



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

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

**5:30 pm Executive Session
6:15 pm Regular Meeting**

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

AGENDA

1. Executive Session*
 - A. Legal
 - B. Land
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. [Proclamation: National Native American Heritage Month](#)
5. Audience Time**
6. Board Time
 - A. Committee Liaisons Updates
7. Consent Agenda***
 - A. [Approve: Minutes of October 8, 2025 Regular Board Meeting](#)
 - B. [Approve: Quarterly Financial Report](#)
 - C. [Approve: Resolution Amending District Compiled Policies Chapter 6 – Finance](#)
 - D. [Approve: Resolution Authorizing Land and Water Conservation Fund Grant Application for Rock Creek Park Improvements](#)
 - E. [Approve: Intergovernmental Agreement with Clean Water Services for Rock Creek Greenway Improvements](#)
 - F. [Approve: HMT Recreation Complex Pickleball Center District-Purchased Materials](#)
8. Unfinished Business
 - A. [Information: General Manager's Report](#)
 - B. [Approve: Fiscal Year 2026/27 THPRD Values & Budget Priorities](#)
9. 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 is being accepted for this meeting in-person, virtually, or written. Speakers are allowed a maximum of three (3) minutes to address the board and will be called upon in the order in which they signed up with priority given to those addressing items on the meeting agenda, although the Board President may call upon speakers in an order at their discretion. The Board President may choose to restrict the total time for testimony to 30 minutes if deemed necessary.

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 and then proceed to the public testimony table.

If you wish to testify virtually (or simply attend the meeting virtually without testifying), 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.

Additional information regarding providing testimony can be found here: www.thprd.org/district-information/how-to-give-testimony

*****Consent Agenda:** Consent Agenda items will be approved without discussion unless there is a board member request to discuss a particular 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: October 30, 2025
TO: Board of Directors
FROM: Doug Menke, General Manager
RE: Information Regarding the November 12, 2025 Board of Directors Meeting

Agenda Item #4 – [Proclamation: National Native American Heritage Month](#)

Attached please find a proclamation declaring November as National Native American Heritage Month.

Agenda Item #7 – Consent Agenda

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

- A. [Approve: Minutes of October 8, 2025 Regular Board Meeting](#)
- B. [Approve: Quarterly Financial Report](#)
- C. [Approve: Resolution Amending District Compiled Policies Chapter 6 – Finance](#)
- D. [Approve: Resolution Authorizing Land and Water Conservation Fund Grant Application for Rock Creek Park Improvements](#)
- E. [Approve: Intergovernmental Agreement with Clean Water Services for Rock Creek Greenway Improvements](#)
- F. [Approve: HMT Recreation Complex Pickleball Center District-Purchased Materials](#)

Agenda Item #8 – Unfinished Business

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

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

B. [Fiscal Year 2026/27 THPRD Values & Budget Priorities](#)

Attached please find a memo noting that time has been set aside on the board's agenda for additional discussion and approval of the Fiscal Year 2026/27 THPRD Values & Budget Priorities.

Action Requested: Board of directors' approval of the Fiscal Year 2026/27 THPRD Values & Budget Priorities.



TUALATIN HILLS PARK & RECREATION DISTRICT

PROCLAMATION

By the Board of Directors

WHEREAS, National Native American Heritage Month honors the resilience, culture, and enduring and continued contributions of Native American peoples as the first peoples of the United States, while recognizing the ongoing challenges and barriers faced by Native communities today; and

WHEREAS, THPRD values the unique contributions of all community members and strives to create a welcoming and inclusive park and recreation system that serves everyone; and

WHEREAS, the THPRD community is strengthened by the lasting contributions of the Nine Federally Recognized Tribes of Oregon, along with Native American, Alaska Native, Native Hawaiian and Indigenous residents who presently call this land home, as well as those from global Tribes and Indigenous lands who have recently settled here; and

WHEREAS, Indigenous Peoples have shared oral histories, traditional ecological knowledge, governance systems, and a deep relationship with nature that enrich the cultural, educational, and spiritual fabric of our community; and

WHEREAS, THPRD acknowledges that its district resides on the ancestral lands of the Tualatin Kalapuya people, original stewards of this land, who are primarily affiliated with The Confederated Tribes of Grand Ronde, and commits to meaningful engagement with Tribal governments and communities who have historical and ongoing connections to these lands; and

WHEREAS, THPRD is committed to deepening partnerships with the Native American community, culturally relevant and specific programming, integrating Native-led traditional ecological knowledge, and supporting Indigenous placemaking, community specific gathering gardens, native flora and fauna restoration, and inclusive habitat stewardship; and

WHEREAS, THPRD seeks to promote Tribal and Indigenous community engagement, native plant education, and place-based environmental restoration, fostering opportunities for Native gathering, relationship building, stewardship, leadership, and intergenerational learning that benefit both Tribal communities and the general public; and

WHEREAS, THPRD is committed to increasing the visibility of Native and Indigenous histories, contributions, and cultural practices across the district, creating spaces, programs, and staff roles that honor the legacy and knowledge of these communities; and

WHEREAS, THPRD supports culturally specific and cross-cultural learning opportunities for youth and adults, promoting relationship-building, increased community connection, inclusive stewardship, and lifelong learning for all;

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

National Native American Heritage Month

and encourages all in the Tualatin Hills Park & Recreation District to support, promote, and actively participate in this observance, fostering culturally specific programs, inclusive stewardship, and community engagement to strengthen our shared commitment to belonging and learning.

Signed this 12th day of November 2025.

Alfredo Moreno, President

Miles Palacios, 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, October 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:

Alfredo Moreno	President/Director
Miles Palacios	Secretary/Director
Tya Ping	Secretary Pro-Tempore/Director
Barbie Minor	Director
Pradnya Patil	Director
Doug Menke	General Manager

Agenda Item #1 – Executive Session (A) Land

President Alfredo Moreno 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 Moreno noted that the news media and designated staff may attend executive session. Representatives of the news media were directed not to disclose information discussed during executive session. No final action or final decision may be made in executive session.

At the conclusion of executive session, board member Minor was excused from the meeting.

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 Alfredo Moreno on Wednesday, October 8, 2025, at 6:25 pm.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

Agenda Item #4 – Proclamations

A. Indigenous Peoples' Day

Lulú Ballesteros, Equity & Engagement manager, shared an update on THPRD's intentional approach to relationship-building with Native and Indigenous partners, noting that relationship building moves at the pace of trust and that THPRD as a whole recognizes and honors the significance of this day with the seriousness and respect it deserves and reaffirms our shared commitment to continue this work to learn from one another and build together the systemic changes needed within our region and beyond.

B. Lights On Afterschool Day

Ann Johnson, Recreation manager, provided a brief overview of the district's afterschool programs and showed a video of THRIVE afterschool participants reading the proclamation.

Agenda Item #5 – Audience Time

There was no testimony during Audience Time.

Agenda Item #6 – Board Time

A. Committee Liaisons Updates

Miles Palacios provided the following updates and comments:

- ✓ Is looking forward to next month's Fiduciary Committee meeting and in the meantime will be taking some training on the topic.
- ✓ After the most recent Metro Policy Advisory Committee meeting, he had the opportunity to speak with Dr. Leslie King, Portland State University professor, about the impact of the district's Black & Green Fellowship program. He described the need to continue to keep climate at the front of mind as the district engages people in our community.

Pradnya Patil provided the following updates and comments:

- ✓ Attended her first Nature & Trails Advisory Committee meeting as board liaison, during which discussion occurred regarding a construction project on Barnes Road that will impact a district trail, noting that there was a lot of committee engagement and feedback.

Tya Ping provided the following updates and comments:

- ✓ Attended her first Parks & Facilities Advisory Committee meeting as board liaison, during which discussion occurred regarding an Oregon Department of Energy grant, potential Challenge Grant projects, and a committee attendance policy that keeps members accountable but also remains welcoming.
- ✓ Began coaching second grade boys' soccer and expressed gratitude to district staff for staying on top of field maintenance needs.

President Moreno provided the following updates and comments:

- ✓ Reflected on this month's proclamations, particularly around the diversity behind Indigenous Peoples' Day, including in viewpoints and experiences, and the critical community service provided through THPRD's afterschool programs, including the trust that the district has built with our community in caring for their children. He expressed gratitude for the district's thoughtfulness and work around these topic areas.
- ✓ The Tualatin Hills Park Foundation held a fundraising event at the Jenkins Estate last month and around 60 people attended, most of whom did not have prior experience with the foundation. Some Beaverton School District board members also attended and he commented on the strong relationships being built between our two boards.

Agenda Item #7 – Consent Agenda

Tya Ping moved that the board of directors approve consent agenda items (A) Minutes of September 10, 2025 Regular Board Meeting, (B) Intergovernmental Agreement Amendment with Metro for 2019 Parks and Nature Bond Local Share Project at Willow Creek Greenway, and (C) Resolution Amending Budget for Grant Appropriation. Miles Palacios seconded the motion. Roll call proceeded as follows:

Pradnya Patil	Yes
Miles Palacios	Yes
Tya Ping	Yes
Alfredo Moreno	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. Strategic Plan Annual Report

The district's 2023 Strategic Plan consists of a set of goals selected from the district's 2023 Comprehensive Plan to be accomplished between 2023 and 2028. While a comp plan is a high-level policy document that helps jurisdictions operationalize their community's vision and address complex issues over a longer period (usually 20 years), a strategic plan is a trim document intended to provide high-level direction to staff and a clear vision to stakeholders about where staff will focus over the next five years. Bruce Barbarasch, Sustainability manager, provided a progress update on efforts related to the district's 2023 Strategic Plan via a PowerPoint presentation, a copy of which was entered into the record, and which included updates in the following categories:

- Welcoming and Inclusive
- Play for Everyone
- Accessible and Safe
- Environmental Stewardship
- Diversity, Equity, Inclusion, Access and Belonging
- Technology and Innovation
- Financial Sustainability

Bruce also provided an overview of the upcoming focus areas for each of these categories and offered to answer any questions the board may have.

Miles Palacios recognized the variety of partnerships reflected within the Welcoming and Inclusive update, noting that it is great to see that so many different organizations in our community are involved, and shows the intentionality of this work and making sure everyone feels seen. He appreciates that the Climate Action Plan is being integrated into the next steps for the Environmental Stewardship category. Additionally, he referenced the almost \$10 million in grant awards so far for 2025, noting that this is something to be extremely proud of. He expressed support for the district's promotion of employee affinity groups and asked for additional information around the accessibility for employees being able to engage in those groups.

- ✓ Lulú Ballesteros, Equity & Engagement manager, noted that the district's affinity groups meet monthly and employees are offered paid time to attend. The leadership of those groups also receive additional paid time for planning and preparation purposes.

Tya Ping referenced the Play for Everyone category and the next steps identified around reviewing and updating current key performance indicators using quantifiable metrics to measure progress related to program assessments. She asked how the district will ensure that it is creating spaces for everyone and is not missing certain groups.

- ✓ Emily Kent, Sports & Inclusion manager, noted that this is a question on staff's mind, as well. She noted that our current key performance indicators are driven by attendance and program hours but the National Recreation and Park Association has some different standards that district staff is going to begin exploring in order to determine whether we are using the right measurements that capture the work the district is doing and telling the story we need it to tell in order to move the district in the right direction. It is going to take some time to develop, but staff is excited for this work.

Tya added that she is a big proponent of training and thanked the district for continuing to make Diversity, Equity, Inclusion, Access and Belonging a priority for staff.

Pradnya Patil expressed agreement with Tya's comments around the district's focus on Diversity, Equity, Inclusion, Access and Belonging, noting that the emphasis on Belonging resonated with her. She referenced the public's interest in seeing technology improvements for the district and knows that staff is working hard to move forward in this area both in terms of the behind the scenes work as well as bringing the district's customers along when changes are implemented.

President Moreno commented on the photos included in the report and presentation and how they can tell such great stories about the district's work. He also described the benefits of having something like a strategic plan and clear processes to follow. In relation to Diversity, Equity, Inclusion, Access and Belonging, he noted that a lot has changed in terms of how this work is viewed on a national level, and the community served by the district has many points of views as well, but the goal is ultimately to connect people and empower everyone to have a productive voice into district programming and success. He appreciates this work and although it has changed significantly over time, things need to continue to evolve and grow along with the world around it in order to be effective.

B. 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:

- 2026 Replacement Bond Measure Preparation
 - Holly Thompson, Communications director, provided an update on the community survey work completed for the potential 2026 Replacement Bond Measure and an update on the work of the district's Bond Task Force, via a PowerPoint presentation, a copy of which was entered into the record.
- Annual Grant Report
 - Leilani Garcia, grants administrator, provided an overview of the Annual Grant Report as included within the board of directors' information packet, via a PowerPoint presentation, a copy of which was entered into the record.
- Affordable Housing Update
 - Nicole Paulsen, Planning supervisor, and Peter Swinton, urban planner II, provided an update on the district's affordable housing program, including the waivers issued in Fiscal Year 24/25 and an update on the number of waivers remaining before reaching the fee waiver cap, 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.

2026 Replacement Bond Measure Preparation

Pradnya Patil expressed appreciation for the informative presentation noting that the polling results are very promising, and asked for additional information regarding next steps.

- ✓ Holly provided an outline of what the board can expect to see over the next few months, noting that the goal is to conclude the Bond Task Force process in November and have them present their recommendations to the board at the December meeting. The board could consider referring the measure also at the December meeting, which would enable development of the public information campaign in January and February. The last 90 days leading up to election day would focus on thorough dissemination of that public information, including many speaking engagements.

Tya Ping referenced the polling results identifying safety as a top priority and wondered if this was in relation to people's feelings around their personal safety when using THPRD amenities or concerns about the structural safety of THPRD amenities.

- ✓ Holly described the examples of safety concerns that were given during the polling process, like broken equipment, decaying boardwalks, buckling trails, and other structural needs, but also around personal safety, such as building entrances. Some projects would allow the district to address both safety and accessibility concerns at the same time. Safety could mean different things to different people so it will be necessary to talk about it in a multitude of ways.

President Moreno expressed appreciation for Holly's experience and thoughtful process in this effort.

Annual Grant Report

Board members expressed gratitude to district staff for these efforts, noting that every year shows amazing progress in securing grants in an increasingly challenging environment.

President Moreno inquired about any conditions or timing that need to be met in relation to the grant awards the district has received for the future Westside Trail pedestrian and bicycle bridge.

- ✓ Leilani confirmed that stipulations were evaluated when seeking grant funding for this project, such as when the funding would be granted and timing for execution and project completion dates in order to ensure that the grants the district have been awarded would align with the overall construction plan.
- ✓ General Manager Doug Menke added that there will be a healthy component of the project cost included in the upcoming replacement bond measure, as well. He also recognized Leilani's work and proficiency.

Alfredo provided comments around the beneficial, symbiotic relationship between the district and the Tualatin Hills Park Foundation in grant efforts as well as private fundraising efforts and expressed gratitude for continuing to focus on and build this relationship.

Affordable Housing Update

President Moreno asked how long the district has offered affordable housing waivers.

- ✓ General Manager Doug Menke provided a brief overview of the history of this program and recognized former board member Felicita Montebanco as a major influence. He described the program as an acknowledgement of what can be done as a community, noting that the district is dependent on its partnerships, such as with Metro, Washington County, City of Beaverton, and local special districts. The reality is that for housing in particular, the need is obvious and our opportunity and ability to work with others, combined with the grant process, is the ultimate complement to doing the right thing.

Alfredo reflected that there is risk involved in doing this work but the board and staff worked to identify a way forward. As the district ponders the future of other ways in which it can work to serve the community, it is able to point to this particular effort that is making an impact. He hopes that THPRD receives the full credit and recognition it deserves due to the risk and effort involved.

- ✓ Doug acknowledged Mayor Beaty as an influencer in this process, as well, and agreed that while there is some level of risk, with the confidence of our elected officials behind us, such initiatives can be successful.

Agenda Item #9 – Adjourn

There being no further business, the meeting was adjourned at 7:50 pm.

Alfredo Moreno, President

Miles Palacios, Secretary

Recording Secretary,
Jessica Collins

Tualatin Hills Park & Recreation District
Quarterly Financial Report
July 1, 2025 – September 30, 2025



Prepared for:
Board of Directors

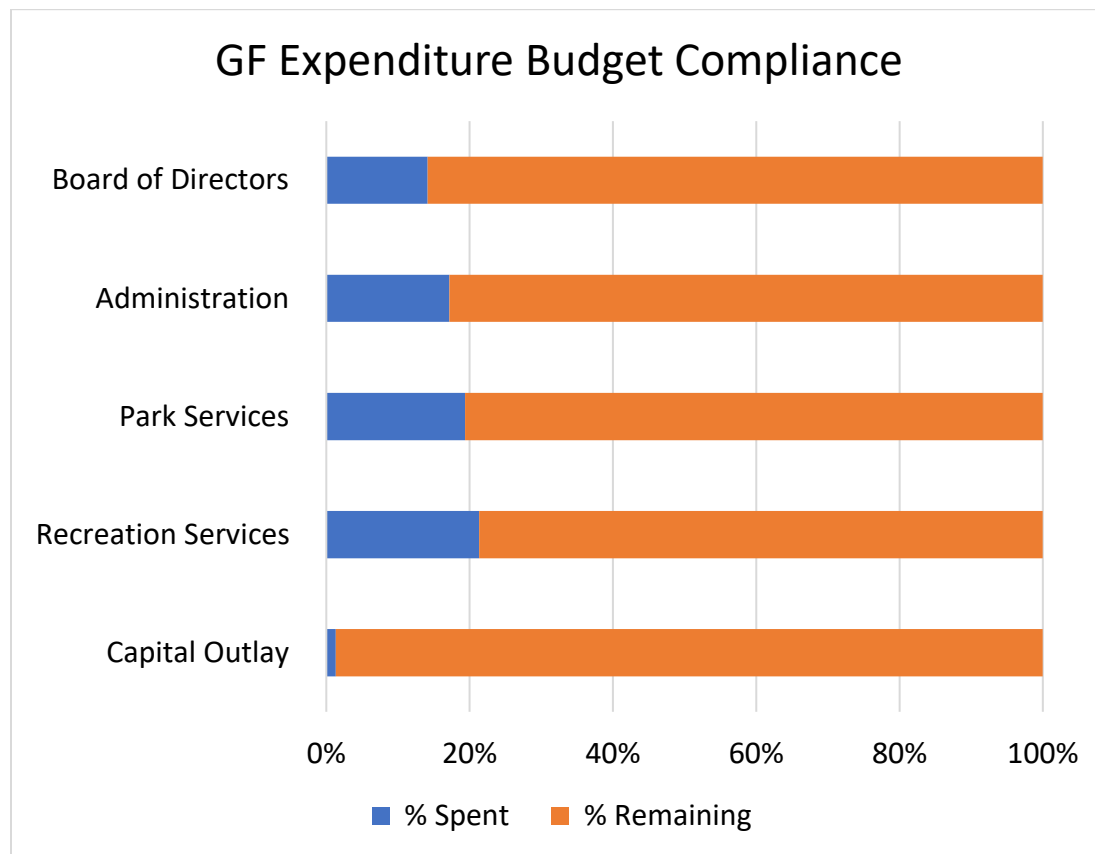
Prepared by:
Jared Isaksen, Finance Director

1st Quarter of FY2025-26

The district is off to a good start in the new budget year, with the Cedar Hills Park athletic fields project and the Bronson Creek Greenway preservation project 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 12.5% of the overall budget
 - Recreation Services – 21%
 - Park Services – 19%
 - Administration – 17%
- Received 6% of estimated revenues
 - Property Taxes – Minimal property taxes received; most of the district's property taxes are received in the second quarter of the year.
 - Recreation Services – 39%
 - Interest Income – 41%





Tualatin Hills Park & Recreation District

General Fund Financial Summary
July 2025 - September 2025

ACTUAL		BUDGET			
Current Quarter	Year to Date	Year to Date Equivalent		Full Year	
		Budget Amount	Budget %	Budget Amount	Budget %
\$ 892,854	\$ 892,854	\$ 672,958	132.7%	\$ 2,373,386	37.6%
282,987	282,987	258,774	109.4%	1,240,987	22.8%
2,063,925	2,063,925	1,723,647	119.7%	4,706,425	43.9%
1,364,354	1,364,354	873,776	156.1%	3,471,538	39.3%
4,604,120	4,604,120	3,529,155	130.5%	11,792,336	39.0%
78,036	78,036	84,378	92.5%	58,327,143	0.1%
203,814	203,814	34,402	592.5%	500,000	40.8%
157,560	157,560	138,249	114.0%	540,000	29.2%
206,628	206,628	951,292	21.7%	7,338,921	2.8%
511,960	511,960	63,879	801.5%	22,084,150	2.3%
-	-	-	0%	4,000,000	0.0%
1,157,998	1,157,998	1,272,200	91.0%	92,790,214	1.2%
\$ 5,762,118	\$ 5,762,118	\$ 4,801,354	120.0%	\$ 104,582,550	5.5%
505,311	505,311	455,425	111.0%	2,053,122	24.6%
1,756,734	1,756,734	1,829,330	96.0%	8,324,831	21.1%
283,076	283,076	344,656	82.1%	1,562,372	18.1%
2,864,960	2,864,960	3,136,341	91.3%	12,756,152	22.5%
1,737,773	1,737,773	1,909,342	91.0%	8,779,628	19.8%
7,147,854	7,147,854	7,675,093	93.1%	33,476,105	21.4%
69,489	69,489	21,628	321.3%	490,854	14.2%
3,010,320	3,010,320	3,129,304	96.2%	17,523,677	17.2%
3,569,052	3,569,052	3,864,914	92.3%	18,442,510	19.4%
543,805	543,805	1,593,086	34.1%	41,162,148	1.3%
-	-	-	0.0%	3,500,000	0.0%
7,192,665	7,192,665	8,608,931	83.5%	81,119,189	8.9%
\$ 14,340,519	\$ 14,340,519	\$ 16,284,024	88.1%	\$ 114,595,294	12.5%
\$ (8,578,401)	\$ (8,578,401)	\$ (11,482,669)	74.7%	\$ (10,012,744)	
-	51,744,216	41,090,000	125.9%	41,090,000	125.9%
\$ -	\$ 43,165,815	\$ 29,607,331	125.9%	\$ 31,077,256	138.9%

1st Quarter Grant Update

FY26 - Q1 (July 1, 2025 - September 30, 2025)

Date: October 7, 2025

Funder Project Name	Grant Awards to September 30	Revenue in Adopted FY26 Budget	Grant Revenue Received to September 30	Estimated Total FY25/26	NOTES:
Ongoing Projects					
Operational Projects					
National Recreation and Park Association <i>THRIVE @ Garden Home Chehalem Site</i>	\$ 69,525	\$ -	\$ -	\$ -	
Tualatin Soil & Water Conservation District <i>Black and Green Fellowship</i>	\$ 17,942	\$ -	\$ -	\$ 8,971	
Siletz Tribal Charitable Contribution Fund <i>FLOAT</i>	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	
Multnomah Athletic Foundation <i>FLOAT</i>	\$ 7,700	\$ -	\$ 7,700	\$ 7,700	
Oregon Department of Fish & Wildlife, Oregon Conservation & Recreation Fund <i>Black and Green Fellowship</i>	\$ 50,000	\$ -	\$ -	\$ 25,000	
Subtotal Ongoing Operational Projects	\$ 155,167	\$ -	\$ 17,700	\$ 51,671	
Capital Projects					
Major Streets Transportation Improvement Program Opportunity Fund <i>Westside Trail Bridge - Design & Engineering</i>	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	
Metro - Local Share <i>Willow Creek Greenway Boardwalk Replacement</i>	\$ 1,713,500	\$ 1,883,091	\$ 488,264	\$ 1,188,724	
Metro - Local Share <i>Heckman Lane Park & Trail</i>	\$ 3,641,867	\$ 3,542,216	\$ 188,512	\$ 218,505	
Metro - Local Share <i>Accessible Play Structures</i>	\$ 942,512	\$ 942,512	\$ -	\$ -	
Metro-Community Choice Grant <i>Rock Creek Trail Pollinator Pathway</i>	\$ 163,150	\$ 163,150	\$ -	\$ -	IGA not yet executed
Metro-Community Choice Grant <i>Commonwealth Lake Park Improvements</i>	\$ 1,267,317	\$ 1,257,393	\$ -	\$ 10,069	
Metro-Community Choice Grant <i>To Make it all Good Again at Tualatin Hills Nature Park</i>	\$ 164,667	\$ 164,667	\$ -	\$ 72,000	
Metro-Community Choice Grant <i>Recuerdo Park Gleaning Garden Expansion</i>	\$ 166,400	\$ 166,400	\$ -	\$ -	IGA not yet executed
Metro - Local Share <i>Westside Trail Bridge - Design & Engineering</i>	\$ 1,913,528	\$ 1,913,528	\$ 40,033	\$ 98,802	
Metro - Regional Travel Options <i>Getting There by Trail</i>	\$ 56,446	\$ 56,446	\$ -	\$ 56,446	
Metro - Nature in Neighborhoods, Capital Grants <i>All Ages Play Amenities at Future Park, Heckman Ln.</i>	\$ 300,000	\$ 300,000	\$ -	\$ -	
Oregon Department of Transportation -State of Oregon Lottery Proceeds <i>Fanno Creek Regional Trail Improvements</i>	\$ 2,145,358	\$ 1,490,615	\$ 622,316	\$ 859,668	
Oregon Parks & Recreation Department. Land and Water Conservation Fund <i>Abbey Creek Park Phase II</i>	\$ 623,000	\$ 85,868	\$ 623,000	\$ 623,000	
Oregon Parks & Recreation Department. Land and Water Conservation Fund <i>Commonwealth Lake Park Improvements</i>	\$ 449,096	\$ 449,096	\$ -	\$ -	IGA not yet executed
Oregon Parks & Recreation Department, Local Government Grant Program <i>Vine Maple Trail</i>	\$ 72,000	\$ 72,000	\$ -	\$ 72,000	
Oregon Parks & Recreation Department, Local Government Grant Program <i>Future Neighborhood Park & Community Trail, Heckman Ln.</i>	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	
Oregon Parks & Recreation Department Veterans and War Memorial Grant <i>Revolutionary War Memorial</i>	\$ 62,000	\$ -	\$ -	\$ 62,000	
Portland General Electric, Drive Change Fund <i>Electric Nature Mobile vehicles and Charging Stations</i>	\$ 208,792	\$ -	\$ -	\$ 156,594	
Subtotal Ongoing Capital Projects	\$ 15,489,633	\$ 14,086,982	\$ 2,562,125	\$ 3,417,808	
Federally Funded Grants					
Capital Projects					
US Department of Housing and Urban Development, Economic Development Initiative, Congressional Community Project <i>Community Shelters and Emergency Operations</i>	\$ 946,956	\$ 946,956	\$ -	\$ 55,000	

Funder Project Name	Grant Awards to September 30	Revenue in Adopted FY26 Budget	Grant Revenue Received to September 30	Estimated Total FY25/26	NOTES:
Subtotal Federally Funded Capital Projects	\$ 946,956	\$ 946,956	\$ -	\$ 55,000	
Grant Projects with a District Match					
Metro - Regional Flexible Funds Beaverton Creek Trail-Crescent Connection	\$ 800,000	\$ -	\$ -	\$ -	Grant passed on to ODOT for project, District to provide match.
Metro - Regional Flexible Funds Beaverton Creek Trail Construction	\$ 2,055,647	\$ -	\$ -	\$ -	Grant passed on to ODOT for project, District to provide match.
Metro - Regional Flexible Funds Beaverton Creek Trail-WST to Hocken	\$ 3,693,212	\$ -	\$ -	\$ -	Grant passed on to ODOT for project, District to provide match.
Metro, Regional Flexible Funds Allocation (Redistribution) Beaverton Creek Trail: Westside Trail - SW Hocken Ave.	\$ 1,064,726	\$ -	\$ -	\$ -	Grant passed on to ODOT for project, District to provide match.
Oregon Department of Transportation, Oregon Community Paths WST 14-18 Preferred Alignment	\$ 572,447	\$ -	\$ -	\$ -	Grant passed on to ODOT for project, District to provide match.
Metro - Regional Flexible Funds Westside Trail Pedestrian & Bicycle Bridge (Construction)	\$ 5,000,000	\$ -	\$ -	\$ -	Grant passed on to ODOT for project, District to provide match.
Oregon Department of Transportation, Oregon Community Paths Westside Trail Pedestrian & Bicycle Bridge (Construction)	\$ 5,000,000	\$ -	\$ -	\$ -	Grant passed on to ODOT for project, District to provide match.
Subtotal Grant Projects with a District Match	\$ 18,186,032	\$ -	\$ -	\$ -	
TOTAL GRANTS	\$ 34,777,788	\$ 15,033,938	\$ 2,579,825	\$ 3,524,479	

Staff in the Numbers for the 1st Quarter

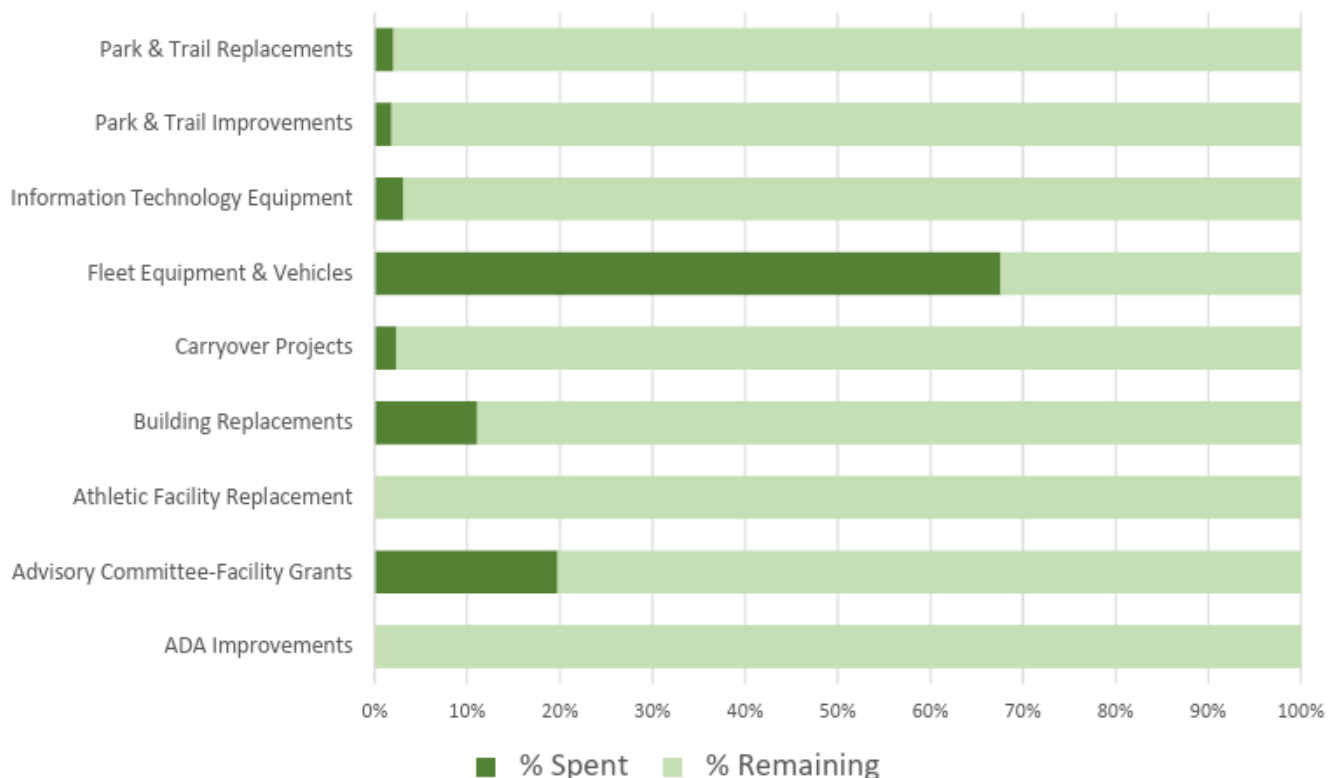
	FY25 4th Quarter	FY26 1st Quarter
Budgeted Positions	210	210
Occupied Positions	209	206
Vacancies	1	4
Vacancy rate	0.5%	1.9%
Positions hired	12	7
Previous full-time	2	0
Previous part-time	3	3
Previous temporary	1	0
Total Internal Hires	5	3
Active recruitments @ end of quarter	5	4



Quarterly General Fund Capital Report

- The district fleet department replaced aging maintenance equipment—including work trucks, electric workman vehicles, and athletic field groomers.
- Projects completed:
 - Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest, and Waterhouse/Schlottmann
 - Compressor Roof Top Unit Weight Room - Conestoga Recreation & Aquatic Center
 - Asphalt Overlay - Fanno Creek Trail at Scholls Ferry underpass
- Work is underway for:
 - Fire Life Safety Modernization
 - Replace lamps - HMT, PCC, Sunset sports fields
 - Boiler heater – Aloha
 - ADA Elevator – Jenkins Estate Stables
 - Asphalt overlay and repairs - Waterhouse Trail Mission Oaks-Willow Creek, Waterhouse Trail Laidlaw Brandberry, Waterhouse Trail Brandberry-Rock Creek Trail, Waterhouse Trail Walker to Blueridge

General Fund Capital Projects

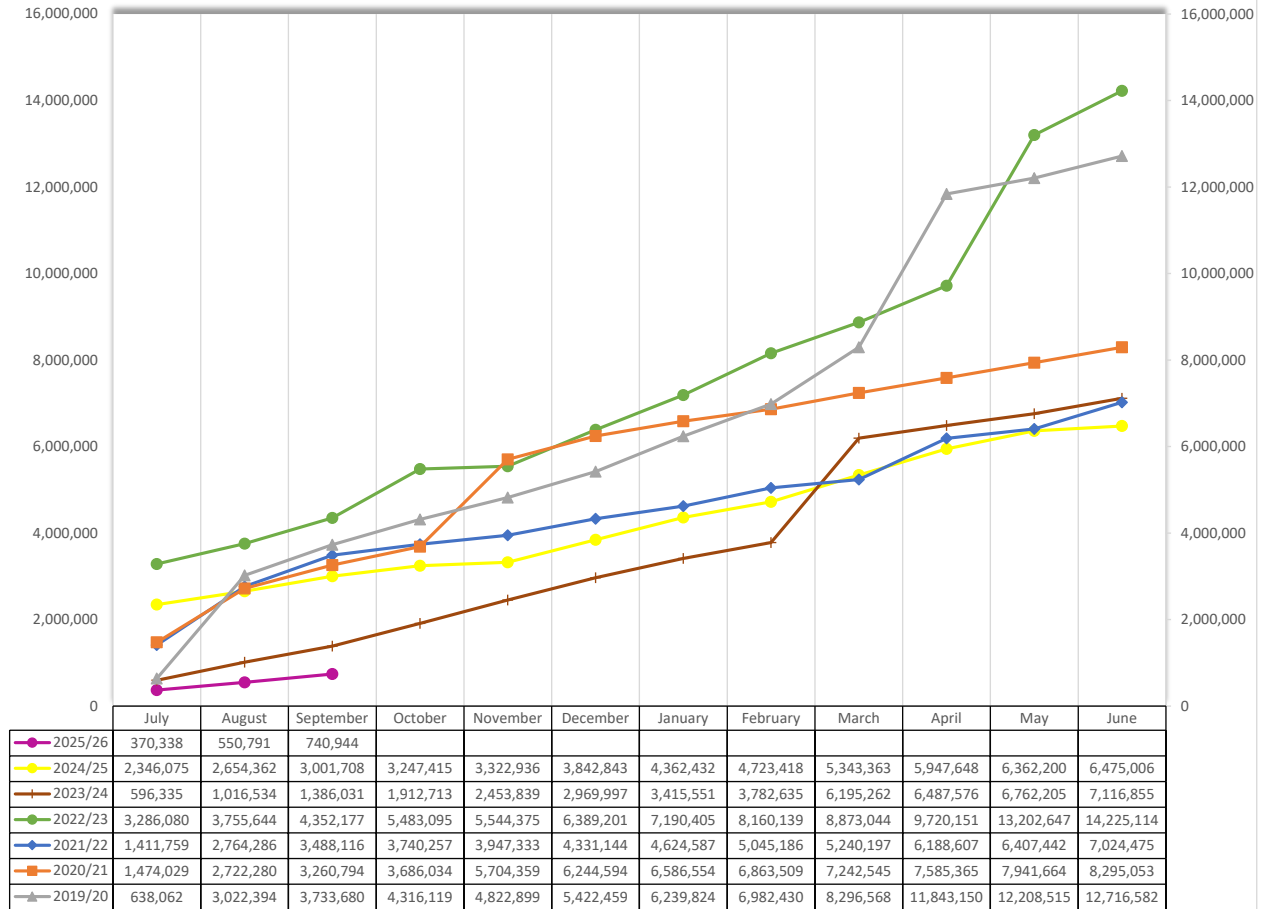


Quarterly Bond Capital Fund Report

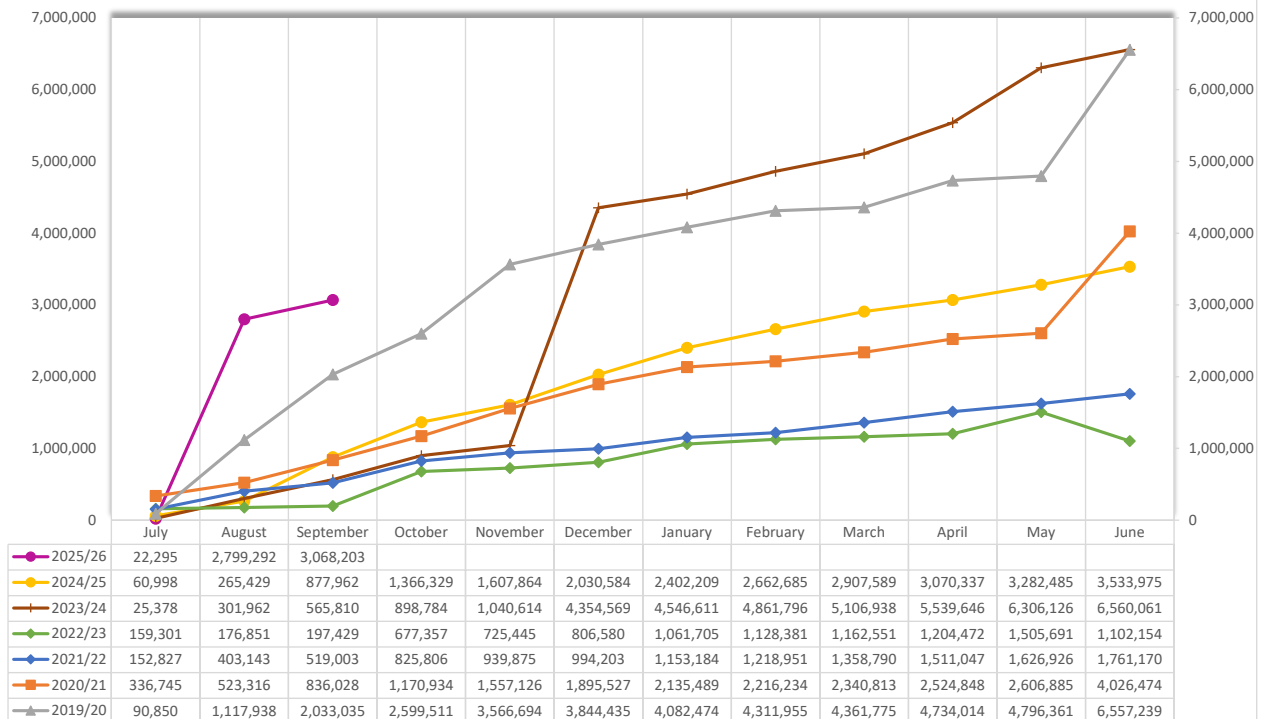
Bond Capital Projects Fund Budget vs Actual as of September 30, 2025

	Budget	Actual	Encumbrances	Amount Remaining	% Remaining
Renovate and Redevelop Neighborhood Parks					
Cedar Hills Park & Ath Field	\$ 290,099	\$ 49,235	\$ 67,544	\$ 173,320	59.75
Natural Area Preservation					
Bronson Creek Greenway	88,718	-	18,472	70,246	79.18
Bronson Creek New Properties	130,533	-	-	130,533	100.00
Raleigh Park	19,382	-	-	19,382	100.00
Natural Area Preservation Total	238,633	-	18,472	220,161	92.26
Land Acquisition					
New Linear Park & Trail	1,195	-	-	1,195	100.00
New Community Park and Trail Land Acquisition					
Cooper Mountain	477,335	-	-	477,335	100.00
New Linear Park & Trail Development					
Miscellaneous Natural Trails	53,628	21,833	-	31,795	59.29
Total	\$ 1,060,890	\$ 71,068	\$ 86,016	\$ 903,806	85.19

SDC NET RECEIPTS



SDC EXPENDITURES





Accounts Payable
Checks > \$10,000
Summary by Check Number
July 01, 2025 - September 30, 2025

1 of 7

<u>Check #</u>	<u>Vendor #</u>	<u>Vendor/DBA Name</u>	<u>Check Date</u>	<u>Check Amount</u>
322575	100191	KAISER FOUNDATION HEALTH PLAN	7/1/2025	279,350.26
322577	100284	UNUM LIFE INSURANCE COMPANY OF AMERICA	7/1/2025	14,630.33
322576	100509	MODA HEALTH PLAN INC	7/1/2025	35,841.75
			7/1/2025 Total	\$329,822.34
322599	100720	HYDER GRAPHICS	7/2/2025	12,559.48
322593	101144	FIELDWORK DESIGN INC	7/2/2025	41,064.58
322595	102140	THE GARTRELL GROUP INC	7/2/2025	29,853.00
322580	102507	ADVANCED HEALTHSTYLES FITNESS EQUIPMENT INC	7/2/2025	13,723.50
322619	102707	THE SUPERLATIVE GROUP INC	7/2/2025	19,215.26
322607	102914	OLD HICKORY SHEDS LLC	7/2/2025	11,884.50
			7/2/2025 Total	\$128,300.32
1339	100198	LITHTEX INC	7/6/2025	23,785.89
1346	100235	PORTLAND GENERAL ELECTRIC	7/6/2025	12,026.74
1353	100293	WALTER E NELSON COMPANY	7/6/2025	12,918.66
1328	100492	AKS ENGINEERING & FORESTRY LLC	7/6/2025	27,923.67
1331	100528	COLT TREE SERVICE INC	7/6/2025	15,400.00
1334	100533	F & F FARM AND REFORESTATION LLC	7/6/2025	23,640.12
1350	100565	TMG SERVICES INC	7/6/2025	24,287.48
1352	100574	TYLER TECHNOLOGIES INC	7/6/2025	183,961.52
1344	100804	PENHOLLOW PROMOTIONS	7/6/2025	10,977.25
			7/6/2025 Total	\$334,921.33
322663	100266	SPECIAL DISTRICTS ASSOCIATION OF OREGON	7/9/2025	252,616.50
322631	100610	BIOHABITATS INC	7/9/2025	15,017.00
322657	101620	PACIFIC ACE LLC	7/9/2025	33,627.00
322633	102671	BROWN CONTRACTING INC	7/9/2025	52,897.49
			7/9/2025 Total	\$354,157.99



Accounts Payable
Checks > \$10,000
Summary by Check Number
July 01, 2025 - September 30, 2025

2 of 7

<u>Check #</u>	<u>Vendor #</u>	<u>Vendor/DBA Name</u>	<u>Check Date</u>	<u>Check Amount</u>
322680	100285	US BANK	7/10/2025	13,317.86
			7/10/2025 Total	\$13,317.86
1357	100137	WAGONER GROUP LLC	7/11/2025	10,849.00
1358	100142	CDW GOVERNMENT LLC	7/11/2025	30,981.40
1379	100296	WASHINGTON COUNTY	7/11/2025	42,885.01
1369	100467	PAUL BROTHERS INC	7/11/2025	170,734.95
1355	100492	AKS ENGINEERING & FORESTRY LLC	7/11/2025	49,590.10
1361	100541	HYDRO CLEAN ENVIRONMENTAL LLC	7/11/2025	11,200.00
			7/11/2025 Total	\$316,240.46
1384	100578	MISSIONSQUARE RETIREMENT	7/14/2025	25,133.98
1383	100578	MISSIONSQUARE RETIREMENT	7/14/2025	42,301.72
			7/14/2025 Total	\$67,435.70
322721	100280	TUALATIN VALLEY WATER DISTRICT	7/16/2025	13,546.40
322703	101708	P & C CONSTRUCTION CO	7/16/2025	53,029.55
322717	102697	SWIFT PUBLIC AFFAIRS LLC	7/16/2025	15,000.00
			7/16/2025 Total	\$81,575.95
1387	100142	CDW GOVERNMENT LLC	7/18/2025	112,965.40
			7/18/2025 Total	\$112,965.40
322736	100125	CITY OF BEAVERTON	7/23/2025	49,020.30
322759	100270	STARK STREET LAWN AND GARDEN	7/23/2025	33,861.99
322765	100296	WASHINGTON COUNTY	7/23/2025	28,345.00
322742	100469	GOVERNMENTJOBS.COM INC	7/23/2025	64,226.76
322734	100515	BROWN & BROWN NORTHWEST	7/23/2025	13,079.00
			7/23/2025 Total	\$188,533.05



Accounts Payable
Checks > \$10,000
Summary by Check Number
July 01, 2025 - September 30, 2025

3 of 7

<u>Check #</u>	<u>Vendor #</u>	<u>Vendor/DBA Name</u>	<u>Check Date</u>	<u>Check Amount</u>
322771	100285	US BANK	7/24/2025	17,221.25
			7/24/2025 Total	\$17,221.25
1404	100211	NORTHWEST NATURAL GAS COMPANY	7/25/2025	13,019.90
1405	100235	PORTLAND GENERAL ELECTRIC	7/25/2025	57,843.59
322772	100284	UNUM LIFE INSURANCE COMPANY OF AMERICA	7/25/2025	59,570.13
1402	100559	MILLER NASH GRAHAM & DUNN LLP	7/25/2025	21,423.50
			7/25/2025 Total	\$151,857.12
1412	100578	MISSIONSQUARE RETIREMENT	7/28/2025	25,826.94
1413	100578	MISSIONSQUARE RETIREMENT	7/28/2025	36,947.84
			7/28/2025 Total	\$62,774.78
322802	102979	ROYAL MOORE TOYOTA	7/30/2025	127,296.68
			7/30/2025 Total	\$127,296.68
1416	100142	CDW GOVERNMENT LLC	8/1/2025	10,627.32
322803	100191	KAISER FOUNDATION HEALTH PLAN	8/1/2025	282,091.37
1417	100211	NORTHWEST NATURAL GAS COMPANY	8/1/2025	12,039.70
1419	100235	PORTLAND GENERAL ELECTRIC	8/1/2025	32,101.83
322805	100284	UNUM LIFE INSURANCE COMPANY OF AMERICA	8/1/2025	14,930.65
322804	100509	MODA HEALTH PLAN INC	8/1/2025	36,657.41
			8/1/2025 Total	\$388,448.28
1421	100276	THPRD - EMPLOYEE ASSOCIATION / OSEA #400	8/4/2025	10,409.90
			8/4/2025 Total	\$10,409.90
322822	100280	TUALATIN VALLEY WATER DISTRICT	8/6/2025	32,683.72
1437	100293	WALTER E NELSON COMPANY	8/6/2025	10,060.99



Accounts Payable
Checks > \$10,000
Summary by Check Number
July 01, 2025 - September 30, 2025

4 of 7

<u>Check #</u>	<u>Vendor #</u>	<u>Vendor/DBA Name</u>	<u>Check Date</u>	<u>Check Amount</u>
1433	100316	SIGNATURE GRAPHICS	8/6/2025	13,035.04
322809	100374	ANDERSON KRYGIER INC	8/6/2025	10,563.46
1430	100467	PAUL BROTHERS INC	8/6/2025	192,527.95
322826	102671	BROWN CONTRACTING INC	8/6/2025	89,649.51
1435	102882	STIIRA CORPORATION	8/6/2025	10,740.00
			8/6/2025 Total	\$359,260.67
322862	100285	US BANK	8/7/2025	12,987.10
			8/7/2025 Total	\$12,987.10
1442	100578	MISSIONSQUARE RETIREMENT	8/11/2025	24,185.39
1441	100578	MISSIONSQUARE RETIREMENT	8/11/2025	38,046.69
			8/11/2025 Total	\$62,232.08
322873	100125	CITY OF BEAVERTON	8/13/2025	10,944.15
322915	100521	WASHINGTON FEDERAL NA	8/13/2025	19,044.69
322879	101144	FIELDWORK DESIGN INC	8/13/2025	36,786.49
322881	102342	FORENSIC WATERPROOFING CONSULTANTS	8/13/2025	16,800.00
322888	102584	IN-ACCORD INC	8/13/2025	14,250.00
322920	102655	WURDINGER EXCAVATING INC	8/13/2025	165,024.50
			8/13/2025 Total	\$262,849.83
1459	100516	STEP FORWARD ACTIVITIES INC	8/15/2025	12,500.48
			8/15/2025 Total	\$12,500.48
322962	100770	TURF STAR INC	8/20/2025	158,005.26
322960	102697	SWIFT PUBLIC AFFAIRS LLC	8/20/2025	55,000.00
322949	102705	MIRACLE PLAYSYSTEMS II LLC	8/20/2025	10,137.00
			8/20/2025 Total	\$223,142.26



Accounts Payable
Checks > \$10,000
Summary by Check Number
July 01, 2025 - September 30, 2025

5 of 7

<u>Check #</u>	<u>Vendor #</u>	<u>Vendor/DBA Name</u>	<u>Check Date</u>	<u>Check Amount</u>
322970	100285	US BANK	8/21/2025	12,431.82
			8/21/2025 Total	\$12,431.82
1467	100235	PORTLAND GENERAL ELECTRIC	8/22/2025	68,812.16
			8/22/2025 Total	\$68,812.16
1472	100578	MISSIONSQUARE RETIREMENT	8/25/2025	24,207.54
1473	100578	MISSIONSQUARE RETIREMENT	8/25/2025	37,174.21
			8/25/2025 Total	\$61,381.75
322987	100258	REXIUS FOREST BY PRODUCTS INC	8/27/2025	17,534.00
322988	102763	ROSE CITY OFFICE FURNISHINGS	8/27/2025	21,280.29
322975	102900	COYLE OUTSIDE LLC	8/27/2025	10,754.00
			8/27/2025 Total	\$49,568.29
1478	100211	NORTHWEST NATURAL GAS COMPANY	8/29/2025	10,992.76
1481	100235	PORTLAND GENERAL ELECTRIC	8/29/2025	28,642.12
1480	100467	PAUL BROTHERS INC	8/29/2025	206,716.20
1474	100492	AKS ENGINEERING & FORESTRY LLC	8/29/2025	14,161.98
			8/29/2025 Total	\$260,513.06
322997	100191	KAISER FOUNDATION HEALTH PLAN	9/2/2025	283,910.36
1483	100276	THPRD - EMPLOYEE ASSOCIATION / OSEA #400	9/2/2025	10,480.57
322999	100284	UNUM LIFE INSURANCE COMPANY OF AMERICA	9/2/2025	15,435.78
322998	100509	MODA HEALTH PLAN INC	9/2/2025	36,860.27
			9/2/2025 Total	\$346,686.98
323003	100639	JAMES D BARTMAN	9/3/2025	27,000.00
			9/3/2025 Total	\$27,000.00



Accounts Payable
Checks > \$10,000
Summary by Check Number
July 01, 2025 - September 30, 2025

6 of 7

<u>Check #</u>	<u>Vendor #</u>	<u>Vendor/DBA Name</u>	<u>Check Date</u>	<u>Check Amount</u>
323034	100285	US BANK	9/4/2025	12,446.07
			9/4/2025 Total	\$12,446.07
1498	100578	MISSIONSQUARE RETIREMENT	9/8/2025	24,500.39
1499	100578	MISSIONSQUARE RETIREMENT	9/8/2025	38,956.37
			9/8/2025 Total	\$63,456.76
323077	100499	TECHNOLOGY INTEGRATION GROUP (TIG)	9/10/2025	10,240.00
323074	102707	THE SUPERLATIVE GROUP INC	9/10/2025	17,375.00
323055	103066	INFO-TECH RESEARCH GROUP INC	9/10/2025	19,242.26
			9/10/2025 Total	\$46,857.26
1507	100327	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC	9/12/2025	21,785.00
1519	100574	TYLER TECHNOLOGIES INC	9/12/2025	238,498.34
			9/12/2025 Total	\$260,283.34
323094	100534	ELEVATE TECHNOLOGY GROUP	9/17/2025	19,154.40
323084	100546	AVERTIUM LLC	9/17/2025	24,000.00
323121	102655	WURDINGER EXCAVATING INC	9/17/2025	456,310.65
323098	102656	GT LANDSCAPE SOLUTIONS	9/17/2025	44,970.85
323089	102671	BROWN CONTRACTING INC	9/17/2025	55,695.11
323117	102697	SWIFT PUBLIC AFFAIRS LLC	9/17/2025	15,000.00
			9/17/2025 Total	\$615,131.01
323127	100285	US BANK	9/18/2025	12,426.32
			9/18/2025 Total	\$12,426.32
1529	100235	PORTLAND GENERAL ELECTRIC	9/19/2025	51,976.86
1530	100329	TALBOT KORVOLA & WARWICK LLP	9/19/2025	30,000.00



Accounts Payable
Checks > \$10,000
Summary by Check Number
July 01, 2025 - September 30, 2025

7 of 7

<u>Check #</u>	<u>Vendor #</u>	<u>Vendor/DBA Name</u>	<u>Check Date</u>	<u>Check Amount</u>
1524	100453	EASTSIDE PAVING INC	9/19/2025	81,035.00
9/19/2025 Total				\$163,011.86
1534	100578	MISSIONSQUARE RETIREMENT	9/22/2025	25,588.83
1535	100578	MISSIONSQUARE RETIREMENT	9/22/2025	37,609.01
9/22/2025 Total				\$63,197.84
323133	103039	CIVICPLUS LLC	9/24/2025	19,451.18
9/24/2025 Total				\$19,451.18
1539	100142	CDW GOVERNMENT LLC	9/26/2025	11,017.48
1545	100211	NORTHWEST NATURAL GAS COMPANY	9/26/2025	15,701.32
1547	100235	PORTLAND GENERAL ELECTRIC	9/26/2025	28,382.13
1546	100456	PACIFIC TRACTOR & IMPLEMENT LLC	9/26/2025	37,138.94
1548	100516	STEP FORWARD ACTIVITIES INC	9/26/2025	22,427.52
1544	100902	MELANIE MOON	9/26/2025	13,550.00
1541	101144	FIELDWORK DESIGN INC	9/26/2025	24,460.18
9/26/2025 Total				\$152,677.57
Grand Total				<u><u>\$5,853,584.10</u></u>



MEMORANDUM

DATE: October 22, 2025
TO: Doug Menke, General Manager
FROM: Jared Isaksen, Finance Director
RE: Resolution Amending District Compiled Policies Chapter 6 – Finance

Introduction

The district's financial policy, outlined in Chapter 6 of the District Compiled Policies (DCP 6), requires amendment to uphold the board of directors' intent regarding cost recovery, debt management, and pension funding. The most recent amendment to DCP 6 occurred on December 13, 2023, updating Section 6.08 related to Retirement Plan Funding.

Background

Sections DCP 6.02 through 6.06 were originally developed in 2005 as part of the district's Long-Term Financial Plan (LTFP). In 2019, the policy was amended to include DCP 6.07, establishing the Capital Replacement Reserve Fund. This section was suspended in January 14, 2020 and is removed in this amendment due to the need to fund future operations with annual reserves. In 2025, these sections were updated as part of the update process for the district's cost recovery model.

In 2021, the policy was further amended to add Section 6.08, outlining provisions for retirement plan funding. These provisions were subsequently revised in March 2022 and again in December 2023. In 2025, this section was revised to permit actuarially determined contributions aimed at achieving and maintaining full funding of the pension plan.

In 2025, guidelines were added to the debt management policy to reinforce the board's intent to manage debt responsibly and in alignment with long-term financial planning objectives.

Proposal Request

Staff is requesting that the board of directors amend DCP 6 to align with the board's ongoing intent to establish and maintain a comprehensive cost recovery, debt management, and pension funding policy.

Outcomes of Proposal

Amending DCP 6 will strengthen the district's cost recovery, debt management and pension funding framework by:

- Clarifying the board's intent to manage cost recovery, debt, and pension funding prudently and sustainably;
- Establishing clear guidelines for the issuance, monitoring, and repayment of debt;
- Supporting long-term financial stability by aligning debt service with available resources and capital planning;
- Enhancing transparency and accountability in the district's approach to borrowing and financial obligations;
- Ensuring consistency with best practices in public sector cost recovery, debt management, and pension funding.

These updates will help the district maintain strong financial health while meeting future capital and retirement needs responsibly.

Action Requested

Board of directors' approval of Resolution 2025-16, amending District Compiled Policies Chapter 6 – Finance, to reflect the board's intent to maintain a robust cost recovery, debt management, and pension funding policy.

RESOLUTION NO. 2025-16

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

A RESOLUTION APPROVING DISTRICT COMPILED POLICIES CHAPTER SIX, AS AMENDED

WHEREAS, the Tualatin Hills Park & Recreation District (District) board adopted District Compiled Policies (DCP) Chapter 6 on April 6, 2009, and amended Chapter 6 on June 8, 2015, June 18, 2019, January 14, 2020, January 13, 2021, March 9, 2022, and December 13, 2023; and

WHEREAS, the District board desires to amend sections of DCP Chapter 6 concerning District Finance; and

WHEREAS, the amendment to Chapter 6 updates provisions relating to Cost Recovery, Debt Management, and Pension Funding policy.

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES AS FOLLOWS:

Section 1. The DCP Chapter 6, as amended and attached as Exhibit A to this resolution, is adopted. This new Chapter 6 replaces the Chapter previously adopted by the Board on April 6, 2009, and amended on June 8, 2015; June 18, 2019; January 14, 2020; January 13, 2021; March 9, 2022; and December 13, 2023.

Section 2. This resolution takes effect immediately upon adoption.

Approved and adopted on November 12, 2025, by the Board of Directors of the Tualatin Hills Park & Recreation District.

Alfredo Moreno, President

Miles Palacios, Secretary

ATTEST:

Jessica Collins, Recording Secretary

DISTRICT COMPILED POLICIES

CHAPTER 6 – FINANCE

6.01 Fees and Charges

- (A) The director establishes fees for district services based on policy guidelines established by the Board. These policy guidelines include:
 - (1) Fees will be calculated to achieve the desired level of applicable resource allocation based on costs for each service type.
 - (2) Fees will be established for out-of-district users of district services that are equitable with fees for in-district residents recognizing the contribution made by district residents through property taxes.
 - (3) Appropriate fee discounts will be established for select user groups including seniors, youth, patrons experiencing a disability, and the military. Only district residents will be eligible for fee discounts. Only one discount may be applied to each fee.
 - (4) The “THPRD Financial Aid Program” will provide accommodation for low-income in-district residents in the form of a limited amount of user fee waivers.
 - (5) Periodically the district will perform a service analysis, including analyzing fees. Fees will be adjusted based on results of the service analysis.
- (B) The Board will review district fee policy as needed to ensure fees are in line with these guidelines.

6.02 Debt Management Policies

- (A) These policies provide guidance on the issuance, structure, and management of the district’s long- and short-term debt. The policy sets forth the guidelines for the issuance of debt and the management of outstanding debt. The policy establishes certain limits which recognize the district’s capital requirements, its ability to repay financial obligations, and the existing legal, economic, financial, and debt market conditions. Specifically, the policy is intended to assist the district in the following:
 - (1) Evaluating available debt issuance options;
 - (2) Maintaining appropriate capital assets for present and future needs;
 - (3) Promoting sound financial management through accurate and timely information on financial conditions;
 - (4) Providing for full and timely repayment of all debt;
 - (5) Protecting and enhancing the district’s credit rating(s); and

DISTRICT COMPILED POLICIES

- (6) Safeguarding the legal use of the district's financing authority through an effective system of internal controls.

- (B) Type and Use of Debt: The district shall comply with all debt limitations imposed by the Oregon constitution, Oregon Revised Statutes (ORS), and Oregon Administrative Rules (OAR). The district will further comply with Security and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB) rules regarding debt issuance, and with Internal Revenue Service (IRS) regulations for tax-exempt or tax- advantaged debt.

The district may issue debt at fixed and variable interest rates, and as taxable and tax-exempt obligations, including general obligation bonds; short-term borrowings; revenue bonds; full faith and credit obligations; and any other type of obligation authorized under ORS.

The scope, requirements, and demands of the budget, reserve levels, financial plans, and the ability or need to expedite or maintain the programmed schedule of approved capital projects, will also be considered when deciding to issue long-term debt. Obligations of a term greater than 13 months will not be used to fund operations of the district. All borrowings will be authorized by the board.

To the extent it benefits the district, the district may participate in federal, state, or other loan programs. The finance director shall evaluate the requirements of these programs to determine if the district is well served by employing them. For purposes of this policy, the district shall treat and report these obligations in a manner consistent with other similar debt instruments. To the extent required by the loans or other outstanding debt agreements, the district shall include the financial requirements of these obligations when determining additional bonds test, coverage requirements, etc.

- (C) Debt Refinancing: Refunding obligations may be issued to retire all or a portion of an outstanding debt issue. Economic refundings may refinance debt to effectuate debt service savings. Alternatively, the district may conduct a refunding for reasons other than cost savings, such as to restructure debt service payments, to change the type of debt instruments, to release restricted revenues, to ease administrative requirements, or to remove undesirable covenants.

The district will target current refundings (refundings within 90 days of the call date) that produce net present value savings of at least 3% of the refunded par amount of each maturity being refunded. Refundings producing less than 3% net present value savings for each maturity being refunded will be considered for other purposes, such as to restructure debt service payments, to change the type of debt instruments, to release restricted revenues, to ease administrative requirements, or to remove undesirable covenants.

Advance refundings (refundings that occur more than 90 days prior to the call

DISTRICT COMPILED POLICIES

date of the refunded bonds) may be issued on a tax-exempt basis only if permitted under tax rules at the time of issuance. Advance refundings shall produce net present value savings (including cash contributions and foregone interest earnings) of at least 5% of the refunded par amount of each maturity being refunded. Advance refundings producing less than 5% net present value savings for each maturity being refunded may be considered for other purposes, such as to restructure debt service payments, to change the type of debt instruments, to release restricted revenues, to ease administrative requirements, or to remove undesirable covenants.

The district may also consider alternatives to current and advance refundings (e.g., delayed-delivery refundings) in consultation with its municipal advisor and bond counsel. In evaluating such alternatives, the finance director will consider the proposed structure and establish a required threshold of interest rate savings.

The finance director will monitor refunding opportunities for all outstanding debt obligations on a periodic basis applying established criteria in determining when to issue refunding debt and bring forth the recommended opportunities with appropriate board actions and related documentation.

- (D) Maturity of Debt: The final maturity of the debt shall not exceed limits imposed under Oregon Revised Statutes, and to comply with Federal tax regulations, the average life of a financing shall not exceed 120% of the average life of the assets being financed.
- (E) Debt Service Structure: Debt service payments for any new money debt issue will generally be structured to create approximately level debt service payments over the life of the debt. Exceptions are permitted for refunding debt that will have varying principal repayments structured to fill in the gaps created by refunding specific principal maturities, to wrap around existing or planned obligations, or to achieve other financial goals.
- (F) Lien Structure: Senior and subordinate liens may be used to maximize the most critical constraint, either cost or capacity, thus allowing for the most beneficial leverage of revenues.
- (G) Reserve Funds: A reserve fund for a debt issuance may be required for credit rating or marketing reasons. If required, such reserve fund can be funded with:
 - (1) The proceeds of a debt issue,
 - (2) The reserves of the district, or
 - (3) A surety policy.

A cash reserve fund will be invested pursuant to the investment restrictions associated with the respective financing documents and the district's separate investment policy. For each debt issue, the finance director will evaluate whether

DISTRICT COMPILED POLICIES

a reserve fund is required for credit rating or marketing purposes and the benefits of funding or maintaining the reserve requirement with cash or a surety policy, in addition to determining the benefits of borrowing the necessary funds or using cash reserves.

- (H) Redemption Provisions: Redemption provisions will be established on a case-by-case basis, taking into consideration market conditions and the results of a call option analysis prior to the time of sale. For publicly offered debt, in general, the district will have the right to optionally redeem debt at par no later than ten and a half (10.5) years after issuance. Because the issuance of non-callable debt may restrict future financial flexibility, cost will not be the sole determinant in the decision to issue non-callable debt.
- (I) Credit Enhancement: Credit enhancement (e.g., bond insurance or letters of credit) on district financings will only be used when net debt service is reduced by more than the cost of the enhancement. The district will evaluate the availability and cost/benefit of credit enhanced debt versus unenhanced debt prior to issuing any debt.
- (J) Method of Sale: The district will select a method of sale considering the financial, market, transaction-specific and district-specific conditions and advantages. There are three basic methods of sale: publicly-offered competitive sale, publicly-offered negotiated sale, and direct placement. If a negotiated sale is expected to provide overall benefits, the senior managing underwriters and co-managers shall be selected through a process administered by the finance director.
- (K) Investment of Debt Proceeds: Investment of debt proceeds are subject to the district's separately adopted Investment Policy. The district shall comply with all applicable Federal, State, and contractual restrictions regarding the use and investment of financing-related funds. The primary investment objectives are safety, liquidity, and yield. The district's independent investment advisor must be a registered Investment Advisor. The district will require that all fees resulting from investment services or sale of products to the district be fully disclosed to the district (including fees paid by third parties) to avoid actual or perceived conflicts of interest on whether the investments are being purchased at a fair market price, consistent with the district's Investment Policy.
- (L) Credit/Ratings Objectives: The district's rating strategy is designed to achieve the best economic results for the district. This includes attaining the appropriate balance between minimizing borrowing costs and maximizing financial flexibility. The finance director shall be responsible for implementing and managing the district's credit rating agencies relations program. This effort shall include providing the rating agencies with the district's annual budget, financial statements and other information they may request. As appropriate, full disclosure of operations will be made to the credit rating agencies. The finance

DISTRICT COMPILED POLICIES

director shall also coordinate periodic meetings with the rating agencies and communicate with them prior to each debt issuance. The district will evaluate the benefits of a higher rating at lower debt cost versus a lower rating that provides more debt capacity and flexibility.

- (M) Investor Relations: The finance director shall be responsible for implementing and managing the district's investor relations program. The finance director will also be responsible for responding to inquiries from institutional and retail investors, and for proactively communicating with such investors if necessary. Such communication shall be made only as permitted under applicable federal securities laws, in consultation with the district's bond counsel.
- (N) Tax and Arbitrage Rebate Compliance: The district will comply with all financing covenants to maintain the validity of the issuance of debt, including, but not limited to tax-exemption, Arbitrage Rebate compliance, insurance provisions, reporting and monitoring requirements. Any instance of noncompliance will be reported to the board. The district shall consult with bond counsel and other legal counsel and advisors, as needed, throughout the debt issuance process to identify requirements and to establish procedures necessary or appropriate so that the bonds or other obligations issued on a tax-exempt basis will continue to qualify for tax- exempt status, if applicable. Those requirements and procedures shall be documented in the tax certificate and agreement ("Tax Certificate") and/or other documents finalized at or before issuance of such bonds. Those requirements and procedures shall include future compliance with applicable arbitrage rebate requirements and certain other applicable post-issuance requirements of federal tax law throughout (and, in some cases, beyond) the term of the bonds. This shall include, without limitation, consultation in connection with any potential changes in use of bond-financed or refinanced assets.
- (O) Records to be Maintained for Tax-Exempt Bonds. It is the policy of the district that, unless otherwise permitted by future IRS regulations or other guidance, written records (which may be in electronic form) will be maintained with respect to each bond issue for as long as those bonds remain outstanding, plus three years. For this purpose, the bonds include refunding bonds that refund the original bonds and thereby refinance the property that was financed by the original bonds. The records to be maintained are to include:
 - (a) the official Transcript of Proceedings for the original issuance of the bonds;
 - (b) records showing how the bond proceeds were invested, as described in 3(a) above;
 - (c) records showing how the bond proceeds were spent, as described in 3(b) and 4(c) above, including purchase contracts, construction contracts,

DISTRICT COMPILED POLICIES

progress payment requests, invoices, cancelled checks, payment of bond issuance costs, and records of “allocations” of bond proceeds to make reimbursement for project expenditures made before the bonds were actually issued;

(d) information, records and calculations showing that, with respect to each bond issue, the district was eligible for the “small the district” exception or one of the spending exceptions to the arbitrage rebate requirement or, if not, that the rebate amount, if any, that was payable to the United States of America in respect of investments made with gross proceeds of that bond issue was calculated and timely paid with Form 8038-T timely filed with the IRS, as described in 3(c), (d) and (e) above; and

(e) records showing that special use arrangements, if any, affecting bond-financed property made by the district with nongovernmental persons, if any, are consistent with applicable restrictions on private business use of property financed with proceeds of tax-exempt bonds and restrictions on the use of proceeds of tax-exempt bonds to make or finance loans to any person other than a state or local government unit, as described in 4 above.

The basic purpose of the foregoing record retention policy for the district’s tax-exempt bonds is to enable the district to readily demonstrate to the IRS upon an audit of any tax-exempt bond issue that the district has fully complied with all federal tax requirements that must be satisfied after the issue date of the bonds so that those bonds continue to be tax-exempt under the Code.

(P) Restrictions on Private Business Use and Private Loans. The finance director, or persons under the supervision of the finance director, shall be responsible for:

- (1) Monitoring the use of bond proceeds (including investment earnings and reimbursement of expenditures made before bond issuance) and the use of the financed asset throughout the term of the bonds to ensure compliance with covenants and restrictions set forth in the Tax Certificate relating to the bonds;
- (2) Maintaining records identifying the assets or portion of assets that are financed or refinanced with proceeds of each issue of bonds (including investment earnings and reimbursement of expenditures made before bond issuance), including a final allocation of the bond proceeds documented on or before the later of 18 months after an expenditure is paid or the related project is placed in service, and in any event before the fifth anniversary of the bond issuance;
- (3) Consulting with bond counsel, other legal counsel, and other advisors in the review of any change in use or transfer of bond-financed or refinanced assets to ensure compliance with all covenants and restrictions set forth in the Tax Certificate relating to the bonds;

DISTRICT COMPILED POLICIES

- (4) To the extent the district discovers that any applicable tax restrictions regarding use of bond proceeds and bond-financed or refinanced assets will or may be violated, consulting promptly with bond counsel, other legal counsel, and other advisors to determine a course of action to preserve the tax-exempt status of the bonds (if applicable).
- (5) Adopt procedures calculated to educate and inform the principal operating officials of those departments, including utility departments, if any, of the district (the “users”) for which land, buildings, facilities and equipment (“property”) are financed with proceeds of tax-exempt bonds about the restrictions on private business use that apply to that property after the bonds have been issued, and of the restriction on the use of proceeds of tax-exempt bonds to make or finance any loan to any person other than a state or local government unit. In particular, following the issuance of bonds for the financing of property, the finance director shall provide the users of the property a copy of this policy other appropriate written guidance advising that:
 - (a) “private business use” means use by any person other than a state or local government unit, including business corporations, partnerships, limited liability companies, associations, nonprofit corporations, natural persons engaged in trade or business activity, and the United States of America and any federal agency, as a result of ownership of the property or use of the property under a lease, management or service contract (except for certain “qualified” management or service contracts), output contract for the purchase of electricity or water, privately sponsored research contract (except for certain “qualified” research contracts), “naming rights” contract, “public-private partnership” arrangement, or any similar use arrangement that provides special legal entitlements for the use of the bond-financed property;
 - (b) under section 141 of the Code, no more than 10% of the proceeds of any tax-exempt bond issue (including the property financed with the bonds) may be used for private business use, of which no more than 5% of the proceeds of the tax-exempt bond issue (including the property financed with the bonds) may be used for any “unrelated” private business use—that is, generally, a private business use that is not functionally related to the governmental purposes of the bonds; and no more than the lesser of \$5,000,000 or 5% of the proceeds of a tax-exempt bond issue may be used to make or finance a loan to any person other than a state or local government unit;
 - (c) before entering into any special use arrangement with a nongovernmental person that involves the use of bond-financed property, the user must consult with the finance director, provide the finance director

DISTRICT COMPILED POLICIES

with a description of the proposed nongovernmental use arrangement, and determine whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use of the bond-financed property;

(d) in connection with the evaluation of any proposed nongovernmental use arrangement, the finance director should consult with bond counsel as may be necessary to obtain federal tax advice on whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use of the bond-financed property, and, if not, whether any “remedial action” permitted under section 141 of the Code may be taken by the district as a means of enabling that use arrangement to be put into effect without adversely affecting the tax-exempt status of the bonds that financed the property; and

(e) the finance director and the user of the property shall maintain records of such nongovernmental uses, if any, of bond-financed property, including copies of the pertinent leases, contracts or other documentation, and the related determination that those nongovernmental uses are not inconsistent with the tax-exempt status of the bonds that financed the property.

(Q) Arbitrage Yield Restriction and Rebate Requirements. The finance director will maintain or cause to be maintained records of:

(a) purchases and sales of investments made with bond proceeds (including amounts treated as “gross proceeds” of bonds under section 148 of the Code) and receipts of earnings on those investments;

(b) expenditures made with bond proceeds (including investment earnings on bond proceeds) in a timely and diligent manner for the governmental purposes of the bonds, such as for the costs of purchasing, constructing and/or renovating property and facilities;

(c) information showing, where applicable for a particular calendar year, that the district was eligible to be treated as a “small issuer” in respect of bonds issued in that calendar year because the district did not reasonably expect to issue more than \$5,000,000 of tax-exempt bonds in that calendar year;

(d) calculations that will be sufficient to demonstrate to the IRS upon an audit of a bond issue that, where applicable, the district has complied with an available spending exception to the arbitrage rebate requirement in respect of that bond issue;

(e) calculations that will be sufficient to demonstrate to the IRS upon an audit of a bond issue for which no exception to the arbitrage rebate requirement

DISTRICT COMPILED POLICIES

was applicable, that the rebate amount, if any, that was payable to the United States of America in respect of investments made with gross proceeds of that bond issue was calculated and timely paid with Form 8038-T timely filed with the IRS; and

(f) information and records showing that investments held in yield-restricted advance refunding or defeasance escrows for bonds, and investments made with unspent bond proceeds after the expiration of the applicable temporary period, were not invested in higher-yielding investments.

- (R) Arbitrage Rebate. Unless otherwise provided by the transaction documentation relating to the bonds, unexpended bond proceeds shall be segregated from other funds of the district, and the investment of bond proceeds shall be managed by the district. The district shall prepare (or cause to be prepared) regular, periodic statements regarding the investments and transactions involving bond proceeds. Unless the Tax Certificate documents provide that arbitrage rebate will not be applicable to an issue of bonds, the finance director, or persons reporting to the finance director, shall be responsible for:
- (1) Unless the Tax Certificate documents that arbitrage rebate will not be applicable to an issue of bonds, either (1) engaging the services of expert advisors (each a “Rebate Service Provider”) to assist in the calculation of arbitrage rebate payable in respect of the investment of bond proceeds, and prior to each rebate calculation date, causing the trustee or other financial institution to deliver periodic statements concerning the investment of bond proceeds to the Rebate Service Provider, or (2) undertaking rebate calculations themselves and retaining and obtaining periodic statements concerning the investment of bond proceeds;
 - (2) If a Rebate Service Provider is engaged, providing to the Rebate Service Provider additional documents and information reasonably requested and monitoring efforts of the Rebate Service Provider;
 - (3) Assuring payment of required rebate amounts, if any, no later than 60 days after each five-year anniversary of the issue date of the bonds, and no later than 60 days after the last bond of each issue is redeemed;
 - (4) During the construction period of each capital project financed in whole or in part by bonds, monitoring the investment and expenditure of bond proceeds and consulting with the Rebate Service Provider to determine compliance with any exceptions from the arbitrage rebate requirements during each 6-month spending period up to 6 months, 18 months, or two years, as applicable, following the issue date of the bonds; and
 - (5) Retaining copies of all arbitrage reports, investment records, and trustee statements.

DISTRICT COMPILED POLICIES

- (S) Identification and Remediation of Potential Violations of Federal Tax Requirements for Tax-Exempt Bonds.
- (1) So long as any of the district's tax-exempt bond issues remain outstanding, the finance director will periodically consult with the users of the district's bond-financed property to review and determine whether current use arrangements involving that property continue to comply with applicable federal tax requirements as described in this policy. This may be accomplished, for example, by periodically meeting with users, providing questionnaires to users about current use arrangements, or adopting other protocols reasonably calculated to ensure compliance with applicable federal tax requirements on a continuing basis. This periodic review may be scheduled, for example, at or before the times that the district is required to file with the Municipal Securities Rulemaking Board the annual financial information and operating data pursuant to the district's undertaking to provide continuing disclosure with respect to outstanding bond issues.
 - (2) If at any time during the life of an issue of tax-exempt bonds, the district discovers that a violation of federal tax requirements applicable to that issue may have occurred, the finance director will consult with bond counsel to determine whether any such violation actually has occurred and, if so, take prompt action to accomplish an available remedial action under applicable IRS regulations or to enter into a closing agreement with the IRS under the Voluntary Closing Agreement Program described under Notice 2008-31 or other future published guidance.
- (T) Education Policy With Respect to Federal Tax Requirements for Tax-Exempt Bonds. It is the policy of the district that the finance director and such person's staff, as well as the principal operating officials of those departments of the district for which property is financed with proceeds of tax-exempt bonds should be provided with education and training on federal tax requirements applicable to tax-exempt bonds. The district recognizes that such education and training is vital as a means of helping to ensure that the district remains in compliance with those federal tax requirements in respect of its bonds. The district therefore will enable and encourage those personnel to attend and participate in educational and training programs offered with regard to the federal tax requirements applicable to tax-exempt bonds.
- (U) Disclosure Documents: The district is required to provide disclosure, generally in the form of an official statement, relating to each public offering of debt. The district is responsible for providing complete and accurate information to be included in the official statement and is responsible for the overall content of the document, although it may rely on an external party (e.g., bond counsel or disclosure counsel) to assist in the creation of the document. Additionally, bonds

DISTRICT COMPILED POLICIES

sold via the direct placement method may have specific disclosure requirements required by the purchaser.

- (V) Primary Disclosure Policies: The finance director will serve as the focal point for information requests relating to official statements to be used in the initial offering of the district's borrowings. The finance director will request information required for disclosure to investors and rating agencies from relevant departments and will sign a statement attesting to the accuracy and completeness of the information therein. The board will be provided with a copy of the official statement for each issue of debt.
- (W) Continuing Disclosure Policies: Under Rule 15c2-12 of the Securities and Exchange Commission, adopted under the Securities Exchange Act of 1934, the district is required to enter into a contract to provide "secondary market disclosure" relating to each publicly offered bond issue (referred to as an "undertaking"). The finance director shall review any proposed undertaking to provide secondary market disclosure and negotiate any commitments therein.

The district will ensure compliance with all continuing disclosure requirements as part of its ongoing debt program. The finance director, or persons under the supervision of the finance director, shall have a clear understanding of the continuing disclosure requirements for each debt transaction.

Internal procedures shall be developed that identify the information that is obligated to be submitted in an annual filing, the dates on which filings are to be made, list the events required to be disclosed, and identify the person responsible for making the filings.

The Annual Comprehensive Financial Report (ACFR) may fulfill annual financial information filing obligations. The information provided in an ACFR does not have to be replicated when filing with the Electronic Municipal Market Access (EMMA) portal. If the district agrees to furnish information that is outside the scope of its ACFR, that information may be included as a separate document when filing with EMMA. On its completion, the ACFR should be immediately submitted to EMMA.

Each time the district issues new bonds, the finance director (in consultation with bond counsel and the municipal advisor) will review the district's compliance with prior continuing disclosure undertakings and make any necessary corrective filings.

In addition to continuing disclosure undertakings associated with public bond offerings as required by SEC Rule 15c2-12, the district may also be subject to ongoing reporting requirements associated with other debt obligations, such as bank loans. The finance director shall also be responsible for ensuring compliance with such reporting requirements.

DISTRICT COMPILED POLICIES

- (X) Municipal Advisor: The district will retain an independent registered municipal advisor (MA) through a process administered by the finance director. Selection of the district's MA should be based on the following:

- (1) Experience in providing consulting services to issuers similar to the district;
- (2) Meets all regulatory requirements;
- (3) Knowledge and experience in structuring and analyzing large complex municipal debt issues;
- (4) Ability to conduct competitive selection processes to obtain related financial services (including underwriters and other service providers);
- (5) Experience and reputation of assigned personnel; and
- (6) Fees and expenses.

The district shall require that its MA will provide objective advice and analysis, maintain confidentiality of district financial plans, and fully disclose any potential conflicts of interest.

- (Y) Bond Counsel: For all debt issues, the district will engage and retain an external bond counsel through a process administered by the finance director. Where required by the lender and/or investors, debt issued by the district will include a written opinion by a nationally recognized bond counsel affirming that the district is legally authorized to issue the debt, stating that the district has met all state constitutional and statutory requirements necessary for issuance, and determining the debt's federal income tax status. Bond Counsel may also draft the Official Statement in lieu of having a separate disclosure counsel.

- (Z) Disclosure Counsel: The district may engage and retain, when appropriate, Disclosure Counsel through a process administered by the finance director to prepare official statements for debt issues. Disclosure Counsel will be responsible for providing that the official statement complies with all applicable rules, regulations, and guidelines. Disclosure Counsel will be a nationally recognized firm with extensive experience in public finance.

- (AA) Board Reporting Requirements: The finance director will report to the board on a quarterly basis the following information:

- (1) A summary of outstanding debt obligations to include the series name, original amount of issuance, outstanding principal amount, issue date, maturity dates, interest rates, and annual debt service;
- (2) The amount of the net variable rate obligation and percentage as compared to outstanding debt, if applicable;
- (3) Other considerations if applicable, including (but not limited to): refunding opportunities, performance of variable rate obligations, and/or proposed new debt issuances.

DISTRICT COMPILED POLICIES

6.03 Minimum Fund Balances / Reserves

- (A) The district should maintain an appropriate level of ending fund balance in the General Operating Fund to provide financial stability and minimize service disruptions.

Working Guidelines: The district should maintain ending general operating fund balance levels of 10 percent of operating expenses. In any year in which the district is not at the targeted fund level, the budgeted contingency or unappropriated ending fund balance will be increased by 1% of property tax revenues.

- (B) The district should measure its obligation for replacement of assets and ensure that replacements are managed in a manner that does not negatively impact district services.

(1) Working Guidelines – measurement of replacement obligation: *The district should measure the replacement obligation based on deferred replacements (i.e. backlog) for both major and routine replacements plus percentage of life used for major replacements.*

(2) Working Guidelines – prioritization of maintenance replacements funding: *The district should priority fund all major items replacements (subject to condition of asset deferrals) a minimum of \$350,000 of routine replacements and fund the balance of routine replacements based on available funding.*

6.04 Resource Allocation

- (A) The district should establish consistent guidelines to measure the full cost of district programs and capital projects.

(1) Working Guidelines – operating programs: *The district will measure the cost of providing services for both the direct cost and indirect cost. The direct cost includes all the specific identifiable expenses (fixed and variable) associated with providing a service, program or facility; these costs would not exist without the service or program. The indirect cost encompasses overhead (fixed and variable) including the administrative cost of the district; these costs would exist without any of the specific services or programs.*

(2) Working Guidelines – capital projects: *The district should measure the cost of capital projects based on the direct external cost plus the full cost (including indirect cost allocations) of district staff time to manage the projects.*

DISTRICT COMPILED POLICIES

- (B) Programs: The district should maintain fee policies that utilize the measurement of resource allocation to district programs subject to other district goals.

Working Guidelines: *The district should establish and follow tiered structure for maintaining a resource allocation model for district activities, programs, and services.*

- (C) Capital: The district should recognize resource allocation of internal support functions for activities funded by special or restricted funds to ensure that there are no hidden interfund subsidies.

Working Guidelines: *The district should charge the cost of staff support to capital projects and should recognize an interfund reimbursement so that all capital costs are borne by the capital projects fund.*

6.05 Cost / Benefit Analysis

The district should establish a consistent methodology of measuring cost/benefit analysis that can be used for proposed capital expansion or acquisitions. Working Guidelines: The district should assess cost/benefit based on net present value of net financial returns using a discount rate equal to the district's current borrowing rate.

6.06 Financial Goal Measurement

- (A) The district should establish, through the long-term financial planning process, financial goals and strategies and should periodically review these goals and strategies.

Working Guidelines: *The district should review the goals and strategies annually as part of the Board of Directors' annual goals and objectives.*

- (B) The district should periodically measure progress toward financial goals.

Working Guidelines: *The district should develop an annual reporting process for measuring progress toward financial goals.*

6.07 Retirement Plan Funding

- (A) The district will ensure contribution levels that, at a minimum, provide funding of the Tualatin Hills Park & Recreation District Retirement Plan Trust ("the Plan") to ensure sufficient assets to pay benefits on an ongoing basis.
- (B) The recommended contribution amount, referred to as the Actuarially Determined Contribution (ADC) will be reviewed annually in consultation with the Plan's actuary, as part of the annual Plan actuarial valuation.

DISTRICT COMPILED POLICIES

- (1) Working Guidelines: *The ADC should be determined in a manner intended to uphold the principle of intergenerational equity to the extent feasible, with each generation of district taxpayers and patrons funding the retirement benefits of the district employees providing them services.*
- (2) Working Guidelines: *The ADC should be calculated in a manner such that the ADC amount is never less than the amount projected as appropriate to achieve 100% funded status of the Plan within ten years, if actual future experience matches the actuarial valuation assumptions informing the ADC calculation and contributions are made each year in accordance with the policy.*
- (3) Working Guidelines: *Barring extraordinary circumstances, the ADC will be considered the minimum funding amount for the upcoming year. Funding amounts will be determined via the annual budget process and may exceed the ADC.*
- (4) Working Guidelines: *Once the Plan is at or near 100% funded status, the ADC will be set at a level designed to maintain that funded status if the ADC is made in full and actual future experience matches the actuarial assumptions informing the ADC calculation. When the Plan is at or near 100% funded status, the ADC calculation methodology should consider inclusion of a “rainy day” margin based on the advice of the actuary. Such a margin would be to mitigate the potential effect on contribution levels of subsequent actual plan experience being less favorable than the actuarial assumptions.*
- (5) Working Guidelines: *In calculating the ADC, the assumption for average long-term future annual investment return assumption will be informed by the Plan’s target asset allocation policy. The assumption will be evaluated annually for reasonableness based on the opinion of the Plan’s actuary, as informed by the capital market outlook over a long-time horizon, of the Plan’s retained investment consultant.*



MEMORANDUM

DATE: October 23, 2025
TO: Doug Menke, General Manager
FROM: Aisha Panas, Deputy General Manager
RE: **Resolution Authorizing Land and Water Conservation Fund Grant
Application for Rock Creek Park Improvements**

Introduction

Staff are requesting board of directors' approval of Resolution No. 2025-17 (Attachment A) authorizing the submission of an Oregon Parks and Recreation Department (OPRD) Land and Water Conservation Fund (LWCF) grant application, in an amount not to exceed \$1 million. The district proposes to replace playground equipment at Rock Creek Park and to provide a new shaded picnic area and shade sail at the playground.

Background

The Oregon Parks and Recreation Department administers the federal LWCF program, which provides matching grants for the acquisition, development, and rehabilitation of outdoor recreation facilities across Oregon. LWCF awards are reimbursement-based and require a 50% local match.

The district currently has Metro Local Share funds to replace the existing playground with an accessible nature-themed playground. To leverage these funds, staff are seeking an LWCF grant to design and install picnic tables with a shade structure, as well as a playground shade sail, at Rock Creek Park. These improvements, which meet Climate Action Plan and Comp Plan goals, would enhance the playground by providing seating and shade that would not be funded by the Metro Local Share project scope of work. The total project cost will be initially covered by Metro Local Share funds and the district's general fund. The district will be reimbursed for half of those costs, up to the award amount, through the LWCF grant.

Proposal Request

Staff is seeking approval from the board of Resolution No. 2025-17 authorizing submission of an LWCF application not to exceed \$1 million to support the Rock Creek Park improvements. The attached resolution, in a form reviewed and approved by THPRD's legal counsel, authorizes staff to apply to OPRD for this funding opportunity.

Outcomes of Proposal

If awarded, the LWCF grant will allow THPRD to maximize available resources and enhance the community's experience at Rock Creek Park. The addition of shaded picnic areas and playground coverage will expand the park's usability during both hot and rainy weather, supporting year-round recreation and comfort for visitors.

Should the application not be approved, an alternative funding source could be identified, but it is likely the playground will be replaced without the shade amenities. The Metro Local Share funds will be used to replace the playground with a new nature-themed playground.

A maintenance plan will be developed for the site and ongoing maintenance costs as part of the district's annual operations budget.

Action Requested

Staff requests board of directors' approval of Resolution No. 2025-17 authorizing submission of a Land and Water Conservation Fund grant application to the Oregon Parks and Recreation Department for the design and installation of a playground, shaded picnic tables and a shade sail at the playground at Rock Creek Park.

A RESOLUTION AUTHORIZING AN
APPLICATION TO THE OREGON PARKS AND RECREATION DEPARTMENT LAND
AND WATER CONSERVATION FUND GRANT PROGRAM FOR A GRANT TO
COMPLETE ROCK CREEK PARK IMPROVEMENTS

WHEREAS, grant funds are available through the Oregon Parks and Recreation Department (OPRD) Land and Water Conservation Fund (LWCF) grant program for needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, the Tualatin Hills Park & Recreation District (THPRD) is a special service district that is eligible to receive said grant funds; and

WHEREAS, THPRD has identified as high priority in its Grant Strategy Work Plan improvements at Rock Creek Park, including replacement of the existing playground, a new shaded picnic area and shade sail at the playground; and

WHEREAS, THPRD has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, THPRD will provide adequate funding for on-going operation and maintenance of this park and recreation facility should the grant funds be awarded; and

WHEREAS, the THPRD Board of Directors desires to authorize staff to apply for a grant to complete improvements at Rock Creek Park, including replacement of the existing playground, a new shaded picnic area and shade sail at the playground

THE TUALATIN HILLS PARK & RECREATION DISTRICT resolves:

- Section 1: The Board of Directors demonstrates its support for and authorizes staff to submit a grant application to the Oregon Parks and Recreation Department to complete improvements at Rock Creek Park, including replacement of the existing playground, a new shaded picnic area and shade sail at the playground
- Section 2: This resolution shall be effective following its adoption by the Board of Directors.

Approved by the Tualatin Hills Park & Recreation District Board of Directors on the 12th day of November 2025.

Alfredo Moreno, President

Miles Palacios, Secretary

ATTEST:

Jessica Collins, Recording Secretary



MEMORANDUM

DATE: September 22, 2025
TO: Doug Menke, General Manager
FROM: Aisha Panas, Deputy General Manager
RE **Intergovernmental Agreement with Clean Water Services for Rock Creek Greenway Improvements**

Introduction

Staff propose to expand an existing partnership with Clean Water Services (CWS) for restoration work in Rock Creek Greenway to improve wildlife habitat and provide mitigation credits to the park district. Staff requests board of directors' approval of the IGA and easement documents.

Background

The Rock Creek Greenway covers approximately 100 acres in the northwest quadrant of the park district. The greenway primarily serves as Springville Creek's riparian corridor and floodplain and also contains the Rock Creek Regional Trail and Pirate Park.

THPRD has partnered with CWS on habitat restoration along Rock Creek Greenway, between NW Kaiser Rd and NW 185th Avenue since 2008, which has improved wildlife habitat, water quality, and trail user experience.

The original easement was signed in 2008, with an expansion of the project footprint through a 2016 IGA and easement, which increased the project area to approximately 60 acres. This proposal would bring restored habitat to a total of nearly 70 acres.

Proposal Request

Staff propose to expand the area served by the existing partnership between THPRD and CWS by an additional 7.37 acres, to increase habitat diversity, promote native wildlife, and improve water quality. This area is currently un-mowed and is largely covered in introduced weeds. The two access points with trails that bisect the proposed restoration area to the Rock Creek Regional Trail will remain. Low-growing plants will be installed near the access points and trails to ensure safety and visibility.

In exchange for project management (materials, labor, permitting for THPRD mitigation credits, and maintenance activities), THPRD will provide CWS an easement to conduct ecological enhancement, mitigation, and stewardship activities on THPRD property. CWS and their contractors will remove introduced weeds, install native vegetation, and maintain planting throughout the project area. THPRD will pay CWS the per acre cost rate for restoration activities.

District legal counsel has reviewed and approved the attached resolution (Attachment 1). Supporting documents include the following:

- Attachment 1: IGA titled "Springville Corridor Vegetated Corridor Advanced Mitigation".
- Exhibit A: CWS Service Provider Letter, including project map.

- Exhibit B: Easement for Water Quality Preservation and Storm and Surface Water Drainage. Note that the easement and included legal descriptions cover only two tax lots, as the other tax lots were part of the 2016 easement.
- Exhibit C: Vegetated Corridor Enhancement Fee Letter. This letter outlines cost per acre for restoration activities to meet successful criteria outlined in the CWS Design and Construction Standards.

Outcomes of Proposal

If approved, an additional 7.37 acres will receive habitat restoration to include removal of introduced weeds and plantings of native species for wildlife and pollinator habitat. THPRD will also receive 7.37 acres of mitigation credits.

In exchange for this work, THPRD will pay CWS \$189,888 for habitat restoration work to meet success criteria outlined in the CWS Design and Construction Standards. This cost includes materials, labor, permitting for THPRD mitigation credits, maintenance activities, and project management. Funding for this effort comes from natural resource restoration dollars allocated in the district's 2008 capital bond and represents one of the final projects to close out the current bond.

Public Engagement

This habitat restoration work ties to the Vision Action Plan, the Comprehensive Plan, and Strategic Plan to preserve and expand natural areas, providing additional habitat for wildlife and opportunities for the public to view wildlife.

Action Requested

Staff requests board of directors' approval of the easement, IGA, and associated documents with Clean Water Services and authorization for the general manager or designee to execute the necessary documents to facilitate the project.

**INTERGOVERNMENTAL AGREEMENT
SPRINGVILLE CORRIDOR
VEGETATED CORRIDOR ADVANCED MITIGATION**

**CLEAN WATER SERVICES AND
TUALATIN HILLS PARK AND RECREATION DISTRICT**

This Agreement (Agreement), dated _____, 2025, is between **CLEAN WATER SERVICES** (District) and **TUALATIN HILLS PARK AND RECREATION DISTRICT** (THPRD).

RECITALS

1. ORS 190.003 - 190.110 provides for intergovernmental cooperation and authorizes local governments such as District and THPRD to delegate to each other authority to facilitate and enhance the performance of their respective functions.
2. District and THPRD collaborate on projects designed to enhance riparian, wetland, and floodplain ecological functions and values, improve wildlife habitat, monitor stream conditions, pretreat stormwater, and allow for sanitary sewer service all in an effort to improve water quality in the Tualatin Basin.
3. District and THPRD entered into an Agreement dated February 14, 2001, that outlines the procedures for working together on projects.
4. District has Design and Construction Standards allowing for mitigation of impacts to sensitive areas and vegetated corridors in advance of impactful development. District allows for mitigation through Payment to Provide in which developers pay the District to conduct the mitigation on their behalf.
5. THPRD wishes to complete mitigation in advance of a development application to obtain advanced mitigation credits and utilize the District's Payment to Provide option on property owned by THPRD, described in Section A.1, and shown in Exhibit A (Property). THPRD will provide District with an easement over the Property and obtain advanced mitigation credits, and District will use THPRD funds to conduct the required mitigation on the Property.

NOW, THEREFORE, District and THPRD agree as follows:

A. DESCRIPTION

1. The Property covers approximately 7.37 acres, eligible for advanced mitigation credit, between NW West Union Road and NW Kaiser Road in Washington County.

The Property consists of portions of tax lots: 1N119AC14900, 1N119AA01000, 1N119AA01900, 1N119AA03100, and 1N120BB01100. The tax lots are further described in Exhibit B.

2. THPRD has applied to obtain advanced mitigation credits for development from the District through their VCEF program (Vegetated Corridor Enhancement Fee), exercising the option to pay the District to perform the work. Work under this Agreement includes removing non-native plants and replacing them with native vegetation as described in Exhibit A. The Project complements other habitat restoration work that has occurred elsewhere on or around the Property.
3. District's Project Manager is Chris Hiatt and THPRD's Project Manager is Greg Creager.

B. DISTRICT OBLIGATIONS

District shall:

1. Obtain all necessary permits.
2. Secure all Project supplies.
3. Coordinate the Project with THPRD's Project Manager.
4. Enhance marginal corridor to meet success criteria for Vegetated Corridor depicted in the Design and Construction Standards (adopted Nov 12, 2019) and issue a total of 7.37 acres of advanced mitigation credits to THPRD. Restoration maintenance work to continue a minimum of two years after planting, as described in the Design and Construction Standards and referenced in Exhibit A. The District may hire and manage revegetation contractors to perform the work. Work will commence only after THPRD has signed and granted to District an Easement for Water Quality Preservation and Storm and Surface Water Drainage over the subject property (Exhibit B).
5. Submit not later than July 15th following the close of the 2026 fiscal year, an invoice to THPRD to pay District's Vegetated Corridor Enhancement Fee (Exhibit C).

C. THPRD OBLIGATIONS

THPRD shall:

1. Grant District an Easement for Water Quality Preservation and Storm and Surface Water Drainage over the Property substantially in the form attached as Exhibit B.
2. Provide timely review and comments to District on Project-related requests.

3. Pay District to restore the THPRD Property in an amount not to exceed \$189,888.00 as outlined in Exhibit C.
4. THPRD shall pay District within 30 days of receipt and approval of District's invoices.
5. Be responsible for and provide public outreach in the form of meetings, project information related signage, and mailings.
6. Coordinate with District's Project Manager.

D. GENERAL TERMS

1. Laws and Regulations. District and THPRD agree to abide by all applicable laws and regulations.
2. Term of this Agreement. This Agreement is effective from the date on page one and remains in effect until the respective obligations of THPRD and District have been performed, or this Agreement is terminated as provided in Section D5. of this Agreement.
3. Indemnification. Within the limits of the Oregon Constitution and the Oregon Tort Claims Act, each of the parties shall indemnify and defend the other and their respective officers, employees and agents from, for, and against all claims, demands, penalties, and causes of action of any kind or character relating to or arising from this Agreement (including but not limited to the cost of defense thereof, including but not limited to attorney fees and expert fees) in favor of any person on account of personal injury, death, damage to property, or violation of law, to the extent arising out of, or resulting from, the negligent or other legally culpable acts or omissions of the indemnitor, its employees, agents, contractors or representatives.
4. Integration. This document constitutes the entire agreement between THPRD and District on the subject matter hereof and supersedes all prior or contemporaneous written or oral understandings, representations or communications of every kind on the matter. No waiver by a party of any right under this Agreement shall prejudice the waiving party's exercise of the right in the future.
5. Termination. This Agreement may be terminated immediately by mutual written agreement of the parties with the termination taking effect 30 days from the written agreement to terminate.
6. Resolution of Disputes. If any dispute arises out of this Agreement and cannot be resolved by the respective Project Managers, THPRD's General Manager and District's General Manager will attempt to resolve the issue. If THPRD's General Manager and District's General Manager are not able to resolve the dispute, the parties will submit the matter to mediation, each party paying its own costs, including attorneys' fees, and sharing equally in common costs. If any dispute is not resolved by mediation, the parties agree to try the matter

to the court without a jury in a court with competent jurisdiction in Washington County consistent with the provisions of Section 10 below.

7. Interpretation of Agreement.

- A. This Agreement is not to be construed for or against any party by reason of the authorship or alleged authorship of any provision.
- B. The paragraph headings contained in this Agreement are for ease of reference only and shall not be used in construing or interpreting this Agreement.

8. Severability/Survival. If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall not be impaired. All provisions concerning the limitation of liability, indemnity and conflicts of interest shall survive the termination of this Agreement for any cause.

9. Approval Required. This Agreement and all amendments, modifications or waivers of any portion thereof shall not be effective until approved by 1) District's General Manager or the General Manager's designee and when required by applicable District's rules, District's Board of Directors and 2) THPRD in accordance with its applicable rules and requirements.

10. Choice of Law/Venue. This Agreement and all rights, obligations and disputes arising out of the Agreement shall be governed by Oregon law. All disputes and litigation arising out of this Agreement shall be before Oregon state courts in Oregon with venue in Washington County, Oregon, or if a federal forum is required, the United States District Court for the District of Oregon.

11. No Third Party Rights. District and THPRD are the only parties to this Agreement and the only parties entitled to enforce its terms. There are no intended beneficiaries and no rights granted any third party.

12. Signatures. This Agreement may be executed in several counterparts, each of which will be an original, all of which will constitute one and the same instrument. An electronic signature will be considered an original. The individuals signing this Agreement certify that they are authorized to execute this Agreement on behalf of the THPRD and District respectively.

CLEAN WATER SERVICES

**TUALATIN HILLS PARK AND
RECREATION DISTRICT**

By: _____
General Manager or Designee

By: _____

Title: _____

Date: _____

Date: _____

APPROVED AS TO FORM

APPROVED AS TO FORM

District Counsel

THPRD Counsel



CWS File Number

AMENDED Service Provider Letter

23-000010

This form and the attached conditions will serve as your Service Provider Letter in accordance with Clean Water Services Design and Construction Standards (R&O 19-5, as amended by R&O 19-22).

Jurisdiction:	<u>Washington County</u>	Review Type:	<u>No Impact</u>
		SPL Original Date:	<u>January 06, 2023</u>
Site Address / Location:	<u>NW Waterford Way & NW O'Day Place</u>	SPL Amendment Date:	<u>July 31, 2025</u>
	<u>Portland, OR 97229</u>	SPL Expiration Date:	<u>July 31, 2027</u>

Applicant Information:

Name GREG CREAGER
 Company TUALATIN HILLS PARK AND RECREATION DISTRICT
 Address 15707 SW WALKER RD
BEAVERTON OR 97006
 Phone/Fax (503) 619-3933
 E-mail: gcreager@thprd.org

Owner Information:

Name TUALATIN HILLS PARK AND RECREATION DISTRICT
 Company TUALATIN HILLS PARK AND RECREATION DISTRICT
 Address 15707 SW WALKER RD
BEAVERTON OR 97006
 Phone/Fax
 E-mail:

Tax lot ID

1N119AA01000, 1900
& 3100

1N119AC14900
1N120BB01100

Development Activity

THPRD Springville Corridor Expansion
of Vegetated Corridor Advanced
Enhancement & Mitigation Project

Pre-Development Site Conditions:

Sensitive Area Present: ☒ On-Site ☒ Off-Site
 Vegetated Corridor Width: 25'
 Vegetated Corridor Condition: Degraded/Marginal

Post Development Site Conditions:

Sensitive Area Present: ☒ On-Site ☒ Off-Site
 Vegetated Corridor Width: Variable

Enhancement of Remaining Vegetated Corridor Required:



Square Footage to be enhanced:

14,765

Encroachments into Pre-Development Vegetated Corridor:

Type and location of Encroachment:

No encroachment proposed

Square Footage:

0

Mitigation Requirements:

Type/Location

Advanced Vegetated Corridor Mitigation

Advanced Vegetated Corridor Enhancement (also referenced above)

Sq. Ft./Ratio/Cost

302,393

14,765

☒ Conditions Attached ☒ Development Figures Attached (1) ☐ Planting Plan Attached ☐ Geotech Report Required

This Service Provider Letter does NOT eliminate the need to evaluate and protect water quality sensitive areas if they are subsequently discovered on your property.

In order to comply with Clean Water Services water quality protection requirements the project must comply with the following conditions:

1. No structures, development, construction activities, gardens, lawns, application of chemicals, uncontained areas of hazardous materials as defined by Oregon Department of Environmental Quality, pet wastes, dumping of materials of any kind, or other activities shall be permitted within the sensitive area or Vegetated Corridor which may negatively impact water quality, except those allowed in R&O 19-5, Chapter 3, as amended by R&O 19-22.
2. Prior to any site clearing, grading or construction the Vegetated Corridor and water quality sensitive areas shall be surveyed, staked, and temporarily fenced per approved plan. During construction the Vegetated Corridor shall remain fenced and undisturbed except as allowed by R&O 19-5, Section 3.06.1, as amended by R&O 19-22 and per approved plans.
3. **If there is any activity within the sensitive area, the applicant shall gain authorization for the project from the Oregon Department of State Lands (DSL) and US Army Corps of Engineers (USACE). The applicant shall provide Clean Water Services or its designee (appropriate city) with copies of all DSL and USACE project authorization permits.**
4. An approved Oregon Department of Forestry Notification is required for one or more trees harvested for sale, trade, or barter, on any non-federal lands within the State of Oregon.
5. If there are any ground disturbing activities, an erosion control permit is required. Appropriate Best Management Practices (BMP's) for Erosion Control, in accordance with Clean Water Services' Erosion Prevention and Sediment Control Planning and Design Manual, shall be used prior to, during, and following earth disturbing activities.
6. Prior to construction, a Stormwater Connection Permit from Clean Water Services or its designee is required pursuant to Ordinance 27, Section 4.B.
7. Activities located within the 100-year floodplain shall comply with R&O 19-5, Section 5.10, as amended by R&O 19-22.
8. Removal of native, woody vegetation shall be limited to the greatest extent practicable.
9. **Should final development plans differ significantly from those submitted for review by Clean Water Services, the applicant shall provide updated drawings, and if necessary, obtain a revised Service Provider Letter.**
10. The Vegetated Corridor width for sensitive areas within the project site shall be a minimum of 25 feet wide, as measured horizontally from the delineated boundary of the sensitive area.
11. For Vegetated Corridors up to 50 feet wide, the applicant shall enhance the entire Vegetated Corridor to meet or exceed good corridor condition as defined in R&O 19-5, Section 3.14.2, Table 3-3, as amended by R&O 19-22.
12. Removal of invasive non-native species by hand is required in all Vegetated Corridors rated ""good."" Replanting is required in any cleared areas larger than 25 square feet using low impact methods. The applicant shall calculate all cleared areas larger than 25 square feet prior to the preparation of the required Vegetated Corridor enhancement/restoration plan.
13. Prior to any site clearing, grading or construction, the applicant shall provide Clean Water Services with a Vegetated Corridor enhancement/restoration plan. Enhancement/restoration of the Vegetated Corridor shall be provided in accordance with R&O 19-5, Appendix A, as amended by R&O 19-22, and shall include planting specifications for all Vegetated Corridor, including any cleared areas larger than 25 square feet in Vegetated Corridor rated ""good.""
14. Prior to installation of plant materials, all invasive vegetation within the Vegetated Corridor shall be removed per methods described in Clean Water Services' Integrated Pest Management Plan, 2019. During removal of invasive vegetation care shall be taken to minimize impacts to existing native tree and shrub species.
15. Clean Water Services and/or City shall be notified 72 hours prior to the start and completion of enhancement/restoration activities. Enhancement/restoration activities shall comply with the guidelines provided in Planting Requirements (R&O 19-5, Appendix A, as amended by R&O 19-22).

16. Maintenance and monitoring requirements shall comply with R&O 19-5, Section 2.12.2, as amended by R&O 19-22. If at any time during the warranty period the landscaping falls below the 80% survival level, the owner shall reinstall all deficient planting at the next appropriate planting opportunity and the two year maintenance period shall begin again from the date of replanting.
17. Performance assurances for the Vegetated Corridor shall comply with R&O 19-5, Section 2.07.2, Table 2-1 and Section 2.11, Table 2-2, as amended by R&O 19-22.
18. **Clean Water Services shall require an easement over the Sensitive Area and Vegetated Corridor conveying storm and surface water management to Clean Water Services or the City that would prevent the owner of the Vegetated Corridor from activities and uses inconsistent with the purpose of the corridor and any easements therein.**
19. Protection of the Vegetated Corridors and associated sensitive areas shall be provided by the installation of permanent fencing and signage between the development and the outer limits of the Vegetated Corridors. Fencing and/or signage details to be included on final construction plans.

This Service Provider Letter is not valid unless CWS-approved site plan is attached.

Please call (503) 681-3653 with any questions.



**Lindsey Obermiller
Environmental Plan Review**

Attachments (2)

Legend

- Mitigation buffer (302,393 sq ft)
- Enhancement buffer (14,765 sq ft)
- Wetland (3,650 sq ft)



*All areas north of new enhancement and mitigation areas polygons/main trail are within a current and active previous project documented in CWS File No. 15-003100

COLOR COPY

CWS FILE NO. 23-000010

Approved
Clean Water Services
FOR ENVIRONMENTAL REVIEW

By LO Date 06/16/2023
SPL ATTACHMENT 1 OF 2

AMENDED



TUALATIN HILLS PARKS & RECREATION (THPRD) ENHANCEMENT/MITIGATION CREDIT				
		JURISDICTION - SPRINGVILLE ENHANCEMENT/MITIGATION PROJECT EXTENSION		
BEGINNING CREDIT BALANCE (For File # 23-000010)			14,765	302,393
ACTIVITY	PROJECT NAME	FILE NUMBER	ENHANCEMENT FOR MITIGATION CREDIT USED (sf)	MITIGATION CREDIT
NEW PROJECT				
NEW PROJECT				
NEW PROJECT				
NEW PROJECT				
NEW PROJECT				
NEW PROJECT				
NEW PROJECT				
NEW PROJECT				
AVAILABLE CREDIT (RUNNING TOTAL OF AVAILABLE - USED) for File #23-000010			14,765	302,393
NOTES:				
1. Simply fill out the applicable columns for each "New Project" row. The table has already been formulated to do the calculations.				
2. Available enhancement credit cannot be used to fulfill mitigation requirements unless authorized by Environmental Review staff.				



AMENDED

RETURN TO: Clean Water Services
Mail Stop 10
2550 SW Hillsboro Highway
Hillsboro, OR 97123

Project: SPL 23-000010
Tax Lot No.: 1N119AA01900, 1N119AC14900
Square Feet: 311,546 +/-

**EASEMENT FOR WATER QUALITY PRESERVATION AND
STORM AND SURFACE WATER DRAINAGE**

GRANTOR'S NAME: Tualatin Hills Park & Recreation District

ADDRESS: 15707 SW Walker Road, Beaverton, OR 97006

GRANTOR, owner of the property described herein, has the authority and does hereby grant, convey and warrant unto Clean Water Services, GRANTEE, a non-exclusive perpetual easement in gross to use the real property described in Exhibit A attached hereto and by this reference incorporated herein (Easement Area) for water quality preservation and storm and surface water drainage. This easement includes the right to construct and perpetually maintain storm and surface water drainage and water quality facilities (including vegetation) through, under, and along the Easement Area. This easement includes the right to access the above described easement over and across the land of the GRANTOR for the purpose of maintenance of the easement and facilities therein. This easement shall run with the land and shall be binding upon and shall inure to the benefit of the parties hereto, their heirs, successors and assigns. GRANTEE shall not have any responsibility for pre-existing environmental contamination or for environmental contamination caused by GRANTOR or any third party of the Easement Area.

Any temporary easement granted hereby is automatically extinguished upon acceptance of the completed public facilities in the adjacent permanent easement.

The consideration for this grant is nonmonetary.

Additional terms and conditions set forth below are hereby agreed to and binding upon the parties to this easement:

1. No structure shall be erected on the Easement Area without the written consent of the GRANTEE.
2. One purpose of this easement shall be to preserve water quality by maintaining native vegetation and habitat conditions within the Easement Area. GRANTOR agrees that any vegetation planted by GRANTEE within the Easement Area shall not be removed, destroyed, mowed, altered or sprayed with biocides. GRANTOR may make additional plantings of Oregon native species within the Easement Area and may prune planted vegetation with approval of GRANTEE.
3. GRANTOR agrees that there shall be no filling, excavating or dredging; no removal of topsoil, sand, gravel, rock, minerals or other materials, nor any dumping of ashes, trash, garbage, or of any

other material, and no changing of the grade or topography of the Easement Area in any manner unless authorized by GRANTEE.

4. GRANTOR agrees that there shall be no damming, dredging or other activities that may be detrimental to water quality within the Easement Area. The scope of this easement includes GRANTEE'S right to remove any barrier to natural creek flow within the Easement Area that may cause flooding of structures subject to the terms of necessary federal, state and local permits. GRANTOR agrees that any activities within the Easement Area which are, in the opinion of the GRANTEE, inconsistent with preserving the natural condition of the Easement Area are prohibited and may be subject to enforcement action.
5. GRANTEE shall take action to enforce the terms of this easement. Enforcement shall include abatement of any prohibited condition or activity within the Easement Area by all means provided under Clean Water Services' Ordinances and Resolution and Orders, and federal and state laws.
6. GRANTEE and its contractors shall confine construction operations to within the Easement Area or make special arrangements with GRANTOR if additional area or access is required.
7. During the time that work is in progress, GRANTEE and GRANTEE'S contractor shall make every effort to maintain the site in a neat and orderly condition. All refuse, excess fill material, etc., shall be removed as soon as practicable. Should the site not be maintained in satisfactory condition, GRANTEE may cause the work to stop until the cleanup portion of the work has been done to the satisfaction of GRANTOR and GRANTEE.

This document may be executed in several counterparts, each of which will be an original, all of which will constitute one and the same instrument. An electronic signature will be considered an original. The individuals signing this document certify that they are authorized to execute this document on behalf of the respective parties.

INDIVIDUAL GRANTORS SIGN BELOW

Grantor (Individual)

Date

Grantor (Individual)

Date

CORPORATE, LLC, PARTNERSHIP, TRUST OR
OTHER LEGAL ENTITY SIGN BELOW

Tualatin Hills Park & Recreation District
(Entity name)

By: _____
Doug Menke (Sign here for entity)

Title: _____
General Manager

Date: _____

ACCEPTED

APPROVED AS TO FORM

By: _____

Chief Executive Officer or Designee

Clean Water Services

NOTARIZE DOCUMENT BELOW

[Use this notary block if GRANTOR is an individual.]

STATE OF _____)

)

County of _____)

This instrument was acknowledged before me this _____ day of _____, 20____,
by _____.

☐ [Check if applicable] The notarial act was performed using communication technology.

Notary Public

[Use this notary block if GRANTOR is an entity.]

STATE OF _____)

)

County of _____)

This instrument was acknowledged before me on _____ (date)
by Doug Menke (name of person) as General Manager (title) of
Tualatin Hills Park & Recreation District (name of entity).

☐ [Check if applicable] The notarial act was performed using communication technology.

Notary Public

EXHIBIT A

LEGAL DESCRIPTIONS FOR THE
FOLLOWING TAX LOTS:

Tax Lot No. 1N119AC14900

Tract A of the PLAT of SERAH LINDSAY ESTATES

Tax Lot No. 1N119AA01900

Tract E of the PLAT of EMERALD ESTATES NO. 2

July 31, 2025

TUALATIN HILLS PARK AND RECREATION DISTRICT
15707 SW WALKER RD
BEAVERTON OR 97006

Subject: THPRD Springville Corridor Enhancement & Mitigation Extension Project – Service
Provider Letter No. 23-000010 | VEGETATED CORRIDOR ENHANCEMENT FEE

Clean Water Services (District) has reviewed your request to pay the Vegetated Corridor Enhancement Fee for the above referenced project, in-lieu of implementing onsite vegetated corridor enhancements as required per Service Provider Letter No. 23-000010 issued January 6, 2023 and amended on July 31, 2025. District will accept payment of the Vegetated Corridor Enhancement Fee, for implementation of vegetated corridor enhancements, due to proximity to other District projects and programmatic goals and efficiency.

Upon payment of the Vegetated Corridor Enhancement Fee, Tualatin Hills Parks and Recreation District (THPRD) is relieved of the obligation to meet SPL Conditions 10-17. THPRD remains responsible for compliance with conditions 1-9, 18 & 19.

Vegetated Corridor Enhancement Fee:

Please submit a check in the amount of **\$189,888.00** listed below and on the attached invoice(s).

Vegetated Corridor	Area	Rate per Acre	Subtotal
Good Corridor Condition	0 SF	\$8,600	\$0
Marginal Corridor Condition	320,808 SF	\$25,800	\$189,888
Degraded Corridor Condition	0 SF	\$25,800	\$0

If you have any questions regarding the requirements outlined in this letter, please call Lindsey Obermiller at (503) 681-3653.

Sincerely,



Lindsey Obermiller
Senior Plan Reviewer-Environmental

Attachments (2)

e: SPL 23-000010 veg cor fee ltr/lo/lo

COLOR COPY

CWS FILE NO. 23-000010

Approved
Clean Water Services
FOR ENVIRONMENTAL REVIEWBy LO Date 01/6/2023

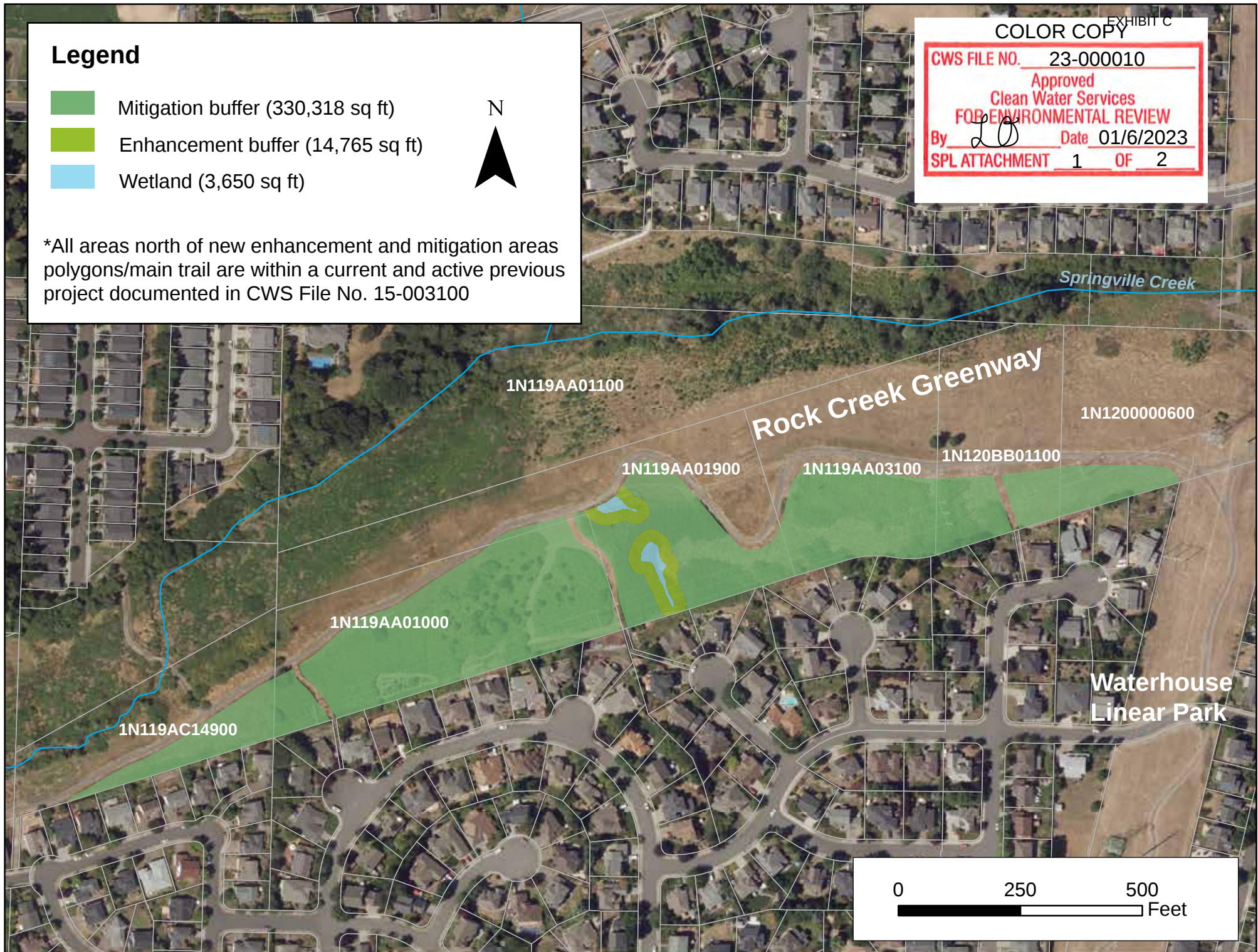
SPL ATTACHMENT 1 OF 2

Legend

-  Mitigation buffer (330,318 sq ft)
-  Enhancement buffer (14,765 sq ft)
-  Wetland (3,650 sq ft)



*All areas north of new enhancement and mitigation areas polygons/main trail are within a current and active previous project documented in CWS File No. 15-003100



MEMORANDUM

DATE: October 24, 2025
TO: Doug Menke, General Manager
FROM: Aisha Panas, Deputy General Manager
RE: **HMT Recreation Complex Pickleball Center District-Purchased Materials**

Introduction

Staff are requesting board of directors' approval of the district-purchased air-supported fabric structure (air structure) for the Howard M. Terpenning Recreation Complex Pickleball Center for the amount of \$834,476.

Background

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 of the selection of an air structure supplier for future needs and ongoing yearly maintenance for a five-year period. Authority was given to the general manager or designee to negotiate and execute an agreement with the resulting supplier.

On September 27, 2023, staff publicly advertised a request for proposals (RFP) in the Daily Journal of Commerce from manufacturers that design, manufacture, install, and maintain air supported fabric structures to award a sole source contract to a supplier for the purpose of: 1) By-yearly maintenance service to set-up and take-down air structures, 2) Replace an end-of-life existing air structure, and 3) Install a new air structure over a proposed pickleball court amenity (see Figure A). During the solicitation period eight companies expressed interest in the RFP, five specializing in air structures, and on October 19, 2023, three proposals were received. By late October a Review Committee of four district staff members was formed to evaluate and score proposals based on a numeric point system, rather than lowest proposed costs. Upon evaluating the proposals, the Review Committee recommended The Farley Group Inc to the general manager as the air structure manufacturer for design, fabrication, material supplies and services contracts for the district.

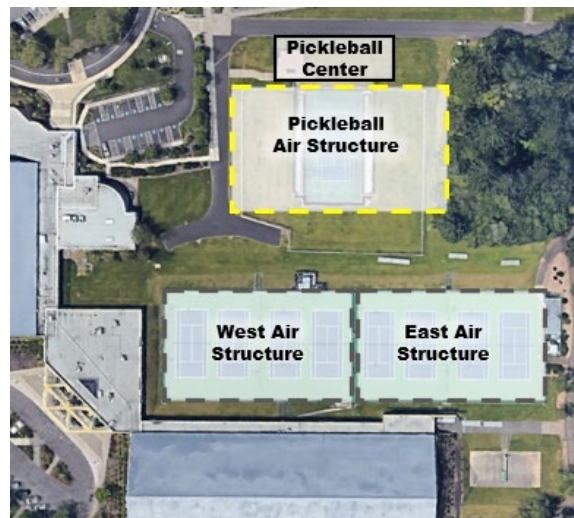


Figure A: Air-Supported Fabric Structure Locations

At this time Fieldwork Design & Architecture, the design consultant for the Pickleball Center and courts, and The Farley Group are preparing a construction document package to submit the project to the City of Beaverton for building permits. Concurrent with this phase of design the air structure needs to be ordered to secure materials and purchase parts ahead of its anticipated arrival in August 2027.

Included in this memo for additional reference is a site map (Attachment A) and bird's-eye view of the pickleball air structure (Attachment B).

Proposal Request

Staff are requesting board of directors' approval of the district-purchased air structure for the Howard M. Terpenning Recreation Complex Pickleball Center for the amount of \$834,476.

Outcomes of Proposal

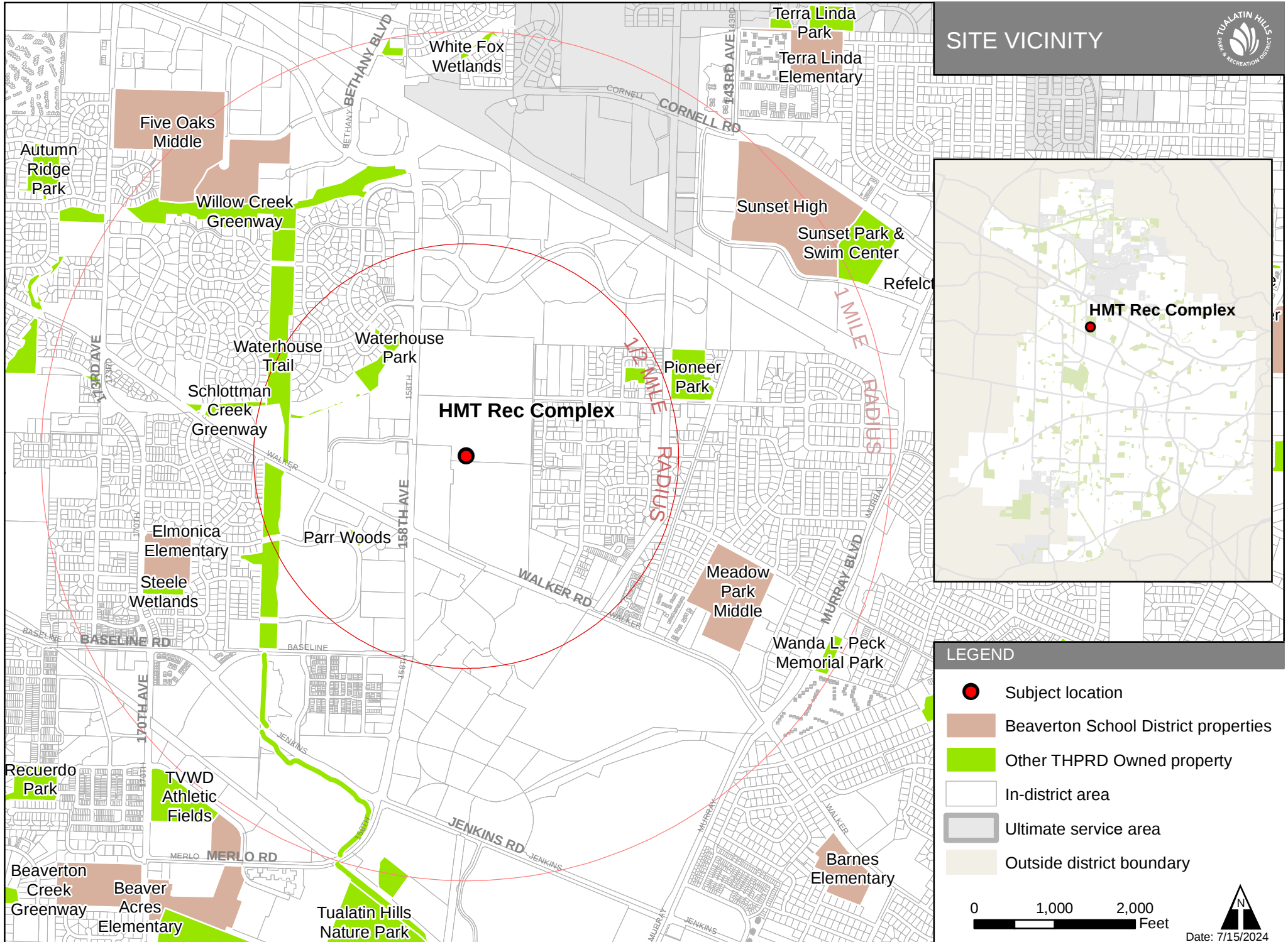
Approval of the district-purchased air structure will allow the district to successfully complete the Howard M. Terpenning Recreation Complex Pickleball Center.

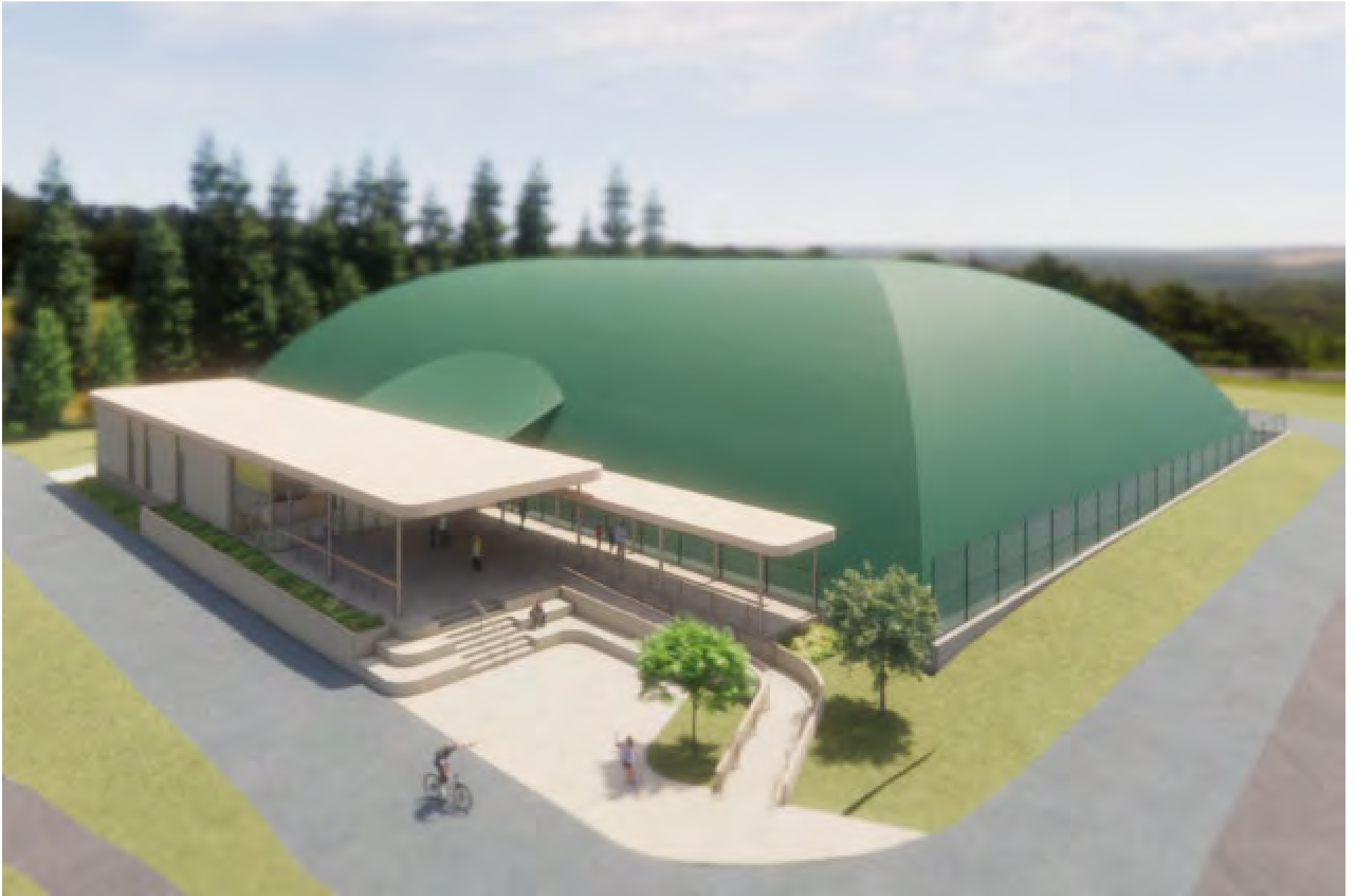
Public Engagement

Public engagement is not considered for district-purchased materials.

Action Requested

Board of directors' approval of the district-purchased air structure for the Howard M. Terpenning Recreation Complex Pickleball Center for the amount of \$834,476.





HMT Recreation Complex Pickleball Center

Bird's-Eye View of Pickleball Center and Air Structure



MEMORANDUM

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

2026 Replacement Bond Measure Preparation

Aisha Panas, Deputy General Manager, and Holly Thompson, Communications director, will provide the board with an update on bond categories and potential bond projects discussed with the Bond Task Force and provide an overview of next steps for the potential 2026 Replacement Bond Measure.

Equity & Engagement Team Update: Supporting Immigrant and Refugee Communities

Staff will provide an overview of developed guidance outlining steps to follow if immigration enforcement activity occurs at THPRD properties or events. The update will also highlight ongoing district efforts to support immigrant and refugee communities through public education opportunities and resource distribution through collaboration and leadership from community-based organizations.

Upcoming Events

November

Date	Event Name	Time	Location
11/1	Give & Get Fit Food Drive	Through 11/20	Conestoga Recreation & Aquatic Center
11/4	Community Blood Drive	8 am – 1 pm	Conestoga Recreation & Aquatic Center
11/7	Dive-in Movie	6 – 8:30 pm	Conestoga Recreation & Aquatic Center
11/8	Newt Day	12 – 4 pm	Tualatin Hills Nature Center
11/11	Veterans Day Breakfast	9 – 11 am	Conestoga Recreation & Aquatic Center
11/20	Tumble Tots Fall into Fun	9 am – 12 pm	Garden Home Recreation Center
11/21	Dive-in Movie	6 – 8:30 pm	Conestoga Recreation & Aquatic Center
11/28	Harvest Hike	10 am – 12 pm	Jenkins Estate

December

Date	Event Name	Time	Location
12/5	THPRD 70th Anniversary Talent Show	4 – 6 pm	Beaverton Swim Center
12/5	Dive-in Movie	6 – 8:30 pm	Conestoga Recreation & Aquatic Center
12/6	Holiday Bazaar	9 am – 3 pm	Elsie Stuhr Center
12/13 & 12/14	Sensory Santa	10 am – 5 pm	Conestoga Recreation & Aquatic Center
12/18	Tumble Tots Polar Party	9 am – 12 pm	Garden Home Recreation Center
12/19	Dive-in Movie	6 – 8:30 pm	Conestoga Recreation & Aquatic Center



[8B]

MEMORANDUM

DATE: November 3, 2025
TO: Board of Directors
FROM: Doug Menke, General Manager
RE: **Fiscal Year 2026/27 THPRD Values & Budget Priorities**

At the board's October 29, 2025, retreat, the board discussed their values and budget priorities for FY 2026/27. Time has been set aside on your November 12 agenda to continue this discussion and then formally approve the Fiscal Year 2026/27 THPRD Values & Budget Priorities. A proposed revised document reflecting the board's feedback and edits discussed during the retreat will be provided for the board's consideration prior to the November 12 meeting.

Action Requested

Board of directors' approval of the Fiscal Year 2026/27 THPRD Values & Budget Priorities.