



Administration Office
503/645-6433
Fax 503/629-6301

**Board of Directors Regular Meeting
Wednesday, February 12, 2025**

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

Location: Tualatin Valley Water District, 1850 SW 170th Avenue, Beaverton, OR

AGENDA

1. Work Session: [Affordable Housing System Development Charge Waiver Policy](#)
2. Executive Session*
 - A. Personnel
 - B. Legal
 - C. Land
3. Call Regular Meeting to Order
4. Action Resulting from Executive Session
5. [Proclamation: Black History Month](#)
6. Audience Time**
7. Board Time
 - A. Committee Liaisons Updates
8. Consent Agenda***
 - A. [Approve: Minutes of January 8, 2025 Regular Board Meeting](#)
 - B. [Approve: Quarterly Financial Report](#)
 - C. [Approve: Addendum to the Employment Agreement for the District General Manager](#)
 - D. [Approve: Resolution Appointing Budget Committee Members](#)
9. Unfinished Business
 - A. [Approve: Howard M. Terpenning Recreation Complex Pickleball Facility Concept Plan](#)
 - B. [Information: General Manager's Report](#)
10. Adjourn

***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 in-person or virtually via MS Teams.

If you wish to testify in-person during the board meeting, please complete and turn in a testimony card at the meeting. Please wait until you are called upon by the board to speak and then proceed to the public testimony table. Testimony will be taken with a 3-minute time limit during the applicable agenda item, or Audience Time.

If you wish to attend the meeting virtually, or testify virtually, please sign up by emailing boardofdirectors@thprd.org or calling 503-645-6433 **by 12 pm the day of the meeting** with your name and email address (and testimony topic if wishing to provide testimony). 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.

Testimony regarding work session topics will be taken during 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: January 30, 2025
TO: Board of Directors
FROM: Doug Menke, General Manager
RE: Information Regarding the February 12, 2025 Board of Directors Meeting

Agenda Item #1 – [Work Session: Affordable Housing System Development Charge Waiver Policy](#)

Attached please find a memo announcing that a work session will be held at your meeting regarding the district's affordable housing policy approved in late 2020.

Agenda Item #5 – [Proclamation: Black History Month](#)

Attached please find a proclamation declaring the month of February as Black History Month.

Agenda Item #8 – Consent Agenda

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

- A. [Approve: Minutes of January 8, 2025 Regular Board Meeting](#)
- B. [Approve: Quarterly Financial Report](#)
- C. [Approve: Addendum to the Employment Agreement for the District General Manager](#)
- D. [Approve: Resolution Appointing Budget Committee Members](#)

Agenda Item #9 – Unfinished Business

A. [Howard M. Terpenning Recreation Complex Pickleball Facility Concept Plan](#)

Attached please find a memo providing an overview of the Howard M. Terpenning (HMT) Recreation Complex Pickleball Facility concept plan. The proposed facility would include an entry plaza, building, and twelve outdoor pickleball courts covered by a seasonal air structure.

Action Requested: Board of directors' approval of the Howard M. Terpenning (HMT) Recreation Complex Pickleball Facility concept plan.

B. [General Manager's Report](#)

Attached please find the General Manager's Report for the February regular board meeting.



MEMORANDUM

DATE: January 29, 2025
TO: Doug Menke, General Manager
FROM: Aisha Panas, Deputy General Manager
RE: **Affordable Housing System Development Charge Waiver Policy**

At the board of directors' February 12 work session, staff will provide an overview of THPRD's affordable housing policy approved October 14, 2020. Staff will also provide a status update on policy implementation through the Affordable Housing System Development Charge Waiver program (Attachment A) and share how the program is assisting the production of affordable housing. Staff will provide recommendations on potential updates, then seek board feedback on the strategy for continuing the district's affordable housing program.



Development Incentives: THPRD Affordable Housing Parks SDC Waivers

The Tualatin Hills Park & Recreation District (THPRD) supports affordable housing development by providing a defined number of parks System Development Charge (SDC) waivers through adopted Resolution 2020-24. THPRD's affordable housing parks SDC waiver (affordable housing waiver) program supports equitable access to housing and socio-economically diverse communities by improving the financial feasibility of developing affordable housing. THPRD routinely works with developers to issue affordable housing waivers, reducing the value of SDCs due on eligible affordable housing development projects. THPRD's Board of Directors reviews the policy and continued availability of affordable housing waivers annually.

Developers proposing to develop regulated affordable housing units may be eligible for a:

- 100% SDC waiver toward each housing unit reserved for tenants earning 30% or less than the Median Family Income (MFI); and/or,
- 50% SDC waiver toward each housing unit reserved for tenants earning between 31-60% MFI.

THPRD encourages developers seeking the affordable housing waivers described in section 6.F. of THPRD's Parks SDC Administrative Procedures Guide (SDC APG) to reach out prior to submitting for land use or early in the land use process for an initial eligibility consultation.

To be eligible for affordable housing waivers, developers must detail in writing the number of 30% MFI and 31-60% MFI units that the developer is seeking affordable housing waivers for and work with THPRD to ensure the following criteria described in SDC APG section 6.F.3. are met:

- The developer must provide a copy of a deed restriction in favor of the permitting jurisdiction requiring the property owner to maintain the number of affordable housing units receiving an SDC waiver for at least 60 years; and
- Copies of the following documents:
 - Outreach plan for the development;
 - Lease screening criteria for the development; and
 - The developer's organizational equity plan.

If a developer's project is eligible, THPRD will develop a Memorandum of Understanding (MOU) providing affordable housing waivers that the developer can use to reduce Parks SDC fees due when paying for building permits. Developers receiving affordable housing waivers may also receive SDC credits for providing eligible park and recreation amenities (Open Space Incentives: THPRD Parks SDC Credits).

Developers interested in affordable housing waivers for development of qualified, regulated affordable housing are strongly encouraged to contact Nicole Paulsen, Planning Supervisor, by phone (503) 906-0293 or email at n.paulsen@thprd.org at their earliest convenience.

Developer Resources:

- THPRD SDC FAQs: <https://www.thprd.org/pdfs2/document5106.pdf>
- THPRD Parks SDC APG: <https://www.thprd.org/pdfs2/document17.pdf>
- THPRD Parks SDC Fee Schedule: <https://www.thprd.org/pdfs2/document5354.pdf>

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TUALATIN HILLS PARK & RECREATION DISTRICT

PROCLAMATION

By the Board of Directors

WHEREAS, THPRD is committed to eliminating the historical inequities of systemic racism and ensuring that people of color have the opportunity to play, learn, and enjoy park and recreation facilities, programs, services, and natural areas; and

WHEREAS, THPRD is dedicated to removing barriers to participation and fostering an inclusive culture; and

WHEREAS, Black communities have made and continue to make valuable contributions in the history of our nation’s economic, cultural, spiritual, and political development; and

WHEREAS, the Black community in the United States has been the target of systemic institutional racism, discrimination, exclusion, and violence based on identity, which stands in contrast with our core values; and

WHEREAS, Black History Month calls our attention to the need to recognize and lay the foundation toward actively eliminating systemic racism, racial disparities, and oppression to build a community in which all experience a full sense of belonging and respect for human dignity; and

WHEREAS, the THPRD Board of Directors has affirmed addressing racial inequity as a core THPRD value; and

WHEREAS, Black History Month is a time to celebrate the successes, to reflect upon ongoing challenges of Black communities, and look to the future to ensure solidarity, to work to advance equity and racial justice, and cultivate inclusiveness;

NOW, THEREFORE, the Tualatin Hills Park & Recreation District, does hereby declare the month of February 2025 as

Black History Month

And do urge all those in the Tualatin Hills Park & Recreation District to support and promote this observance.

Signed this 12th day of February, 2025.

Barbie Minor, President

Alfredo Moreno, Secretary



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, January 8, 2025, at the Tualatin Valley Water District Headquarters, 1850 SW 170th Avenue, Beaverton, Oregon. Executive Session 5:30 pm; Regular Meeting 6:00 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 – Executive Session (A) Land

President Barbie Minor called executive session to order to conduct deliberations with persons designated by the governing body to negotiate real property transactions. Executive Session is held under authority of ORS 192.660(2)(e).

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 #2 – Call Regular Meeting to Order

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Barbie Minor on Wednesday, January 8, 2025, at 6:00 pm.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

Agenda Item #4 – Accept Audit Report on Park District Financial Statements and Secretary of State Corrective Action Plan for Fiscal Year 2023/24

Jared Isaksen, Finance director, introduced Julie Fahey, Audit Partner with Talbot, Korvola & Warwick, LLP, the district's auditor, to make a presentation on the audit report on the district's financial statements for the fiscal year ended June 30, 2024.

Julie provided an overview of the audit process and the district's audit results for the year ended June 30, 2024, via a PowerPoint presentation, a copy of which was entered into the record. She noted that it was a big year for the district in that they tested conversion entries in the district's transition from Springbrook to Tyler that occurred on January 1, 2024, and she commended staff on the heavy lift this required. She noted that the Independent Auditor's Report includes an unmodified opinion, meaning that the district's financial statements have been fairly presented. The Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards identified one issue as a significant deficiency related to some entries that were proposed as a result of the audit and there were no issues with management in recording those. Lastly, there were no compliance issues identified within the Report on Compliance and Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Oregon State Regulations. Julie concluded her presentation by noting that the district intends to apply for the Government Finance Officers Association Certificate of Excellence

in Financial Reporting Award, which would be the district's 20th consecutive year receiving this award. She thanked district Finance staff for their help in facilitating the audit process and offered to answer any questions the board may have.

Alfredo Moreno expressed appreciation for his meeting with Julie earlier in the year as the board president for the fiscal year applicable to this audit and offered a reminder that the district's auditor is hired by and reports to the board to ensure the district's good financial stewardship and governance.

President Minor expressed appreciation for all the hard work and stamina that goes into this process every year, adding that she is impressed by the number of years the district has received the Certificate of Excellence in Financial Reporting Award, and the attention and dedication needed to live up to such standards.

Jared thanked Julie and her team for accommodating the district's scheduling needs during the audit due to the simultaneous implementation of its new financial software.

General Manager Doug Menke expressed appreciation for Julie's attendance at the Tualatin Hills Park Foundation's annual meeting and for her counsel regarding the two organizations working side by side in order to enable success for each other.

Miles Palacios moved that the board of directors accept the Audit Report on the district's Annual Comprehensive Financial Report and Secretary of State Corrective Action Plan for the fiscal year ended June 30, 2024. Tya Ping seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #5 – Audience Time

There was no testimony received during Audience Time.

Agenda Item #6 – Board Time

A. Committee Liaisons Updates

Felicita Monteblanco provided the following updates and comments:

- ✓ Along with board member Ping and other Washington County elected officials and leaders in the region, visited the Confederated Tribes of Grand Ronde in mid-December, which provided a great learning experience and opportunity to build relationships.
- ✓ Described her experience with THPRD in learning how to swim as an adult, noting that it has been wonderful to be able to get to know the district in a different way.

Tya Ping provided the following updates and comments:

- ✓ Also enjoyed the visit with the Confederated Tribes of Grand Ronde and thanked those who helped organize it, noting that it was a great opportunity for relationship building and a good lesson on how other communities have learned to advocate for themselves.

Miles Palacios provided the following updates and comments:

- ✓ Looking forward to attending the upcoming joint advisory committees meeting.
- ✓ Described a connection with a childhood friend who reached out to him regarding THPRD.

Alfredo Moreno provided the following updates and comments:

- ✓ Described his children’s participation in a winter camp program at Conestoga Recreation & Aquatic Center, noting that it was a great experience and growing opportunity.

President Minor provided the following updates and comments:

- ✓ Thanked board members Monteblanco and Ping for attending the visit to Grand Ronde, noting that she had wished to go herself but unfortunately fell ill. She also expressed gratitude to the district staff who helped organize the visit.
- ✓ Attended the district’s Kwanzaa celebration coproduced with the Beaverton Black Parent Union and described the wonderful opportunities that arise when the district partners with community-based organizations in coproducing events in this way.
- ✓ The most recent Nature & Trails Advisory Committee meeting included the election of officers and discussion around upcoming potential goals, which will be further refined after welcoming their new members in January.

Agenda Item #7 – Consent Agenda

Tya Ping moved that the board of directors approve consent agenda items (A) Minutes of December 11, 2024 Regular Board Meeting, (B) Intergovernmental Agreement with Oregon Department of Transportation for Design Consultation Services for the Westside Trail Bridge, (C) Resolution Authorizing Oregon Department of Transportation Grant Application for Westside Trail Pedestrian and Bicycle Bridge, and (D) Resolution Authorizing US Department of Transportation Grant Application for Westside Trail Pedestrian and Bicycle Bridge. Miles Palacios seconded the motion. Roll call proceeded as follows:

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

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – New Business

A. 2025 Legislative Session Preview

Aisha Panas, deputy general manager, provided a brief update regarding the activities taking place around the district’s federal legislative efforts, noting that the main focus of the district’s federal legislative consultant, Smith Garson (formerly Smith, Dawson & Andrews), is monitoring the transition to a new presidential administration taking place later this month, including closely tracking the status of our ADA improvements earmark. Additionally, we’ve been working with the National Special Districts Association (formerly National Special Districts Coalition) on promoting the preservation and enhancement of special districts’ abilities to gain access to federal funding. The district’s grant administrator is also reviewing and working on grant and other funding opportunities for the district’s Westside Trail Pedestrian and Bicycle Bridge.

Aisha introduced Kylie Grunow with Meriwether Strategies, the district’s state legislative consultant, who provided a detailed preview for the upcoming 2025 state legislative session via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Interim & Session Timelines
- 2025 Legislative Calendar
 - Key Dates
 - January 13-17: Swearing In, Org. Days, Training
 - January 21: Legislative Session Begins
 - February 25: Measure Introduction Deadline

- March 21: First Chamber – Post Work Session Deadline
 - April 9: First Chamber Deadline
 - May 9: Second Chamber – Post Work Session Deadline
 - May 23: Second Chamber Deadline
 - June 18: Target Sine Die
 - June 29: Constitutional Sine Die
 - THPRD Lobby Day (TBD)
- 2025 Top Issues
 - Governor Kotek’s Priorities
 - Housing & Homelessness
 - Education – K-12 Funding & Early Literacy
 - Behavioral Health
 - Other Big Issues
 - Transportation Package
 - Wildfire Funding
 - Democratic Supermajorities
- THPRD State Priorities
 - Local Agency Control & Authority
 - System Development Charges
 - Climate Adaptation & Community Resiliency
 - Equitable Access to Parks & Recreation
 - Funding for Parks, Recreation & Trails
- Anticipated THPRD Issues
 - Recreational Immunity
 - Transportation Package
 - RVs – Fund & Fees
 - E-Micromobility
 - System Development Charges
 - THPRD Budget Priorities

Aisha and Kylie offered to answer any questions the board may have.

Felicita Monteblanco described the educational opportunity that will exist with whomever replaces Representative Reynolds. Additionally, she referenced the discussions taking place around the need for tax reform and being made aware of any opportunities for the district to provide its perspective and voice on the topic.

- ✓ Aisha noted that she continues to share the district’s interest in this topic, including with the Special Districts Association of Oregon’s legislative committee. It is acknowledged as a heavy lift, but we will continue to daylight the concerns.

Felicita commented that our peers at the city and county are expressing the same concerns, and it would be beneficial for the district to know our facts and be able to contribute to the discussion.

- ✓ Kylie agreed, noting that this is currently a widely discussed topic across all forms of government and that she has been monitoring such conversations closely. She suggested that the topic could be a part of the district’s lobby day, as well.

Alfredo Moreno requested additional detailed information regarding the Anticipated THPRD Issues in order to aid his discussions with legislators at upcoming events and meetings, such as the Westside Economic Alliance legislative reception.

- ✓ Kylie and Aisha confirmed that additional information would be provided.

Miles Palacios commented that there is some overlap between the district’s legislative efforts and that of his career and that he will remain germane to this work and communicate with Kylie as much as he can.

President Minor recognized that scheduling a THPRD lobby day can be a heavy lift but requested that consideration be given to having two separate opportunities to participate due to the board members' complex schedules.

General Manager Doug Menke noted that he and President Minor will be discussing a future work session for the board to work through some of the key priority items ahead of the district that will lead to great opportunities for the community as a whole.

Agenda Item #9 – Adjourn

There being no further business, the meeting was adjourned at 6:40 pm.

Barbie Minor, President

Alfredo Moreno, Secretary

Recording Secretary,
Jessica Collins

Tualatin Hills Park & Recreation District
Quarterly Financial Report
June 1, 2024 – December 31, 2024



Prepared for:
Board of Directors

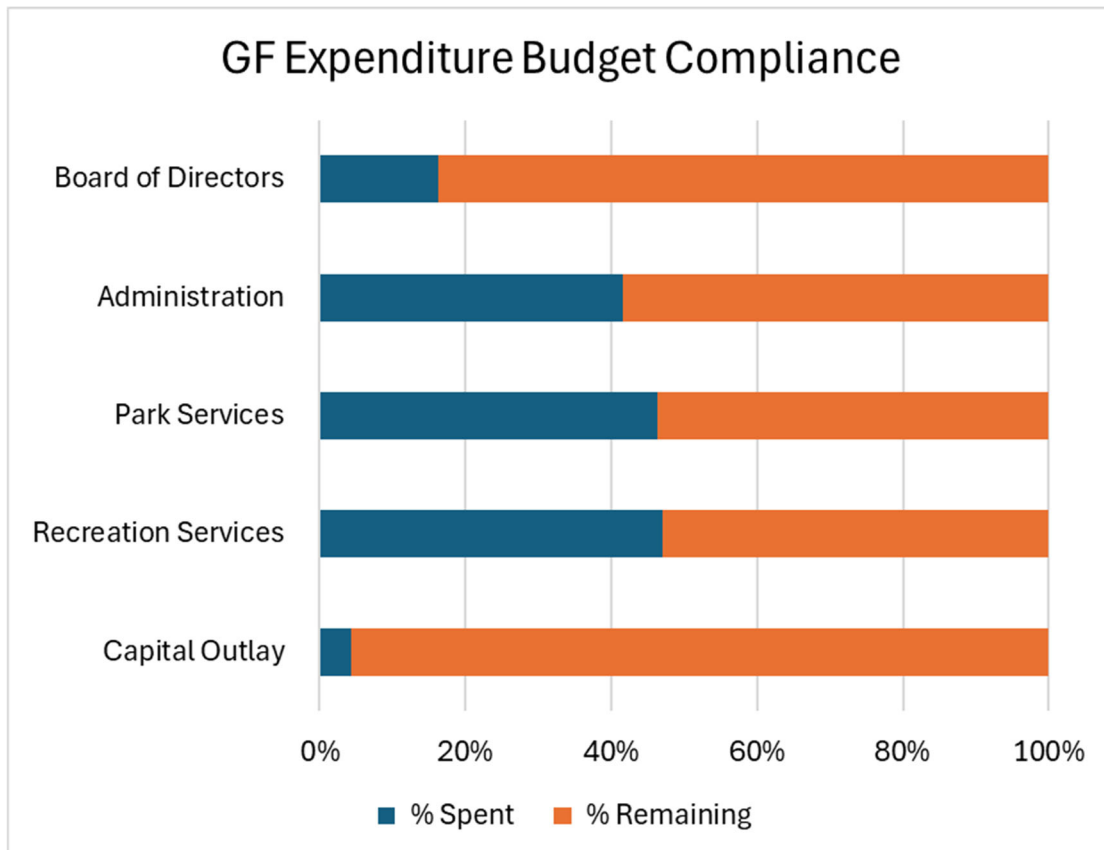
Prepared by:
Jared Isaksen, Finance Director

2nd Quarter of FY2024-25

Building on the successful revenue collection from quarter one, quarter two is showing continued strong revenue collection and expense management across all divisions. Operations continue to proceed as anticipated as program revenue levels remain aligned with our new operational thresholds.

This Quarter in the numbers

- Expended 31% of overall budget
 - Recreation Services – 47%
 - Park Services – 46%
 - Administration – 42%
- Received 80% of estimated revenues
 - Property Taxes – 94%
 - Recreation Services – 63%
 - Interest Income – 55%





Tualatin Hills Park & Recreation District

General Fund Financial Summary
October 2024 - December 2024

ACTUAL		BUDGET			
Current Quarter	Year to Date	Year to Date Equivalent		Full Year	
		Budget Amount	Budget %	Budget Amount	Budget %

Program Resources:

Aquatic Centers	\$ 613,349	\$ 1,523,099	\$ 1,042,750	146.1%	\$ 2,399,101	63.5%
Tennis Center	381,098	687,066	598,626	114.8%	1,240,987	55.4%
Recreation Centers	960,602	2,864,396	2,513,807	113.9%	4,555,893	62.9%
Sports & Inclusion Services	1,060,083	2,190,132	1,769,232	123.8%	3,409,940	64.2%
Total Program Resources	3,015,131	7,264,693	5,924,415	122.6%	11,605,921	62.6%

Other Resources:

Property Taxes	53,151,134	53,233,022	53,015,502	100.4%	56,672,717	93.9%
Interest Income	257,169	438,414	243,741	179.9%	800,000	54.8%
Facility Rentals/Sponsorships	90,881	174,762	404,926	43.2%	540,000	32.4%
Grants	48,581	282,161	956,133	29.5%	6,168,665	4.6%
Miscellaneous Income	77,990	148,312	349,315	42.5%	21,819,150	0.7%
Total Other Resources	53,625,756	54,276,671	54,969,617	98.7%	86,000,532	63.1%

Total Resources

	\$ 56,640,886	\$ 61,541,363	\$ 60,894,032	101.1%	\$ 97,606,453	63.1%
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Program Expenditures:

Recreation Administration	502,459	943,076	1,176,903	80.1%	1,871,607	50.4%
Aquatic Centers	2,107,231	3,828,664	4,284,995	89.4%	8,036,638	47.6%
Tennis Center	430,650	764,862	741,816	103.1%	1,408,464	54.3%
Recreation Centers	2,883,864	5,645,268	5,888,347	95.9%	11,843,651	47.7%
Sports & Inclusion Services	2,052,121	3,659,156	4,717,919	77.6%	8,430,587	43.4%
Total Program Related Expenditures	7,976,326	14,841,027	16,809,980	88.3%	31,590,947	47.0%

General Government Expenditures:

Board of Directors	76,103	88,707	205,665	43.1%	545,612	16.3%
Administration	4,167,565	6,820,831	9,137,450	74.6%	16,390,155	41.6%
Park Services	4,840,538	8,235,147	10,121,501	81.4%	17,758,818	46.4%
Capital Outlay	534,145	1,399,481	4,261,206	32.8%	32,116,119	4.4%
Contingency/Capital Replacement Reserve/Transfer Out	-	-	-	0.0%	3,500,000	0.0%
Total Other Expenditures:	9,618,351	16,544,165	23,725,822	69.7%	70,310,704	23.5%

Total Expenditures

	\$ 17,594,676	\$ 31,385,192	\$ 40,535,801	77.4%	\$ 101,901,651	30.8%
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Revenues over (under) Expenditures

	\$ 39,046,210	\$ 30,156,171	\$ 20,358,231	148.1%	\$ (4,295,198)	
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Beginning Cash on Hand

	-	29,258,148	32,000,000	91.4%	32,000,000	91.4%
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Ending Cash on Hand

	\$ -	\$ 59,414,319	\$ 52,358,231	91.4%	\$ 27,704,802	91.4%
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2nd Quarter Grant Update
 FY25 - Q2 (October 1, 2024 - December 31, 2024)

Date: 01/16/25

Funder Project Name	Grant Awards to December 31	Revenue in Adopted FY25 Budget	Grant Revenue Received to December 31	Estimated Total FY 24/25	NOTES:
Ongoing Projects					
Operational Projects					
National Recreation and Park Association <i>THRIVE @ Garden Home Chehalem Site</i>	\$ 60,625	\$ -	\$ 43,347	\$ 17,278	
Oregon Department of Education, Youth Development - Youth Solutions <i>Diverse Youth Experiences in Parks and Recreation</i>	\$ 104,846	\$ -	\$ 52,676	\$ 52,170	
Tualatin Soil & Water Conservation District <i>2024-2026 Nature Experiences and Workforce Training (NEWT)</i>	\$ 20,000	\$ -	\$ -	\$ 20,000	
Subtotal Ongoing Operational Projects	\$ 185,471	\$ -	\$ 96,023	\$ 89,448	
Capital Projects					
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	\$ 190,348	\$ 500,000	
Metro - Local Share <i>Heckman Lane Park & Trail</i>	\$ 3,641,867	\$ 3,611,081	\$ 73,542	\$ 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	\$ 609,385	\$ 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 & Engineering</i>	\$ 600,000	\$ 600,000	\$ -	\$ 30,000	
Metro - Local Share <i>Westside Trail Bridge - Design & 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 & Community Trail, Heckman Ln.</i>	\$ 1,000,000	\$ -	\$ -	\$ 350,000	Not in FY25 budget, awarded 8/29/24
Subtotal Ongoing Capital Projects	\$ 13,381,428	\$ 12,467,504	\$ 873,275	\$ 3,993,253	
Federally Funded Grants					
Capital Projects					
Washington County - American Rescue Plan Act <i>Permanent Public Restrooms</i>	\$ 1,400,000	\$ -	\$ 1,137,891	\$ 1,137,891	Project completed, balance of funds returned.
Oregon Department of Administrative Services - American Rescue Plan Act <i>Permanent Public Restrooms</i>	\$ 500,000	\$ -	\$ 484,516	\$ 484,516	Project completed, balance of funds returned.
US Department of Housing and Urban Development, Economic Development Initiative, Congressional Community Project <i>Community Shelters and Emergency Operations</i>	\$ 946,956	\$ 946,956	\$ -	\$ -	Received notice of award in March 2024. Waiting for IGA to be executed.
Subtotal Federally Funded Capital Projects	\$ 2,846,956	\$ 946,956	\$ 1,622,407	\$ 1,622,407	
Grant Projects with a District Match					
Metro - Regional Flexible Funds	\$ 800,000	\$ -	\$ -	\$ -	Grant passed on to ODOT for project, District to provide

Funder Project Name	Grant Awards to December 31	Revenue in Adopted FY25 Budget	Grant Revenue Received to December 31	Estimated Total FY 24/25	NOTES:
<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>
<i>Subtotal Grant Projects with a District Match</i>	\$ 7,121,306	\$ -	\$ -	\$ -	
TOTAL GRANTS	\$ 23,535,161	\$ 13,414,460	\$ 2,591,705	\$ 5,705,108	

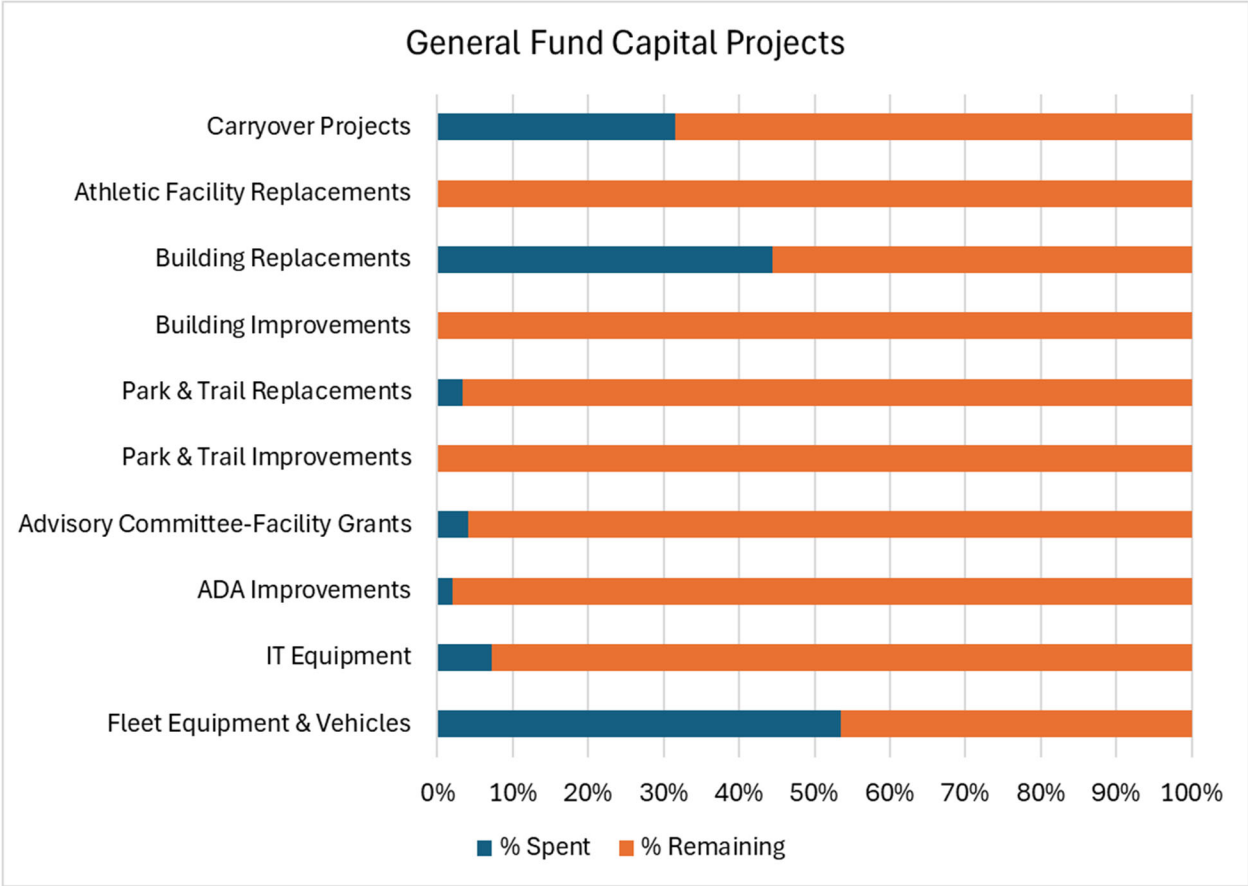
Staff in the Numbers for the 2nd Quarter

	1st Quarter	2nd Quarter
Budgeted Positions	210	210
Occupied Positions	193	189
Vacancies	17	21
Vacancy rate	8%	10%
Positions hired	9	2
Previous full-time	1	0
Previous part-time	2	1
Total Internal Hires	3	1
Active recruitments @ end of quarter	2	8

**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 went live December 2, 2024.
- Projects completed:
 - Beaverton Creek Trail planning
 - Asphalt overlay and repairs (carryover)
 - Asphalt overlay at 167th – Schlottmann Creek Greenway
 - The boiler replacement at Garden Home
- Work is underway for:
 - Roof retrofit at HMT
 - Fanno Creek Regional Trail improvements
 - Vehicle and equipment purchases



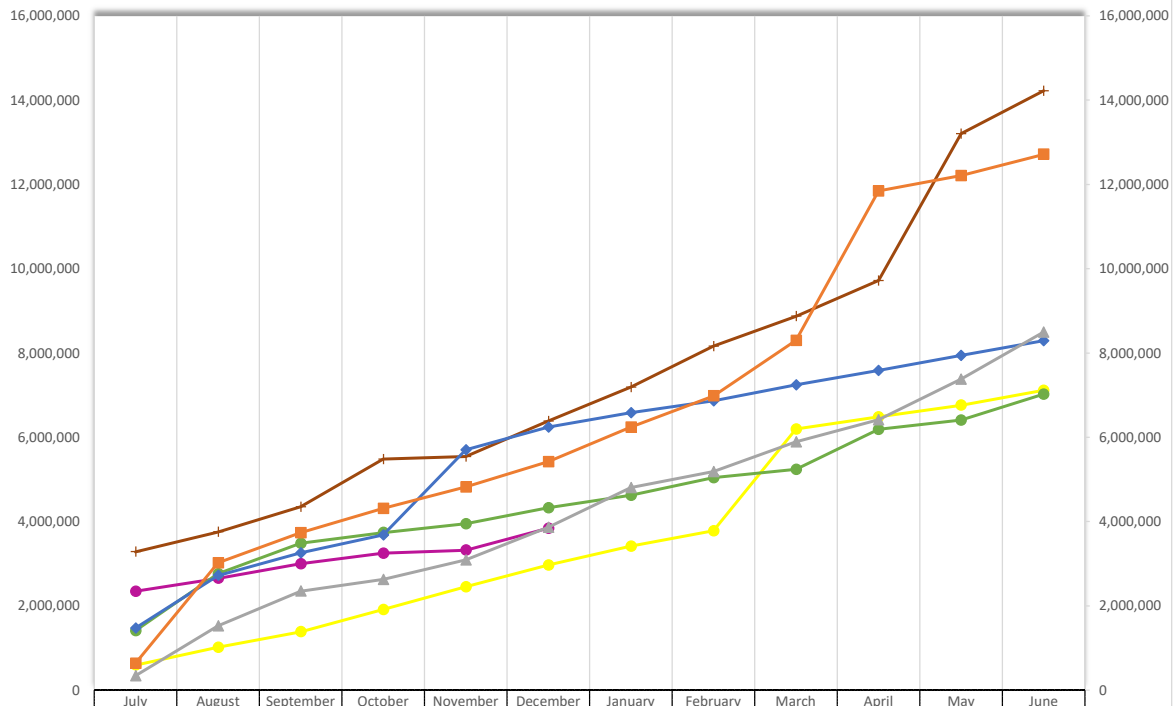
Quarterly Bond Capital Fund Report

- At the end of Quarter 2, both the Natural Area Preservation projects and the new field development at Mountain View Champions Park are progressing steadily, with nearly half of their budgets remaining. Natural Area Preservation projects have utilized 53% of their funding, while Mountain View Champions Park is nearly complete and has resulted in substantial project savings.

Budget vs Actual as of December 31, 2024

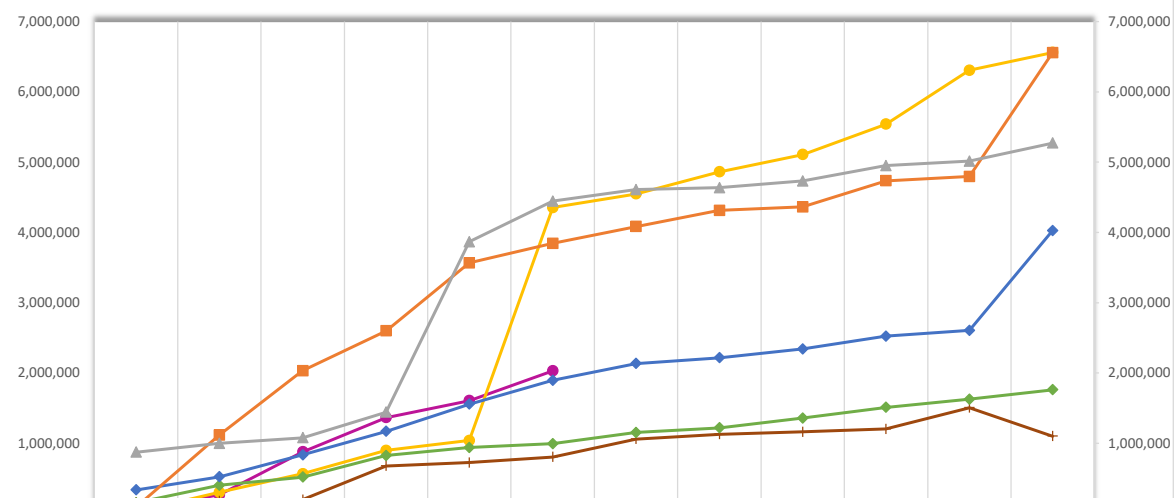
	Budget	Actual	Remaining Amount	%
Renovate and Redevelop Neighborhood Parks				
Cedar Hills Park & Athletic Field	\$ 325,581	\$ 23,413	\$ 302,168	93%
Natural Area Preservation				
Raleigh Park	213,737	193,497	20,240	9%
Bannister Creek Greenway/NE Park	37,181	-	37,181	100%
Bronson Creek Greenway at Laidlaw	349,202	248,193	101,009	29%
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%
Natural Area Preservation Total	855,790	450,485	405,305	47%
New Linear Park and Trail Development				
Miscellaneous Natural Trails	53,628	-	53,628	100%
New Linear Park and Trail Land Acquisition				
New Linear Park and Trail Acquisitions	1,195	-	1,195	100%
Multifield/Multipurpose Athletic Field Development				
New Fields in SW Quadrant - MVCP	1,100,105	612,056	488,049	44%
Total	\$ 2,336,299	\$ 1,085,954	\$ 1,250,345	54%

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	3,247,415	3,322,936	3,842,843						
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	60,998	265,429	877,962	1,366,329	1,607,864	2,030,584						
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



Accounts Payable
Checks > \$10,000
Summary by Check Number
October 01, 2024 - December 31, 2024

<u>Check #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
320988	100191	KAISER FOUNDATION HEALTH PLAN	10/1/2024	248,416.34
320990	100284	UNUM LIFE INSURANCE COMPANY OF AMERICA	10/1/2024	13,431.53
320989	100509	MODA HEALTH PLAN INC	10/1/2024	35,406.09
			10/1/2024 Total	\$297,253.96
694	100211	NORTHWEST NATURAL GAS COMPANY	10/2/2024	14,278.68
698	100235	PORTLAND GENERAL ELECTRIC	10/2/2024	51,785.78
321002	100453	EASTSIDE PAVING INC	10/2/2024	48,575.00
321022	101102	SBRK FINANCE HOLDINGS INC	10/2/2024	40,785.09
321016	101708	P & C CONSTRUCTION CO	10/2/2024	246,500.30
			10/2/2024 Total	\$401,924.85
321030	100285	US BANK	10/3/2024	12,490.29
			10/3/2024 Total	\$12,490.29
707	100578	MISSIONSQUARE RETIREMENT	10/7/2024	21,595.64
708	100578	MISSIONSQUARE RETIREMENT	10/7/2024	31,708.25
			10/7/2024 Total	\$53,303.89
715	100198	LITHTEX INC	10/11/2024	23,680.35
718	100235	PORTLAND GENERAL ELECTRIC	10/11/2024	29,007.74
710	100492	AKS ENGINEERING & FORESTRY LLC	10/11/2024	68,679.00
			10/11/2024 Total	\$121,367.09
321074	100477	LANGO HANSEN LANDSCAPE ARCHITECTS PC	10/16/2024	84,151.95
321068	100608	GARLAND / DBS INC	10/16/2024	140,783.44
			10/16/2024 Total	\$224,935.39
321092	100285	US BANK	10/17/2024	12,504.38
			10/17/2024 Total	\$12,504.38
724	100492	AKS ENGINEERING & FORESTRY LLC	10/18/2024	11,445.17
726	100528	ROSS D FILLEY	10/18/2024	22,250.00
738	100578	MISSIONSQUARE RETIREMENT	10/18/2024	22,433.42
739	100578	MISSIONSQUARE RETIREMENT	10/18/2024	31,938.87
			10/18/2024 Total	\$88,067.46
321096	100125	CITY OF BEAVERTON	10/23/2024	29,691.90
321116	100212	NORTHWEST PLAYGROUND EQUIPMENT INC	10/23/2024	95,071.33
321114	100561	MOUNTAIN PAINTING COMPANY LLC	10/23/2024	21,000.00



Accounts Payable
Checks > \$10,000
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October 01, 2024 - December 31, 2024

<u>Check #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
321102	100612	JAMES T SOLOMON	10/23/2024	10,295.70
321109	100632	LEE CONTRACTORS LLC	10/23/2024	22,209.12
10/23/2024 Total				\$178,268.05
750	100235	PORTLAND GENERAL ELECTRIC	10/25/2024	42,769.80
745	100528	ROSS D FILLEY	10/25/2024	16,500.00
10/25/2024 Total				\$59,269.80
321151	100318	NV5 INC	10/30/2024	12,089.36
321150	100340	NORTHSIDE FORD TRUCK SALES INC	10/30/2024	30,222.14
321152	101379	NYLUND INC	10/30/2024	175,402.80
10/30/2024 Total				\$217,714.30
321166	100285	US BANK	10/31/2024	12,499.44
10/31/2024 Total				\$12,499.44
321167	100191	KAISER FOUNDATION HEALTH PLAN	11/1/2024	255,417.38
759	100211	NORTHWEST NATURAL GAS COMPANY	11/1/2024	28,133.53
761	100235	PORTLAND GENERAL ELECTRIC	11/1/2024	40,351.12
321169	100284	UNUM LIFE INSURANCE COMPANY OF AMERICA	11/1/2024	14,649.75
764	100296	WASHINGTON COUNTY	11/1/2024	53,398.31
321168	100509	MODA HEALTH PLAN INC	11/1/2024	35,927.87
11/1/2024 Total				\$427,877.96
770	100578	MISSIONSQUARE RETIREMENT	11/4/2024	24,797.32
771	100578	MISSIONSQUARE RETIREMENT	11/4/2024	32,037.07
11/4/2024 Total				\$56,834.39
321198	101770	RED BARK INCORPORATED	11/6/2024	15,008.00
11/6/2024 Total				\$15,008.00
321214	100122	BCI CONTRACTING INC	11/13/2024	268,735.16
321216	100580	CASHMERE VALLEY BANK	11/13/2024	111,090.00
321218	101144	FIELDWORK DESIGN INC	11/13/2024	18,360.15
321228	101708	P & C CONSTRUCTION CO	11/13/2024	181,816.20
11/13/2024 Total				\$580,001.51
321242	100285	US BANK	11/14/2024	12,512.42
11/14/2024 Total				\$12,512.42



Accounts Payable
Checks > \$10,000
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October 01, 2024 - December 31, 2024

<u>Check #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
795	100142	CDW LLC	11/15/2024	20,096.64
11/15/2024 Total				\$20,096.64
810	100578	MISSIONSQUARE RETIREMENT	11/18/2024	24,858.06
811	100578	MISSIONSQUARE RETIREMENT	11/18/2024	32,337.68
11/18/2024 Total				\$57,195.74
321297	100300	TURF STAR WESTERN	11/20/2024	39,185.10
321278	100437	METRO	11/20/2024	162,518.67
321287	101062	PIKE AWNING CO	11/20/2024	16,865.00
11/20/2024 Total				\$218,568.77
321308	100285	US BANK	11/27/2024	12,447.80
321310	100492	AKS ENGINEERING & FORESTRY LLC	11/27/2024	12,354.49
321315	100610	BIOHABITATS INC	11/27/2024	18,230.50
11/27/2024 Total				\$43,032.79
843	100211	NORTHWEST NATURAL GAS COMPANY	11/29/2024	18,029.93
845	100235	PORTLAND GENERAL ELECTRIC	11/29/2024	42,215.49
838	100533	F & F FARM AND REFORESTATION LLC	11/29/2024	25,338.00
11/29/2024 Total				\$85,583.42
836	100276	THPRD - EMPLOYEE ASSOCIATION / OSEA #400	12/2/2024	14,336.58
834	100578	MISSIONSQUARE RETIREMENT	12/2/2024	25,222.51
835	100578	MISSIONSQUARE RETIREMENT	12/2/2024	32,111.18
12/2/2024 Total				\$71,670.27
321343	100191	KAISER FOUNDATION HEALTH PLAN	12/3/2024	253,550.23
321345	100284	UNUM LIFE INSURANCE COMPANY OF AMERICA	12/3/2024	13,381.37
321344	100509	MODA HEALTH PLAN INC	12/3/2024	35,552.48
12/3/2024 Total				\$302,484.08
321359	102109	OREGON DEPARTMENT OF ADMINISTRATIVE SERVICES	12/4/2024	15,484.45
321354	102125	ELK MOUNTAIN CONSTRUCTION INC	12/4/2024	45,125.00
12/4/2024 Total				\$60,609.45
856	100211	NORTHWEST NATURAL GAS COMPANY	12/6/2024	33,714.92
858	100235	PORTLAND GENERAL ELECTRIC	12/6/2024	42,571.69



Accounts Payable
Checks > \$10,000
Summary by Check Number
October 01, 2024 - December 31, 2024

<u>Check #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
859	100316	SIGNATURE GRAPHICS	12/6/2024	12,996.00
			12/6/2024 Total	\$89,282.61
852	100285	US BANK	12/10/2024	3,900,000.00
			12/10/2024 Total	\$3,900,000.00
321387	101708	P & C CONSTRUCTION CO	12/11/2024	128,600.00
321382	102233	JOE KITTEL	12/11/2024	10,950.00
			12/11/2024 Total	\$139,550.00
321407	100285	US BANK	12/12/2024	12,509.63
			12/12/2024 Total	\$12,509.63
869	100329	TALBOT KORVOLA & WARWICK LLP	12/13/2024	45,000.00
871	100574	TYLER TECHNOLOGIES INC	12/13/2024	170,355.95
			12/13/2024 Total	\$215,355.95
877	100578	MISSIONSQUARE RETIREMENT	12/16/2024	25,946.40
878	100578	MISSIONSQUARE RETIREMENT	12/16/2024	32,000.34
			12/16/2024 Total	\$57,946.74
321422	101144	FIELDWORK DESIGN INC	12/18/2024	21,466.49
321445	102356	WILSONVILLE T LLC	12/18/2024	50,769.03
			12/18/2024 Total	\$72,235.52
891	100711	TOM STEVENS BOILER REPAIR INC	12/20/2024	13,080.00
			12/20/2024 Total	\$13,080.00
321480	100285	US BANK	12/26/2024	13,461.52
			12/26/2024 Total	\$13,461.52
895	100142	CDW LLC	12/27/2024	18,537.47
			12/27/2024 Total	\$18,537.47
908	100578	MISSIONSQUARE RETIREMENT	12/30/2024	25,238.49
909	100578	MISSIONSQUARE RETIREMENT	12/30/2024	31,828.20
			12/30/2024 Total	\$57,066.69
321481	100492	AKS ENGINEERING & FORESTRY LLC	12/31/2024	25,607.86
321485	102236	FFA ARCHITECTURE AND INTERIORS INC	12/31/2024	11,358.76
			12/31/2024 Total	\$36,966.62
			Grand Total	\$8,257,067.09



MEMORANDUM

DATE: January 30, 2025
TO: Board of Directors
FROM: Doug Menke, General Manager
RE: **Addendum to the Employment Agreement for the District General Manager**

On your consent agenda for consideration at the February 12, 2025 board meeting is a request to approve an addendum to the employment agreement for myself. This addendum would take effect upon board approval/signing.

Action Requested

Board of directors' approval of Addendum No. 3 to the Employment Agreement for General Manager Doug Menke.

**EMPLOYMENT AGREEMENT
ADDENDUM NO. 3**

This Employment Agreement Addendum No. 3 (this "Addendum") amends the July 1, 2019, employment agreement (the "Agreement") by and between TUALATIN HILLS PARK & RECREATION DISTRICT, an Oregon park and recreation district duly organized under ORS Chapter 266 (the "District") and DOUG MENKE ("General Manager") (collectively, the "Parties").

RECITALS:

- A. The Agreement currently provides for the employment of General Manager as general manager of the District for a term ending on June 30, 2022.
- B. Addendum No. 2 of the Agreement provides for the employment of General Manager as general manager of the District for a term ending on December 31, 2025.
- C. The Parties desire to extend the Agreement to December 31, 2026.
- D. The Parties further desire to have the option to renew the Agreement, as amended, by one (1) calendar year by mutual agreement.

AGREEMENT

- 1. Extension of Term. Section 2 of the Agreement is amended to extend the term of the Agreement through December 31, 2026 (the "Extended Term"). The District and General Manager each have the right to terminate the Agreement before the end of the Extended Term, consistent with and subject to Section 10 of the Agreement. The Extended Term will not be subject to automatic renewal as provided in Section 3 of the Agreement.
- 2. Agreement Remains in Effect. Except as modified in this Addendum No. 3, the terms and conditions of the Agreement remain in full force and effect.

DATED this ____ day of _____, 2025.

TUALATIN HILLS PARK & RECREATION DISTRICT

Doug Menke

By: _____
Barbie Minor
President



MEMORANDUM

DATE: January 30, 2025
TO: Board of Directors
FROM: Doug Menke, General Manager
RE **Resolution Appointing Budget Committee Members**

Introduction

Staff requests board of directors' appointment of two budget committee members.

Background

The THRPD Budget Committee is comprised of ten members: five drawn from the THRPD Board of Directors and five drawn from the general public (see attached roster). There are currently two open positions on the committee due to the expiration of committee members' terms (Chris Howard and Natalie Zehner) on June 30, 2024. Budget committee positions are three-year terms.

Notice of the vacancies was published and applications to serve on the committee were accepted from September 3 to October 21. Seventeen applications were received. Board President Barbie Minor directed that board members individually review and rank the applications received to determine how many interviews should be conducted.

A subcommittee comprised of two board members (President Minor and Alfredo Moreno) and Finance Director Jared Isaksen recently conducted interviews of seven finalists and recommends appointment of Hannah Bui and Rajneel Maharaj (applications attached).

Proposal Request

Based on the board's review of the applications and interviews conducted by the subcommittee, Hannah Bui and Rajneel Maharaj are recommended for appointment to the THRPD Budget Committee, with terms expiring on June 30, 2027. The first 2025 THRPD Budget Committee meeting is scheduled for Thursday, February 27.

Public Engagement

The public outreach process for seeking budget committee members was combined with the effort seeking advisory committee members. Promotional efforts included:

- Social Media Promotion – six weeks of messages on district social media sites plus paid advertising
- Media Promotion – press release, paid ads in local newspapers, paid articles
- Web Spotlight – six weeks of web spotlight posting
- Print Promotion – print and digital fliers and posters at THRPD facilities; kiosks, monitor screens, Beaverton School District communications
- Community Partners – emails, outreach and info sent to partners from community-based organizations and government partners
- E-Newsletters – THRPD e-newsletters and Beaverton Chamber of Commerce blast

Action Requested

Board of directors' approval of Resolution 2025-03 appointing Hannah Bui and Rajneel Maharaj to the THRPD Budget Committee, each for a term of three years expiring on June 30, 2027.



THPRD BUDGET COMMITTEE
FY 2025/26 Budget

	<u>Term</u>
Jon Cascino	6/30/25
Elizabeth Edwards	6/30/26
Barbie Minor	6/30/25
Felicita Monteblanco	6/30/25
Alfredo Moreno	6/30/25
Miles Palacios	6/30/27
Tya Ping	6/30/27
Carolyn Uy	6/30/25
VACANT	6/30/27
VACANT	6/30/27

**RESOLUTION 2025-03
TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON**

**A RESOLUTION APPOINTING
BUDGET COMMITTEE MEMBERS**

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

WHEREAS, budget committee members shall be appointed by the board for a three-year term expiring on June 30, 2027; 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 appointments of

Hannah Bui and Rajneel Maharaj

to the THPRD Budget Committee.

Duly passed by the Board of Directors of the Tualatin Hills Park & Recreation District this 12th day of February 2025.

Barbie Minor, Board President

Alfredo Moreno, Board Secretary

ATTEST:

Jessica Collins, Recording Secretary

COMPLETE

Page 2: Background and Committee Preference

Q1

Contact information:

Name	Hannah Bui
Address	[REDACTED]
City/Town	[REDACTED]
State/Province	[REDACTED]
ZIP/Postal Code	[REDACTED]
Email Address	[REDACTED]
Phone Number	[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

Budget 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 am working as a Finance planning specialist for corporations. I believe my background will benefit the budget calculation and decisions

Q9 No

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:

Financial planning specialist

Q12 Southeast Asian

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

Q13 Other (please specify):
English and Vietnamese

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

COMPLETE

Page 2: Background and Committee Preference

Q1

Contact information:

Name	Rajneel Maharaj
Address	[REDACTED]
Address 2	[REDACTED]
City/Town	[REDACTED]
State/Province	[REDACTED]
ZIP/Postal Code	[REDACTED]
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

I am at least 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.

N/A

Q6

Budget 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.

THPRD budget is not just about day to day operations but also about planning for the future. I am interested in being part of the discussions around long-term investments, capital projects, and strategic initiatives that will have a lasting impact on the community. Contributing to these forward thinking decisions would be an exciting and rewarding experience.

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:

Financial Controller

Q12

Indian Asian

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

Q13

English

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

MEMORANDUM

DATE: January 27, 2025
TO: Doug Menke, General Manager
FROM: Aisha Panas, Deputy General Manager
RE: **Howard M. Terpenning Recreation Complex Pickleball Facility Concept Plan**

Introduction

Staff are requesting board of directors’ approval of the Howard M. Terpenning (HMT) Recreation Complex Pickleball Facility concept plan. Staff retained Fieldwork Design & Architecture LLC (Fieldwork) to develop a pickleball facility with an entry plaza, building, and twelve indoor/outdoor pickleball courts that would be covered by a seasonal air structure.

Background

HMT Recreation Complex is the epicenter of recreational opportunities in the park district with 650,000 visitors a year who visit the complex to participate in their favorite sports. Within the main complex, the Babette Horenstein Tennis Center features fifteen tennis courts for tennis and pickleball: six indoor courts, eight outdoor courts, and an outdoor stadium court for special events. Several tennis courts have been adapted to include pickleball court lines which yield four pickleball courts per tennis court. The eight outdoor tennis courts are located on a contiguous asphalt surface and covered from fall to spring by two separate air-supported fabric structures. The existing air structures are portable without the need of conventional framing and are raised, lowered, and stored after seasonal use. They are installed with suspended lights, air-tight doors, and rely on two mechanical ventilation systems to stay inflated and regulate interior temperatures in the winter (see Figure A).

To meet the growing popularity of pickleball, the proposed pickleball facility will have an entry plaza, permanent building, and twelve indoor/outdoor pickleball courts. The entry plaza is designed to welcome guests with a covered area for seating and spectator viewing of the courts. The building, made of concrete block and glass, will accommodate daily use and tournaments, and have onsite staff to orientate players and assist with check-ins. The building offers the convenience of seating, restrooms and a kitchenette. Programming staff will have their own office space, breakroom, and storage for maintenance supplies and an air structure.

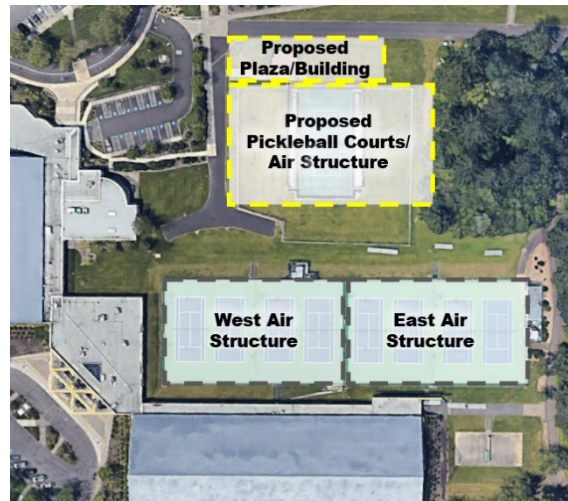


Figure A: Proposed plaza, building and pickleball court location

From the building, players will have direct access to the outdoor pickleball courts and seasonal air structure. Unique to this project, the proposed air structure will be designed to surround the access door and windows adjacent to the courts. This will allow court ingress and egress and create a visual opening from the building windows between the two structures when the air structure is in place.

In July 2023, staff retained AKS Engineering & Forestry to perform an indoor/outdoor court feasibility study at the HMT Complex. This study was to determine if the main complex was a suitable location for expanding pickleball and to investigate preliminary costs associated with the improvements. Concurrently, staff researched the possibility of a five-year sole source contract to purchase quality products and services directly from an air-supported fabric structure supplier. This would help standardize maintenance practices for yearly set-up and take-down, and get expert support to streamline end-of-life product replacement or new structures. At the August 10, 2023, regular board meeting, in accordance with the State of Oregon competitive bidding exemption provisions outlined in ORS 279.C.335, the board approved the exemption for the selection of an air structure supplier.

Between September 2023 and August 2024 (September 13, 2023; June 12, 2024; and August 14, 2024), staff attended three regular board meetings to update the board on the opportunities and challenges of tennis and pickleball, and how these growing sports are affecting the overall capacity of district sites to meet the recreation demand. Board members were also informed on the investigation of the indoor/outdoor court expansion at the HMT Complex as a possible solution. This study revealed a maximum of twelve pickleball courts would be appropriate for the site and a permanent building, including restrooms, would best accommodate players and programming staff. Primary cost estimating during the feasibility study gave a better sense of the total project cost, but more accurate numbers would not be known until the pickleball building was further developed through schematic design where the building layout and materials are detailed. At the August 2024 regular board meeting, the board then approved a consultant contract for Fieldwork to advance the design of the entry plaza, building, and indoor/outdoor courts, and perform a construction cost estimate.

The HMT Recreation Complex Pickleball Facility project is identified in the adopted Fiscal Year 2024/25 System Development Charges Fund budget, which identified initial funding available for the project in the amount of \$6,661,255. Fieldwork completed a schematic design set of plans for ACC Cost Consultants (ACC) to review and perform a construction cost estimate. ACC identified the anticipated construction cost to be \$5,822,124 which includes the entry plaza, building, twelve indoor/outdoor pickleball courts, and cost escalations until 2026 construction. In addition is the district furnished air structure, interior furnishings and miscellaneous costs of \$1,042,694 for a total cost of \$6,864,818. This cost, along with the soft costs of \$1,439,992 and project contingency of \$1,079,625 equals a total project cost of \$9,384,435. As the pickleball facility continues through the next phases of development, the project contingency will decrease to 7.5%, about half the current amount. This adjustment to the contingency amount will reduce the overall project cost.

Programming staff are aggressively exploring a grant opportunity through Explore Tualatin Valley for up to \$1,000,000, as well as other grant opportunities with the assistance of the district's grant administrator. To close the gap between the initially identified project funding of \$6,661,255 and the total anticipated project cost, staff will be bringing forward a recommendation to increase the total anticipated project cost of \$9,384,435 (which includes over \$1 million of contingency as referenced above) within the Fiscal Year 2025/26 System Development Charges Fund budget. If grant funds are awarded to offset the total anticipated project cost, unused SDC dollars will be returned to the SDC fund to be used for other projects.

Included in this memo for additional reference is a vicinity map (Attachment A).

Proposal Request

Board of directors' approval of the Howard M. Terpenning Recreation Complex Pickleball Facility concept plan.

Included in this memo for additional reference is a site plan (Attachment B) and building renderings (Attachment C and D).

Outcomes of Proposal

Pickleball growth is up 159% over the last three years nationwide. It is the fastest growing sport in the nation with tennis registering a growth rate of 33%. With limited outdoor courts available throughout the district, the HMT Recreation Complex is the ideal location for a dedicated twelve-court pickleball facility. Expanding recreational opportunities aligns with the district's Vision Action Plan and the 2023 Strategic Plan to respond to community needs and emerging trends.

The annual incremental district maintenance cost increase of the pickleball facility improvements and air structure is estimated at \$112,156. In addition, the annual impact for future capital replacement is estimated at \$130,858. Programming staff estimate the new facility will have the potential of generating revenue up to \$700,000 annually which is comparable to the offerings of the district's Tennis Center.

Public Engagement

In June 2023 the first opportunity for public engagement began with a tabling event at the Babette Horenstein Tennis Center during a district-hosted regional pickleball tournament. To increase public interest and opinion about expanding pickleball at the main complex, staff promoted an English and Spanish survey through social media outlets, THPRD news-blog and the HMT Complex main web page.

Following the completion of the indoor/outdoor court feasibility study and review by the management team, staff shared the initial design at a virtual public meeting on July 10, 2024. This meeting was to inform the public about the current state of tennis and pickleball, and the potential opportunity to expand pickleball at HMT Complex. The presentation included a preliminary site plan and perspectives of the pickleball facility. Meeting participants were excited about the possibility of expanding dedicated pickleball courts in the district.

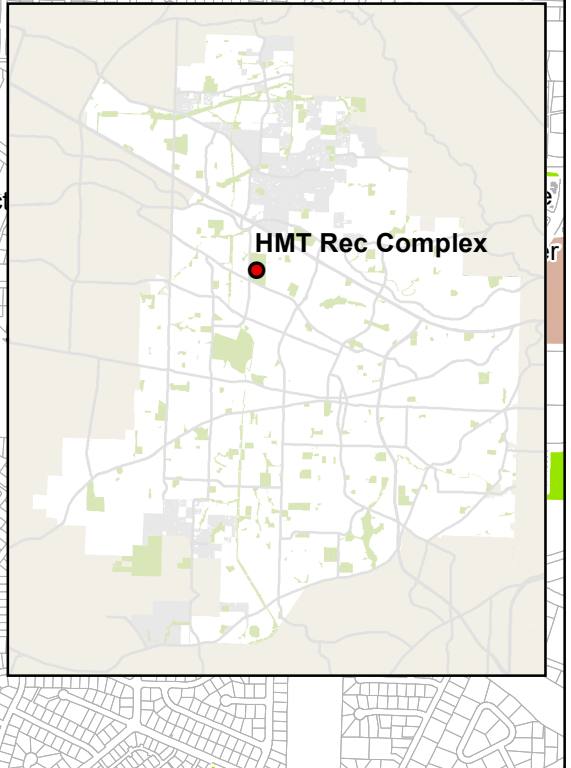
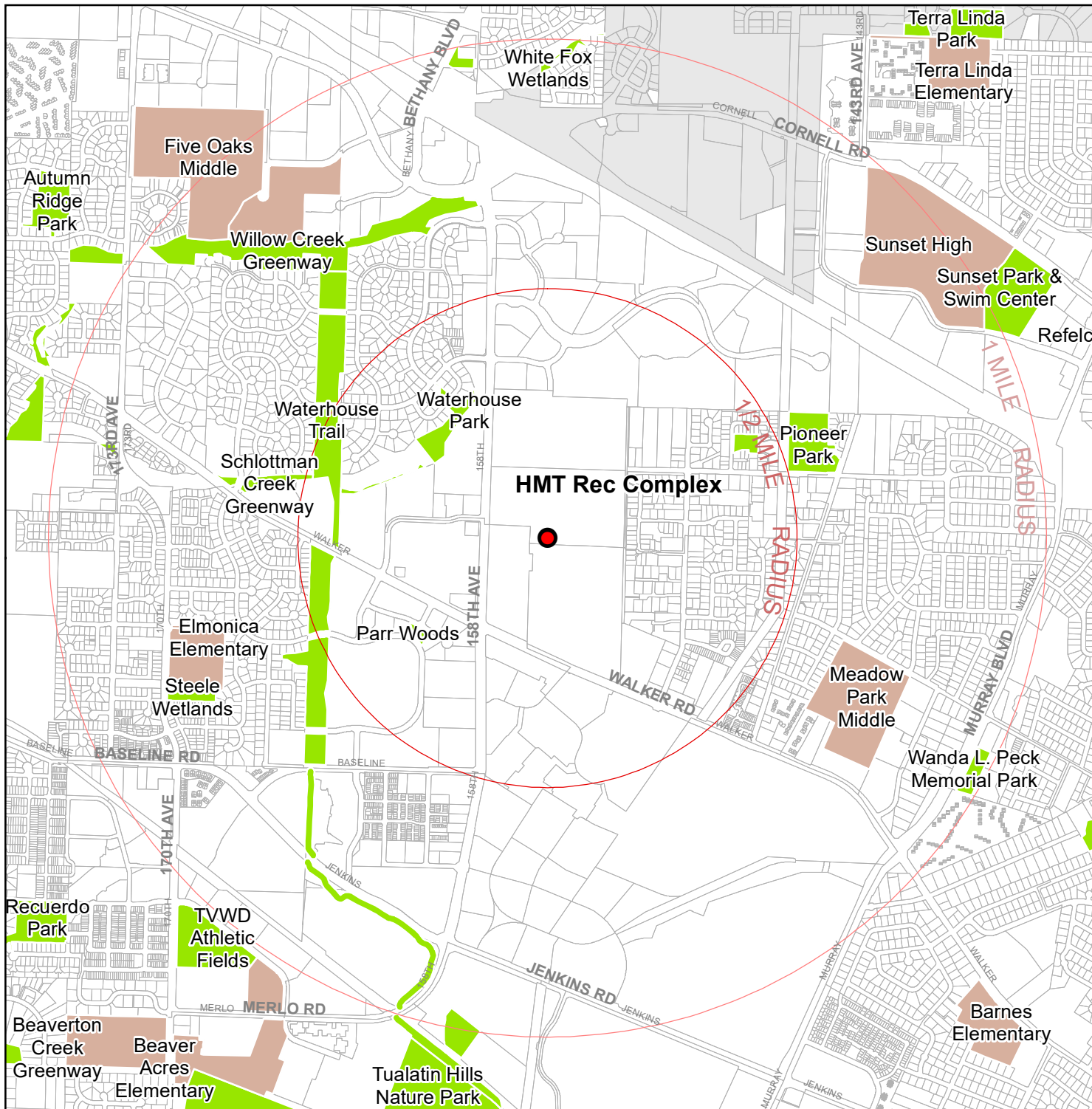
The concept plan and renderings have been shared with the management team, THPRD Parks & Facilities Advisory Committee, and internal departments for comment. Additionally, the project was presented to the THPRD Board of Directors at three separate regular board meetings as previously noted above on September 13, 2023, June 12, 2024, and August 14, 2024.

Action Requested

Board of directors' approval of the Howard M. Terpenning Recreation Complex Pickleball Facility concept plan.



SITE VICINITY



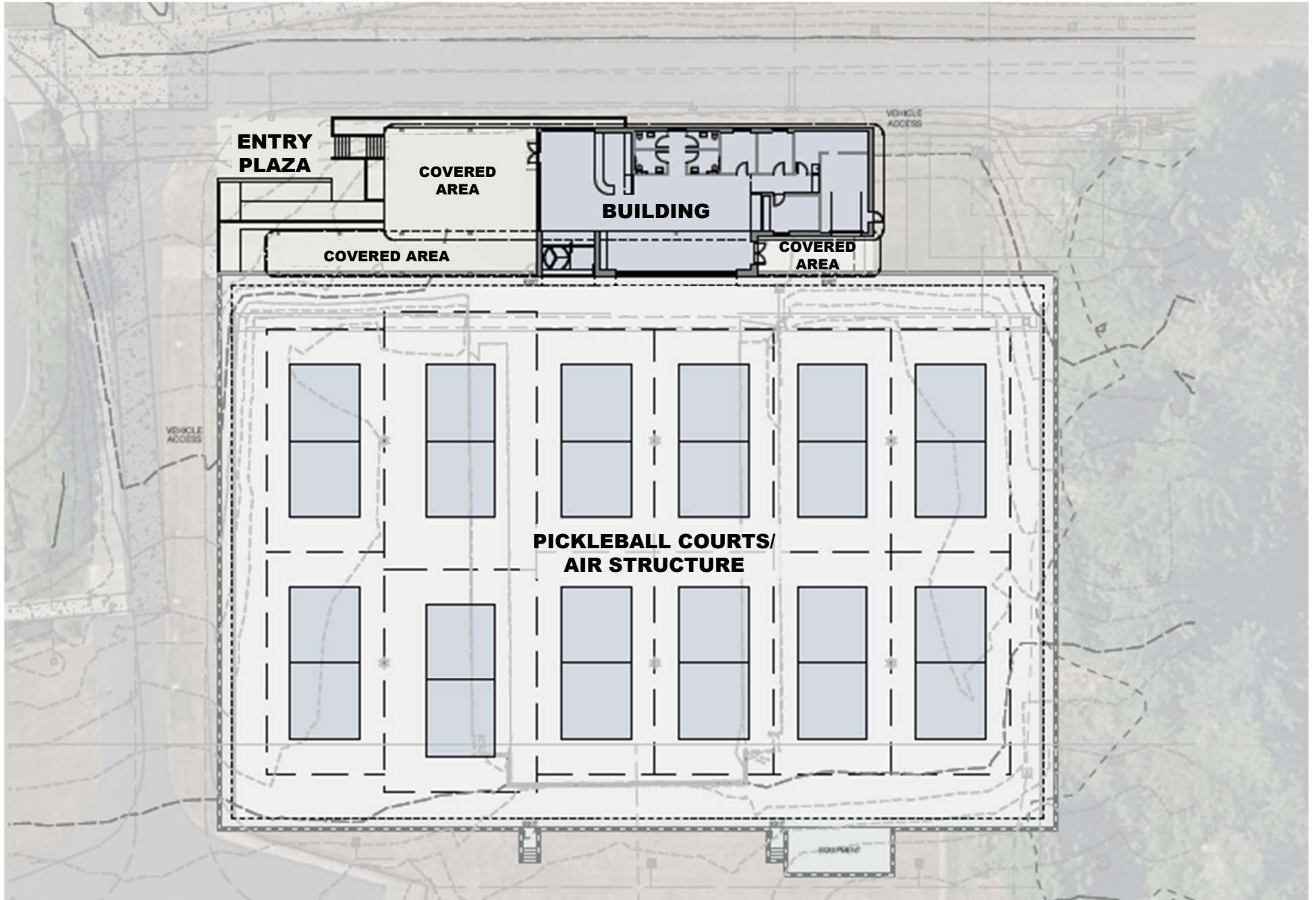
LEGEND

- Subject location
- Beaverton School District properties
- Other THPRD Owned property
- In-district area
- Ultimate service area
- Outside district boundary

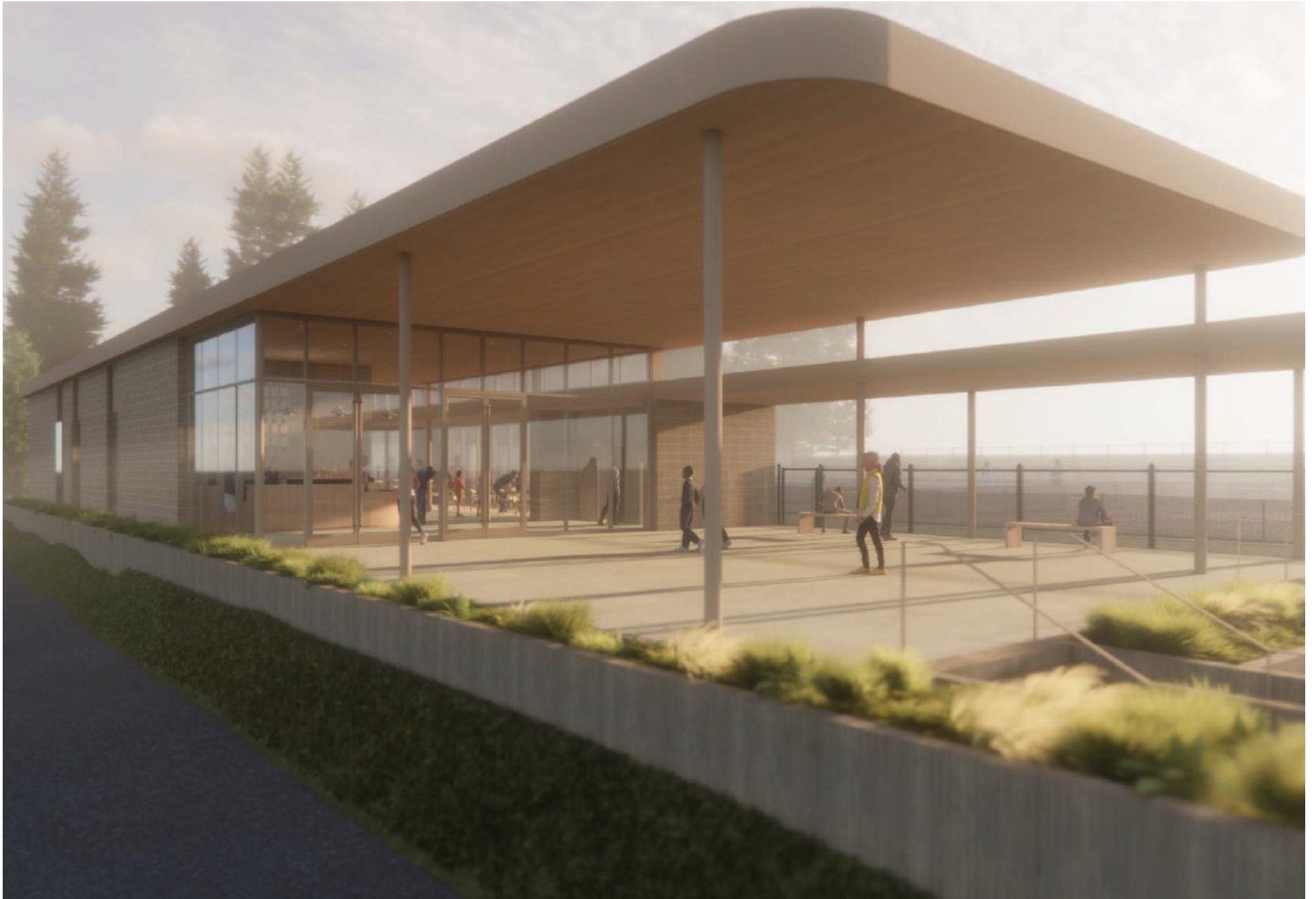
0 1,000 2,000 Feet

N

Date: 7/15/2024



HMT Recreation Complex Pickleball Facility Site Plan



HMT Recreation Complex Pickleball Facility Building View



HMT Recreation Complex Pickleball Facility Court View



MEMORANDUM

DATE: January 30, 2025
TO: Board of Directors
FROM: Doug Menke, General Manager
RE: **General Manager's Report**

Teen Programs

Laura Hester, center supervisor of the Conestoga Recreation & Aquatic Center, and Cass Negrette, program assistant at the Garden Home Recreation Center, will provide an update on the teen programs at THPRD.

Project Updates

Staff continue to coordinate with our design consultants and general contractors overseeing the improvements for several projects. Gery Keck, Planning & Development Manager, will be at the February board meeting to provide an overview of development projects. Highlights include recent park development at Abbey Creek Park, installation of permanent restrooms at three parks, a multi-purpose sport court at Mountain View Champions Park, and upcoming construction projects scheduled to start this summer.