needed in terms of user experience and described improvements she would be happy to see in the Centro de Bienvenida and financial aid registration processes, as well.
- Staff will return with proposed updated language for the board’s consideration at the November 13, 2024, Regular board meeting.

Thomas congratulated the board on establishing their budget priorities and respectfully reminded them of the resources required to pursue these opportunities, which can be relationship heavy.

- ✓ General Manager Doug Menke noted that the resources needed will be clearly called out during the upcoming budget process, as well.

**Agenda Item #4 – Adjourn**

There being no further business, the retreat was adjourned at 5:55 pm.

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Barbie Minor, President

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Alfredo Moreno, Secretary

Recording Secretary,  
Jessica Collins





## 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 Monteblanco 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 Monteblanco 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:**

<b>Alfredo Moreno</b>	<b>Yes</b>
<b>Felicita Montebianco</b>	<b>Yes</b>
<b>Tya Ping</b>	<b>Yes</b>
<b>Miles Palacios</b>	<b>Yes</b>
<b>Barbie Minor</b>	<b>Yes</b>

**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:**

<b>Alfredo Moreno</b>	<b>Yes</b>
<b>Miles Palacios</b>	<b>Yes</b>
<b>Tya Ping</b>	<b>Yes</b>
<b>Felicita Monteblanco</b>	<b>Yes</b>
<b>Barbie Minor</b>	<b>Yes</b>

**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

Tualatin Hills Park & Recreation District  
Quarterly Financial Report  
July 1, 2024 – September 30, 2024



Prepared for:  
Board of Directors

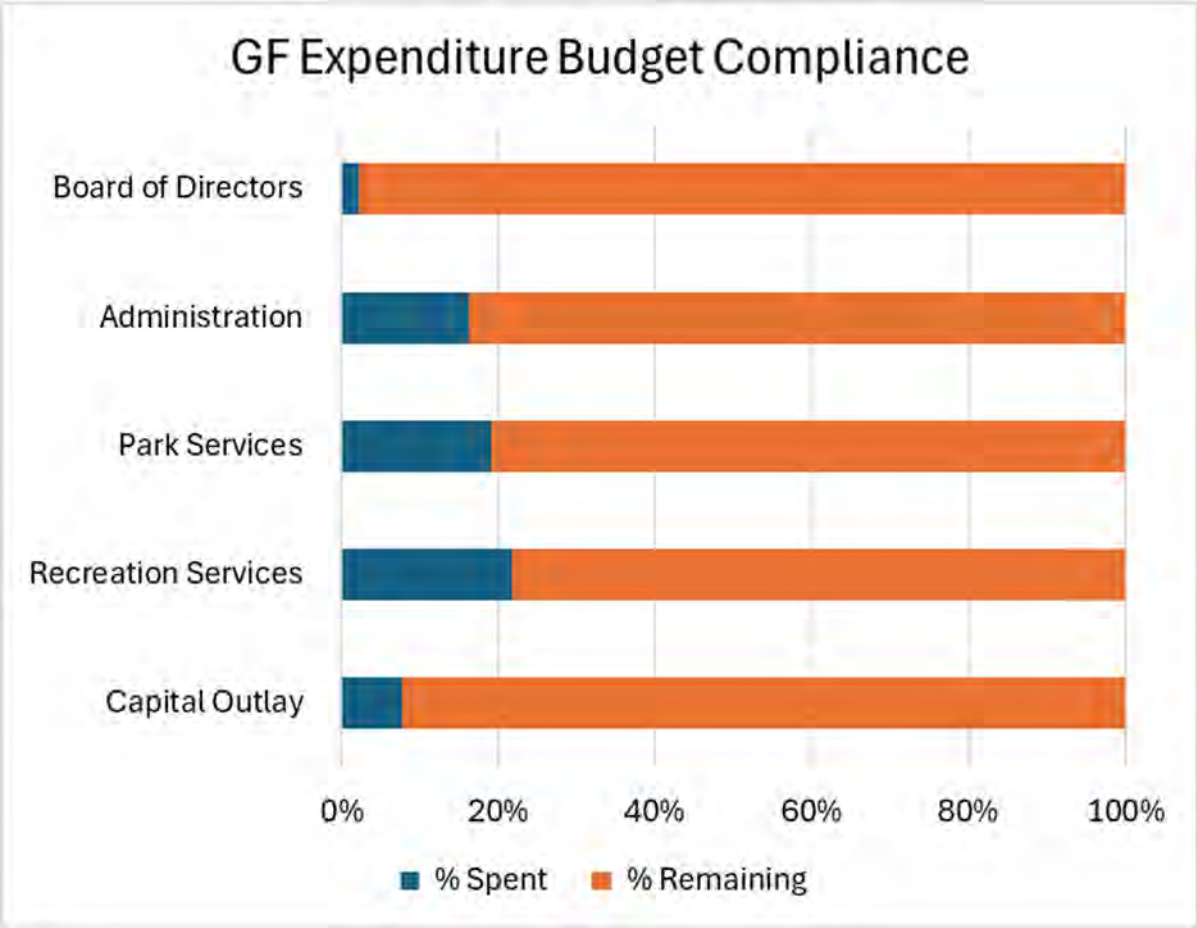
Prepared by:  
Jared Isaksen, Finance Director

# 1st Quarter of FY2024-25

The district is off to a good start in the new budget year, with the Bronson Creek Greenway and Mountain View Champions sport court projects underway. With much of the summer in the first quarter of the year Recreation has seen a healthy level of expenditure and revenue collection.

## This Quarter in the numbers

- Expended 17% of overall budget
  - Recreation Services – 22%
  - Park Services – 19%
  - Administration – 16%
- Received 6% of estimated revenues
  - Recreation Services – 37%
  - Interest Income – 23%





## Tualatin Hills Park & Recreation District

General Fund Financial Summary  
July 2024 - September 2024

	<b>ACTUAL</b>		<b>BUDGET</b>			
	<b>Current Quarter</b>	<b>Year to Date</b>	<b>Year to Date Equivalent</b>		<b>Full Year</b>	
			<b>Budget Amount</b>	<b>Budget %</b>	<b>Budget Amount</b>	<b>Budget %</b>
<b>Program Resources:</b>						
Aquatic Centers	\$ 909,750	\$ 909,750	\$ 602,502	151.0%	\$ 2,399,101	37.9%
Tennis Center	305,968	305,968	263,336	116.2%	1,240,987	24.7%
Recreation Centers	1,903,794	1,903,794	1,660,061	114.7%	4,555,893	41.8%
Sports & Inclusion Services	1,130,049	1,130,049	984,846	114.7%	3,409,940	33.1%
<b>Total Program Resources</b>	<b>4,249,562</b>	<b>4,249,562</b>	<b>3,510,746</b>	<b>121.0%</b>	<b>11,605,921</b>	<b>36.6%</b>
<b>Other Resources:</b>						
Property Taxes	81,887	\$ 81,887	69,606	117.6%	\$ 56,672,717	0.1%
Interest Income	181,245	181,245	107,377	168.8%	800,000	22.7%
Facility Rentals/Sponsorships	83,881	83,881	80,524	104.2%	540,000	15.5%
Grants	233,579	233,579	290,423	80.4%	6,168,665	3.8%
Miscellaneous Income	70,322	70,322	141,250	49.8%	819,150	8.6%
<b>Total Other Resources</b>	<b>650,915</b>	<b>650,915</b>	<b>689,181</b>	<b>94.4%</b>	<b>65,000,532</b>	<b>1.0%</b>
<b>Total Resources</b>	<b>\$ 4,900,477</b>	<b>\$ 4,900,477</b>	<b>\$ 4,199,926</b>	<b>116.7%</b>	<b>\$ 76,606,453</b>	<b>6.4%</b>
<b>Program Expenditures:</b>						
Recreation Administration	440,617	\$ 440,617	445,003	99.0%	\$ 1,871,607	23.5%
Aquatic Centers	1,721,434	1,721,434	1,676,127	102.7%	8,036,638	21.4%
Tennis Center	334,212	334,212	274,085	121.9%	1,408,464	23.7%
Recreation Centers	2,761,404	2,761,404	2,558,045	107.9%	11,843,651	23.3%
Sports & Inclusion Services	1,607,035	1,607,035	1,938,717	82.9%	8,430,587	19.1%
<b>Total Program Related Expenditures</b>	<b>6,864,701</b>	<b>6,864,701</b>	<b>6,891,977</b>	<b>99.6%</b>	<b>31,590,947</b>	<b>21.7%</b>
<b>General Government Expenditures:</b>						
Board of Directors	12,603	\$ 12,603	60,712	20.8%	\$ 545,612	2.3%
Administration	2,653,266	2,653,266	3,205,144	82.8%	16,390,155	16.2%
Park Services	3,394,609	3,394,609	3,691,695	92.0%	17,758,818	19.1%
Capital Outlay	865,336	865,336	670,469	129.1%	11,116,119	7.8%
Contingency/Capital Replacement Reserve/Transfer Out	-	-	-	0.0%	3,500,000	0.0%
<b>Total Other Expenditures:</b>	<b>6,925,814</b>	<b>6,925,814</b>	<b>7,628,020</b>	<b>90.8%</b>	<b>49,310,704</b>	<b>14.0%</b>
<b>Total Expenditures</b>	<b>\$ 13,790,515</b>	<b>\$ 13,790,515</b>	<b>\$ 14,519,997</b>	<b>95.0%</b>	<b>\$ 80,901,651</b>	<b>17.0%</b>
<b>Revenues over (under) Expenditures</b>	<b>\$ (8,890,039)</b>	<b>\$ (8,890,039)</b>	<b>\$ (10,320,071)</b>		<b>\$ (4,295,198)</b>	
<b>Beginning Cash on Hand</b>	<b>-</b>	<b>29,258,148</b>	<b>32,000,000</b>	<b>91.4%</b>	<b>32,000,000</b>	<b>91.4%</b>
<b>Ending Cash on Hand</b>	<b>\$ -</b>	<b>\$ 20,368,109</b>	<b>\$ 21,679,929</b>	<b>91.4%</b>	<b>\$ 27,704,802</b>	<b>91.4%</b>

# 1st Quarter Grant Update

FY25 - Q1 (July 1 - September 30)

Date: 10/23/24

Funder Project Name	Grant Awards to September 30	Revenue in Adopted FY25 Budget	Grant Revenue Received to September 30	Estimated Total FY 24/25	NOTES:
<b>Ongoing Projects</b>					
<b>Operational Projects</b>					
National Recreation and Park Association <i>THRIVE @ Garden Home Chehalem Site</i>	\$ 50,000	\$ -	\$ 18,300	\$ 31,700	
Oregon Department of Education, Youth Development - Youth Solutions <i>Diverse Youth Experiences in Parks and Recreation</i>	\$ 91,926	\$ -	\$ 52,676	\$ 39,250	
Tualatin Soil & Water Conservation District <i>2024-2026 Nature Experiences and Workforce Training (NEWT)</i>	\$ 20,000	\$ -	\$ 10,000	\$ 10,000	
<b>Subtotal Ongoing Operational Projects</b>	<b>\$ 161,926</b>	<b>\$ -</b>	<b>\$ 80,976</b>	<b>\$ 80,950</b>	
<b>Capital Projects</b>					
Tualatin Soil & Water Conservation District <i>Raleigh Park Stream Enhancements</i>	\$ 98,423	\$ 213,737	\$ -	\$ 98,423	
Metro - Local Share <i>Willow Creek Greenway Boardwalk Replacement</i>	\$ 1,713,500	\$ 1,535,516	\$ -	\$ 500,000	
Metro - Local Share <i>Heckman Lane Park &amp; Trail</i>	\$ 3,641,867	\$ 3,611,081	\$ -	\$ 500,000	
Metro - Local Share <i>Accessible Play Structures</i>	\$ 942,512	\$ 1,048,261	\$ -	\$ 250,000	
Oregon Parks & Recreation Department, Land and Water Conservation Fund <i>Abbey Creek Park Phase II</i>	\$ 623,000	\$ 1,217,896	\$ -	\$ 525,000	
State of Oregon Lottery Proceeds <i>Fanno Creek Regional Trail Improvements</i>	\$ 2,145,358	\$ 2,145,358	\$ 316,431	\$ 961,591	
Metro-Community Choice Grant <i>Rock Creek Trail Pollinator Pathway</i>	\$ 110,127	\$ 110,127	\$ -	\$ 110,127	
Metro-Community Choice Grant <i>To Make it all Good Again at Tualatin Hills Nature Park</i>	\$ 164,667	\$ -	\$ -	\$ 164,667	Not in FY25 budget, awarded 2/22/24, executed 10/11/24
Oregon Parks & Recreation Department, Local Government Grant Program <i>Vine Maple Trail</i>	\$ 72,000	\$ 72,000	\$ -	\$ 72,000	
Major Streets Transportation Improvement Program Opportunity Fund <i>Westside Trail Bridge - Design &amp; Engineering</i>	\$ 600,000	\$ 600,000	\$ -	\$ 30,000	
Metro - Local Share <i>Westside Trail Bridge - Design &amp; Engineering</i>	\$ 1,913,528	\$ 1,913,528	\$ -	\$ 300,000	
Metro - Regional Travel Options <i>Getting There by Trail</i>	\$ 56,446	\$ -	\$ -	\$ 56,446	Not in FY25 budget, awarded 5/9/24
Metro - Nature in Neighborhoods, Capital Grants <i>All Ages Play Amenities at Future Park, Heckman Ln.</i>	\$ 300,000	\$ -	\$ -	\$ 75,000	Not in FY25 budget, awarded 7/11/24
Oregon Parks & Recreation Department, Local Government Grant Program <i>Future Neighborhood Park &amp; Community Trail, Heckman Ln.</i>	\$ 1,000,000	\$ -	\$ -	\$ 350,000	Not in FY25 budget, awarded 8/29/24
<b>Subtotal Ongoing Capital Projects</b>	<b>\$ 13,381,428</b>	<b>\$ 12,467,504</b>	<b>\$ 316,431</b>	<b>\$ 3,993,253</b>	
<b>Federally Funded Grants</b>					
<b>Capital Projects</b>					
Washington County - American Rescue Plan Act <i>Permanent Public Restrooms</i>	\$ 1,400,000	\$ -	\$ 64,837	\$ 86,435	Project to complete November 2024 and return \$260,000
Oregon Department of Administrative Services - American Rescue Plan Act <i>Permanent Public Restrooms</i>	\$ 500,000	\$ -	\$ 16,304	\$ 23,136	Project to complete November 2024 and return \$18,000
US Department of Housing and Urban Development, Economic Development Initiative, Congressional Community Project <i>Community Shelters and Emergency Operations</i>	\$ 946,956	\$ 946,956	\$ -	\$ 50,000	Received notice of award in March 2024. Waiting for IGA to be executed.
<b>Subtotal Federally Funded Capital Projects</b>	<b>\$ 2,846,956</b>	<b>\$ 946,956</b>	<b>\$ 81,141</b>	<b>\$ 159,571</b>	
<b>Grant Projects with a District Match</b>					
Metro - Regional Flexible Funds	\$ 800,000	\$ -	\$ -	\$ -	Grant passed on to ODOT for project, District to provide

<b>Funder Project Name</b>	<b>Grant Awards to September 30</b>	<b>Revenue in Adopted FY25 Budget</b>	<b>Grant Revenue Received to September 30</b>	<b>Estimated Total FY 24/25</b>	<b>NOTES:</b>
<i>Beaverton Creek Trail-Crescent Connection</i>					<i>match.</i>
Metro - Regional Flexible Funds <i>Beaverton Creek Trail Construction</i>	\$ 2,055,647	\$ -	\$ -	\$ -	<i>Grant passed on to ODOT for project, District to provide match.</i>
Oregon Department of Transportation, Oregon Community Paths <i>WST 14-18 Preferred Alignment</i>	\$ 572,447	\$ -	\$ -	\$ -	<i>Grant passed on to ODOT for project, District to provide match.</i>
Metro - Regional Flexible Funds <i>Beaverton Creek Trail-WST to Hocken</i>	\$ 3,693,212	\$ -	\$ -	\$ -	<i>Grant passed on to ODOT for project, District to provide match.</i>
<b><i>Subtotal Grant Projects with a District Match</i></b>	<b>\$ 7,121,306</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL GRANTS</b>	<b>\$ 23,511,616</b>	<b>\$ 13,414,460</b>	<b>\$ 478,547</b>	<b>\$ 4,233,775</b>	

# Staff in the Numbers for the 1st Quarter

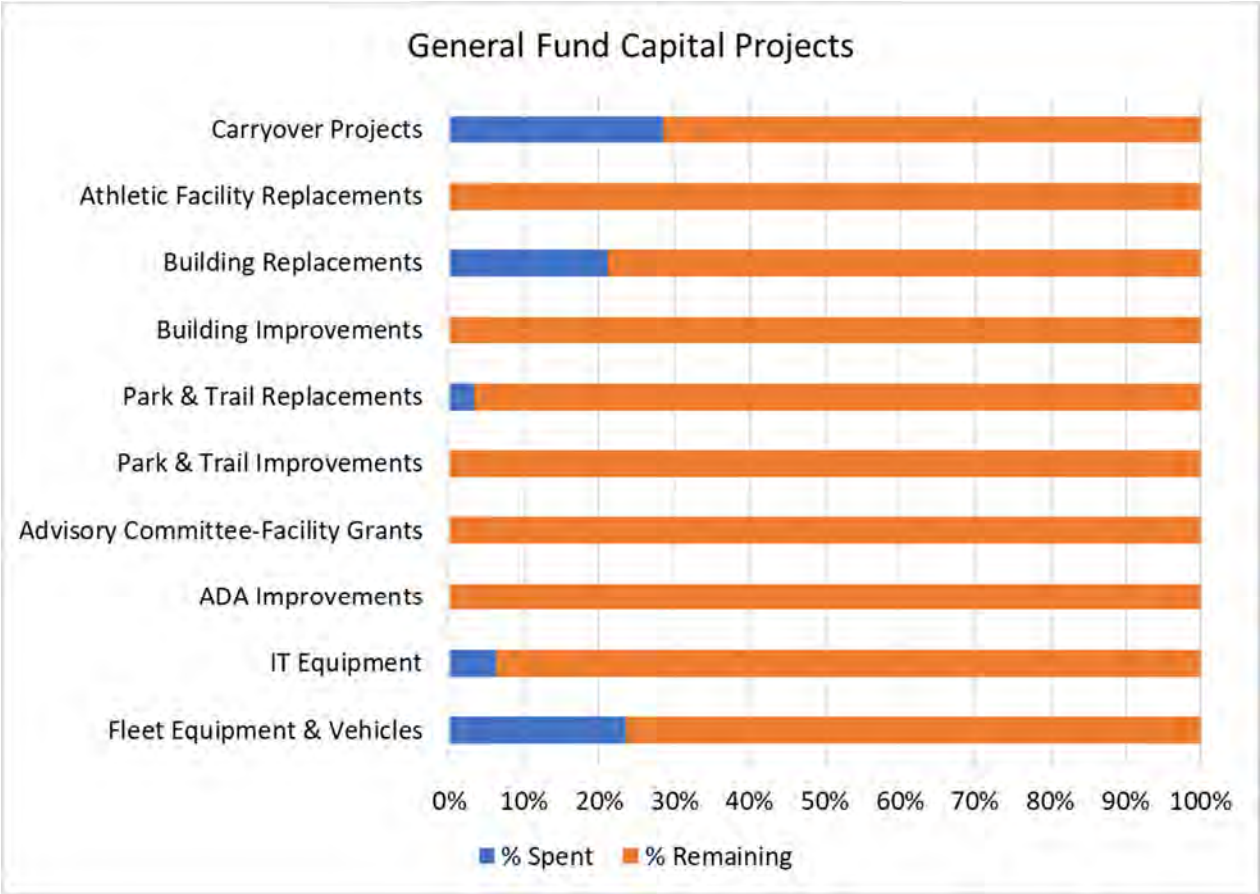
	FY24 4th Quarter	FY 25 1st Quarter
Positions filled	199	193
Positions budgeted	207	210
Vacancy rate	4%	8%
Positions hired	10	9
Internal hires:		
Previous full-time	1	1
Previous part-time	6	2
Previous temp.	0	0
Active recruitments @ end of quarter	7	2

**WE'RE  
HIRING!**



# Quarterly General Fund Capital Report

- Tyler Enterprise (financial software replacement) project continues to progress on schedule for the current phase of the project. The final module is scheduled to go live December 2, 2024.
- Projects completed:
  - Beaverton creek trail planning
- Work is underway for:
  - Roof retrofit at HMT
  - The boiler replacement at Garden Home
  - Fanno creek regional trail improvements
  - Vehicle and equipment purchases

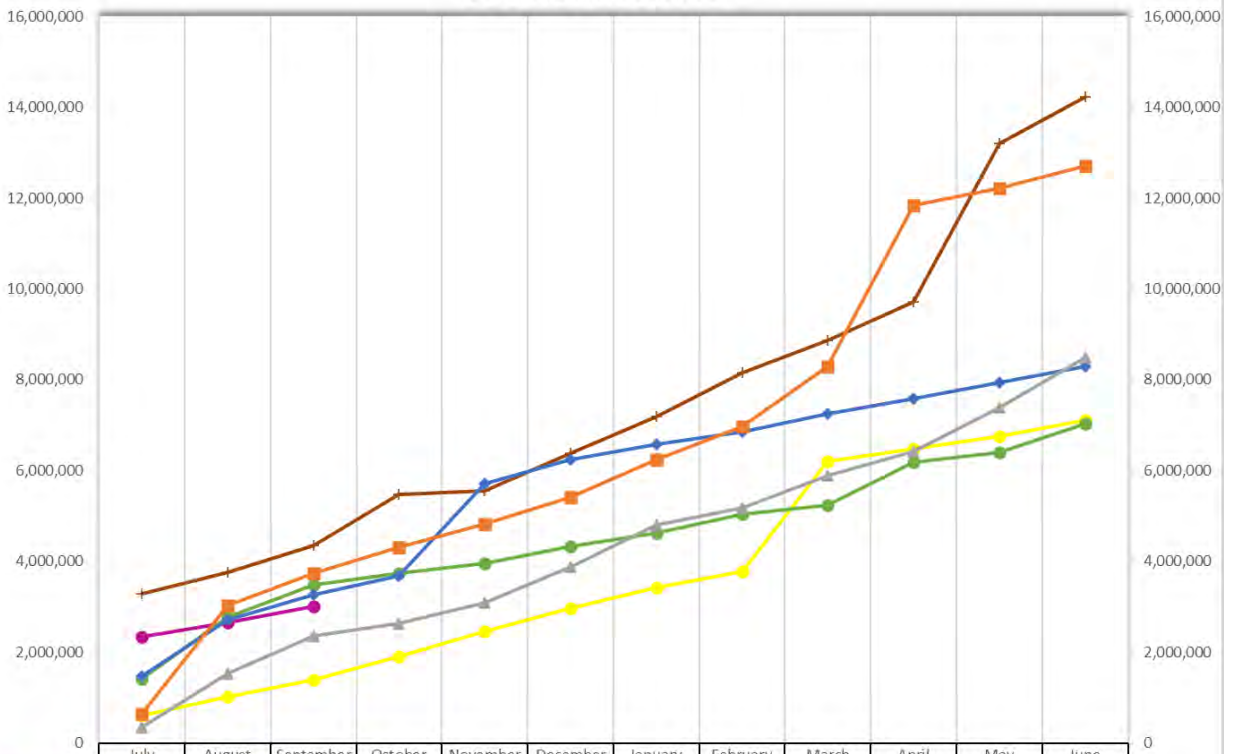


# Quarterly Bond Capital Fund Report

Budget vs Actual as of September 30, 2024

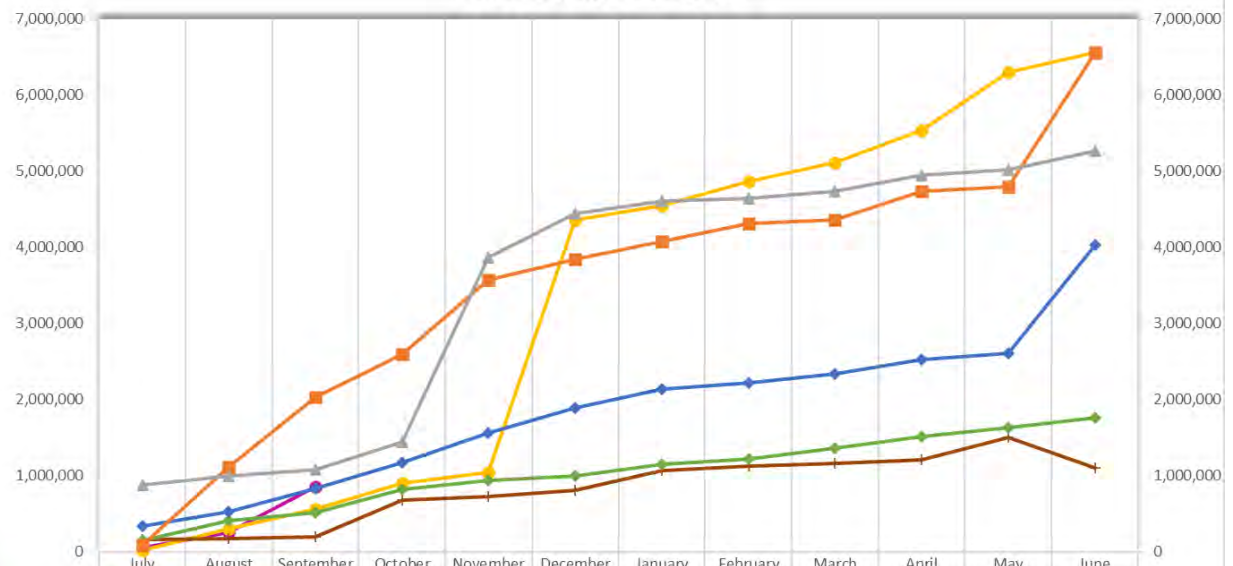
	Budget	Actual	Remaining Amount	%
<b>Renovate and Redevelop Neighborhood Parks</b>				
Cedar Hills Park & Athletic Field	\$ 325,581	\$ -	\$ 325,581	100%
<b>Natural Area Preservation</b>				
Raleigh Park	213,737	3,718	210,019	98%
Bannister Creek Greenway/NE Park	37,181	-	37,181	100%
Bronson Creek Greenway at Laidlaw	349,202	223,118	126,084	36%
Bronson Creek New Properties	100,533	-	100,533	100%
HMT north woods and stream	22,634	-	22,634	100%
Bronson Creek Park	10,625	-	10,625	100%
Center Street Wetlands Area	3,198	-	3,198	100%
Arborist/Tree Management	108,593	-	108,593	100%
North Bethany Greenway	10,087	8,795	1,292	13%
<b>Natural Area Preservation Total</b>	<b>855,790</b>	<b>235,631</b>	<b>620,159</b>	<b>72%</b>
<b>New Linear Park and Trail Development</b>				
Miscellaneous Natural Trails	53,628	-	53,628	100%
<b>New Linear Park and Trail Land Acquisition</b>				
New Linear Park and Trail Acquisitions	1,195	-	1,195	100%
<b>Multifield/Multipurpose Athletic Field Development</b>				
New Fields in SW Quadrant - MVCP	1,100,105	364,680	735,425	67%
<b>Total</b>	<b>\$ 2,336,299</b>	<b>\$ 600,311</b>	<b>\$ 1,735,988</b>	<b>74%</b>

### SDC NET RECEIPTS



	July	August	September	October	November	December	January	February	March	April	May	June
2024/25	2,346,075	2,654,362	3,001,708									
2023/24	596,335	1,016,534	1,386,031	1,912,713	2,453,839	2,969,997	3,415,551	3,782,635	6,195,262	6,487,576	6,762,205	7,116,855
2022/23	3,286,080	3,755,644	4,352,177	5,483,095	5,544,375	6,389,201	7,190,405	8,160,139	8,873,044	9,720,151	13,202,647	14,225,114
2021/22	1,411,759	2,764,286	3,488,116	3,740,257	3,947,333	4,331,144	4,624,587	5,045,186	5,240,197	6,188,607	6,407,442	7,024,475
2020/21	1,474,029	2,722,280	3,260,794	3,686,034	5,704,359	6,244,594	6,586,554	6,863,509	7,242,545	7,585,365	7,941,664	8,295,053
2019/20	638,062	3,022,394	3,733,680	4,316,119	4,822,899	5,422,459	6,239,824	6,982,430	8,296,568	11,843,150	12,208,515	12,716,582
2018/19	342,858	1,526,692	2,350,386	2,629,308	3,092,119	3,868,051	4,809,035	5,188,855	5,895,483	6,416,413	7,378,531	8,500,335

### SDC EXPENDITURES



	July	August	September	October	November	December	January	February	March	April	May	June
2024/25	56,309	256,142	860,640									
2023/24	25,378	301,962	565,810	898,784	1,040,614	4,354,569	4,546,611	4,861,796	5,106,938	5,539,646	6,306,126	6,560,061
2022/23	159,301	176,851	197,429	677,357	725,445	806,580	1,061,705	1,128,381	1,162,551	1,204,472	1,505,691	1,102,154
2021/22	152,827	403,143	519,003	825,806	939,875	994,203	1,153,184	1,218,951	1,358,790	1,511,047	1,626,926	1,761,170
2020/21	336,745	523,316	836,028	1,170,934	1,557,126	1,895,527	2,135,489	2,216,234	2,340,813	2,524,848	2,606,885	4,026,474
2019/20	90,850	1,117,938	2,033,035	2,599,511	3,566,694	3,844,435	4,082,474	4,311,955	4,361,775	4,734,014	4,796,361	6,557,239
2018/19	872,928	999,047	1,078,920	1,442,729	3,867,881	4,445,802	4,609,342	4,637,284	4,731,854	4,950,818	5,014,841	5,270,778

<u>Check #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
460	100578	MISSIONSQUARE RETIREMENT	07/01/2024	25,169.56
461	100578	MISSIONSQUARE RETIREMENT	07/01/2024	29,898.55
320472	100191	KAISER FOUNDATION HEALTH PLAN	07/01/2024	252,056.86
320473	100509	MODA HEALTH PLAN INC	07/01/2024	29,031.19
320474	100284	UNUM LIFE INSURANCE COMPANY OF AMERICA	07/01/2024	12,528.33
<b>07/01/2024 Total</b>				<b>\$ 348,684.49</b>
320488	100143	CHOWN INC	07/03/2024	38,317.55
320491	100522	THE FARLEY GROUP INC	07/03/2024	11,513.29
320498	100313	KOEBER'S INTERIORS INC	07/03/2024	42,343.73
320505	101620	PACIFIC ACE LLC	07/03/2024	97,800.00
320506	100826	PACIFIC FITNESS PRODUCTS LLC	07/03/2024	19,957.73
320507	101062	PIKE AWNING CO	07/03/2024	16,655.00
<b>07/03/2024 Total</b>				<b>\$ 226,587.30</b>
463	100492	AKS ENGINEERING & FORESTRY LLC	07/05/2024	22,617.95
471	100198	LITHTEX INC	07/05/2024	22,035.00
473	100211	NORTHWEST NATURAL GAS COMPANY	07/05/2024	20,418.95
478	100235	PORTLAND GENERAL ELECTRIC	07/05/2024	34,729.56
487	100293	WALTER E NELSON COMPANY	07/05/2024	17,966.16
8057	100826	PACIFIC FITNESS PRODUCTS LLC	07/05/2024	18,222.50
<b>07/05/2024 Total</b>				<b>\$ 135,990.12</b>
320525	100610	BIOHABITATS INC	07/10/2024	83,885.00
<b>07/10/2024 Total</b>				<b>\$ 83,885.00</b>
320553	100285	US BANK	07/11/2024	12,275.41
<b>07/11/2024 Total</b>				<b>\$ 12,275.41</b>
513	100578	MISSIONSQUARE RETIREMENT	07/15/2024	25,326.08
514	100578	MISSIONSQUARE RETIREMENT	07/15/2024	30,502.47
<b>07/15/2024 Total</b>				<b>\$ 55,828.55</b>
320560	100127	BEAVERTON SCHOOL DISTRICT	07/17/2024	77,696.99
320593	100266	SPECIAL DISTRICTS ASSOCIATION OF OREGON	07/17/2024	202,356.00
<b>07/17/2024 Total</b>				<b>\$ 280,052.99</b>
516	100492	AKS ENGINEERING & FORESTRY LLC	07/19/2024	28,893.78
520	100329	TALBOT KORVOLA & WARWICK LLP	07/19/2024	25,000.00
<b>07/19/2024 Total</b>				<b>\$ 53,893.78</b>
320605	100515	BROWN & BROWN NORTHWEST	07/24/2024	13,079.00
320614	100348	ROSS RECREATION EQUIPMENT INC	07/24/2024	21,393.32
<b>07/24/2024 Total</b>				<b>\$ 34,472.32</b>
320646	100285	US BANK	07/25/2024	16,684.57
<b>07/25/2024 Total</b>				<b>\$ 16,684.57</b>
534	100467	PAUL BROTHERS INC	07/26/2024	23,131.55
537	100516	STEP FORWARD ACTIVITIES INC	07/26/2024	12,500.48
540	100293	WALTER E NELSON COMPANY	07/26/2024	15,360.51
<b>07/26/2024 Total</b>				<b>\$ 50,992.54</b>

544	100578	MISSIONSQUARE RETIREMENT	07/29/2024	21,659.04
545	100578	MISSIONSQUARE RETIREMENT	07/29/2024	31,164.93
			<b>07/29/2024 Total</b>	<b>\$ 52,823.97</b>
320653	100348	ROSS RECREATION EQUIPMENT INC	07/31/2024	34,072.98
320662	100477	LANGO HANSEN LANDSCAPE ARCHITECTS PC	07/31/2024	10,368.00
320677	101740	PLASTICS FAMILY HOLDINGS INC	07/31/2024	23,396.00
			<b>07/31/2024 Total</b>	<b>\$ 67,836.98</b>
320679	100191	KAISER FOUNDATION HEALTH PLAN	08/01/2024	249,457.08
320680	100509	MODA HEALTH PLAN INC	08/01/2024	40,435.84
320681	100284	UNUM LIFE INSURANCE COMPANY OF AMERICA	08/01/2024	13,034.23
			<b>08/01/2024 Total</b>	<b>\$ 302,927.15</b>
550	100292	ENVIRONMENTAL SCIENCE ASSOCIATES CORP	08/02/2024	29,461.84
552	100198	LITHTEX INC	08/02/2024	10,235.26
557	100235	PORTLAND GENERAL ELECTRIC	08/02/2024	53,438.65
			<b>08/02/2024 Total</b>	<b>\$ 93,135.75</b>
320709	101379	NYLUND INC	08/07/2024	79,724.00
320711	101770	RED BARK INCORPORATED	08/07/2024	10,416.00
			<b>08/07/2024 Total</b>	<b>\$ 90,140.00</b>
320732	100285	US BANK	08/08/2024	12,467.38
			<b>08/08/2024 Total</b>	<b>\$ 12,467.38</b>
568	100211	NORTHWEST NATURAL GAS COMPANY	08/09/2024	13,779.87
569	100347	NW OFFICE INTERIORS INC	08/09/2024	13,324.27
571	100235	PORTLAND GENERAL ELECTRIC	08/09/2024	31,244.28
572	100316	SIGNATURE GRAPHICS	08/09/2024	11,094.00
575	100516	STEP FORWARD ACTIVITIES INC	08/09/2024	16,177.28
			<b>08/09/2024 Total</b>	<b>\$ 85,619.70</b>
583	100578	MISSIONSQUARE RETIREMENT	08/12/2024	20,791.08
584	100578	MISSIONSQUARE RETIREMENT	08/12/2024	31,182.82
			<b>08/12/2024 Total</b>	<b>\$ 51,973.90</b>
589	100327	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC	08/14/2024	19,905.00
320754	101619	RAFTELIS FINANCIAL CONSULTANTS INC	08/14/2024	15,095.00
320759	100270	STARK STREET WEST INC	08/14/2024	20,762.82
320761	100521	WASHINGTON FEDERAL NA	08/14/2024	19,044.69
			<b>08/14/2024 Total</b>	<b>\$ 74,807.51</b>
320781	101379	NYLUND INC	08/21/2024	90,487.50
			<b>08/21/2024 Total</b>	<b>\$ 90,487.50</b>
320802	100285	US BANK	08/22/2024	12,493.36
			<b>08/22/2024 Total</b>	<b>\$ 12,493.36</b>
601	100235	PORTLAND GENERAL ELECTRIC	08/23/2024	12,273.70
			<b>08/23/2024 Total</b>	<b>\$ 12,273.70</b>

607	100578	MISSIONSQUARE RETIREMENT	08/26/2024	21,682.04
608	100578	MISSIONSQUARE RETIREMENT	08/26/2024	31,684.93
			<b>08/26/2024 Total</b>	<b>\$ 53,366.97</b>
320803	100610	BIOHABITATS INC	08/28/2024	157,181.30
320816	101708	P & C CONSTRUCTION CO	08/28/2024	192,960.20
			<b>08/28/2024 Total</b>	<b>\$ 350,141.50</b>
619	100235	PORTLAND GENERAL ELECTRIC	08/30/2024	48,605.96
620	100516	STEP FORWARD ACTIVITIES INC	08/30/2024	12,500.48
			<b>08/30/2024 Total</b>	<b>\$ 61,106.44</b>
320831	100191	KAISER FOUNDATION HEALTH PLAN	09/03/2024	242,624.00
320832	100509	MODA HEALTH PLAN INC	09/03/2024	35,419.96
320833	100284	UNUM LIFE INSURANCE COMPANY OF AMERICA	09/03/2024	13,219.58
			<b>09/03/2024 Total</b>	<b>\$ 291,263.54</b>
629	100235	PORTLAND GENERAL ELECTRIC	09/04/2024	24,802.85
			<b>09/04/2024 Total</b>	<b>\$ 24,802.85</b>
320836	100546	AVERTIUM LLC	09/05/2024	24,000.00
320852	101957	NORTHWEST IRRIGATION CONTRACTORS LLC	09/05/2024	19,200.00
320853	100456	PACIFIC TRACTOR & IMPLEMENT LLC	09/05/2024	36,029.78
320856	101770	RED BARK INCORPORATED	09/05/2024	10,472.00
320866	100285	US BANK	09/05/2024	12,485.30
			<b>09/05/2024 Total</b>	<b>\$ 102,187.08</b>
641	100578	MISSIONSQUARE RETIREMENT	09/09/2024	22,007.12
642	100578	MISSIONSQUARE RETIREMENT	09/09/2024	32,125.39
			<b>09/09/2024 Total</b>	<b>\$ 54,132.51</b>
320872	100546	AVERTIUM LLC	09/11/2024	20,670.58
320873	100610	BIOHABITATS INC	09/11/2024	40,470.00
320894	100340	NORTHSIDE FORD TRUCK SALES INC	09/11/2024	89,359.24
320897	100261	ROMTEC INC	09/11/2024	31,982.60
			<b>09/11/2024 Total</b>	<b>\$ 182,482.42</b>
644	100492	AKS ENGINEERING & FORESTRY LLC	09/13/2024	52,176.78
655	100711	TOM STEVENS BOILER REPAIR INC	09/13/2024	99,750.00
			<b>09/13/2024 Total</b>	<b>\$ 151,926.78</b>
320915	100612	JAMES T SOLOMON	09/18/2024	13,727.60
320927	101379	NYLUND INC	09/18/2024	248,117.20
320928	101708	P & C CONSTRUCTION CO	09/18/2024	122,448.35
			<b>09/18/2024 Total</b>	<b>\$ 384,293.15</b>
320952	100285	US BANK	09/19/2024	12,493.54
320953	102027	OREGON DEPARTMENT OF TRANSPORTATION	09/19/2024	697,415.00
			<b>09/19/2024 Total</b>	<b>\$ 709,908.54</b>
657	100374	ANDERSON KRYGIER INC	09/20/2024	18,335.69
662	100157	DELL MARKETING LP	09/20/2024	72,719.40
			<b>09/20/2024 Total</b>	<b>\$ 91,055.09</b>

675	100578	MISSIONSQUARE RETIREMENT	09/23/2024	22,405.82
676	100578	MISSIONSQUARE RETIREMENT	09/23/2024	31,536.84
			<b>09/23/2024 Total</b>	<b>\$ 53,942.66</b>
320966	100608	GARLAND / DBS INC	09/25/2024	180,808.82
320975	100372	MILLIMAN INC	09/25/2024	245,436.09
320976	102026	NORTHWEST INSULATION LLC	09/25/2024	23,981.94
			<b>09/25/2024 Total</b>	<b>\$ 450,226.85</b>
681	100355	LOVETT INC	09/27/2024	17,581.69
684	100467	PAUL BROTHERS INC	09/27/2024	101,250.87
687	100711	TOM STEVENS BOILER REPAIR INC	09/27/2024	10,600.00
			<b>09/27/2024 Total</b>	<b>\$ 129,432.56</b>
		Grand Total		<b>\$ 5,336,602.91</b>



# MEMORANDUM

**DATE:** November 25, 2024  
**TO:** Doug Menke, General Manager  
**FROM:** Holly Thompson, Communications Director  
**RE** **Resolution Appointing Advisory Committee Members**

---

## Introduction

Staff requests board of directors' appointment of nineteen advisory committee members to fill vacancies on the Equity & Engagement, Nature & Trails, and Parks & Facilities advisory committees.

## Background

Advisory committee members are appointed annually. Staff went through an extensive outreach process, followed by a review of initial applications and in-person interviews. The district received 61 applications by the deadline. Committees are typically composed of up to 11 community members, a board liaison, and a THPRD staff liaison.

Staff and committee members reviewed applications of in-district applicants and ranked them with a focus on skills, interests, and diverse perspectives applicants could bring to the committees. All of the applicants who are not selected for appointment will receive follow up communication from the district's volunteer coordinator, who will work with applicants to try and find other volunteer opportunities for them with THPRD.

## Proposal Request

The Equity & Engagement Advisory Committee is new this year replacing the former Programs & Events Advisory Committee. Equity & Engagement will advise the district on strategies to enhance equity, inclusion, community engagement, and belonging.

Because this is the committee's first year, appointments are requested to be randomly staggered over a three-year period, as is typically done when starting a new committee. This ensures that as time moves forward, a third of the members' terms expire each year (as opposed to half or all committee members to ensure continuity within the committee).

There are eleven openings on the Equity & Engagement Advisory Committee. Staff recommend appointing the following applicants:

To a one-year term:

1. Amanda Lee
2. Jessica Manly Bucciarelli
3. Shilpi Chanda

To a two-year term:

4. Anna Lucas
5. Erika Freundlich
6. Juan Carlos López
7. Susan Pratt

To a three-year term:

8. Chee Xiong



9. Farahnaz Zaman
10. Mónica Estrella
11. Shara Noori

There are five vacant positions available on the Nature & Trails Advisory Committee. Staff recommend appointment of the following applicants for a two-year term:

1. Carl Nelson
2. Tina Ricks
3. Alison Davis
4. Jennifer Ruthven
5. Samantha Tipler

There are three vacant positions on the Parks & Facilities Advisory Committee. Staff recommend appointment of the following applicants for a two-year term:

1. Pradnya Patil
2. Ashlee Richards
3. Amanda West

Applications for the people recommended for appointment are attached.

### **Outcomes of Proposal**

Appointment of community members to THPRD advisory committees.

### **Public Engagement**

Staff did extensive outreach to promote the opportunity to apply for the THPRD advisory committees. Promotional efforts included:

- Social Media Promotion – six weeks of messages on district social media sites plus paid advertising
- Media Promotion – press release, paid articles
- Web Spotlight – six weeks of web spotlight posting
- Print Promotion – print and digital fliers and posters at THPRD facilities, kiosks, monitor screens
- Community Partners – emails, outreach and info sent to partners from community-based organizations and government partners
- E-Newsletters – multiple district e-newsletters

### **Action Requested**

Board of directors' approval of Resolution 2024-22 appointing advisory committee members.

**RESOLUTION 2024 - 22**  
TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION APPOINTING  
ADVISORY COMMITTEE MEMBERS**

**WHEREAS**, the Tualatin Hills Park & Recreation District Board of Directors must appoint committee members by resolution; and

**WHEREAS**, each committee member shall be appointed by the Board for a one, two or three-year term as noted below; and

**WHEREAS**, the selected committee members have demonstrated their interest and knowledge in the committee's area of responsibility. Now, therefore

**THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES AS  
FOLLOWS:**

The Board of Directors approves the appointment of advisory committee members to the following committees:

Equity & Engagement Advisory Committee

- One-year term, expiring December 31, 2025:  
Amanda Lee, Jessica Manly Bucciarelli, Shilpi Chanda
- Two-year term, expiring December 31, 2026:  
Anna Lucas, Erika Freundlich, Juan Carlos López, Susan Pratt
- Three-year term, expiring December 31, 2027:  
Chee Xiong, Farahnaz Zaman, Mónica Estrella, Shara Noori

Nature & Trails Advisory Committee

- Two-year term, expiring December 31, 2026:  
Carl Nelson, Tina Ricks, Alison Davis, Jennifer Ruthven, Samantha Tipler

Parks & Facilities Advisory Committee

- Two-year term, expiring December 31, 2026:  
Pradnya Patil, Ashlee Richards, Amanda West

Duly passed by the Board of Directors of the Tualatin Hills Park & Recreation District this 11<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Barbie Minor, Board President

\_\_\_\_\_  
Alfredo Moreno, Board Secretary

ATTEST:

\_\_\_\_\_  
Jessica Collins, Recording Secretary



## Equity & Engagement



**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Tuesday, September 24, 2024 1:24:51 PM  
**Last Modified:** Tuesday, September 24, 2024 1:29:45 PM  
**Time Spent:** 00:04:53  
**IP Address:** [REDACTED]

---

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Amanda Lee
Address	[REDACTED]
ZIP/Postal Code	97229
Email Address	[REDACTED]

---

**Q2** I am at least 18 years of age

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

None

---

**Q6** Equity & Engagement Advisory Committee (formerly Programs & Events Advisory Committee)

What committee are you primarily interested in joining?

---

**Q7**

If you have an interest in any other committees, please list them here.

Parks & Facilities

---

**Q8**

Please explain your interest in serving on your committee choice.

I am a minority female raising bi-racial children in the district. I am interested in serving in the Equity and Engagement commitment to give a voice to those uncomfortable doing so. I want to help build an environment for all families to feel welcome.

---

**Q9**

**Yes**

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10**

**Not interested in this committee**

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

Page 3: Demographic Survey (optional)

**Q11**

Occupation:

Marketing Director

---

**Q12**

████████████████████

Race and ethnicity: Which categories do you identify with?  
Please mark all that apply:

---

**Q13**

██████████

What language is most spoken at home? (Choose one.)

---



**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Sunday, October 20, 2024 7:18:22 PM  
**Last Modified:** Sunday, October 20, 2024 8:00:12 PM  
**Time Spent:** 00:41:49  
**IP Address:** [REDACTED]

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Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Jessica Manly Bucciarelli
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
ZIP/Postal Code	97005
Email Address	[REDACTED]
[REDACTED]	[REDACTED]

---

**Q2** I am at least 18 years of age

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

I need all food I eat to be separate from fish because I have a severe fish allergy. I appreciate receiving meeting invitations in a way that I can save them to my Outlook calendar.

---

**Q6**

**Equity & Engagement Advisory Committee (formerly Programs & Events Advisory Committee)**

What committee are you primarily interested in joining?

---

**Q7**

If you have an interest in any other committees, please list them here.

n/a

---

**Q8**

Please explain your interest in serving on your committee choice.

THPRD spaces and programs are an important part of my family's quality of life. I'm impressed by the equity and engagement work THPRD already does and would be honored to be involved in an advisory role in the continued evolution of that work.

I hope to bring a lot to this committee, because I have thought about and worked on equity and community engagement for many years. I hope to get a lot from this committee, because it would allow me to be involved in equity and engagement in a different way than I do on the job. At work, I develop and implement equity strategies that are mostly focused inwardly, on employees. This THPRD committee feels like a good contrast to that work, because I'd be serving as a volunteer, in an advisory capacity, with more of an outward focus than I have at work.

I am fairly knowledgeable -- but always learning! -- about equity in relation to race, ethnicity, gender, sexual orientation, gender identity, dis/ability, and age. My knowledge comes from a blend of lived experience, reading, action, dialogue, and listening.

Thanks for considering my application and let me know if there's anything else you need to know.

---

**Q9**

**Yes**

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10**

**Not interested in this committee**

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

**Q11**

Occupation:

Employee Engagement Coordinator in the Culture, Equity & Learning department at Clean Water Services

---

**Q12**



Race and ethnicity: Which categories do you identify with?  
Please mark all that apply:

---

**Q13**



What language is most spoken at home? (Choose one.)

---





**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Friday, September 06, 2024 8:27:06 PM  
**Last Modified:** Friday, September 06, 2024 8:34:27 PM  
**Time Spent:** 00:07:21  
**IP Address:** [Redacted]

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Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Shilpi Chanda
Address	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
ZIP/Postal Code	97006
Email Address	[Redacted]
[Redacted]	[Redacted]

---

**Q2** I am at least 18 years of age

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

Childcare may be at times

---

**Q6** Equity & Engagement Advisory Committee (formerly Programs & Events Advisory Committee)

What committee are you primarily interested in joining?

---

**Q7** **Respondent skipped this question**

If you have an interest in any other committees, please list them here.

---

**Q8**  
Please explain your interest in serving on your committee choice.

I like to contribute to creating and developing programs that will create positive developments in individuals.

---

**Q9** **Yes**

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10** **Not interested in this committee**

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

---

Page 3: Demographic Survey (optional)

**Q11**  
Occupation:

Life Coach, Health and Wellness Coach


---

**Q12** 

Race and ethnicity: Which categories do you identify with?  
Please mark all that apply:

---

**Q13** Other (please specify):

What language is most spoken at home? (Choose one.) 

---



**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Tuesday, September 24, 2024 1:20:53 PM  
**Last Modified:** Tuesday, September 24, 2024 1:25:10 PM  
**Time Spent:** 00:04:17  
**IP Address:** [Redacted]

---

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Anna Lucas
Address	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
ZIP/Postal Code	97007-2668
Email Address	[Redacted]
[Redacted]	[Redacted]

---

**Q2** I am at least 18 years of age

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

I do not need assistance

---

**Q6** Equity & Engagement Advisory Committee (formerly Programs & Events Advisory Committee)

What committee are you primarily interested in joining?

---

**Q7** Respondent skipped this question

If you have an interest in any other committees, please list them here.

---

**Q8**  
Please explain your interest in serving on your committee choice.

I work with community partnerships and DEI for a local credit union. I would love to bring my perspective to the Equity and Engagement Advisory Committee to create a more inclusive environment for all THPRD program participants.

---

**Q9** Yes

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10** Not interested in this committee

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

Page 3: Demographic Survey (optional)

**Q11**  
Occupation:

Community Partnership Advocate, DEI Committee member, Rivermark Community Credit Union

---

**Q12** 

Race and ethnicity: Which categories do you identify with?  
Please mark all that apply:

---

**Q13** 

What language is most spoken at home? (Choose one.)

---



**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Monday, September 16, 2024 6:20:59 PM  
**Last Modified:** Monday, September 16, 2024 6:42:06 PM  
**Time Spent:** 00:21:06  
**IP Address:** [REDACTED]

---

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Erika Freundlich
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
ZIP/Postal Code	97225
Email Address	[REDACTED]
[REDACTED]	[REDACTED]

---

**Q2** I am at least 18 years of age

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

Ensure that meetings are not set on Jewish holidays.

---

**Q6** Equity & Engagement Advisory Committee (formerly Programs & Events Advisory Committee)

What committee are you primarily interested in joining?

---

**Q7** Respondent skipped this question

If you have an interest in any other committees, please list them here.

---

**Q8**  
Please explain your interest in serving on your committee choice.

As a long time THPRD employee and community member, I would like to contribute on behalf of the Jewish and Israeli communities. I am both Jewish and married to an Israeli, and I believe strongly that THPRD should have representation from all communities, including mine. I have many good memories of working there and believe that there is a lot THPRD can do to invite and welcome people of all faiths and beliefs.

---

**Q9** Yes

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10** Not interested in this committee

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

Page 3: Demographic Survey (optional)

**Q11**  
Occupation:

Human Resources manager

---

**Q12** [Redacted]

Race and ethnicity: Which categories do you identify with? Please mark all that apply: [Redacted]

---

**Q13** [Redacted]

What language is most spoken at home? (Choose one.)

---



**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Thursday, September 19, 2024 11:09:29 AM  
**Last Modified:** Friday, September 20, 2024 10:51:17 PM  
**Time Spent:** Over a day  
**IP Address:** [Redacted]

---

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Juan Carlos Lopez
Address	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
ZIP/Postal Code	97005
Email Address	[Redacted]
[Redacted]	[Redacted]

---

**Q2**

I am under 18 years of age

Check one box:

---

**Q3**

Spanish

What language should we contact you in?

---

**Q4**

Male

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

Interpretation

---

**Q6**

Equity & Engagement Advisory Committee (formerly Programs & Events Advisory Committee)

What committee are you primarily interested in joining?

---

**Q7**

If you have an interest in any other committees, please list them here.

Nature and trails advisory committee

---

**Q8**

Please explain your interest in serving on your committee choice.

I am interested because I see the needs for access to information for the Latino migrant community, especially those who do not speak English.

I am an Agricultural Engineer graduated in Mexico, I currently work in an organization as a community organizer in favor of labor rights. I have a special interest in collectively improving the environment of which we are all part from consciousness, sharing knowledge, I believe that a better world is possible if we understand what social justice, environmental justice and equity are. As the father of a 7-year-old son, I want the new generations to have a better place to grow up and live with dignity and health.

---

**Q9**

**Yes**

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10**

**Not interested in this committee**

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

Page 3: Demographic Survey (optional)

**Q11**

Occupation:

Community Organizer

---

**Q12**



Race and ethnicity: Which categories do you identify with? Please mark all that apply:

---



**Q13**



What language is most spoken at home? (Choose one.)

---



**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Wednesday, September 04, 2024 2:55:13 PM  
**Last Modified:** Wednesday, September 04, 2024 3:06:25 PM  
**Time Spent:** 00:11:12  
**IP Address:** [REDACTED]

---

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Susan Pratt
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
ZIP/Postal Code	97007
Email Address	[REDACTED]
[REDACTED]	[REDACTED]

---

**Q2** I am at least 18 years of age

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

If a session is done virtually, will need closed captioning to be made available.

---

**Q6** Equity & Engagement Advisory Committee (formerly Programs & Events Advisory Committee)

What committee are you primarily interested in joining?

---

**Q7**

If you have an interest in any other committees, please list them here.

Second choice is Nature and Trails. Third choice is Parks and Facilities.

---

**Q8**

Please explain your interest in serving on your committee choice.

I am deeply committed to advancing equity, inclusion, and community engagement, and I am excited about the opportunity to serve on this committee at THPRD. I believe in the power of creating spaces and programs that reflect the diverse needs of our community, fostering a sense of belonging for all. With my background in program management and stakeholder engagement, I am eager to contribute to shaping strategies that promote social justice, enhance access, and ensure that THPRD continues to be a welcoming and inclusive environment for everyone.

---

**Q9**

**Yes**

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10**

**Not interested in this committee**

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

Page 3: Demographic Survey (optional)

**Q11**

Occupation:

Self Employed. Consulting company with a focus on supporting HCM partners with program and change management.

---

**Q12**



Race and ethnicity: Which categories do you identify with?  
Please mark all that apply:

---

**Q13**



What language is most spoken at home? (Choose one.)

---



**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Tuesday, September 24, 2024 1:41:53 PM  
**Last Modified:** Tuesday, September 24, 2024 3:03:25 PM  
**Time Spent:** 01:21:31  
**IP Address:** [REDACTED]

---

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Chee Xiong
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
ZIP/Postal Code	97229
Email Address	[REDACTED]
[REDACTED]	[REDACTED]

---

**Q2** I am at least 18 years of age

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

n/a

---

**Q6** Equity & Engagement Advisory Committee (formerly Programs & Events Advisory Committee)

What committee are you primarily interested in joining?

---

**Q7**

If you have an interest in any other committees, please list them here.

Budget Committee

---

**Q8**

Please explain your interest in serving on your committee choice.

I am interested in the Equity and Engagement Advisory Committee because I believe in the importance of fostering inclusive, equitable environments where all voices are heard and valued. I'm passionate about contributing to initiatives that promote diversity and ensure equal access to opportunities for everyone in the community. Serving on this committee would allow me to actively engage in efforts to help shape policies that promote fairness and representation. Additionally, I see this as a valuable opportunity to collaborate with others who share a commitment to equity and social justice, and to make a meaningful impact through collective action.

---

**Q9**

Yes

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10**

Yes

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

Page 3: Demographic Survey (optional)

**Q11**

Occupation:

Fiscal Manager, Oregon Health and Science University (Dec. 2018 - Sep. 2024)

Staff Accountant, Avamere Health Services (Nov. 2013 - Nov. 2018)

Accountant, Mayo Clinic Health Systems (Aug. 2012 - Sep. 2013)

---

**Q12**



Race and ethnicity: Which categories do you identify with?  
Please mark all that apply:

---

**Q13**



What language is most spoken at home? (Choose one.)

---



**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Friday, September 13, 2024 3:57:22 PM  
**Last Modified:** Friday, September 13, 2024 4:21:12 PM  
**Time Spent:** 00:23:50  
**IP Address:** [REDACTED]

---

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	FARAHNAZ ZAMAN
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
ZIP/Postal Code	97007
Email Address	[REDACTED]
[REDACTED]	[REDACTED]

---

**Q2** I am at least 18 years of age

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

None.

---

**Q6** Equity & Engagement Advisory Committee (formerly Programs & Events Advisory Committee)

What committee are you primarily interested in joining?

---



**Q7**

If you have an interest in any other committees, please list them here.

Parks & Facilities, Nature & Trails, and Budget committees.

---

**Q8**

Please explain your interest in serving on your committee choice.

I chose to apply for the Equity and Engagement Advisory Committee of the THPRD because this committee will be focusing on promoting inclusivity, equity, and engagement within the district's programs, services, and facilities. Also, through the committee, the panel will work together and ensure that all community members, regardless of background, have equitable access to the district's offerings and that their voices are heard in decision-making processes.

---

**Q9**

Yes

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10**

Yes

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

Page 3: Demographic Survey (optional)

**Q11**

Respondent skipped this question

Occupation:

---

**Q12**

██████████

Race and ethnicity: Which categories do you identify with? Please mark all that apply:

---

**Q13**

Other (please specify):

What language is most spoken at home? (Choose one.)

---

██████████



**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Monday, September 23, 2024 6:27:30 PM  
**Last Modified:** Monday, September 23, 2024 6:36:03 PM  
**Time Spent:** 00:08:33  
**IP Address:** [REDACTED]

---

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Monica Estrella
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
ZIP/Postal Code	97229
Email Address	[REDACTED]
[REDACTED]	[REDACTED]

---

**Q2** I am at least 18 years of age

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

**Q5**  
How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

N/A

---

**Q6**

**Equity & Engagement Advisory Committee (formerly Programs & Events Advisory Committee)**

What committee are you primarily interested in joining?

---

**Q7**

If you have an interest in any other committees, please list them here.

Budget Committee

---

**Q8**

Please explain your interest in serving on your committee choice.

I believe in being an active member of the community. I know that when community Members are active and participate, good things happen, improvements succeed.

---

**Q9**

**Yes**

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10**

**Yes**

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

Page 3: Demographic Survey (optional)

**Q11**

Occupation:

Pre School Teacher  
Event Coordinator for nonprofit

---

**Q12**

Race and ethnicity: Which categories do you identify with?  
Please mark all that apply:


---

Q13



What language is most spoken at home? (Choose one.)

---



**COMPLETE**

Collector: 2024 (Web Link)  
Started: Thursday, October 10, 2024 8:27:38 PM  
Last Modified: Thursday, October 10, 2024 8:42:41 PM  
Time Spent: 00:15:02  
IP Address: [REDACTED]

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Shara
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
ZIP/Postal Code	97005
Email Address	[REDACTED]
[REDACTED]	[REDACTED]

**Q2**

I am at least 18 years of age

Check one box:

**Q3**

English

What language should we contact you in?

**Q4**

Female

Gender:

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

NA

**Q6**

Equity & Engagement Advisory Committee (formerly Programs & Events Advisory Committee)

What committee are you primarily interested in joining?

**Q7**

If you have an interest in any other committees, please list them here.

NA

---

**Q8**

Please explain your interest in serving on your committee choice.

My interest in serving on the Equity and Engagement Committee stems from my long-standing relationship with THORD and my commitment to fostering a sense of belonging within our community. I believe that my experience, language skills, and network can significantly contribute to our efforts in promoting equity and inclusion.

Having been involved with THORD for an extended period, I have witnessed firsthand the positive impact we can have on individuals and the community at large. This history has deepened my understanding of the unique challenges faced by various groups, particularly those who may feel marginalized or underserved.

I am passionate about advocating for those who may not have a voice and am driven by a desire to create opportunities for meaningful engagement. Additionally, I admire the work that Lulu and her team are doing, and it would be a privilege to be a small part of this important project. By joining this committee, I hope to leverage my experience and insights to help shape initiatives that not only address immediate needs but also promote long-term systemic change. I believe that my commitment to serving the community aligns well with the goals of the committee, and I am eager to work collaboratively to enhance equity and engagement for all.

---

**Q9**

**Yes**

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10**

**Not interested in this committee**

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

Page 3: Demographic Survey (optional)

**Q11**

Occupation:

Community Outreach Coordinator

---

**Q12**

[REDACTED]

Race and ethnicity: Which categories do you identify with?  
Please mark all that apply:

---

**Q13**

[REDACTED] specify):

What language is most spoken at home? (Choose one.)

---

[REDACTED]



## Nature & Trails





**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Wednesday, September 04, 2024 1:10:30 PM  
**Last Modified:** Wednesday, September 04, 2024 1:46:06 PM  
**Time Spent:** 00:35:35  
**IP Address:** [REDACTED]

---

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Carl Nelson
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
ZIP/Postal Code	97229
Email Address	[REDACTED]
[REDACTED]	[REDACTED]

---

**Q2** I am under 18 years of age

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Male

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

None

---

**Q6** Budget Committee

What committee are you primarily interested in joining?

---

**Q7**

If you have an interest in any other committees, please list them here.

Continue on Nature & Trails Advisory Committee

---

**Q8**

Please explain your interest in serving on your committee choice.

I have served on the Parks & Facilities and Nature & Trails committees and have enjoyed those roles but would like to have a better understanding of the budgeting process.

---

**Q9**

Yes

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10**

Yes

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

---

Page 3: Demographic Survey (optional)

**Q11**

Occupation:

Retired Electrical Engineer

---

**Q12**



Race and ethnicity: Which categories do you identify with?  
Please mark all that apply:

---

**Q13**



What language is most spoken at home? (Choose one.)

---



**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Friday, September 27, 2024 11:51:30 AM  
**Last Modified:** Friday, September 27, 2024 11:54:01 AM  
**Time Spent:** 00:02:30  
**IP Address:** [REDACTED]

---

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Tina
Address	Ricks
Address 2	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
ZIP/Postal Code	97006
Email Address	[REDACTED]
[REDACTED]	[REDACTED]

---

**Q2**

I am at least 18 years of age

Check one box:

---

**Q3**

English

What language should we contact you in?

---

**Q4**

Female

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

Don't need accessibility issues

---

**Q6** **Nature & Trails Advisory Committee**

What committee are you primarily interested in joining?

---

**Q7** **Respondent skipped this question**

If you have an interest in any other committees, please list them here.

---

**Q8**  
Please explain your interest in serving on your committee choice.

I'm about to finish my first two-year term on the Nature and Trails Advisory Committee, and I would like to continue serving. I'm really enjoying my time on the committee.

---

**Q9** **Yes**

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10** **Not interested in this committee**

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

Page 3: Demographic Survey (optional)

**Q11**  
Occupation:

Freelance legal writer and editor

---

**Q12** 

Race and ethnicity: Which categories do you identify with? Please mark all that apply:

---

Q13



What language is most spoken at home? (Choose one.)

---



**INCOMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Tuesday, October 01, 2024 8:01:01 PM  
**Last Modified:** Tuesday, October 01, 2024 8:04:52 PM  
**Time Spent:** 00:03:50  
**IP Address:** [REDACTED]

---

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Alison Davis
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
ZIP/Postal Code	97225
Email Address	[REDACTED]
[REDACTED]	[REDACTED]

---

**Q2** I am at least 18 years of age

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

nothing special needed for me

---

**Q6** Nature & Trails Advisory Committee

What committee are you primarily interested in joining?

---

**Q7** Respondent skipped this question

If you have an interest in any other committees, please list them here.

---

**Q8**  
Please explain your interest in serving on your committee choice.

I love to walk on the trails and explore the nature parks. I've had a 20+ year career at Intel (just took a severance package and stopped working there, so now have free time) and have really enjoyed applying my engineer's brain to learning about our native habitats, and want to help spread the knowledge in the community and make it accessible to all!

---

**Q9** Yes

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10** Not interested in this committee

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

Page 3: Demographic Survey (optional)

**Q11**  
Occupation:

Former Principal Engineer at Intel (21+ years), ended Sept 30. Currently taking a career break and looking to increase community involvement

---

**Q12** 

Race and ethnicity: Which categories do you identify with? Please mark all that apply:

---

**Q13** 

What language is most spoken at home? (Choose one.)

---



**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Tuesday, September 10, 2024 8:50:51 AM  
**Last Modified:** Tuesday, September 17, 2024 11:14:49 AM  
**Time Spent:** Over a day  
**IP Address:** [Redacted]

---

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Jennifer Ruthven
Address	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
ZIP/Postal Code	97006
Email Address	[Redacted]
[Redacted]	[Redacted]

---

**Q2** I am at least 18 years of age

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

none

---

**Q6** Nature & Trails Advisory Committee

What committee are you primarily interested in joining?

---



**Q7**

If you have an interest in any other committees, please list them here.

Also the parks and facilities advisory committee, and the budget committee

---

**Q8**

Please explain your interest in serving on your committee choice.

We use THPRD parks and natural areas on a near daily basis. I would like to give back to a resource that provides so much value to the community. I also enjoy taking part in the back end of things. I am currently on the board for my rowing team as the treasurer. Our monthly meetings would not conflict.

---

**Q9**

Yes

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10**

Yes

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

Page 3: Demographic Survey (optional)

**Q11**

Occupation:

Bookkeeper

---

**Q12**



Race and ethnicity: Which categories do you identify with? Please mark all that apply:

---

**Q13**



What language is most spoken at home? (Choose one.)

---



**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Wednesday, September 18, 2024 7:05:00 PM  
**Last Modified:** Wednesday, September 18, 2024 7:09:17 PM  
**Time Spent:** 00:04:17  
**IP Address:** [REDACTED]

---

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Samantha Tipler
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
ZIP/Postal Code	97006
Email Address	[REDACTED]
[REDACTED]	[REDACTED]

---

**Q2**

I am at least 18 years of age

Check one box:

---

**Q3**

English

What language should we contact you in?

---

**Q4**

Female

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

NA

---

**Q6**

Nature & Trails Advisory Committee

What committee are you primarily interested in joining?

---

**Q7**

If you have an interest in any other committees, please list them here.

Parks & Facilities Advisory Committee

---

**Q8**

Please explain your interest in serving on your committee choice.

I love the THPRD, its parks and all its recreational offerings. I regularly run on its trails, frequent parks with my family, swim at a local pool and my daughter takes a class at the Cedar Hills Recreation Center. I would like to give back by helping on a committee and help ensure more people have access to the wonderful parks, facilities and programs THPRD offers.

---

**Q9**

Yes

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10**

Not interested in this committee

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

Page 3: Demographic Survey (optional)

**Q11**

Occupation:

Newspaper page designer

---

**Q12**



Race and ethnicity: Which categories do you identify with? Please mark all that apply:

---

**Q13**



What language is most spoken at home? (Choose one.)

---



## **Parks & Facilities**



**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Thursday, September 05, 2024 7:03:33 AM  
**Last Modified:** Thursday, September 05, 2024 7:09:50 AM  
**Time Spent:** 00:06:16  
**IP Address:** [REDACTED]

---

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Pradnya Patil
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
ZIP/Postal Code	97229
Email Address	[REDACTED]
[REDACTED]	[REDACTED]

---

**Q2** I am at least 18 years of age

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

NA

---

**Q6** Parks & Facilities Advisory Committee

What committee are you primarily interested in joining?

---

**Q7**

If you have an interest in any other committees, please list them here.

Budget committee

---

**Q8**

Please explain your interest in serving on your committee choice.

I have lived in this district for over a decade and I have enjoyed THPRD facilities. Now I would like to give back to the community by serving.

---

**Q9**

Yes

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10**

Yes

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

---

Page 3: Demographic Survey (optional)

**Q11**

Respondent skipped this question

Occupation:

---

**Q12**

██████████

Race and ethnicity: Which categories do you identify with? Please mark all that apply:

---

**Q13**

Other (please specify):

What language is most spoken at home? (Choose one.)

---

██████████



**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Wednesday, September 25, 2024 1:43:24 PM  
**Last Modified:** Wednesday, September 25, 2024 2:01:19 PM  
**Time Spent:** 00:17:55  
**IP Address:** [REDACTED]

---

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Ashlee Richards
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
ZIP/Postal Code	97006
Email Address	[REDACTED]
[REDACTED]	[REDACTED]

---

**Q2**

I am at least 18 years of age

Check one box:

---

**Q3**

English

What language should we contact you in?

---

**Q4**

Female

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

Visually impaired accessibility.for use with a white cane or guide dog.  
Childcare accessibility

---

**Q6** **Parks & Facilities Advisory Committee**

What committee are you primarily interested in joining?

---

**Q7** **Respondent skipped this question**

If you have an interest in any other committees, please list them here.

---

**Q8**  
Please explain your interest in serving on your committee choice.

I'm involved with multiple committees in the community and feel my opinion / struggles as a visually impaired person is valuable in equality.

---

**Q9** **Yes**

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10** **Yes**

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

Page 3: Demographic Survey (optional)

**Q11** **Respondent skipped this question**

Occupation:

---

**Q12** **Respondent skipped this question**

Race and ethnicity: Which categories do you identify with? Please mark all that apply:

---

**Q13** **Respondent skipped this question**

What language is most spoken at home? (Choose one.)

---





**COMPLETE**

**Collector:** 2024 (Web Link)  
**Started:** Wednesday, September 25, 2024 11:03:41 AM  
**Last Modified:** Wednesday, September 25, 2024 11:07:45 AM  
**Time Spent:** 00:04:04  
**IP Address:** [REDACTED]

---

Page 2: Background and Committee Preference

**Q1**

Contact information:

Name	Amanda West
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
ZIP/Postal Code	97007
Email Address	[REDACTED]
[REDACTED]	[REDACTED]

---

**Q2** I am at least 18 years of age

Check one box:

---

**Q3** English

What language should we contact you in?

---

**Q4** Female

Gender:

---

**Q5**

How can we help facilitate your participation? Please list them below. Examples could include allergies, wheelchair accessibility, childcare assistance, interpretation support, etc.

I can foresee a potential need for childcare assistance during any in person advisory meetings, as I have a 5 year old. It wouldn't be all the time.

---

**Q6**

**Parks & Facilities Advisory Committee**

What committee are you primarily interested in joining?

---

**Q7**

If you have an interest in any other committees, please list them here.

I would be interested in the Nature & Trails Advisory Committee, as well.

---

**Q8**

Please explain your interest in serving on your committee choice.

I am a local area parent and work in the hospitality industry. I feel this brings a unique perspective in a sense that I am invested in both home and work. I believe our parks & facilities serve a huge purpose for our kids here locally and to the tourism community that drives outside spending in our area and keeps our businesses thriving.

---

**Q9**

**Yes**

If you are interested in an advisory committee: Being an advisory committee member requires attendance at an evening meeting, roughly once a month for a two-year period. These meetings may be virtual or in-person. Are you able to make this commitment? Advisory Committees typically meet on this schedule: Parks & Facilities - 3rd Wednesday of the month at 6 pm Equity & Engagement - 3rd Tuesday of the month at 6:30 pm Nature & Trails - 3rd Wednesday of the month at 6:30 pm

---

**Q10**

**Not interested in this committee**

If you are interested in the budget committee: Being a budget committee member requires attendance at an evening meeting, roughly three times a year for a three-year period. These meetings may be virtual or in-person. Are you able to make this commitment?

---

Page 3: Demographic Survey (optional)

**Q11**

Occupation:

Regional Director of Sales - 7 local area hotels.

---

**Q12**



Race and ethnicity: Which categories do you identify with?  
Please mark all that apply:

---

**Q13**



What language is most spoken at home? (Choose one.)

---



# MEMORANDUM

**DATE:** November 25, 2024  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Panas, Deputy General Manager  
**RE** **Intergovernmental Agreement with Oregon Parks and Recreation Department for Local Government Grant Program Project at Saqsaqa Park**

---

## Introduction

Staff are seeking the board of directors' authorization for the general manager or designee to execute an intergovernmental agreement with the Oregon Parks and Recreation Department's Local Government Grant Program (LGGP) to fund the development and construction of the future Saqsaqa Park and a segment of community trail in the North Bethany area.

## Background

LGGP is a state lottery-funded grant program for natural resources that supports the acquisition, development, major rehabilitation, and renovation of Oregon's outdoor recreation lands and facilities. Grants are paid on a reimbursement basis and require a 50% local match.

In September 2021, the board approved Resolution No. 2021-14 to seek bond funding, and soon after, staff submitted the project for funding through Metro's 2019 Parks and Nature Bond Measure Local Share Program. The project was awarded \$3,641,867 for design and construction, emphasizing connecting people to nature.

In March 2024, the board approved Resolution No. 2024-05 authorizing the submission of an LGGP Large Grants application not to exceed \$1,000,000 to support the project. In September 2024, the district was notified that the grant was selected for funding.

The district's legal counsel has reviewed and approved the IGA (Attachment A) for the LGGP grant.

## Proposal Request

Staff are seeking board of directors' authorization for the general manager or designee to execute the intergovernmental agreement with the Oregon Parks and Recreation Department for \$1,000,000 to fund the development and construction of Saqsaqa Park and community trail.

## Outcomes of Proposal

Approval of the LGGP Grant funds will allow THPRD to leverage the available funding to complete Saqsaqa Park. Excess Metro Local Share Program funding previously approved by the board for this project will be returned to the district's undesignated Local Share allocation and be available for other uses by the district.

If the grant agreement is not approved, THPRD will turn back grant-awarded funds and continue to use the total \$3,641,867 Metro Local Share Program funding previously approved by the board.

**Public Engagement**

Staff are working with community members to create an inclusive design for the park and trail.

**Action Requested**

Staff are seeking the board of directors' authorization for the general manager or designee to execute an intergovernmental agreement with Oregon Parks and Recreation Department's Local Government Grant Program to fund the development and construction of Saqsaqa Park and a segment of community trail.

## Oregon Parks and Recreation Department

# Local Government Grant Program Agreement

---

THIS AGREEMENT (“Agreement”) is made and entered into by and between the State of Oregon, acting by and through its **Oregon Parks and Recreation Department**, hereinafter referred to as “OPRD” or the “State” and the **Tualatin Hills Park & Recreation District**, hereinafter referred to as the “Grantee”.

**OPRD Grant Number:** LG24-021

**Project Title:** Heckman Lane Park

**Project Type (purpose):** Development

**Project Description:** The project will develop a new park and community trail that will include a portable restroom screen, accessible paved pathways, nature-based play equipment, shade sail, landscaping and irrigation at **Heckman Lane Park** in Beaverton, Oregon. The Project is further described in Attachment A - Project Description and Budget.

**Grant Funds /**

<b>Maximum Reimbursement:</b>	<b>\$1,000,000</b>	<b>(33.00%)</b>
<b>Grantee Match Participation:</b>	<b><u>\$2,030,113</u></b>	<b>(67.00%)</b>
<b>Total Project Cost:</b>	<b>\$3,030,113</b>	

**Grant Payments / Reimbursements:** Grant funds are awarded by the State and paid on a reimbursement basis, and only for the Project described in this Agreement, and the Project Description and Budget included as Attachment A. To request reimbursement, Grantee shall use OPRD’s online grant management system accessible at [oprddgrants.org](http://oprddgrants.org). The request for reimbursement shall include documentation of all project expenses plus documentation confirming project invoices have been paid. Grantee may request reimbursement as often as quarterly for costs accrued to date.

**Fiscal Year-End Request for Reimbursement:** Grantee must submit a Progress Report and a Reimbursement Request to OPRD for all Project expenses, if any, accrued up to **June 30**, of each fiscal year. The Fiscal Year-End Reimbursement Request must be submitted to OPRD by **July 31**.

**Reimbursement Terms:** Based on the estimated Project Cost of **\$3,030,113**, and the Grantee’s Match participation rate of **67.00%**, **the reimbursement rate will be 33.00%**. Upon successful completion of the Project and receipt of the final reimbursement request, the State will pay Grantee the remaining Grant Funds balance, or **33.00%** of the total cost of the Project, whichever is less.

**Matching Funds:** The Grantee shall contribute matching funds or the equivalent in labor, materials, or services, which are shown as eligible match in the rules, policies and guidelines for the Local Government Grant Program. Volunteer labor used as a match requires a log with the name of volunteer, dates volunteered, hours worked, work location and the rate used for match, to be eligible.

**Progress Reports:** Grantee shall submit Progress Reports with each Reimbursement Request or, at a minimum, at **three-month intervals**, starting from the effective date of the Agreement. Progress Reports shall be submitted using OPRD’s online grant management system accessible at [oprddgrants.org](http://oprddgrants.org).

**Agreement Period:** The effective date of this Agreement is the date on which it is fully executed by both parties. Unless otherwise terminated or extended, the Project shall be completed by **December 31, 2026**. If the Project is completed before the designated completion date, this Agreement shall expire on the date final reimbursement payment is made by OPRD to Grantee.

**Retention:** OPRD shall disburse up to 90 percent of the Grant Funds to Grantee on a cost reimbursement basis upon approval of invoices submitted to OPRD. OPRD will disburse the final 10 percent of the Grant Funds upon approval by OPRD of the completed Project, the Final Progress Report and the submission of five to ten digital pictures of the completed project site.

**Final Request for Reimbursement:** Grantee must submit a Final Progress Report, a Final Reimbursement Request and five to ten digital pictures of the completed project site to OPRD within 45 days of the Project Completion Date.

**Project Sign:** When project is completed, Grantee shall post an acknowledgement sign of their own design, or one supplied by the State, in a conspicuous location at the project site, consistent with the Grantee's requirements, acknowledging grant funding and the State's participation in the Project.

**Agreement Documents:** Included as part of this Agreement are:

- Attachment A: Project Description and Budget
- Attachment B: Standard Terms and Conditions
- Attachment C: Inadvertent Discovery Plan

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents is as follows, listed from highest precedence to lowest precedence: this Agreement without Attachments; Attachment B; Attachment A; Attachment C.

**Contact Information:** A change in the contact information for either party is effective upon providing notice to the other party:

Grantee Administrator

Leilani Garcia  
 Tualatin Hills Park & Rec. District  
 15707 SW Walker Rd  
 Beaverton, OR 97006  
 503-645-6433  
 l.garcia@thprd.org

Grantee Billing Contact

Leilani Garcia  
 Tualatin Hills Park & Rec. District  
 15707 SW Walker Rd  
 Beaverton, OR 97006  
 503-645-6433  
 l.garcia@thprd.org

OPRD Contact

Mark Cowan, Coordinator  
 Oregon Parks & Rec. Dept.  
 725 Summer ST NE STE C  
 Salem, OR 97301  
 503-951-1317  
[mark.cowan@opr.oregon.gov](mailto:mark.cowan@opr.oregon.gov)

**Signatures:** In witness thereof, the parties hereto have caused this Agreement to be properly executed by their authorized representatives as of the last date hereinafter written.

**GRANTEE**

**STATE OF OREGON  
Acting By and Through Its  
OREGON PARKS AND RECREATION DEPT.**

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Stefanie Coons, Deputy Director of Administration

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Approval Recommended:**

**Oregon Department of Justice (ODOJ)** approved for legal sufficiency for grants exceeding \$250,000:

By: \_\_\_\_\_  
Michele Scalise, Grants Section Manager

By: Jeffrey B. Grant, AAG  
ODOJ Signature or Authorization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name/Title

By: \_\_\_\_\_  
Mark Cowan, Grant Program Coordinator

by email on October 11, 2024  
Date

\_\_\_\_\_  
Date

## Attachment A: Project Description and Project Budget

**OPRD Grant Number:** LG24-021  
**Project Title:** Heckman Lane Park  
**Grantee Agency:** Tualatin Hills Park & Recreation District

### Project Description:

The project will develop a new park and community trail that will include a portable restroom screen, accessible paved pathways, nature-based play equipment, shade sail, landscaping and irrigation at **Heckman Lane Park** in Beaverton, Oregon.

### Project Budget

Site Preparation	\$ 488,621
Grading Design and Permitting	\$ 444,842
Pedestrian Paving	\$ 282,961
Prefabricated Shelter	\$ 89,739
Portable Restroom and Screen	\$ 4,711
Walls and Screens (Retaining Wall, Seat Wall, Fencing)	\$ 134,317
Picnic Tables (Standard and ADA)	\$ 17,200
Benches	\$ 40,248
Drinking Fountain, Trash Receptacle, Bollard, Handrails	\$ 25,957
Signage (Wayfinding, Educational/Interpretive, Facility)	\$ 99,461
Nature-Based Kids Play Equipment	\$ 465,776
Nature-Based Fitness Equipment	\$ 71,105
Misting Pole and Pump (Water Play)	\$ 42,775
Shade Sails	\$ 171,401
Landscaping - Trees	\$ 53,843
Landscaping - Seeded Turf Lawn	\$ 13,893
Landscaping - Native Meadow	\$ 42,131
Landscaping - Container Planting	\$ 71,576
Landscaping - Riparian Planting	\$ 62,618
Landscaping - Ornamental Planting	\$ 54,298
Landscaping - Irrigation	\$ 94,133
Site Mechanical Utilities	\$ 239,997
Site Electrical Utilities	\$ 18,510
<b>Total Project Cost</b>	<b>\$ 3,030,113</b>

### Match from Sponsor

Grant - Local Share Metro Bond (approved)	\$ 2,030,113
<b>Total Match from Sponsor</b>	<b>\$ 2,030,113</b>

### Summary

Total Project Cost	\$ 3,030,113
Total Match from Sponsor	\$ 2,030,113
<b>Grant Funds Requested</b>	<b>\$ 1,000,000</b>



## Attachment B – Standard Terms and Conditions

### Oregon Parks and Recreation Department Local Government Grant Program Agreement

1. **Compliance with Law:** Grantee shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to implementation of the Project, including without limitation, OAR chapter 736, Division 6 (the Local Government Grant Program administrative rules).
2. **Compliance with Workers Compensation Laws:** All employers, including Grantee, that employ subject workers who provide services in the State of Oregon shall comply with ORS.656.017 and provide the required Worker's Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included.
3. **Compliance with Prevailing Wage:** Grantee shall comply with the prevailing wage rate requirements set forth in ORS 279C.800 through 279C.870 and the administrative rules promulgated thereunder ("Prevailing Wage Rate Law" or "PWR"), or, if applicable, 40 U.S.C. 3141 et seq. ("Davis-Bacon Act").
4. **Amendments:** This Agreement may be amended only by a written amendment to the Agreement, executed by the parties.
5. **Expenditure Records:** Grantee shall document, maintain and submit records to OPRD for all Project expenses in accordance with generally accepted accounting principles, and in sufficient detail to permit OPRD to verify how Grant Funds were expended. These records shall be retained by the Grantee for at least six years after the Agreement terminates. The Grantee agrees to allow Oregon Secretary of State auditors and State agency staff access to all records related to this Agreement for audit and inspection and monitoring of services. Such access will be during normal business hours, or by appointment. Grantee shall ensure that each of its subgrantees and subcontractors complies with these requirements.
6. **Equipment:** Equipment purchased with Local Government Grant Program funds must be used as described in the Project Agreement and Application throughout the equipment's useful life. The Grantee will notify the State prior to the disposal of equipment and will coordinate with the State on the disposal to maximize the equipment's ongoing use for the benefit of the Local Government Grant Program.
7. **Use of Project Property:** Grantee warrants that the land within the Project boundary described in the Application shall be dedicated and used for a period of no less than 25 years from the completion of the Project. Grantee agrees to not change the use of, sell, or otherwise dispose of the land within the Project boundary, except upon written approval by OPRD. If the Project is located on land leased from the federal government, the lease shall run for a period of at least 25 years after the date the Project is completed. If the Project is located on land leased from a private or public entity, other than the federal government, the lease shall run for a period of at least 25 years after the date the Project is completed, unless the lessor under the lease agrees that, in the event the lease is terminated for any reason, the land shall continue to be dedicated and used as described in the Project Application for a period of at least 25 years after the date the Project is completed.

Land acquired using Local Government Grant funds shall be dedicated, by an instrument recorded in the county records, for recreational use in perpetuity, unless OPRD or a successor agency consents to removal of the dedication.

8. **Conversion of Property:** Grantee further warrants that if the Grantee converts lands within the Project boundary to a use other than as described in the grant application or disposes of such land by sale or any other means ("Converted Land"), the Grantee must provide replacement land acceptable to OPRD within 24 months of the date of the conversion or disposal or, if the conversion or disposal is not discovered by OPRD until a later date, within 24 months after the discovery of the conversion or disposal.

If replacement land cannot be obtained within the 24 month period, the Grantee will provide payment of the grant program's prorated share of the current fair market value of the Converted Land to the State. The prorated share is measured by that percentage of the original grant (plus any amendments) as compared to the original Project cost(s). The replacement land must be equal to the current fair market value of the Converted Land, as determined by an appraisal. The recreation utility of the replacement land must also be equal to that of the Converted Land.

If conversion occurs through processes outside of the Grantee's control such as condemnation or road replacement or realignment, the Grantee must pay to the State a prorated share of the consideration paid to the Grantee by the entity that caused the conversion. The State's prorated share is measured by the percentage of the original grant (plus any amendments) as compared to the original Project cost(s).

The warranties set forth in Section 6 and this Section 7 of this Agreement are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

9. **Contribution:** If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.

With respect to a Third Party Claim for which the State is jointly liable with the Grantee (or would be if joined in the Third Party Claim), the State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Grantee in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of the Grantee on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the State on the one hand and of the Grantee on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

With respect to a Third Party Claim for which the Grantee is jointly liable with the State (or would be if joined in the Third Party Claim), the Grantee shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the State in such proportion as is appropriate to reflect the relative fault of the Grantee on the one hand and of the State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Grantee on the one hand and of the State on the other hand shall be determined by reference to, among other things, the parties' relative intent,

knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Grantee's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

Grantee shall take all reasonable steps to cause its contractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon and its officers, employees and agents ("Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Grantee's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by the contractor from and against any and all Claims.

10. **Inspection of Equipment and Project Property:** Grantee shall permit authorized representatives of the State, the Oregon Secretary of State, or their designees to perform site reviews of the Project, and to inspect all Equipment, real property, facilities, and other property purchased by Grantee as part of the Project.
11. **Public Access:** The Grantee shall allow open and unencumbered public access to the completed Project to all persons without regard to race, color, religious or political beliefs, sex, national origin or place of primary residence.
12. **Condition for Disbursement:** Disbursement of grant funds by OPRD is contingent upon OPRD having received sufficient funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow OPRD, in the exercise of its reasonable administrative discretion, to make the disbursement and upon Grantee's compliance with the terms of this Agreement.
13. **No Third Party Beneficiaries.** OPRD and Grantee are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as intended beneficiary of the terms of this Agreement.
14. **Repayment:** In the event that the Grantee spends Grant Funds in any way prohibited by state or federal law, or for any purpose other than the completion of the Project, the Grantee shall reimburse the State for all such unlawfully or improperly expended funds. Such payment shall be made within 15 days of demand by the State.
15. **Termination:** This Agreement may be terminated by mutual consent of both parties, or by either party upon a 30-day notice in writing, delivered by certified mail or in person to the other party's contact identified in the Agreement. On termination of this Agreement, all accounts and payments will be processed according to the financial arrangements set forth herein for Project costs incurred prior to date of termination. Full credit shall be allowed for reimbursable expenses and the non-cancelable obligations properly incurred up to the effective date of the termination.
16. **Governing Law:** The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement. Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum. In no event shall this section be

construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court.

17. **Entire Agreement:** This Agreement constitutes the entire Agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, Agreements, or representations, oral or written, not specified herein regarding this Agreement. The Grantee, by signature of its authorized representative on the Agreement, acknowledges that the Grantee has read this Agreement, understands it, and agrees to be bound by its terms and conditions.
18. **Notices:** Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to Grantee contact or State contact at the address or number set forth in this Agreement, or to such other addresses or numbers as either party may hereinafter indicate. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against State, such facsimile transmission must be confirmed by telephone notice to State Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received, or five days after mailing.
19. **Counterparts:** This agreement may be executed in two or more counterparts (by facsimile or otherwise), each of which is an original and all of which together are deemed one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart.
20. **Severability:** If any term or provision of this agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.

## ATTACHMENT C

### ARCHAEOLOGICAL INADVERTENT DISCOVERY PLAN (IDP)

Archaeological materials are the physical remains of the activities of people in the past. This IDP should be followed should any archaeological sites, objects, or human remains be found. Archaeological materials are protected under Federal and State laws and their disturbance can result in criminal penalties.

This document pertains to the work of the Contractor, including any and all individuals, organizations, or companies associated with the project.

#### **WHAT MAY BE ENCOUNTERED**

Archaeological material may be found during any ground-disturbing activity. If encountered, all excavation and work in the area **MUST STOP**. Archaeological objects vary and can include evidence or remnants of historic-era and pre-contact activities by humans. Archaeological objects can include but are not limited to:

- **Stone flakes, arrowheads, stone tools, bone or wooden tools, baskets, beads.**
- Historic building materials such as **nails, glass, metal** such as cans, barrel rings, farm implements, **ceramics, bottles, marbles, beads.**
- Layers of **discolored earth** resulting from hearth fire
- Structural remains such as **foundations**
- **Shell Middens** (mounds)
- **Human skeletal remains** and/or **bone fragments** which may be whole or fragmented.

**If in doubt call it in.**

#### **DISCOVERY PROCEDURES: WHAT TO DO IF YOU FIND SOMETHING**

1. Stop ALL work in the vicinity of the find
2. Secure and protect area of inadvertent discovery with 30 meter/100 foot buffer—work may continue outside of this buffer
3. Notify Project Manager and Agency Official
4. Project Manager will need to contact a professional archaeologist to assess the find.
5. If archaeologist determines the find is an archaeological site or object, contact SHPO. If it is determined to *not* be archaeological, you may continue work.

#### **HUMAN REMAINS PROCEDURES**

1. If it is believed the find may be human remains, stop ALL work.
2. Secure and protect area of inadvertent discovery with 30 meter/100 foot buffer, then work may continue outside of this buffer with caution.
3. Cover remains from view and protect them from damage or exposure, restrict access, and leave in place until directed otherwise. **Do not take photographs. Do not speak to the media.**

4. Notify:
  - Project Manager
  - Agency Official
  - Contracted Archaeologist (if applicable)
  - Oregon State Police - **DO NOT CALL 911** . . . . . 503-378-3720
  - SHPO (State Historic Preservation Office) . . . . . 503-986-0690
  - LCIS (Legislative Commission on Indian Services) . . . . . 503-986-1067
  - Appropriate Native American Tribes (as provided by LCIS)
5. If the site is determined not to be a crime scene by the Oregon State Police, do not move anything! The remains should continue to be *secured in place* along with any associated funerary objects, and protected from weather, water runoff, and shielded from view.
6. Do not resume any work in the buffered area until a plan is developed and carried out between the State Police, SHPO, LCIS, and appropriate Native American Tribes, and you are directed that work may proceed.

**CONFIDENTIALITY**

The Agency and employees shall make their best efforts, in accordance with federal and state law, to ensure that its personnel and contractors keep the discovery confidential. The media, or any third-party member or members of the public are not to be contacted or have information regarding the discovery, and any public or media inquiry is to be reported to the Agency. Prior to any release, the responsible agencies and Tribes shall concur on the amount of information, if any, to be released to the public.

*To protect fragile, vulnerable, or threatened sites, the National Historic Preservation Act, as amended (Section 304 [16 U.S.C. 470s-3]), and Oregon State law (ORS 192.501(11)) establishes that the location of archaeological sites, both on land and underwater, shall be confidential.*



# Oregon

Tina Kotek, Governor

## Parks and Recreation Department

Oregon Heritage/  
State Historic Preservation Office  
725 Summer St. NE, Suite C  
Salem, OR 97301-1266  
(503) 986-0690  
Fax (503) 986-0793  
oregonheritage.org



August 28, 2024

Mr. Mark Cowan  
Oregon Parks and Recreation Department  
725 Summer St NE STE C  
Salem, OR 97301

RE: SHPO Case No. 24-1585  
OPRD Tualatin Hills Future Neighborhood Park and Trail at Heckman Ln  
park improvemetns  
1N/1W/17, Washington County

Dear Mark Cowan:

Thank you for submitting information for the project referenced above. According to our records there are no identified archaeological objects or sites (Oregon Revised Statute [ORS] 358.905), and no Native American cairn, burial, human remains, sacred objects and objects of cultural patrimony (ORS 97.740-760) in or adjacent to the project area. Based on the information provided, Oregon SHPO does not have any concerns with the project proceeding as planned.

Under ORS 358.920 and ORS 97.745, archaeological sites, objects and human remains are protected on both state public and private lands in Oregon. Please know that if any archaeological artifacts are found during construction all activity in the area should cease and our office should be contacted. We also advise having an Inadvertent Discovery Plan (IDP) in place during construction. A template is available on our website (<https://www.oregon.gov/oprd/OH/pages/projectreviewresources.aspx>). The IDP explains what to do in the event of a discovery and provides examples of archaeological materials. Using this form can reduce confusion, risk, and liability.

If the project has a federal nexus (lands, funding, permitting, or oversight) coordinate with the lead federal agency to ensure compliance with Section 106 of the National Historic Preservation Act.

If you have not already done so, be sure to consult with all appropriate Native American tribes regarding the proposed project. Additional consultation regarding this case must be sent through Go Digital. In order to help us track the project accurately, reference the SHPO case number above in all correspondence.

Please contact our office if you have any questions, comments or need additional assistance.

Sincerely,

Kirsten Lopez  
Special Projects Archaeologist  
(503) 400-4810  
Kirsten.Lopez@oprd.oregon.gov

cc: Leilani Garcia, Tualatin Hills Park & Recreation District



## Request for Reimbursement Guide

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All **Progress Reports** and **Reimbursement Requests** must be submitted using OPRD's online grant application and management system. An account with [OPRDgrants.org](http://OPRDgrants.org) is required for access.

For detailed instruction on how to submit Progress Reports and Reimbursement Requests, see the ***Grant Reporting and Reimbursement Instructions*** at:

- > [oprdrants.org](http://oprdrants.org)
- > Grant Programs
- > Local Government
- > Management & Reporting Requirements
- > ***Grant Reporting and Reimbursement Instructions***

All files for projects benefiting from Oregon Parks and Recreation Department administered grant funds must be able to pass a State audit. When preparing to submit a Request for Reimbursement, plan on submitting the following documentation:

- Progress Report** – Once you submit a Progress Report, you will be able to access the Reimbursement Request form.
- Project Bills / Invoices**
- Bill Payment Confirmation** – Please submit documentation confirming that all project bills/invoices have indeed been paid. The best way to document this is with some type of **Accounts Paid Report** or **Check Ledger Report** for the project that lists **Payments, Payee, Payment Date** and **Check Number**. (This is different from an Accounts Payable Report which would only list payments pending.) If an Accounts Paid Report is not available, please submit copies of canceled payment checks (with account numbers blocked out).

Once the project is completed . . .

- Project Pictures** – Please plan to submit 5-10 digital pictures of the completed project site and specific project elements, for the project file. Digital pictures can be attached to any Progress Report or Request for Reimbursement. For **Planning Projects**, rather than pictures, please submit a digital copy of the final **Planning Document**.
- As-Built Map** – If the completed project is different from the original Site Plan submitted with the application, please submit an *As-Built Map* that shows the actual layout of the completed project.
- Acknowledgement Sign** - Is there any type of signage on site acknowledging OPRD grant support for the project? If not, we will send you one. (An acknowledgement sign is not necessary for Planning projects.)

If you have questions, please contact:

Mark Cowan  
 Grant Program Coordinator  
[mark.cowan@oprdrants.org](mailto:mark.cowan@oprdrants.org)  
 503-951-1317  
<https://www.oregon.gov/oprdrants>





# MEMORANDUM

**DATE:** November 25, 2024  
**TO:** Doug Menke, General Manager  
**FROM:** Aisha Panas, Deputy General Manager  
**RE** **Arborist Agreement Amendment**

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## **Introduction**

The board approved a professional services main agreement for arborist services totaling \$300,000 at its August 2024 meeting. Additional arborist services are needed and board approval is required to amend the current agreement.

## **Background**

THPRD purchasing procedures require staff to develop specifications and solicit minimum numbers of vendors. Purchases under \$300,000 may be authorized by the general manager or designee. Purchases above \$300,000 have additional solicitation requirements and must be authorized by the board of directors.

## **Proposal Request**

Because of greater than anticipated costs to remove hazard trees, in part driven by climate change, staff need to expand the amount of services by \$100,000 for a total of \$400,000 for the 2024-25 fiscal year. Funds to cover the expanded contract are available in existing operating budgets, but increasing the contract requires board approval.

## **Outcomes of Proposal**

Approval of an increase to the total arborist agreement by \$100,000 will allow staff and contractors to improve the health of park district trees through pruning or removal and provide safe park and natural areas by reducing hazard trees.

## **Action Requested**

Board of directors' approval of a revised arborist main agreement not to exceed \$400,000.